

# Bryman

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## INSTITUTE

### 2005-2006 CATALOG

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Accredited by the Accrediting Commission of Career Schools and Colleges of  
Technology and Approved to Operate by the Department of Education of the  
Commonwealth of Massachusetts

2005-2006 CATALOG

**Bryman** INSTITUTE  
1209-313-315

Publishing Date December 2005

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Effective December 21, 2005, through December 31, 2006

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

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

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

With headquarters in Santa Ana, California, and schools in various states, 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 reentering 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 Institute will maintain its long-standing reputation for innovation and high-quality private vocational education.

### **SCHOOL HISTORY AND DESCRIPTION**

The Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. The Bryman Schools were acquired by National Education Corporation in 1975. and in 1983 this school's name was changed to National Education Center® - Bryman Campus. The Brighton school was acquired by Corinthian Schools, Inc. in December, 1995. The school's name was changed to Bryman Institute on June 30, 1996. The Chelsea campus was opened in March 2004 as a branch of Bryman College in Alhambra, California.

Both the Brighton and Chelsea campuses have been designed for training students in the health care field. Their campuses are carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment.

The Brighton facility has 28,000 square feet containing 14 classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

The Chelsea school is conveniently located in downtown Chelsea just across the Tobin Bridge from the city of Boston. The modern, air-conditioned facility is designed for training students for the working world. The attractive facility has approximately 28,000 square feet and includes two computer laboratories, two medical laboratories, two massage therapy laboratories, one pharmacy technician laboratory, student lounge, resource center, bookstore and administrative areas.

Both campuses and the equipment they use comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

Both schools are conveniently located near public transportation.

### **EDUCATIONAL PHILOSOPHY**

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

To offer students the training and skills that will lead to successful employment, the schools will:

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

## **STATEMENT OF NON-DISCRIMINATION**

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

## **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Licensed by the Commonwealth of Massachusetts, Department of Education.
- The Medical Assisting Program is approved by the American Medical Technologists and the National Center for Competency Testing.
- Eligible institution for Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students, (FPLUS) Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and MASSGrants.
- Authorized under federal law to enroll nonimmigrant alien students (Brighton campus only).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code (Brighton campus only).
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of the Massachusetts Association of Private Career Schools.

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

## **ADMISSIONS**

### **REQUIREMENTS AND PROCEDURES**

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete the application form and bring it to the Institute, or call for a priority appointment to visit the Institute 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 Institute'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 Institute administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the Institute reviews the information and informs the applicant of its decision.

The Institute 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;
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The Institute reserves the right to deny admission to 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 Institute 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 retested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

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

Applicants enrolling under the Ability to Benefit Provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the Institute's entrance test requirements. Applicants who fail the test can be re-tested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and reenter more than one year after their test date, must take the test again.

### **Allied Health Student Disclosure**

#### **Criminal Background Check**

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

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

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

The fee for this background check will be covered by financial aid for those who qualify.

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

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

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

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit

clinical site placement and program completion.

### Dental Assisting Program

Due to regulations regarding X-rays, applicants to the Dental Assisting Program must be at least 17 years old.

### Pharmacy Technician Program

To be admitted to the Pharmacy Technician program, the student must:

- Score 140 or higher on the Career Programs Assessment test (CPAT);
- Be a high school graduate or equivalent;
- Be at least 18 years old;
- Not have been convicted of a drug-related felony.

Pharmacy Technicians in Massachusetts must be registered with the Board of Registration in Pharmacy.

## CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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

## ACADEMIC POLICIES

### GRADING

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

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies to all courses:

Key to Transcript Symbols	
1	May need to repeat class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is waived

### STUDENT AWARDS

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

### GRADUATION REQUIREMENTS

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

To be eligible for graduation, students must:

- Complete all required classroom modules with a grade of at least 70%;



- Meet the grade requirements for the module/course components, if applicable;
- Successfully complete an approved externship, if applicable;
- Receive satisfactory evaluations from the externship facility, if applicable; and
- Complete all program requirements.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Requirements**

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in allied health programs must:

- Achieve a cumulative grade percent average (GPA) of at least 70% (on a scale of 0-100%) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1.5 times the planned program length.

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

### **Academic Probation**

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70% (allied health), they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70% but have achieved a GPA of at least 70% for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70% for the module will be withdrawn from training by the Institute.

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% 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% will be withdrawn from training by the Institute.

### **Reinstatement Policy**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the Campus President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70% during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

### **Incompletes**

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

### **Withdrawals**

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the Department Chair and Director of Education. Extreme academic or personal hardship is considered the only justification for withdrawal.

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

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

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

### **Exit Interviews**

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

### **Repeat Policy**

Students who fail a module or course must retake that module or course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length.

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

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

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

### **Maximum Program Completion Time**

**Classroom Training:** Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 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 clock/credit hours according to the Enrollment Agreement.

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

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

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

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

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

**Externship 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/credit hours must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, 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 Institute. If a student has been officially dropped by the Institute, 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 Institute. 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 Placement Director and approved by the Institute President. Students may be reinstated only 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 Director of Education.

### **REQUIRED STUDY TIME**

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

### **UNIT OF ACADEMIC CREDIT**

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

### **CLASS SIZE**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 26 students. The maximum lecture class size is 28 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 26 students. The maximum class size for laboratory classes is 28 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% of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% 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. However, if a student returns on the eleventh day, he/she may appeal the drop.

Students who miss 15% of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20% 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 be unavoidably absent, he/she should notify the Institute.

### **Tardiness/Early Departure**

Students who arrive for class more than 15 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class more than 15 minutes before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one class period 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 Institute.

Students who have been terminated for violating the attendance policy may apply for reentry to the Institute through the appeals process. (See "Appeals Procedures" policy.) Students reentered after violating the attendance policy may not be absent more than 20% 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 Institute President.

### **Make-up Work**

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

### **Leave of Absence Policy**

The Institute 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 Institute President, Director of Education, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the Institute, 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 Institute will make every attempt to ensure that students can reenter 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 Institute recognizes that it will be unable to assure that a student can reenter 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 Institute 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" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted, forcing the borrower to begin making repayments immediately.

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

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

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

## **ADMINISTRATIVE POLICIES**

### **STUDENT DISABILITIES SERVICES/ACCOMMODATIONS**

The Institute 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 Institute 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.

### **STUDENT CONDUCT CODE**

#### **Background**

The Institute 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 Institute and to prepare for what the student might later expect to find in a professional-level work environment. The Institute maintains the right to discipline students found in violation of Institute policies.

- The Institute maintains the right to discipline students found in violation of Institute policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Work study students who violate the student conduct of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.

- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other Institute-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the Institute.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

### **Student Conduct Code**

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

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

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

### **Student Conduct Code Violations/Formal Disciplinary Procedure**

If the Institute has reason to believe that a student has violated the student conduct code, the Institute 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 Institute.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the Institute 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 Institute deems appropriate. The Institute 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 Institute.

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

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

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

### **Student Conduct Code Appeals**

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

## **ACADEMIC INTEGRITY**

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

## **APPEALS PROCEDURES**

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

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

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

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

## **DRESS CODE**

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 Institute's dress code policy. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

## **ACADEMIC ADVISEMENT AND TUTORING**

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

## **HEALTH/MEDICAL CARE**

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

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

## **TERMINATION PROCEDURES**

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

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

Students to be terminated are notified in writing and may appeal to the Institute President.

## **TRANSFERABILITY OF CREDITS**

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

## **TRANSCRIPTS AND DIPLOMAS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the Institute computer system. Permanent records are kept in paper form, microfiche or microfilm. The Institute maintains complete records for each student, including 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 be released only 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 Institute are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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

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

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

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



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

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

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

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

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

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

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the Institute 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 or email at [studentrelations@cci.edu](mailto:studentrelations@cci.edu).

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

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

This school is licensed by the Massachusetts Department of Education, Office of Proprietary Schools. Any comments, questions, or concerns should be directed to [proprietaryschools@doe.mass.edu](mailto:proprietaryschools@doe.mass.edu) or 781-338-6048.

### **WEATHER EMERGENCIES**

The Institute 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 Institute 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.

### **POLICY AND PROGRAM CHANGES**

The Institute 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 Institute catalog.

## **FINANCIAL INFORMATION**

### **TUITION AND FEES**

Tuition and fee information can be found in <b>Appendix B: Tuition and Fees</b> in this catalog.
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The Enrollment Agreement obligates the student and the Institute for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this Institute catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog. Tuition will be as noted in Appendix B.

#### **Additional Fees and Expenses**

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students. All students are required to wear a uniform, which may be purchased for an estimated cost of approximately \$34.00 per uniform.

#### **Voluntary Prepayment Plan**

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

### **CANCELLATION/REFUND POLICY**

The Institute employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal. Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the Institute retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

## **Cancellations**

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

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

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

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

Students who have not visited the school prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of the school and inspection of the equipment.

## **Refunds**

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

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

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

## **Refund Policies**

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

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

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

**Textbook and Equipment Return/Refund Policy**

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

**Federal Return of Title IV Funds Policy**

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

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

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

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

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

**Return of Unearned SFA Program Funds**

The school must return the lesser of:

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

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

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

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

**Bryman Institute Refund Calculation**

Besides the state refund policy listed on the front of the Enrollment Agreement, the school will also calculate any refund using the following pro-rata parameters and provide the refund most favorable to the student.

For students attending this campus who terminate their training before completing more than 75 percent of an enrollment period, the school will perform a pro-rata refund calculation.

Under a pro-rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment.

The school may retain the entire contract price of the period of enrollment--including tuition, fees and other charges--if the student terminates the training after completing more than 75 percent of the enrollment period.

**State Refund Policy (As per M.G.L. Chapter 255, Section 13K)**

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs Equal: \$0

**Application of Policy**

- a) In the event that a student withdraws or is terminated from any program that gives the student his/her equipment to keep as they progress through school, any equipment already issued will remain the student's property. However, any other equipment scheduled to be issued during the remainder of the program will not be issued.
- b) All refunds will be made to the person, company, organization, or agency that paid the student's tuition unless the school is authorized in writing to take other action.

This school is licensed by the Massachusetts Department of Education, Office of Proprietary Schools. Any comments, questions, or concerns should be directed to [proprietaryschools@doe.mass.edu](mailto:proprietaryschools@doe.mass.edu) or 781-338-6048.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action should be made to the education director or School President. The school is associated with and is subject to the policies enacted by Corinthian Colleges, Inc., 6 Hutton Centre, Suite 400, Santa Ana, CA 92707.

In consideration of the student being permitted to participate in student activities and field trips under the auspices of the school, the student and parties executing with the student authorize participation by the student and release the school and parent corporations/affiliates and their respective officers, agents, and employees from any and all responsibility for injury or damage to person or property.

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

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

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

### **Veteran Students**

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

## **FINANCIAL ASSISTANCE**

This Institute 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 Institute recognizes that many students lack the resources to begin their educational training. The Institute 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 (FAFSA). The Institute's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

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

*The Federal Student Guide*, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. The Student Guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

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

### **Federal Stafford Loan (FSL)**

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

### **Federal Parent Loan for Undergraduate Students (FPLUS)**

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

### **Federal Pell Grant**

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

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

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

### **Federal Perkins Loan**

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

### **Sallie Mae Signature Loan Program (SLM)**

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

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

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to 60% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

### **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.

### **Alternative Loan Program**

The school offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

The Institute encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the Institute 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 Institute's placement assistance program at no additional cost.

### **STUDENT ACTIVITIES**

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

### **HOUSING ASSISTANCE**

Although the Institute does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Admissions Director

### **TRANSPORTATION ASSISTANCE**

The Institute 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 Institute for all students and employees.

### **ADVISING**

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



## PROGRAMS BY LOCATION

	Brighton	Chelsea
Dental Assisting	X	
Massage Therapy	X	X
Medical Assisting	X	X
Medical Administrative Assistant	X	
Pharmacy Technician		X

## MODULAR PROGRAMS

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately 4 to 7 weeks in length.

### DENTAL ASSISTING

**Diploma Program - 8 Months (Day); or 9 Months (Evening)**

720 Clock Hours/47.0 Credit Units

v1-1 091605

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

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

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

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

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

#### Program Outline

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	40	40	0	80	6.0
MODULE B	Dental Radiography	40	40	0	80	6.0
MODULE C	Dental Specialties	40	40	0	80	6.0
MODULE D	Operator Dentistry	40	40	0	80	6.0
MODULE E	Laboratory Procedures	40	40	0	80	6.0
MODULE F	Dental Anatomy and Orthodontics	40	40	0	80	6.0
MODULE G	Dental Health	40	40	0	80	6.0
MODULE X	Dental Assisting Externship	0	0	160	160	5.0
	<b>Program Totals:</b>	<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

#### Major Equipment

Amalgamators

Autoclave

Dental Unit and Chairs

DXTR and Typodont Manikins

Handpieces

Model Trimmers

Model Vibrators

Oral Evacuation Equipment

Ultrasonic Units

X-Ray Units

**Module A – Dental Office Emergencies and Compliance****6.0 Quarter Credit Hours**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to management emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module B – Dental Radiography****6.0 Quarter Credit Hours**

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module C – Dental Specialties****6.0 Quarter Credit Hours**

In this module, student study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module D – Operatory Dentistry****6.0 Quarter Credit Hours**

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module E – Laboratory Procedures****6.0 Quarter Credit Hours**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module F – Dental Anatomy and Orthodontics****6.0 Quarter Credit Hours**

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module G - Dental Health****6.0 Quarter Credit Hours**

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module X - Dental Assisting Externship****5.0 Quarter Credit Hours**

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

## MASSAGE THERAPY

**Diploma Program** - 9 Months (Day); or 10 Months (Evening)

720 Clock Hours/54.0 Credit Units

v1-0 091605

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

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

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

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

### Program Outline

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

### Major Equipment

Massage Tables  
CPR Manikins  
AV Equipment

Massage Chairs  
Anatomical Charts

## Module Descriptions

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

### Module A - Business and Ethics

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hour

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

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

6.0 Quarter Credit Hour

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

### Module D - Eastern Theory and Practice

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hour

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

### Module F - Deep Tissue, Myofascial Release & Pin and Stretch

6.0 Quarter Credit Hours

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

### Module G - Neuromuscular/Trigger Point and Muscle Energy Techniques

6.0 Quarter Credit Hours

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

### Module H - Clinical and Sports Massage

6.0 Quarter Credit Hours

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

### Module I - Health and Wellness

6.0 Quarter Credit Hours

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

## MEDICAL ASSISTING

**Diploma Program** - Brighton: 8 Months (Day); or 9 Months (Evening)

Chelsea: 8 Months (Day or Evening)

720 Clock Hours/47.0 Credit Units

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

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

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

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

### Program Outline

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

### Major Equipment

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

### 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 "40/30/10/6.0" indicates that the module consists of 40 hours of lecture/theory, 30 hours of laboratory work, and 10 hours of computer/keyboarding. Together, they provide a total of 6.0 credit units.

#### Module A - Patient Care and Communication

40/40/6.0

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

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

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

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

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

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

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

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

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

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

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. 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 G - Medical Law, Ethics, and Psychology****40/40/6.0**

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

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

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



## MEDICAL ADMINISTRATIVE ASSISTANT

**Diploma Program - 8 Months (Day) or 9 Months (Evening)**  
720 Clock Hours/47.0 Credit Units

v1-0 020405

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21<sup>st</sup> century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully 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 (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

### Program Outline

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

### Major Equipment

Autoclave  
Calculators  
Patient Examination Table  
Personal Computers

Sphygmomanometer  
Stethoscopes  
Teletrainer  
Transcription Machine

### Module A: Office Finance

### 6.0 Quarter Credit Hours

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

**Module B: Patient Processing and Assisting****6.0 Quarter Credit Hours**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module C: Medical Insurance****6.0 Quarter Credit Hours**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module D: Insurance Plans and Collections****6.0 Quarter Credit Hours**

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

**Module E: Office Procedures****6.0 Quarter Credit Hours**

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

**Module F: Patient Care and Computerized Practice Management****6.0 Quarter Credit Hours**

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

**Module G: Dental Administrative Procedures****6.0 Quarter Credit Hours**

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

**Module X - Medical Administrative Assistant Externship****5.0 Quarter Credit Hours**

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

## PHARMACY TECHNICIAN

**Diploma Program - 8 Months (Day and Evening)**  
720 Clock Hours/47.0 Credit Units

v1-0 020905

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

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

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

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

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

### Major Equipment

Laminar Flow Hood  
Printer  
Prescription Stock Items

Retail Bottles  
Retail Labeling Computers

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical

Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

**6.0 Quarter Credit Hours**

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

**Module X - Clinical Externship**

**5.0 Quarter Credit Hours**

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

## CORINTHIAN COLLEGES, INC.

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

<p><b>AMI</b> Daytona Beach, CA</p> <p><b>Ashmead College</b> Everett, WA Fife, WA Portland (Tigard), OR Seattle, WA Vancouver, WA</p> <p><b>Blair College</b> Colorado Springs, CO</p> <p><b>Bryman College</b> Alhambra, CA Anaheim, CA City of Industry, CA Everett, WA Gardena, CA Hayward, CA Los Angeles (Wilshire), CA Lynnwood, WA New Orleans, LA Ontario, CA Port Orchard, WA Renton, WA Reseda, CA San Bernardino, CA San Francisco, CA San Jose, CA St. Louis (Earth City), MO Tacoma, WA Torrance, CA West Los Angeles, CA</p>	<p><b>Bryman Institute</b> Brighton, MA Chelsea, MA Gahanna, OH Eagan, MN</p> <p><b>Duff's Business Institute</b> Pittsburgh, PA</p> <p><b>Everest College</b> Arlington, TX Dallas, TX Everest Online Fort Worth, TX Mesa, AZ Phoenix, AZ Portland, OR Rancho Cucamonga, CA Vancouver, WA</p> <p><b>Everest Institute</b> Silver Spring, MD</p> <p><b>Florida Metropolitan University</b> Tampa (Brandon), FL FMU Online Jacksonville, FL Lakeland, FL Melbourne, FL North Orlando, FL Orange Park, FL Clearwater (Pinellas), FL Pompano Beach, FL South Orlando, FL Tampa, FL</p>	<p><b>Georgia Medical Institute</b> Atlanta (Downtown), GA Atlanta (DeKalb), GA Jonesboro, GA Marietta, GA Norcross, GA</p> <p><b>Kee Business College</b> Chesapeake, VA Newport News, VA</p> <p><b>Las Vegas College</b> Henderson, NV</p> <p><b>Mountain West College</b> Salt Lake City, UT</p> <p><b>National Institute of Technology</b> Austin, TX Cross Lanes, WV Dearborn, MI Detroit, MI Houston (Bissonnet), TX Houston (Galleria), TX Houston (Greenspoint), TX Houston (Hobby), TX Long Beach, CA San Antonio, TX Southfield, MI</p> <p><b>National School of Technology</b> Fort Lauderdale, FL Hialeah, FL Miami (Kendall), FL Miami, FL</p>	<p><b>Olympia Career Training Institute</b> Grand Rapids, MI Kalamazoo, MI</p> <p><b>Olympia College</b> Burr Ridge, IL Chicago, IL Merrillville, IN Merrionette Park, IL North Aurora, IL Skokie, IL</p> <p><b>Parks College</b> Arlington, VA Aurora, CO McLean (Tyson's Corners), VA Thornton, CO</p> <p><b>Rochester Business Institute</b> Rochester, NY</p> <p><b>Springfield College</b> Springfield, MO</p> <p><b>WyoTech Technical Institute</b> Bedford, MA Blairsville, PA Fremont, CA Laramie, WY Oakland, CA Sacramento, CA</p>
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### STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, 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  
Jack D. Massimino  
Beth A. Wilson

#### OFFICERS

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

#### TITLE

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

## APPENDIX A: ADMINISTRATION AND FACULTY

### BRIGHTON

#### ADMINISTRATION

Paul J. Flaherty	President
Valentia McDonald	Education Director
Jeffrey Malkin	Finance Director
Arthur Banester	Admissions Director
Thomas Simone	Placement Director
Kristin Casey	Business Manager

#### DEPARTMENT CHAIRS

Nicole Johnston	Medical Administrative Assisting
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#### MEDICAL ASSISTING INSTRUCTORS

Maureen Baptista	Medical Assistant
Thomas Coconis	Medical Assistant
Jesse Davis	Medical Assistant
Tsahai Jackson	Medical Assistant
Sandra Murphy	Medical Assistant
Richard Zaleski	Medical Assistant

#### MEDICAL ADMINISTRATIVE ASSISTING INSTRUCTORS

Arlene Belson	Medical Administrative Assistant
Marlene Culbreath	Medical Administrative Assistant
Suzanne Evaristo	Medical Administrative Assistant

#### DENTAL ASSISTING

Teresa Lafee	Dental Assistant
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#### MASSAGE THERAPY INSTRUCTORS

Kathleen Bertolini	Massage Therapist
Julie Fender	Massage Therapist

#### COMPUTER INSTRUCTORS

Patricia Barry	
Anthony McPherson	

### CHELSEA

#### ADMINISTRATION

Wade Charlton	President
Michael McDonald	Director of Education
Joanne Price	Finance Director
Matt Curtis	Admissions Director

**DEPARTMENT CHAIRS**

Frank Barry                      Medical Assisting Chair

**MEDICAL ASSISTANT INSTRUCTORS**

Sonia Glennon  
Rhonda Krinsky  
Blerina Merdani  
Tina Olivar

**MASSAGE THERAPY INSTRUCTORS**

Amy Urbowicz

**PHARMACY TECHNICIAN INSTRUCTORS**

Andrew Jones

**APPENDIX B: TUITION AND FEES**

For classes beginning on or after January 3, 2006

Programs Offered	Program Length	Credit Units	Textbooks and Equipment (Estimated)		Tuition	
			Brighton	Chelsea	Brighton	Chelsea
Dental Assisting	8 Modules	47	\$990	N/A	\$10,900	N/A
Massage Therapy*	9 Modules	54	\$1,299	\$1,299	\$11,575	\$11,575
Medical Assisting	8 Modules	47	\$990	\$990	\$10,900	\$10,900
Medical Administrative Assistant	8 Modules	47	\$990	N/A	\$10,900	N/A
Pharmacy Technician	8 Modules	47	N/A	\$550	N/A	\$10,900

\*Additional material costs may include sheets and towels that students must provide.  
For programs requiring a criminal background check, \$52 will be charged.



## APPENDIX C: CALENDARS

### BRIGHTON

<b>Medical Assistant, Dental Assistant, Massage Therapy &amp; Medical Administrative Assistant</b>			
<b>Morning Schedule Five-Day Week 8:00 a.m. - 12:00 p.m. (Mon - Fri)</b>			
2006			
Start Dates		End Dates	
Nov. 29, 2005	Tues	Jan. 4, 2006	Wed
Jan. 6	Fri	Feb. 3	Fri
Feb. 6	Mon	March 6	Mon
March 8	Wed	April 4	Tues
April 6	Thurs	May 10	Wed
May 12	Fri	June 9	Fri
June 12	Mon	July 14	Fri
July 18	Tues	August 14	Mon
August 16	Wed	Sept. 13	Wed
Sept. 15	Fri	October 13	Fri
October 17	Tues	Nov. 14	Tues
Nov. 15	Wed	Dec. 14	Thurs
Dec. 15, 2006	Fri	Jan. 23, 2007	Tues
Jan. 25, 2007	Thurs	Feb. 22, 2007	Thurs

<b>Medical Assistant</b>			
<b>Late Morning Schedule Five-Day Week 10:00 a.m. - 2:00 p.m. (Mon - Fri)</b>			
2006			
Start Dates		End Dates	
Dec. 12, 2005	Mon	Jan. 18, 2006	Wed
Jan. 19	Thurs	Feb. 15	Wed
Feb. 16	Thurs	March 16	Thurs
March 17	Fri	April 13	Thurs
April 14	Fri	May 18	Thurs
May 22	Mon	June 19	Mon
June 21	Wed	July 25	Tues
July 27	Thurs	August 23	Wed
August 25	Fri	Sept. 22	Fri
Sept. 25	Mon	Oct. 23	Mon
Oct. 24	Tues	Nov. 21	Tues
Nov. 22, 2006	Wed	Dec. 21, 2006	Thurs
Jan. 2, 2007	Tues	Jan. 30, 2007	Tues
Feb. 1, 2007	Thurs	March 1, 2007	Thurs

<b>Medical Assistant, Dental Assistant, Massage Therapy &amp; Medical Administrative Assistant</b>			
<b>Afternoon Schedule Five-Day Week 12:00 - 4:00 p.m. (Mon - Fri)</b>			
2006			
Start Dates		End Dates	
Dec. 21	Wed	Jan. 27	Fri
Jan. 30	Mon	Feb. 27	Mon
Feb. 28	Tues	March 27	Mon
March 29	Wed	May 2	Tues
May 4	Thurs	June 1	Thurs
June 5	Mon	June 30	Fri
July 10	Mon	August 4	Fri
August 8	Tues	Sept. 5	Tues
Sept. 7	Thurs	Oct. 4	Wed
Oct. 5	Thurs	Nov. 2	Thurs
Nov. 6	Mon	Dec. 6	Wed
Dec. 8, 2006	Fri	Jan. 16, 2007	Tues
Jan. 18, 2007	Thurs	Feb. 14, 2007	Wed

<b>Medical Assistant, Dental Assistant, Massage Therapy &amp; Medical Administrative Assistant</b>			
<b>Evening Schedule Four-Day Week 6:00 - 10:00 p.m. (Mon - Thurs)</b>			
2006			
Start Dates		End Dates	
Nov. 22, 2005	Tues	Jan 10, 2006	Tues
Jan. 11	Wed	Feb. 15	Wed
Feb. 16	Thurs	March 23	Thurs
March 28	Tues	May 8	Mon
May 9	Tues	June 13	Tues
June 15	Thurs	July 26	Wed
July 31	Mon	August 31	Thurs
Sept. 5	Tues	October 10	Tues
October 11	Wed	Nov. 16	Thurs
Nov. 20, 2006	Mon	Jan. 3, 2007	Wed
Jan. 8, 2007	Mon	Feb. 12, 2007	Mon

<b>Medical Assistant, Dental Assistant, Massage Therapy &amp; Medical Administrative Assistant</b>			
<b>Morning Schedule Five-Day Week 8:00 a.m. - 12:00 p.m. (Mon - Fri)</b>			
2007			
<b>Start Dates</b>		<b>End Dates</b>	
Dec. 15, 2006	Fri	Jan. 23, 2007	Tues
Jan. 25, 2007	Thurs	Feb. 22, 2007	Thurs
Feb. 26	Mon	March 23	Fri
March 26	Mon	April 27	Fri
April 30	Mon	May 25	Fri
May 30	Wed	June 26	Tues
June 28	Thurs	August 1	Wed
August 3	Fri	August 30	Thurs

<b>Medical Assistant</b>			
<b>Late Morning Schedule Five-Day Week 10:00 a.m. - 2:00 p.m. (Mon - Fri)</b>			
2007			
<b>Start Dates</b>		<b>End Dates</b>	
Nov. 22, 2006	Wed	Dec. 21, 2006	Thurs
Jan. 2, 2007	Tues	Jan. 30, 2007	Tues
Feb. 1, 2007	Thurs	March 1, 2007	Thurs
March 5	Mon	March 30	Fri
April 2	Mon	May 4	Fri
May 8	Tues	June 5	Tues
June 7	Thurs	July 11	Wed
July 13	Fri	August 9	Thurs

<b>Medical Assistant, Dental Assistant, Massage Therapy &amp; Medical Administrative Assistant</b>			
<b>Afternoon Schedule Five-Day Week 12:00 - 4:00 p.m. (Mon - Fri)</b>			
2007			
<b>Start Dates</b>		<b>End Dates</b>	
Dec. 8, 2006	Fri	Jan. 16, 2007	Tues
Jan. 18	Thurs	Feb. 14	Wed
Feb. 16	Fri	March 16	Fri
March 19	Mon	April 13	Fri
April 23	Mon	May 18	Fri
May 22	Tues	June 19	Tues
June 21	Thurs	July 25	Wed
July 27	Fri	August 23	Thurs

<b>Medical Assistant, Dental Assistant, Massage Therapy &amp; Medical Administrative Assistant</b>			
<b>Evening Schedule Four-Day Week 6:00 p.m. - 10:00 p.m. (Mon - Thurs)</b>			
2007			
<b>Start Dates</b>		<b>End Dates</b>	
Nov. 20, 2006	Mon	Jan. 3, 2007	Wed
Jan. 8, 2007	Mon	Feb. 12, 2007	Mon
February 13	Tues	March 20	Tues
March 22	Thurs	May 2	Wed
May 7	Mon	June 11	Mon
June 13	Wed	July 24	Tues

**CHELSEA**

Medical Assisting, Pharmacy Technician, Massage Therapy			
Day / Evening Schedule - Five-Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Dec 08	Thursday	Jan 13	Friday
2006			
Start Dates		End Dates	
Jan 17	Tuesday	Feb 13	Monday
Feb 15	Wednesday	Mar 15	Wednesday
Mar 20	Monday	Apr 14	Friday
Apr 17	Monday	May 12	Friday
May 16	Tuesday	Jun 13	Tuesday
Jun 15	Thursday	Jul 19	Wednesday
Jul 24	Monday	Aug 18	Friday
Aug 21	Monday	Sep 18	Monday
Sep 20	Wednesday	Oct 17	Tuesday
Oct 19	Thursday	Nov 15	Wednesday
Nov 20	Monday	Dec 19	Tuesday

Medical Assisting [Alternate Schedule]			
Day Schedule - Five-Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Nov 28	Monday	Jan 03	Tuesday
2006			
Start Dates		End Dates	
Jan 04	Wednesday	Feb 01	Wednesday
Feb 06	Monday	Mar 06	Monday
Mar 07	Tuesday	Apr 03	Monday
Apr 05	Wednesday	May 02	Tuesday
May 04	Thursday	Jun 01	Thursday
Jun 05	Monday	Jun 30	Friday
Jul 10	Monday	Aug 04	Friday
Aug 08	Tuesday	Sep 05	Tuesday
Sep 07	Thursday	Oct 04	Wednesday
Oct 09	Monday	Nov 03	Friday
Nov 07	Tuesday	Dec 06	Wednesday

Medical Assisting [Alternate Schedule #2]			
Day Schedule - Five-Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Dec 19	Monday	Jan 25	Wednesday
2006			
Start Dates		End Dates	
Jan 30	Monday	Feb 27	Monday
Mar 1	Wednesday	Mar 28	Tuesday
Mar 30	Thursday	Apr 26	Wednesday
May 1	Monday	May 26	Friday
May 31	Wednesday	Jun 27	Tuesday
Jun 29	Thursday	Aug 2	Wednesday
Aug 7	Monday	Sep 1	Friday
Sep 6	Wednesday	Oct 3	Tuesday
Oct 5	Thursday	Nov 1	Wednesday
Nov 6	Monday	Dec 5	Tuesday

**Chelsea Campus - 2006 Student Holidays:**

- January 2<sup>nd</sup> .....New Years
- January 16<sup>th</sup> .....Martin Luther King, Jr. Day
- February 20<sup>th</sup> .....Presidents' Day
- May 29<sup>th</sup> .....Memorial Day
- July 3 - 7<sup>th</sup> .....Summer Break
- September 4<sup>th</sup> .....Labor Day
- November 23<sup>rd</sup>-24<sup>th</sup> .....Thanksgiving
- December 22<sup>nd</sup>
- January 1, 2007 .....Winter Break

## APPENDIX D: OPERATING HOURS

### BRIGHTON

**Office:**

8:00 a.m. to 8:00 p.m. Monday through Thursday

8:00 a.m. to 5:00 p.m. Friday

**School:**

8:00 a.m. to 12:00 p.m. Monday through Friday Morning

12:00 p.m. to 4:00 p.m. Monday through Friday Afternoon

6:00 p.m. to 10:00 p.m. Monday through Thursday Evening

### CHELSEA

**Office:**

9:00 a.m. to 5:00 p.m. Monday through Friday

**Admission:**

9:00 a.m. to 8:00 p.m. Tuesday through Thursday

8:00 a.m. to 5:00 p.m. Monday and Friday

**Class Schedules:**

6:00 a.m. to 10:00 a.m. Monday through Friday

10:00a.m. to 2:00 p.m. Monday through Friday

2:00 p.m. to 6:00 p.m. Monday through Friday

6:00 p.m. to 10:00 p.m. Monday through Friday