1997-98 CATALOG
National Institute of Technology

Wyoming0597

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Wyoming, Michigan 49509
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Accredited by the Accrediting Commission of Career Schools
and Colleges of Technology and
Licensed by the Michigan Department of Education.

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About Corinthian Schools, Inc.

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

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

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

School History and Description

National Institute of Technology in Wyoming, Michigan, was originally a member of RETS Electronic Schools and was first licensed by the Michigan Department of Education in 1956. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in September 1995. The name of the school was changed to National Institute of Technology on June 30, 1996.

The two-building campus occupies approximately 24,000 square feet and contains eleven large classrooms designed for theory and laboratory instruction, eight administrative offices, a library containing reference and reading materials related to the academic programs, student lounge and restrooms.

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

The campus is located between Byron Center and Ivanrest in the cul-de-sac on Remico, south of 28th Street. Ample parking is available in the three parking lots adjacent to the school buildings.

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

Accreditations, Approvals and Memberships

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Licensed to operate by the State of Michigan, Department of Education.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study programs.
- Member of the National Vocational-Technical Honor Society.
- Member of the National Association for Health Professionals.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

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

Administration

Gary McGee	School President
Laurence Keshner	Education Director
Catherine Lima	Admissions Director
Thomas Doyle	Placement Director
Pam DeVos	Finance Director

Faculty

Allied Health Department

Kathy Cavanaugh, Certificate, C.M.A.	Saddleback Community College, Mission Viejo, CA
Brenda Decker	Occupational Qualifications
Stacey Hector, Certificate	National Institute of Technology, Wyoming, MI
Leslie Jack, R.M.A., C.M.A.	Grand Rapids Educational Center, Grand Rapids, MI
Amy Link, L.P.N.	Grand Rapids Community College
Cynthia Minnema, A.A.S., C.M.A.	Davenport College, Grand Rapids, MI

Technical Department

Lee Hudson	Occupational Qualifications
Donald Langdon	National Institute of Technology, Wyoming, MI
Michael Mesnak, B.S.E.E.T.	DeVry Technical Institute, Columbus, OH
Jerry Nicholas	National Institute of Technology, Wyoming, MI
Harry Theodore, B.S.E.E.T.	Ferris State University, Big Rapids, MI

Hours of Operation

Office:

8:00 AM to	7:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School:

6:00 AM to	10:00 AM	Monday through Friday	Morning
8:00 AM to	12:00 PM	Monday through Friday	Morning
8:00 AM to	2:10 PM	Monday through Friday	Morning
10:10 AM to	2:10 PM	Monday through Friday	Midday
1:00 PM to	5:00 PM	Monday through Friday	Afternoon
6:00 PM to	11:00 PM	Monday through Thursday	Evening

Academic Calendars

Class Schedules for Allied Health Programs

Day Schedule - Five Day Week (Monday through Friday)

1997		1998	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Jan 13 (Mon)	Feb 10 (Mon)	Jan 28 (Wed)	Feb 25 (Wed)
Feb 12 (Wed)	Mar 12 (Wed)	Feb 27 (Fri)	Mar 26 (Thu)
Mar 17 (Mon)	Apr 11 (Fri)	Mar 30 (Mon)	Apr 27 (Mon)
Apr 14 (Mon)	May 12 (Mon)	Apr 29 (Wed)	May 27 (Wed)
May 14 (Wed)	Jun 11 (Wed)	May 29 (Fri)	Jun 25 (Thu)
Jun 16 (Mon)	Jul 14 (Mon)	Jun 29 (Mon)	Jul 27 (Mon)
Jul 16 (Wed)	Aug 12 (Tue)	Jul 29 (Wed)	Aug 25 (Tue)
Aug 14 (Thu)	Sep 11 (Thu)	Aug 27 (Thu)	Sep 24 (Thu)
Sep 15 (Mon)	Oct 10 (Fri)	Sep 28 (Mon)	Oct 23 (Fri)
Oct 14 (Tue)	Nov 10 (Mon)	Oct 27 (Tue)	Nov 23 (Mon)
Nov 12 (Wed)	Dec 11 (Thu)	Nov 30 (Mon)	Jan 8'99 (Fri)
Dec 15 (Mon)	Jan 26'98 (Mon)		

Evening Schedule - Four Day Week (Monday through Thursday)

1997		1998	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Jan 6 (Mon)	Feb 3 (Mon)	Jan 5 (Mon)	Feb 2 (Mon)
Feb 5 (Wed)	Mar 5 (Wed)	Feb 4 (Wed)	Mar 4 (Wed)
Mar 10 (Mon)	Apr 3 (Thu)	Mar 9 (Mon)	Apr 2 (Thu)
Apr 7 (Mon)	May 1 (Thu)	Apr 7 (Tue)	May 4 (Mon)
May 6 (Tue)	Jun 3 (Tue)	May 6 (Wed)	Jun 3 (Wed)
May 29 (Thu)	June 25 (Thu)	Jun 8 (Mon)	Jul 2 (Thu)
Jun 5 (Thu)	Jul 2 (Wed)	Jul 7 (Tue)	Aug 3 (Mon)
June 30 (Mon)	July 29 (Tue)	Aug 5 (Wed)	Sep 1 (Tue)
Jul 7 (Mon)	Jul 31 (Thu)	Sep 3 (Thu)	Oct 1 (Thu)
Aug 4 (Mon)	Aug 28 (Thu)	Oct 6 (Tue)	Nov 2 (Mon)
Sep 2 (Tue)	Sep 29 (Mon)	Nov 4 (Wed)	Dec 2 (Wed)
Sep 30 (Tue)	Oct 27 (Mon)	Dec 7 (Mon)	Jan 14'99 (Thu)
Oct 28 (Tue)	Nov 24 (Mon)		
Nov 25 (Tue)	Dec 23'97 (Tue)		

Class Schedules for Electronics and Computer Engineering Technology Program

Day Schedule - Five Day Week (Monday through Friday)

1997		1998	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Jan 21 (Tue)	Feb 25 (Tue)	Jan 15 (Thu)	Feb 20 (Fri)
Feb 27 (Thu)	Apr 2 (Wed)	Feb 26 (Thu)	Apr 1 (Wed)
Apr 7 (Mon)	May 9 (Fri)	Apr 6 (Mon)	May 11 (Mon)
May 14 (Wed)	Jun 18 (Wed)	May 13 (Wed)	Jun 17 (Wed)
Jul 7 (Mon)	Aug 8 (Fri)	Jul 6 (Mon)	Aug 7 (Fri)
Aug 11 (Mon)	Sep 15 (Mon)	Aug 12 (Wed)	Sep 16 (Wed)
Sep 17 (Wed)	Oct 21 (Tue)	Sep 21 (Mon)	Oct 23 (Fri)
Oct 23 (Thu)	Nov 26 (Wed)	Oct 26 (Mon)	Dec 1 (Tue)
Dec 1 (Mon)	Jan 13'98 (Tue)	Dec 3 (Thu)	Jan 15'99 (Fri)

Class Schedules for Electronics, Computer and Industrial Technology Program

Evening Schedule - Four Day Week (Monday through Thursday)

1997		1998	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Jan 30 (Thu)	Apr 25 ((Fri)	Feb 5 (Thu)	Apr 30 (Thu)
Feb 4 (Tue)	Apr 29 (Tue)	May 4 (Mon)	Aug 3 (Mon)
Apr 30 (Wed)	Jul 31 (Thu)	Aug 5 (Wed)	Oct 28 (Wed)
May 1 (Thu)	Jul 31 (Thu)	Nov 2 (Mon)	Feb 4'99 (Thu)
Aug 5 (Tue)	Oct 28 (Tue)		
Oct 30 (Thu)	Feb 3'98 (Tue)		

Student Holidays

	1997	1998
New Year's Day	Jan 1	Jan 1
Martin Luther King, Jr.'s Birthday(observed)	Jan 20	Jan 19
President's Day (observed)	Feb 17	Feb 16
Spring Recess (allied health programs)	Apr 18	Apr 10
Spring Holiday (day technical programs)	None	Apr 10
Memorial Day (observed)	May 26	May 25
Independence Day	Jul 4	Jul 3-4
Summer Recess (day technical programs)	Jun 19-Jul 4	Jun 18-Jul 3
Summer Recess (eve technical programs)	Jun 30-Jul 4	Jun 29-Jul 3
Labor Day	Sep 1	Sep 7
Thanksgiving	Nov 27-28	Nov 26-27
Winter Recess(day allied health programs)	Dec 22-Jan 4	Dec 21-Jan 1
Winter Recess(eve allied health programs)	Dec 24-Jan 4	Dec 21-Jan 1
Winter Recess (day technical programs)	Dec 25-Jan 2	Dec 24-Jan 1
Winter Recess (eve technical programs)	Dec 25-Jan 2	Dec 23-Jan 1

Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Modules for externship and evening electronic programs are approximately 8 to 12 weeks in length.

Electronics and Computer Engineering Technology Program

Diploma Program - 13 Months
1500 Clock Hours/120.0 Credit Units

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

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

Graduates of the program are qualified for entry level positions such as computer service technician, electronic laboratory technician, field service engineer, installation technician and electronic technician in communications, instrumentation, digital and computer electronics. Combining a technical education with other skills may allow some graduates to qualify for a position as sales representative or service representative in the computer, electronics (including electronic office equipment) and microprocessing fields.

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

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
DC Circuits and Applications Module			
EC101	Basic Electricity and Electronics	60	6.0
EC103	Mathematics for Electronic Circuits	30	3.0
EC104	Basic Electronics/DC Circuits Laboratory	60	3.0
	Total	150	12.0
AC Circuits and Applications Module			
ED101	AC Theory	60	6.0
ED103	Mathematics for AC Electronics Circuits	30	3.0
ED104	AC Circuits Laboratory	60	3.0
	Total	150	12.0
Semiconductor Devices and Applications Module			
EE201	Semiconductors	90	9.0
EE204	Semiconductors Laboratory	60	3.0
	Total	150	12.0
Transistors and Special-purpose Semiconductors Module			
EF201	Transistors and Special-purpose Semiconductors	90	9.0
EF204	Transistor Circuits and Amplifiers Laboratory	60	3.0
	Total	150	12.0

Course Number	Course Title	Clock Hours	Credit Units
Microelectronics Module			
EG2011	Microelectronics	90	9.0
EG2041	Microelectronics Laboratory	60	3.0
	Total	150	12.0
Digital Electronics Module			
EH3011	Digital Electronics	60	6.0
EH3031	Numbering Systems and Computer Mathematics	30	3.0
EH3041	Digital Electronics Laboratory	60	3.0
	Total	150	12.0
Electronic Communications Module			
EI2011	Electronic Communications	90	9.0
EI2041	Electronic Communications Laboratory	60	3.0
	Total	150	12.0
Microprocessors Module			
EJ301	Microprocessors	90	9.0
EJ304	Microprocessors Laboratory	60	3.0
	Total	150	12.0
Software and Advanced Technology Class Computers Module			
EK4011	Software and Advanced Technology Class Computers	90	9.0
EK4041	Software and Computer Laboratory	60	3.0
	Total	150	12.0
Computer Peripherals and Local Area Networks (LANs) Module			
EL4011	Computer Peripherals and Local Area Networks	60	6.0
EL4021	Professional Strategies	30	3.0
EL4041	Computer Peripherals and Local Area Network Laboratory	60	3.0
	Total	150	12.0
	Total	**1500**	**120.0**

Major Equipment

Analog/Digital Trainers
Computers
Digital Multimeters
Function Generators
Frequency Counters
Logic Analyzers
Oscilloscopes
Power Supplies
Printers

Course Descriptions

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

EC101 Basic Electricity and Electronics

60/0/6.0

This course is designed to introduce students to the field of electronics. Sources of electricity, atomic theory, and the principles and practices of fundamental direct current (DC) theory are taught. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. The concepts of voltage drop and current will be presented using Kirchoff's laws, and network analysis.

Prerequisite: None

EC103 Mathematics for Electronic Circuits

30/0/3.0

This course introduces the concepts of electrical circuit network analysis. Students learn the arithmetic and algebraic functions required to use Ohm's law, Kirchoff's laws for current and voltage, and other power and network theorems.

Prerequisite: None

EC104 Basic Electronics/DC Circuits Laboratory

0/60/3.0

This course introduces the safe use of hand tools and soldering techniques used in the electronics industry. Students construct laboratory projects involving series, parallel and series-parallel resistive circuits, and use various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators and power supplies. Students complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits.

Prerequisite: None

ED101 AC Theory

60/0/6.0

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

Prerequisites: EC101, EC103, EC104

ED 103 Mathematics for AC Electronics Circuits

30/0/3.0

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

Prerequisites: EC101, EC103, EC104

ED104 AC Circuits Laboratory

0/60/3.0

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

Prerequisites: EC101, EC103, EC104

EE201 Semiconductors

90/0/9.0

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

Prerequisites: ED101, ED103, ED104

EE204 Semiconductors Laboratory

0/60/3.0

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

Prerequisites: ED101, ED103, ED104

EF201 Transistors and Special-purpose Semiconductors

90/0/9.0

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

Prerequisites: ED101, ED103, ED104

EF204 Transistor Circuits and Amplifiers Laboratory

0/60/3.0

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

Prerequisites: ED101, ED103, ED104

EG2011 Microelectronics

90/0/9.0

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

Prerequisites: EE201, EE204

EG2041 Microelectronics Laboratory

0/60/3.0

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

Prerequisites: EE201, EE204

EH3011 Digital Electronics

60/0/6.0

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

Prerequisites: EE201, EE204

EH3031 Numbering Systems and Computer Mathematics

30/0/3.0

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

Prerequisites: EE201, EE204

EH3041 Digital Electronics Laboratory

0/60/3.0

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

Prerequisites: EE201, EE204

EI2011 Electronic Communications

90/0/9.0

This course covers principles and essential characteristics of communication electronics. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems, and data and optical communications.

Prerequisites: EE201, EE204

EI2041 Electronic Communications Laboratory

0/60/3.0

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EI2011 and other courses. It includes demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems and fiber optics.

Prerequisites: EE201, EE204

EJ301 Microprocessors

90/0/9.0

This course presents an introduction to computers and microprocessor technology, including a comprehensive discussion of DOS. The course also explores the operation and troubleshooting of the microprocessor and the system board. Support ICs, memory and I/O functions are discussed in detail.

Prerequisites: EF201, EG2011, EI2011

EJ304 Microprocessors Laboratory

0/60/3.0

This course gives students basic knowledge of MS-DOS and introduces basic computer applications. Students configure and troubleshoot the system board.

Prerequisites: EF204, EG2041, EI2041

EK4011 Software and Advanced Technology Class Computers

90/0/9.0

This course introduces students to common application software, environments and operating systems. Students configure and troubleshoot advanced technology class computers.

Prerequisites: EJ301, EJ304

EK4041 Software and Computer Laboratory

0/60/3.0

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

Prerequisites: EJ301, EJ304

EL4011 Computer Peripherals and Local Area Networks

60/0/6.0

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

Prerequisites: EJ301, EJ304

EL4021 Professional Strategies

30/0/3.0

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

Prerequisites: EJ301, EJ304

EL4041 Computer Peripherals and Local Area Network Laboratory

0/60/3.0

This course provides hands-on experience that builds on the concepts presented in EL4011. Students will set up, configure and troubleshoot computer equipment and LANs.

Prerequisites: EJ301, EJ304

Electronics, Computer and Industrial Technology Program

Diploma Program - 12 Months
960 Clock Hours/78.0 Credit Units

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

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

Graduates of the program are qualified for entry-level positions such as industrial electronics technician, computer service technician, electronics laboratory technician, field service engineer, installation technician and electronics technician in communications, instrumentation, digital and computer electronics.

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

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
D.C. and A.C. Electronics			
E 101	D.C. and A.C. Electronics Theory	130	13.0
E 103	Mathematics for D.C. and A.C. Electronics	20	2.0
E 104	D.C. and A.C. Circuits Lab	90	4.5
	TOTAL	240	19.5
Semiconductor Devices			
E 201	Semiconductors Theory	150	15.0
E 204	Semiconductors Lab	90	4.5
	TOTAL	240	19.5
Digital Electronics and Computer Software			
E 301	Digital Electronics and Computer Software Theory	150	15.0
E 304	Digital Electronics and Computer Software Lab	90	4.5
	TOTAL	240	19.5

Course Number	Course Title	Clock Hours	Credit Units
Computer Systems, Peripherals, and Industrial Electronics			
E 401	Computer Systems, Peripherals, and Industrial Electronics Theory	130	13.0
E 402	Professional Strategies	20	2.0
E 404	Computer Systems, Peripherals and Industrial Electronics Lab	90	4.5
	TOTAL	240	19.5
	PROGRAM TOTALS	960	78.0

Major Equipment

Analog/Digital Trainers
Computers
Digital Multimeters
Function Generators
Frequency Counters
Logic Analyzers
Oscilloscopes
Power Supplies
Printers
Programmable Logic Controllers

Course Descriptions

E 101 D.C. and A.C. Electronics Theory
130 Clock Hours/13.0 Credit Units

This course is designed to introduce the student to the field of electronics. Students become familiar with the safe use of tools and equipment used by electronics technicians. Electronic components, schematic symbols, and basic soldering are studied. Students practice circuit configuration using a protoboard. Sources of electricity, atomic theory, and the principles and practices of fundamental direct current (D.C.) theory are taught. The foundational concepts related to Ohm's Law, resistance, series circuits, parallel circuits, and series-parallel circuits for resistors are presented. The concepts of voltage drop and current drop will be presented using Kirchhoff's laws.

This course also provides an introduction to the principles and applications for alternating current (A.C.). The theory of alternating current, inductive reactance (XL), capacitive reactance (XC), and the sine waves for voltage and current are studied. The phase relations among resistive-inductive (R-L) circuits, resistive-capacitive (R-C) circuits, and R-L-C circuits in series and parallel circuits are analyzed. Diode Theory and related concepts are presented. Students learn about the operation of circuits involving diodes, clippers, and clampers. Prerequisites: High School Math

E 103 Mathematics for D.C. and A.C. Electronics
20 Clock Hours/2.0 Credit Units

This course introduces the concepts of electrical circuit network analysis. The student will learn the arithmetic and algebraic functions required to use Ohm's law and Kirchhoff's laws for current and voltage.

This course also introduces the principles and techniques for analysis of alternating current (A.C.) circuits. The student learns the algebraic and trigonometric functions required to perform analysis of A.C. electronic circuits using applicable laws of physics and vector analysis. Prerequisites: None

E 104 D.C. and A.C. Circuits Lab
90 Clock Hours/4.5 Credit Units

This course is designed to introduce the student to the safe use of hand tools and techniques of soldering used in the electronics industry. The student will construct lab projects involving series, parallel and series-parallel resistive circuits and the use of various test instruments such as VOMs, DVMs, signal generators, and power supplies. Students will complete a project to demonstrate the application of these skills and the ability to integrate key concepts related to D.C. circuits.

This course also provides the student with A.C. circuit applications. The student constructs lab projects involving series, parallel, and series-parallel resistive-capacitive, resistive-inductive, and resistive-capacitive-inductive circuits while using various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies to analyze these circuits.
Prerequisites: None

E 201 Semiconductor Theory
150 Clock Hours/15.0 Credit Units

This course introduces the student to the principles of semiconductors and linear integrated circuits. The student learns the underlying principles of bipolar and field effect transistors, devices and applications The operational amplifier is explored in depth, and the applications of the operational amplifier in D.C., summing amplifiers, difference amplifiers, filters, oscillators and other integrated circuits are presented. 555 timer circuits and basic phase-locked loop circuits are presented. Prerequisites: E 101, E 103, E 104

E 204 Semiconductor Lab
90 Clock Hours/4.5 Credit Units

This lab course provides an opportunity for students to reinforce and apply concepts learned through laboratory experimentation. It includes demonstrations and experiments in the areas of diode theory, semiconductors, power supplies, transistor circuits, FETS, integrated circuits, operational amplifiers, 555 Timers, voltage regulators, and phase-locked loops. Prerequisites: E 101, E 103, E 104

E 301 Digital Electronics and Computer Software Theory
150 Clock Hours/15.0 Credit Units

This course provides the student with the essential fundamental principles of digital electronics. Students are introduced to the study of binary, octal, and hexadecimal numbering systems. This information will be used as a basic building block for understanding microcomputer systems. This course also prepares the student to work with common application software. Prerequisites: E 201, E 204

E 304 Digital Electronics and Computer Software Lab
90 Clock Hours/4.5 Credit Units

This course prepares the student to work on digital electronic circuits. The fundamentals include construction, using test equipment to troubleshoot basic and complex digital electronic circuits. The student will install, configure, use and deinstall various operating systems and applications software.
Prerequisites: E 201, E 204

E 401 Computer Systems, Peripherals. and Industrial Electronics Theory
130 Clock Hours/13.0 Credit Units

This course provides an introduction to microprocessor families, computer peripherals, and LAN networks. The course explores the operation, testing, installation, setup, and troubleshooting of: keyboards, motherboards, video systems, mass storage devices, special I/O devices, and printing systems.

This course is also designed as an introduction to the application of electronics in the industrial environment. The student will be introduced to switch gear, relays, basic ladder logic, symbols for industrial components, basic fluid power diagrams, programmable logic controllers, programming programmable logic controllers, logical test procedures, troubleshooting concepts and the fundamentals of digital communication. Prerequisites: E 301, E 304

E 402 Professional Strategies
20 Clock Hours/2.0 Credit Units

This course helps prepare students for a job in the electronics marketplace. Topics include elements of writing, professional appearance and demeanor, and resume preparation. Students are expected to develop a business letter and resume during the course of the course Prerequisites: E 301, E 304

E 404 Computer Systems, Peripherals, and Industrial Electronics Lab
90 Clock Hours/4.5 Credit Units

The student will assemble, setup, configure, test, analyze, diagnose, evaluate, and troubleshoot the IBM PC or compatible/clone system and its peripherals. The student will install, configure, use and deinstall various operating systems and application software,

This course is also designed to allow the student to gain experience in wiring relay logic circuits from a ladder diagram, wiring inputs and outputs of Programmable Logic controls, locating faults in basic Ladder logic circuits and PLC program entry. Prerequisites: E 301, E 304

Medical Business and Clinical Assistant Program

Diploma Program – 12 Months
960 Clock Hours/65.0 Credit Units

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Business and Clinical Assistant Program. In this program, students will receive training in front-office and back-office skills required in a doctor's office, hospital, clinic, home health agency or insurance company. Graduates will be able to perform clinical duties and will be proficient in a variety of administrative and managerial tasks.

The objective of the Medical Business and Clinical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for an entry-level position as a medical office clerk, medical insurance processor, medical receptionist, medical transcriber, hospital clerk, medical ward clerk or medical assistant.

This training program is divided into 11 learning units called modules. Each module stands alone as a unit of study. Students will begin in modules A through E, completing them in any sequence. After they complete modules A through E, students may take modules F through J in any sequence. 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 J, students participate in a 160-clock-hour externship.

Completion of the Medical Business and Clinical Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module A	Laboratory Procedures	80	6.0
Module B	Pharmacology and Clinical Assisting	80	6.0
Module C	Patient Care, Health Sciences and Nutrition	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Body Systems and Immunology	80	6.0
Module F	Medical Specialties	80	6.0
Module G	Patient Records	80	6.0
Module H	Patient Accounting	80	6.0
Module I	Insurance Billing	80	6.0
Module J	Medical Office Procedures	80	6.0
Module X	Externship	160	5.0
	Program Total	**960**	**65.0**

Major Equipment

Anatomical Torso
Anatomy Charts
Autoclave
Blood Chemistry Analyzer
Calculators
Dot Matrix and Letter Quality Printers
Electrocardiography Machine
Electronic Typewriters
Examination Tables
Mayo Stands
Microscopes
Personal Computers
Sphygmomanometers
Stethoscopes
Surgical Instruments
Teletrainer
Training Mannequins
Transcription Machines

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 - 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. Students learn to identify the basic structural components and functions of the nervous system and integumentary system. Anatomy and physiology of the sense organs and common diseases related to each are taught. Exploration of the fundamentals of interpersonal relations and effective communication are covered. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

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

Module B focuses on basic therapeutic drugs. Their use, classification and effects on the body are covered. Students become familiar with the principles of drug calculations and administering medication. Students become familiar with the muscular and skeletal systems, including anatomical structure, functions, common diseases and disorders of each system, their symptoms and course of treatment relating to each anomaly. Students learn general first aid, including bandaging techniques. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module C - Patient Care, Health Sciences and Nutrition
40/40/6.0

Module C emphasizes patient care, including the complete physical exam, assisting with minor office surgeries, sterile technique, and OSHA standards required in today's health care environment. Students learn about basic bacteriology and its relationship to infections and disease control. Students become familiar with the structures and functions of the human digestive system. The module covers the basic food groups, patient education related to special diets and the importance of good nutrition. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module D - Cardiopulmonary and Electrocardiography
40/40/6.0

Module D covers physician/patient contracts and consents, and the professional ethics of medicine as they relate to the health care assistant. Students are introduced to the legal responsibilities of the physician and office assistant. A cardiopulmonary resuscitation (CPR) course enables students to respond to an emergency. ; In Module D students learn to identify the basic structural components and functions of the circulatory and respiratory systems. Symptoms, diagnoses, and treatment for pathologies of each system are covered. Students learn about the electrical pathways of the heart muscles, preparation for connecting EKG leads and recording an electrocardiogram. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module E - Body Systems and Immunology
40/40/6.0

In Module E, students learn about the anatomy and physiology of the endocrine system, reproductive system and urinary system. Students learn functions and common pathologies of these systems. Routine and special testing of each system are covered as well. This module emphasizes the importance of pediatric immunology, and the role of the medical assistant when interacting with pediatric patients. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Module F - Medical Specialties
40/40/6.0

Module F provides students with an overview of hospitals and clinics and their various departments. The pathological conditions of medical specialty areas, urinary, endocrine, cardiology and respiratory, are emphasized. Students become familiar with the diseases, causes, symptoms, tests, treatments and coding related to each of the specialties. National coding systems used for claim processing are studied. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module G - Patient Records
40/40/6.0

Module G focuses on setting up, maintaining and organizing patient records manually. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. They work with a pegboard system to accomplish tasks in cash management and reconciliation. Students become familiar with the variety of reports and letters typically encountered in a medical office, and the guidelines for producing each. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module H - Patient Accounting
40/40/6.0

Module H introduces the accounting functions of the medical office. Instruction focuses on a computerized accounting system, allowing students to perform all the steps of the accounting cycle on a microcomputer. Patient billing is an integral part of the module. The collection process - including legal aspects, psychology of collecting and customer service - is explored. Students learn about outside services available to support the tasks of a medical office. Medical law and ethics are also discussed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard,

acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module I - Insurance Billing

40/40/6.0

Module I develops students' proficiency in preparing and processing insurance claims. Types of insurance programs, including plans and types of coverage, are discussed. Students learn how to obtain information from patient charts and ledgers in order to complete insurance forms accurately. Students are given hypothetical insurance billing situations, then select appropriate forms, codes and procedures to process the insurance claims for optimal reimbursement. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module J - Medical Office Procedures

40/40/6.0

Module J focuses on the medical office and the procedures and technology that enable it to function efficiently. The module emphasizes the interpersonal skills that allow the office staff to interact successfully with customers, the hardware and software that help the decision-making process and the guidelines that must be followed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with specialized medical terminology.

Module X – Externship

0/160/5.0

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

Admissions

Requirements and Procedures

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

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

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

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

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

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

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

Prospective students must have a high school diploma or a recognized equivalency certificate (GED) and are required to furnish proof by providing the school with an official copy of a high school transcript, diploma, or GED certificate. A copy of the document will be placed in the student file.

Effective June 1, 1997 for applicants applying to begin classes after July 1, 1997, all applicants are required to 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.

Allied Health Programs

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

Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the

program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution providing the training.

Administration Policies

Academic Achievement

Grading

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

Technical Programs				Allied Health Programs		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0			

Student Awards

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

Graduation Requirements

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

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

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

Students in technical programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0; 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 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students in technical programs must:

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

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

Academic Probation

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent (allied health) or 2.0 (technical programs), they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent or 2.0 but have achieved a GPA of at least 70 percent or 2.0 for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent or 2.0 for the module will be withdrawn from training by the school.

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

Reinstatement Policy

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

Incompletes

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

Withdrawals

Week One

When students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. 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.

Week Two through the End of the Module

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

If a request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the module (at least 70 percent or 2.0) as of the last day of attendance. "WF" indicates that a student was not passing the module (less than 70 percent or 2.0) as of the last day of class attendance.
Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

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

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

Exit Interviews

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

Repeat Policy

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

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

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

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

Maximum Program Completion Time

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

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

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

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

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

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

Externship Training

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

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

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

Additional Information on Satisfactory Academic Progress

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

Student Appeal Process

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the school president.

Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

Required Study Time

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

Unit of Credit

Academic

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

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students for allied health programs and 30 students for technical programs. The maximum class size 26 students for allied health programs and 40 students for technical programs.

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 24 students for allied health programs and 30 students for technical programs. The maximum laboratory class size is 26 students (per instructor) for allied health programs and 40 students for technical programs.

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.

This campus does not permit students to make up absences that accrue on their attendance record.

Students are encouraged to schedule medical or dental appointments after school hours and should notify the school if they plan to be absent.

Students are expected to be in the assigned classroom for at least 80 percent of the scheduled time of any course, module or quarter. Absences will include tardies or early departures. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days, not including scheduled school holidays, will be dropped from the training program.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. If they have successfully completed at least 66 percent of the scheduled classroom hours, they will first be notified of the school's intention to drop them. These students must successfully appeal their termination within three school days in order to continue their training. If their termination is not successfully appealed, they will be dropped from the program.

Tardiness/Early Departure

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

Make-up Work

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

Reentry Policy

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must have been dismissed for one complete module/quarter. 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 School President.

Veteran Students

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

Leave of Absence Policy

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

The leave, and any extension, may not exceed 60 calendar days.

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

Weather Emergencies

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

Clothing and Personal Property

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

Code of Conduct

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation or terminated for violation of the school's personal conduct standards. Violations include dishonesty, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students will be placed on probation for a maximum of 90 days. If, in the opinion of the school president, they demonstrate adherence to the personal conduct rules, the probation period may be shortened. If terminated, students may re-enter the following term with permission of the school president.

Dress Code

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

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

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

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

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Two approved school uniforms and one lab coat are included in the tuition. Appropriate shoes, additional uniforms and other items of apparel are the responsibiliity of the student. 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 classwork. Students are encouraged to seek academic assistance through the Education Department.

Disabled Students

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

Health/Medical Care

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

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

Termination Procedures

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

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

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

Transferability of Credits

The school president's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, 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.

Comparability of Programs

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

Student Complaint/Grievance Procedure

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

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

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

Policy and Program Changes

The school catalog is current as of the time of printing. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size

and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Financial Information

Tuition and Fees

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

Program	Program Length	Credit Units	Registration Fee	Tuition
Electronics & Computer Engineering Technology	10 Modules	120	$50	$13,700
Electronics, Computer & Industrial Technology	4 Modules	78	$50	$9,770
Medical Business & Clinical Assistant	11 Modules	65	$50	$8,470

Registration fees will also be included in the final program price entered in the Enrollment Agreement.

Students who leave training and re-enter are subject to a $25.00 re-entry fee for the second and subsequent re-entry to training. This fee may be waived under unusual circumstances by making a written request to the School President

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

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid, including the registration fee, will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will retain the registration fee and refund any other monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session. However, they must pay the registration fee stated on the Enrollment Agreement.

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

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

Refunds

This campus participates in the U.S. Department of Education's student aid programs and is required to comply with the Higher Education Amendments of 1992. This legislation requires the school to offer a refund policy that will provide the most beneficial refund to the students.

A refund is the difference of the amount the student paid to the school (including financial aid) and the amount the school can retain as prescribed by the appropriate refund policy.

Refund calculations are based on one of the following policies:

- The federal pro rata calculation defined by the Higher Education Amendments of 1992 (The student must be attending the school for the first time and may not have completed more than 60 percent of their first enrollment period.)
- If applicable, the refund requirements specified by the Michigan Department of Education.
- If applicable, the refund requirements specified by the federal government.

Refund Policies

Any monies due applicants or students will be refunded within 30 days of cancellation, failure to appear on or before the first day of class, withdrawal, or termination. If a student has financed all or part of the program with a third-party or government fund, refunds will be paid or credited to the student's account. Refund computations will be based on the last date of attendance.

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

Federal Pro Rata Calculation

The school will perform a pro rata refund calculation for students who are attending this campus for the first time and terminate their training before completing more than 60 percent of their first enrollment period (academic year).

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. This amount, plus an administrative fee (which cannot exceed the lesser of $100 or 5 percent of the tuition, fees, room and board, and other charges assessed the student), may be retained by the school.

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 60 percent of the enrollment period.

State Refund Requirements

The Michigan Department of Education does not define specific refund requirements.

Federal Refund Requirements

In the second and subsequent periods of enrollment, the school will refund tuition, fees and other charges as follows:

Time of Withdrawal	Amount School Refunds
On or before first day of class	100% of total tuition charges for enrollment period
After first day of class but before 10% of enrollment period is completed	90% of total tuition charges for enrollment period
After 10% but before 25% of enrollment period is completed	50% of total tuition charges for enrollment period
After 25% but before 50% of enrollment period is completed	25% of total tuition charges for enrollment period

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.

Textbook Policy

All textbooks are included in the cost of tuition. Allied health uniforms (except as described in the section on "Dress Code") and incidental supplies, such as paper and pencils, are to be furnished by students. The estimated cost of these items is $200.

Financial Assistance

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

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

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

The priority for returning funds is as follows: 1) Unsubsidized FSL, 2) Subsidized FSL, 3) FPLUS, 4) Perkins, 5) Pell, 6) FSEOG, 7) Other programs, 8) Student/Parent.

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

Federal Pell Grant

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

Federal Stafford Loan (FSL)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Federal Work Study (FWS)

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

High School Scholarship Program

Effective January, 1998 four $3,000 scholarships are awarded to graduating high school seniors, age 17 or older. Winners may choose any of the curricula offered by the school.

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

All applicants must take the Career Programs Assessment Test (CPAt), which measures competency in reading, language and mathematics. The top 8 scorers will become the finalists.

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

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

Student Services

Placement Assistance

Student

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

Graduate

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

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

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

Student Activities

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

Housing Assistance

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

Transportation Assistance

The school maintains information on public transportation 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 school for all students and employees.

Advising

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

Family Educational Rights and Privacy Act of 1974, As Amended

Under the authority of the Family Educational Rights and Privacy Act of 1974, the school has established a policy for the release of student and/or graduate information:

1. All students attending this postsecondary institution, parents of minor students and parents of tax-dependent students shall have the right to inspect, review and challenge their academic records, including grades, attendance, advising and any additional information contained in their education record or that of their minor, or tax-dependent child. Students are not entitled to inspect financial records of their parents. As a postsecondary educational institution, parental access to students' records will be allowed without prior consent if the students are dependents as defined in Section 152 of the Internal Revenue Code of 1954.

2. Education records are defined as files, materials or documents that contain information directly related to students. Records are supervised by the school president and access is afforded by school officials for purposes of recording grades, attendance and advising, as well as determining financial aid eligibility. Records are retained at the institution for a period of five years, but maintained indefinitely.

3. Students may request a review of their records by writing the school president at the address in this catalog. The review will be allowed during regular school hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

4. Students may challenge the record for purposes of correcting or deleting any of the contents. The changes must be made in writing, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor and/or advisor involved will review the challenge and, if necessary, meet with the student, then determine whether to retain, change or delete the disputed data.

   If a student requests a further review, the school president will conduct a hearing, giving the student a full and fair opportunity to present evidence relevant to the disputed issues. The student shall be notified of the president's decision, which will be final. Copies of challenges and/or written explanations regarding the contents of the students' record will be included as part of the students' permanent record.

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

6. Written consent is required before education records may be disclosed to third parties, with the exception of the accrediting commissions and government agencies so authorized by law.

Corinthian Schools

The following schools are accredited by the Accrediting Commission of Career Schools and Colleges of Technology - 2101 Wilson Blvd., Ste. 302 - Arlington, VA 22201 - (703) 247-4512:

Bryman College located in:

Orange, CA
San Jose, CA (Main Campus)
Rosemead, CA
San Francisco, CA
SeaTac, WA
Winnetka, CA
New Orleans, LA (Additional Location)
Torrance, CA
Los Angeles, CA
San Jose, CA (North)

Bryman Institute located in: Brookline, MA

National Institute of Technology located in:

San Antonio, TX
Wyoming, MI
Cross Lanes, WV
Southfield, MI

The following schools are accredited by the Accrediting Council for Independent Colleges and Schools - 750 First Street NE, Suite 980 - Washington, D.C. 20002-4242 - (202) 336-6780:

Skadron College located in: San Bernardino, CA

Kee Business College located in: Newport News, VA

Sawyer College located in: Sacramento, CA

Statement of Ownership

This campus is owned and operated by Corinthian Schools, Inc., a Delaware Corporation.

Corinthian Schools, Inc.

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Officers

David G. Moore	President and Chief Executive Officer
Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
Lloyd Holland	Vice President and Assistant Treasurer
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