

# Everest

## INSTITUTE

### 2006-2007 CATALOG

Texas Everest Institute 111306

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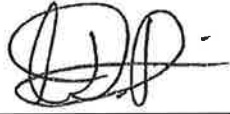
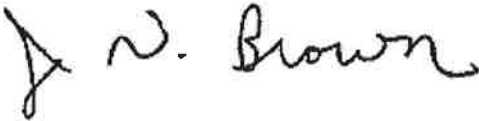


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The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

	
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## **ABOUT EVEREST INSTITUTE**

### **EDUCATIONAL PHILOSOPHY**

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

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

### **SCHOOL HISTORY AND DESCRIPTION**

#### **Austin**

The Austin campus is a branch campus of Everest Institute in Southfield, Michigan. The main campus was originally a member of RETS Electronic School, which was established in 1935. National Education Corporation acquired the school in 1978, and in 1979 it was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Schools, Inc. acquired the school. The name of the school was changed to National Institute of Technology in June 1996. In May 2002, the main campus moved to its present location in Southfield, Michigan. The Austin branch opened in September 2002. In October of 2006 the names of both the main and branch campus were changed to Everest Institute.

The Austin campus is conveniently located on U.S. Highway 290 East. The attractive facility includes computer, HVAC and medical and dental assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 50,000 square feet containing 16 classrooms, administrative offices, student lounge, restrooms and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

#### **Bissonnet**

The Bissonnet campus is conveniently located in the Westwood Technology Center on Bissonnet Street, just west of U.S. Highway 59. The attractive facility includes computer, pharmacy, and medical assisting laboratories, lecture rooms, resource center, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. This campus is a branch of Bryman College, 981 Powell Ave., SW Suite 200, Renton, Washington 98055.

The modern, air-conditioned facility is designed for training students for the working world. The facility has over 60,000 square feet containing 26 classrooms, administrative offices, student lounge, restrooms and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

#### **Greenspoint**

The Greenspoint campus, on the north side of Houston, Texas, began classes on January 31, 2000, as a branch campus of Everest Institute in San Antonio, Texas. It occupies approximately 27,000 square feet comprised of classrooms, laboratories and administrative offices. 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. This campus is a branch of Everest Institute, 3622 Fredericksburg Road, San Antonio, Texas 78201.

The Houston Greenspoint campus is conveniently located at the intersection of Northpoint and Northchase Roads approximately one-half mile south of the Greenspoint Shopping Mall. Major freeways in the immediate area are Beltway 8 and I-45. Bus transportation is available.

### **Hobby**

The Hobby campus is located in Houston, Texas, at 7151 Office City Drive and opened in 2001 as a branch campus of Everest Institute in San Antonio, Texas. It is the sole occupant of the building and is currently using 26,374 square feet on the first and second floors. This air conditioned facility includes computer, pharmacy, and medical assisting laboratories, lecture rooms, resource center and administrative offices. 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 Houston Hobby campus is conveniently located just north of the intersection of I-45 and the South Loop of 610 and can be reached by taking the Woodridge Drive exit off I-45 and going East one block to Office City Drive and then South approximately one half mile, the campus is on your left.

### **San Antonio**

The San Antonio campus was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In October 1987, the curriculum was expanded to include a Medical Assisting Program. Corinthian Schools Inc. acquired the school in July 1995. The school name was changed to National Institute of Technology in November 1996 and to Everest Institute in October of 2006.

The school moved to its current location in January 2004. The modern air-conditioned facility is specifically designed for training students for the working world. The building has 66,000 square feet containing 32 classrooms, administrative offices, a student lounge, restrooms, and a resource center containing reference and reading materials related to the academic programs. Several of the classrooms are designed and equipped for laboratory instruction.

The institution, the facilities it occupies and the equipment it uses comply with all the federal, state, and local ordinances and regulations, including those related to fire safety, building safety and health. The school is conveniently located along the IH 10 access road at the First Park Ten exit ramp.

### **ACCREDITATION**

The campuses of Everest Institute are accredited by the Accrediting Commission of Career Schools and Colleges of Technology. The Accrediting Commission of Career Schools and Colleges of Technology is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) is located at 2101 Wilson Blvd. Suite 302, Arlington, Virginia 22201.

### **APPROVALS AND MEMBERSHIPS**

- Approved and regulated by the Texas Workforce Commission, Career Schools and Veteran's Education Section, Austin, Texas.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of Career Schools and Colleges of Texas.
- Member of the Pasadena Chamber of Commerce (Houston Hobby).
- Eligible institution for Federal Perkins Loan program (San Antonio and Houston Greenspoint).
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code (San Antonio, Houston Greenspoint, Houston Hobby, Austin).
- Member of the North San Antonio Chamber of Commerce (San Antonio).
- Member of the San Antonio Hispanic Chamber of Commerce (San Antonio).
- Member of the Austin Chamber of Commerce (Austin).



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

## **TITAN SCHOOLS, INC.**

The campuses of Everest Institute are part of Titan Schools, Inc. (TSi). TSi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. TSi 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, TSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, electronics 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, TSi provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Titan Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under TSi ownership, the Schools will maintain their long-standing reputations for innovation and high-quality private vocational education.

## **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 or call for an 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, and to meet the staff and faculty to ask questions relating to the campus and their curriculum career objectives. Personal interviews also enable School administrators to determine whether an applicant is acceptable for enrollment in the program.

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

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

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

The School reserves the right to reject students if the items listed above are not successfully completed. This school does not offer training in English as a Second Language.

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

1. Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file.
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The retest(s) will be administered within the period specified by the test developer.
3. The entrance test requirement for students enrolling in all programs is to pass the Career Programs Assessment Test (CPAt) offered by ACT, Inc., with a required minimum passing score of 120 or the SRA with a passing score of 69.

4. Students enrolling in Pharmacy Technician must have a High School Diploma, its recognized equivalent or a GED.

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

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the School's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The entrance test used is the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills.

**Allied Health Student Disclosure  
Criminal Background Check**

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

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

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

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

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

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

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

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

**Pharmacy Technician Program**

Applicants for the Pharmacy Technician program must provide a copy of a high school diploma, official transcript or GED. Students enrolling the Pharmacy Technician program are required to pass the CPAT examination with a minimum score of 120. Students may not apply for the Pharmacy Technician program under the Ability to Benefit provision.

**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. A minimum of 25% of the curriculum must be taken at the institution granting the completion credential.

**ADMINISTRATIVE POLICIES**

**GRADING SCALE**

**Applies to All Non-Allied Health Programs:**

GRADE	EVALUATION	Percentage	Point Value
A	Excellent	100-90	4.0
B	Good	89-80	3.0
C	Average	79-70	2.0
D	Below Average	69-60	1.0
F	Failed to Meet Course Objectives	59-0	0
I	Incomplete		0
W	Withdrawal		Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.		Not Calculated
WD	Withdrawal during the drop/add period		Not Calculated
T	Transfer Credit		Not Calculated
PE	Passed by Proficiency Challenge Exam		Not Calculated

**Allied Health Programs Only:**

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	
P	Passing	
CR	Credit	
T	Transfer Credit	

**Applies to All Courses:**

COURSE REPEAT CODES	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

## **STUDENT AWARDS**

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

## **GRADUATION REQUIREMENTS**

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

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

- Complete all required classroom modules with a grade of at least 70%;
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements;
- Pass the graduate exam, if applicable;
- Successfully complete all extern requirements; and
- Be caught up in their financial obligations to the institution.

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

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

## **SATISFACTORY ACADEMIC PROGRESS**

### **Requirements**

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

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

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

In order to maintain satisfactory academic progress, students in non-allied health 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 1.5 times the planned program length.

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

Each module is a grading period. Students will receive grade/progress reports following the end of each module.

### **Academic Probation**

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70% or 2.0, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70% or 2.0 but have achieved a GPA of at least 70% or 2.0 for the probationary term, students may continue their

training programs for a second probationary period. Students who do not achieve a GPA of 70% or 2.0 for the second probationary period will be withdrawn from training by the School.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70% 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% or 2.0 will be withdrawn from training by the School.

### **Reinstatement Policy**

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70% or 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

### **Incompletes**

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 10 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of F or zero for the module or course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

### **Withdrawals**

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

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

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

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

### **Exit Interviews**

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

### **Repeat Policy**

Students in allied health programs who receive less than a 70% term GPA for a module must retake that module. A failing grade that must be repeated remains in effect in the GPA until the module/course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length in credits attempted.

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

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

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

## **Maximum Program Completion Time**

### ***Classroom Training***

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This school 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% of the contact hours/quarter credit units attempted.

Students who have reached 75% of their maximum program completion time must have successfully completed 65% of the contact hours/quarter credit 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/clinical portion of their program, if applicable, within 14 calendar days or 10 class days, whichever is less, from the last day of their final classroom module. Students must complete their externship training within 90 days of starting it.

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

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days or 14 calendar days, whichever is less, will be dropped from the program by the School.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

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

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the Director of Education.

## **STUDENT APPEAL PROCESS**

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

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

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

### **REQUIRED STUDY TIME**

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

### **CLASS SIZE**

To provide meaningful instruction and training, classes are limited in size. Maximum class sizes are identified in the table below:

Austin	Maximum class size is 30.
Houston Bissonnet	Maximum class size is 30
Houston Greenspoint	Maximum class size for the Medical Assisting, Medical Insurance Billing and Coding and Dental Assisting programs is 30; maximum class size for the Pharmacy Technician program is 24.
Houston Hobby	Maximum class size is 28
San Antonio	Maximum class size is 30.

### **UNIT OF CREDIT**

#### **Academic**

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

#### **Financial Aid**

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

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

### **ATTENDANCE REQUIREMENTS**

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

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes. Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy or leave early. Tardies and leave earlys are recorded in minutes and are calculated as equivalent absences. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15% of the total program hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total program hours will be advised that they will be dropped from the program. Students who have been dropped from the program may apply for reentry. The school is not required to withdraw a student based on lack of attendance if a refund would not be due.

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

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

### **Reentry Policy**

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

Students who have been terminated may apply for reentry to the School through the appeals process after sitting out one full grading period. Students who are terminated for exceeding 20% and are then reentered may not be absent more than 20% of the total of the remaining program hours. Students terminated for reasons other than exceeding 20% will have their absenteeism counter start where it left off at termination relative to the full program length. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

### **Make-up Work**

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

### **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

The institution permits students in modular programs to request a leave of absence (LOA) as long as (1) the leaves do not exceed a total of 60 days during any 12-month period; (2) there are no more than two leaves of absence in a calendar year; and (3) there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

### **Re-admission Following a Leave of Absence**

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Failure to Return from a Leave of Absence**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

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

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

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



the borrower to begin making repayments immediately. Any payments due to the school or NLSC must continue to be made during the LOA period.

### **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 progress in their training program will be available at the time of reentry;
- 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 may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

### **Veterans: Leave of Absence**

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

### **CLOTHING AND PERSONAL PROPERTY**

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

### **DRESS CODE**

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

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

Individual campuses or programs may require uniforms.

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. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Students will be issued attire appropriate to their career field. For example: allied health students will be issued "scrubs" and students in the RHVAC programs will be issued shirts that identify their program.

### **STUDENT CONDUCT CODE**

#### **Background**

The School maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal.

Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later expect to find in a professional-level work environment. The School maintains the right to discipline students found in violation of School policies.

- The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. School Work Study students who violate the student conduct code in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other School-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
- Students dismissed from one Corinthian Colleges, Inc. school for violation of the student conduct code shall not be eligible for admittance to another CCI school.

#### **Student Conduct Code**

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

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

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

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

If the School has reason to believe that a student has violated the student conduct code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

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

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

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

## **Appeals**

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

## **Academic Integrity**

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

## **Alcohol and Substance Abuse Statement**

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

## **WEATHER EMERGENCIES**

The School reserves the right to close during weather emergencies or other "acts of nature." Under these conditions, students will not be considered absent. Class time missed for weather emergencies will be made up.

## **ACADEMIC ADVISEMENT AND TUTORING**

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

## **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.

## **DISABLED STUDENTS**

Disabled students must 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.

## **TRANSFERABILITY OF CREDITS**

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

## **TRANSCRIPTS AND DIPLOMAS**

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

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. Tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program. The School may assess a fee for each additional diploma requested.

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

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

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information

from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

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

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

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

Corinthian Schools, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status 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 Student Help Line, (800) 874-0255.

#### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest Institute has established policies regarding campus security.

The school strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The school encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The school will work with local and state law enforcement personnel if such

involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/meagan.htm>.

## **STATISTICAL INFORMATION**

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

## **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

## **DRUG AWARENESS**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest Institute prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If students suspect someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of Everest Institute's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

## **WEAPONS POLICY**

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. Everest Institute maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the School and a complaint with local law enforcement.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Program Chair and then the Education Director. Students who feel that the

complaint has not been adequately addressed should contact the School President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact: Texas Workforce Commission, Career Schools and Veteran's Education Section, 101 East 15th Street, Austin, TX 78778-0001.

If a student does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. 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.

A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President.

## **POLICY AND PROGRAM CHANGES**

The School catalog is current as of the time of printing. Within the provisions of the Texas Workforce Commission Career Schools and Veteran's Education Section, TSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Each 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 fee information can be found in <b>Appendix B: Tuition and Fees</b> in this catalog.
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### **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.

#### **Voluntary Prepayment Plan**

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

#### **Individual Course Instruction**

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

#### **BUYER'S RIGHT TO CANCEL - CANCELLATION**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either

the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A 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.

## **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days, all monies paid will be refunded.

## **REFUND POLICIES**

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

The student will be given the benefit of the refund policy that results in the largest refund to the student. Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the



amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

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

#### **Date of Withdrawal versus Date of Determination (DOD)**

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

#### **Effect of Leaves of Absence on Refunds**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

#### **Textbook and Equipment Return/Refund Policy**

If a student who was charged for and paid for textbooks, uniforms, or equipment (in a separate charge vs. included in the tuition) returns unmarked textbooks, unworn uniforms, or the equipment in good condition--allowing for reasonable wear and tear--within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return textbooks, uniforms or equipment in good condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

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

All institutions participating in the student financial aid (SFA) programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal. If a recipient of the SFA Program withdraws from the institution during a payment period in which the recipient began attendance, The School must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the SFA payment period or period of enrollment divided into the number of calendar days completed in that period as of the student's last date of attendance. Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator). Days in which a student was on an approved leave of absence (where applicable) are also excluded in the calendar days for the payment period or period of enrollment.

### **Return of Unearned SFA Program Funds**

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

### **Institutional Refund Calculation**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of 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 period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

### **TEXAS REFUND POLICY SEC. SEC. 132.061.**

(a) Except as provided by Subsection (g) [courses of less than 40 hours], as a condition for granting certification each career school or college must maintain a cancellation and settlement policy that must provide a full refund of all monies paid by a student if:

(1) the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student; or

(2) the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or college, or representations by the owner or representatives of the school or college.

(b) Except as provided by Subsection (g), as a condition for granting certification each career school or college must maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion, and such policy must provide:

(1) refunds for resident courses and synchronous distance education courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours;

(2) the effective date of the termination for refund purposes in residence schools or colleges will be the earliest of the following:

(A) the last date of attendance, if the student is terminated by the school or college;

(B) the date of receipt of written notice from the student; or

(C) 10 school days following the last date of attendance;

(3) if tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation

privilege, the student does not enter the residence school or college, not more than \$100 shall be retained by the school or college;

(4) for the student who enters a residence or a synchronous distance education course of not more than 12 months in length, terminates, or withdraws, the school or college may retain \$100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:

(A) during the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;

(B) after the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;

(C) after the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course,

75 percent of the remaining tuition and fees;

(D) during the second quarter of the course, 50 percent of the remaining tuition and fees;

(E) during the third quarter of the course, 10 percent of the remaining tuition and fees; or

(F) during the last quarter of the course, the student may be considered obligated for the full tuition and fees;

(5) for residence or synchronous distance education courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately, and the student is entitled to a refund as provided by Subdivision (4);

(6) refunds of items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees, service charges, rentals, deposits, and all other such ancillary miscellaneous charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the commission;

(7) refunds based on enrollment in residence and synchronous distance education schools or colleges will be totally consummated within 60 days after the effective date of termination;

....

(d) If a course of instruction is discontinued by the career school or college and this prevents the student from completing the course, all tuition and fees paid are then due and refundable.

### **CANCELLATION AFTER TOUR**

Any potential student who has not been provided the opportunity to tour The School facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and inspection to cancel enrollment and request a full refund of any money paid to The School and release from all obligations. The student shall sign and date an acknowledgement form certifying the completion of the tour.

### **REQUIREMENTS FOR GRADUATION**

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

### **SEVERABILITY**

If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

### **MISCELLANEOUS**

Nothing in this Enrollment Agreement shall be construed to be a restriction of venue.

## **FINANCIAL ASSISTANCE**

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

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

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

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

### **Federal Pell Grant**

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

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

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

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

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

### **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)**

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

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

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

### **College Loan Corporation (CLC)**

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

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

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

### **Imagine America Scholarships (check with campus regarding participation)**

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

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

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

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

### **Alternative Loan Programs**

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

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

The School assists graduates in finding part-time or full-time employment. Assistance is provided after graduation and includes advice in preparing for an interview, resume and cover letter preparation assistance, and locating job leads.

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 assisting the majority of its graduates in finding employment in their field of training. All graduating students participate in the following activities:

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

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

## **STUDENT ACTIVITIES**

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

## **TRANSPORTATION ASSISTANCE**

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

## **FIELD TRIPS**

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

## **SPECIAL LECTURES**

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

## **DRUG AND ALCOHOL ABUSE PREVENTION**

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

## **ADVISING**

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

## **STUDENT SERVICES COORDINATOR**

The Student Services Coordinator (SSC) maintains a Student Services Program for the student body. These services range from coordinating academic support services (i.e., tutoring and academic advising) to providing information or referrals to community agencies that deal with student home issues (i.e., transportation, housing, child care, personal counseling, etc.). Additionally, the Student Services Coordinator monitors and maintains an advising program for all Ability to Benefit (ATB) students.

## PROGRAMS BY LOCATION

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

	Austin	Houston Bissonnet	Houston Greenspoint	Houston Hobby	San Antonio
<b>Modular Programs</b>					
Computerized Business Applications					<input checked="" type="checkbox"/> *
Dental Assisting	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Electronics, Computers, and Communication Technology	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> *
Medical Administrative Assistant	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Network Systems Support		<input checked="" type="checkbox"/>			
Pharmacy Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Residential Heating Ventilation and Air Conditioning Technician Program	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

\*No longer enrolling new students.

## PROGRAM OUTLINES

### COMPUTERIZED BUSINESS APPLICATIONS

Diploma Program - 9 Months

720 Clock Hours/53.0 Credit Units

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The Computerized Business Applications program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing and data entry speed and accuracy on the keyboard and 10-key pad. Proficiency is attained in the use of word processing, spreadsheet, desktop publishing and accounting software on the computer. This training program is divided into nine learning units called modules. Students may complete the modules in any sequence, continuing until all nine modules are successfully completed.

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

#### Major Equipment

Personal Computers

Assorted Software

#### Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
<b>Module A</b>			
MW110	Word Processing	20/40/00/60	4.0
MK101	Keyboarding 1	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module B</b>			
MG105	English	60/00/00/60	6.0
MK102	Keyboarding 2	00/20/00/20	1.0
	<b>Total</b>	<b>60/20/00/80</b>	<b>7.0</b>
<b>Module C</b>			
MI120	Spreadsheet	20/40/00/60	4.0
MK103	Keyboarding 3	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module D</b>			
MA200	Accounting	40/20/00/60	5.0
MK104	Keyboarding 4	00/20/00/20	1.0
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module E</b>			
MM130	Mathematics	60/00/00/60	6.0
MK105	Keyboarding 5	00/20/00/20	1.0
	<b>Total</b>	<b>60/20/00/80</b>	<b>7.0</b>
<b>Module F</b>			
MC200	Computerized Report Preparation	20/20/00/40	3.0
MC220	Database	00/20/00/20	1.0
MK106	Keyboarding 6	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>
<b>Module G</b>			
MB110	Introduction to Business	60/00/00/60	6.0
MK107	Keyboarding 7	00/20/00/20	1.0
	<b>Total</b>	<b>60/20/00/80</b>	<b>7.0</b>
<b>Module H</b>			
MD220	Desktop Publishing	20/40/00/60	4.0
MK108	Keyboarding 8	00/20/00/20	1.0
	<b>Total</b>	<b>20/60/00/80</b>	<b>5.0</b>



<b>Module I</b>			
MC240	Career Skills	20/20/00/40	3.0
MC260	Customer/Inter-Office Relations	20/00/00/20	2.0
MK109	Keyboarding 9	00/20/00/20	1.0
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
	<b>PROGRAM TOTAL</b>	<b>340/380/00/720</b>	<b>53.0</b>

#### **MA200 Accounting**

40/20/5.0

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

#### **MB110 Introduction to Business**

60/00/6.0

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

#### **MC200 Computerized Report Presentation**

20/20/3.0

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

#### **MC220 Database**

00/20/1.0

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

#### **MC240 Career Skills**

20/20/3.0

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

#### **MC260 Customer/Inter-Office Relations**

20/00/2.0

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

#### **MD220 Desktop Publishing**

20/40/4.0

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

#### **MG105 English**

60/00/6.0

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

#### **MI120 Spreadsheet**

20/40/4.0

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

#### **MK101 Keyboarding 1**

00/20/1.0

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

#### **MK102 Keyboarding 2**

00/20/1.0

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

<b>MK103 Keyboarding 3</b> A continuation of Keyboarding. Prerequisite: None	00/20/1.0
<b>MK104 Keyboarding 4</b> Continued practice and further development of speed and accuracy. Prerequisite: None	00/20/1.0
<b>MK105 Keyboarding 5</b> Instruction and practice to achieve greater speed and accuracy in the entry of both alpha and numeric data. Prerequisite: None	00/20/1.0
<b>MK106 Keyboarding 6</b> A continuation of Keyboarding. Prerequisite: None	00/20/1.0
<b>MK107 Keyboarding 7</b> A continuation of Keyboarding. Prerequisite: None	00/20/1.0
<b>MK108 Keyboarding 8</b> A continuation of Keyboarding. Prerequisite: None	00/20/1.0
<b>MK109 Keyboarding 9</b> A continuation of Keyboarding. Prerequisite: None	00/20/1.0
<b>MM130 Mathematics</b> A review and update of math skills with emphasis on decimals and fractions. This course will build on prior coursework with emphasis on business math applications including taxes, interest, depreciation, etc. Prerequisite: None	60/00/6.0
<b>MW110 Word Processing</b> A foundation skill for almost any job in the modern office is word processing. Using MS Word, the student is introduced to standard business documents such as letters and memos. The course will examine various formats and procedures for producing common business communication. Additional types of documents are introduced, including E-mail. Prerequisite: None	20/40/4.0

## DENTAL ASSISTING

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

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

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

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

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

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

NOTE: Effective 9/1/06, to apply to become a registered dental assistant, a student must complete a mandatory short course approved by The Texas State Board of Dental Examiners. An approved provider list can be found on the TSBDE website: <http://www.tsbde.state.tx.us>. By law a dental assistant must register with TSBDE in order to take x-rays at a dentist's office.

### Program Outline

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

#### Module A - Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to management emergencies that may occur in the dental office. Related

dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

#### **Module B – Dental Radiography**

**6.0 Quarter Credit Hours**

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

#### **Module C – Dental Specialties**

**6.0 Quarter Credit Hours**

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

#### **Module D – Operatory Dentistry**

**6.0 Quarter Credit Hours**

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

#### **Module E – Laboratory Procedures**

**6.0 Quarter Credit Hours**

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

#### **Module F – Dental Anatomy and Orthodontics**

**6.0 Quarter Credit Hours**

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

#### **Module G – Dental Health**

**6.0 Quarter Credit Hours**

Specialty areas of oral pathology and periodontics are studied. The student will learn how to place periodontal surgical dressings according to RDA criteria and will perform coronal polish procedures. Preventive dentistry is emphasized.

Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

**Module X - Dental Assisting Externship**

**5.0 Quarter Credit Hours**

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

## ELECTRONICS, COMPUTER AND COMMUNICATIONS TECHNOLOGY

Diploma Program

13 Months (30-hour weeks), 19 Months (20-hour weeks), 16 Months (24-hour weeks)

1,500 Clock Hours / 120.0 Credit hours

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The electronics industry is constantly changing as new technologies are invented and embraced by the marketplace. These technologies must be supported by skilled technicians who understand fundamental electronic and computer principles. The Electronics, Computer and Communications Technology (ECCT) program teaches these skills by exploring electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, computer technology, and communications. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, electronic communication systems technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, preventive maintenance and repair technicians, computer service and repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer, electronics, and communication fields.

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

### Major Equipment

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

### Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS (LEC/LAB/EXT/TOTAL)	CREDIT HOURS
<b>Module 1: Direct Current (DC)</b>			
ECC1000	Direct Current (DC)	60/00/00/60	6.0
ECC1050	Direct Current (DC) Laboratory	00/60/00/60	3.0
ECC1075	Direct Current (DC) Mathematics	30/00/00/30	3.0
	Total	90/60/00/150	12.0
<b>Module 2: Alternating Current (AC)</b>			
ECC1100	Alternating Current (AC)	60/00/00/60	6.0
ECC1150	Alternating Current (AC) Laboratory	00/60/00/60	3.0
ECC1175	Alternating Current (AC) Mathematics	30/00/00/30	3.0
	Total	90/60/00/150	12.0
<b>Module 3: Electronic Devices</b>			
ECC1200	Electronic Devices	90/00/00/90	9.0
ECC1250	Electronic Devices Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
<b>Module 4: Integrated Circuits</b>			
ECC1300	Integrated Circuits	90/00/00/90	9.0
ECC1350	Integrated Circuits Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
<b>Module 5: Introduction to Digital Electronics</b>			
ECC2000	Introduction to Digital Electronics	60/00/00/60	6.0
ECC2050	Introduction to Digital Electronics Laboratory	00/60/00/60	3.0
ECC2075	Digital Electronics Mathematics	30/00/00/30	3.0
	Total	90/60/00/150	12.0
<b>Module 6: Advanced Digital Electronics</b>			
ECC2100	Advanced Digital Electronics	90/00/00/90	9.0
ECC2150	Advanced Digital Electronics Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0

<b>Module 7: Fundamentals of Computer Technology</b>			
CTT1000	Fundamentals of Computer Technology	90/00/00/90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
<b>Module 8: Computer Hardware and Operating Systems</b>			
CTT2000	Computer Hardware and Operating Systems	90/00/00/90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
<b>Module 9: Introduction to Networking</b>			
NCC1000	Introduction to Networking	60/00/00/60	6.0
NCC1050	Introduction to Networking Laboratory	00/60/00/60	3.0
SLS1335	Strategies for Professionals	30/00/00/30	3.0
	Total	90/60/00/150	12.0
<b>Module 10: Electronic Communications</b>			
ECC2200	Electronic Communications	90/00/00/90	9.0
ECC2250	Electronic Communications Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
	<b>Diploma Total</b>	<b>900/600/00/1500</b>	<b>120.0</b>

#### **CTT1000 Fundamentals of Computer Technology**

**9 Credit Hours**

This course introduces the students to the personal computer and the Windows desktop environment. It also introduces the students to common types of software, desktop applications, graphics, utilities, and operating systems. Basic computer system architecture and end-user Internet skills will be discussed. Prerequisite: None. Lecture hours: 90. Lab hours: 0.

#### **CTT1050 Fundamentals of Computer Technology Laboratory**

**3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Fundamentals of Computer Technology. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will also learn how to create basic documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

#### **CTT2000 Computer Hardware and Operating Systems**

**9 Credit Hours**

This course focuses on the software operating systems and hardware that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components, peripherals, and their related functions. Other topics include installing, troubleshooting, and repairing hardware and operating systems. Prerequisite: CTT1000, CTT1050. Lecture hours: 90. Lab hours: 0.

#### **CTT2050 Computer Hardware & Operating Systems Laboratory**

**3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. It provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computers. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.

#### **ECC1000 Direct Current (DC)**

**6 Credit Hours**

This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 0.

#### **ECC1050 Direct Current (DC) Laboratory**

**3 Credit Hours**

In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. It introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will also construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive circuits while using various test instruments, such as digital multimeters, oscilloscopes and power supplies, to analyze these circuits. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

**ECC1075 Direct Current (DC) Mathematics****3 Credit Hours**

This course introduces the concepts of electrical circuit analysis. Students will learn the arithmetic and algebraic functions required to use Ohm's law, Kirchhoff's laws, and Watt's law for current, voltage, and power. Prerequisite: None. Lecture hours: 30. Lab hours: 0.

**ECC1100 Alternating Current (AC)****6 Credit Hours**

This course introduces students to the field of electronics, sources of electricity, and the principles and practices of fundamental alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series- parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Prerequisite: ECC1000, ECC1050. Lecture hours: 60. Lab hours: 0.

**ECC1150 Alternating Current (AC) Laboratory****3 Credit Hours**

In this lab course, students will demonstrate their skills and abilities to integrate key concepts related to AC circuits. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), RC, RL and RCL circuits while using various test instruments, such as digital multimeters, signal generators, oscilloscopes and power supplies, to analyze circuits. Prerequisite: ECC1000, ECC1050. Lecture hours: 0. Lab hours: 60.

**ECC1175 Alternating Current (AC) Mathematics****3 Credit Hours**

This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students will learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisite: ECC1000, ECC1050. Lecture hours: 30. Lab hours: 0.

**ECC1200 Electronic Devices****9 Credit Hours**

This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECC1100, ECC1150. Lecture hours: 90. Lab hours: 0.

**ECC1250 Electronic Devices Laboratory****3 Credit Hours**

This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. Prerequisite: ECC1100, ECC1150. Lecture hours: 0. Lab hours: 60.

**ECC1300 Integrated Circuits****9 Credit Hours**

This course introduces students to the operation of linear and digital integrated circuits. Operational amplifiers will be discussed in depth as well as voltage regulators, waveform generators, function generators, timers, FSK and PLL circuits. Prerequisite: ECC1200, ECC1250. Lecture hours: 90. Lab hours: 0.

**ECC1350 Integrated Circuits Laboratory****3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Integrated Circuits. Students will construct many of the building block circuits covered in Integrated Circuits and learn step-by-step troubleshooting and repair techniques. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.

**ECC2000 Introduction to Digital Electronics****6 Credit Hours**

This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits containing logic gates, display devices and counters. Prerequisite: ECC1200, ECC1250. Lecture hours: 60. Lab hours: 0.

**ECC2050 Introduction to Digital Electronics Laboratory****3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Introduction to Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operation of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.



**ECC2075 Digital Electronics Mathematics****3 Credit Hours**

This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students will practice addition and subtraction in all numbering systems, and multiplication and division in binary. In addition, students will learn to convert numbers from decimal to binary, hexadecimal, and octal systems. Students will utilize Boolean algebra and computer math in the design and simplification of logic circuits. Prerequisites: ECC1200, ECC1250. Lecture hours: 30. Lab hours: 0.

**ECC2100 Advanced Digital Electronics****9 Credit Hours**

This course expands upon the topics covered in Introduction to Digital Electronics. It enables students to gain knowledge and experience with microprocessors, bus systems, display circuitry, clocks, and LCD displays. Students will also gain an in-depth look at the interfacing of analog devices to digital systems. Prerequisite: ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

**ECC2150 Advanced Digital Electronics Laboratory****3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Advanced Digital Electronics. Students will construct projects utilizing medium and large scale digital integrated circuits while using test equipment to analyze and troubleshoot the circuits. Students will also demonstrate their knowledge of basic electrical and electronic circuitry to construct a combined analog and digital system. Prerequisite: ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.

**ECC2200 Electronic Communications****9 Credit Hours**

This course introduces students to the fundamentals of various communication systems. Students will reaffirm their understanding of resonant circuits, voltage, current, power, phase and other electronics principles. Systems studied include modulation, transmitters/receivers, multiplexing, transmission lines, antenna propagation and principles of communications. Circuits emphasized are radio, transmitter/receiver, modulation, and fiber optics. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

**ECC2250 Electronic Communications Laboratory****3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Electronic Communications. Students will construct an AM/FM radio, a touchtone telephone, a fiber optic link and more. Students will also learn troubleshooting techniques and schematic reading principles. Circuit prototyping will be stressed and class projects will enhance the learning process. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.

**NCC1000 Introduction to Networking****6 Credit Hours**

Students will be introduced to the terminology, operating systems, hardware, and administration of networking technology. These topics will include network topology, TCP/IP, the OSI reference model, and security. Students will also learn and perform basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT1000, CTT1050. Lecture hours: 60. Lab hours: 0.

**NCC1050 Introduction to Networking Laboratory****3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Introduction to Networking. Students will plan, design, install, configure, maintain, secure, and troubleshoot a computer network. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.

## MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

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

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

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

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

### Major Equipment

Autoclave	Calculators
Personal Computers	Patient Examination Table
Stethoscopes	Sphygmomanometer
Transcription Machine	Teletrainer

### Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS (LEC/LAB/EXT/ TOT)	QUARTER CREDIT HOURS
<b>Module A</b>			
MAA200	Office Finances	40/0/0/40	4.0
MM200	Office Finance Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module B</b>			
MAA210	Patient Processing and Assisting	40/0/0/40	4.0
MM210	Patient Processing Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module C</b>			
MAA220	Medical Insurance	40/0/0/40	4.0
MM220	Medical Insurance Forms Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>

<b>Module D</b>			
MAA230	Insurance Plans & Collections	40/0/0/40	4.0
MM230	Medical Insurance Plans Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module E</b>			
MAA240	Patient Billing & Office Procedures.	40/0/0/40	4.0
MM240	Office Procedures Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module F</b>			
MAA250	Patient Care & Computerized Practice Management	40/0/0/40	4.0
MM250	Computerized Practice Management Skillbuilding	0/40/0/0	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module G</b>			
MAA260	Dental Administration Proc.	40/0/0/40	4.0
MM260	Dental Office Skillbuilding	0/40/0/40	2.0
	<b>Total</b>	<b>40/40/0/80</b>	<b>6.0</b>
<b>Module X</b>			
MAA270	Externship	0/0/160/160	5.0
	<b>PROGRAM TOTAL</b>	<b>280/280/160/720</b>	<b>47.0</b>

#### **MAA200 Office Finance**

**40/0/4.0**

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

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

**40/0/4.0**

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

#### **MAA220 Medical Insurance**

**40/0/4.0**

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

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

**40/0/4.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Medical Ethics and law are also included. Students also become familiar with essential medical terminology associated with reproductive system; diagnostic procedures; and pharmacology. Prerequisite: None

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

**40/0/4.0**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will become familiar with the Microsoft Excel Program as well as Disability Income Insurance and legal issues affecting insurance claims. Students also

become familiar with essential medical terminology associated with urinary system; nervous system; and integumentary system. Prerequisite: None

**MAA250 Patient Care and Computerized Practice Management** **40/0/4.0**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. In addition, students learn basic techniques for taking patients' vital signs. Students learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students also become familiar with essential medical terminology associated with skeletal system; muscular system; and nervous system. Prerequisite: None

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**MM260 Dental Office Skillbuilding**

**0/40/2.0**

In this course students will be able to use dental codes and decide their relativity to dental insurance claims. Students will exhibit mastery for completing dental insurance forms. Students will demonstrate progress in keyboarding and 10 key on the computer. Students will demonstrate knowledge of essential medical terminology through use and examinations.  
Prerequisite: None

## MEDICAL ASSISTING

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

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

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

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

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

### Major Equipment

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Hematology Testing Equipment	Teletrainer
Mayo Stands	Training Mannequin
Microscopes	

### Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS (LEC/LAB/EXT/TOT)	QUARTER CREDIT HOURS
<b>Module A</b>			
CL100	Clinical Laboratory	00/30/00/30	1.5
MA100	Patient Care and Communication	40/00/00/40	4.0
MA101	Computer/Keyboarding 1	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module B</b>			
CL110	Clinical Laboratory	00/30/00/30	1.5
MA110	Clinical Assisting and Pharmacology	40/00/00/40	4.0
MA102	Computer/Keyboarding 2	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module C</b>			
CL120	Clinical Laboratory	00/30/00/30	1.5
MA120	Medical Insurance, Bookkeeping and Health Sciences	40/00/00/40	4.0
MA103	Computer/Keyboarding 3	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module D</b>			
CL130	Clinical Laboratory	00/30/00/30	1.5
MA130	Cardiopulmonary and Electrocardiography	40/00/00/40	4.0
MA104	Computer/Keyboarding 4	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>

<b>Module E</b>			
CL140	Clinical Laboratory	00/30/00/30	1.5
MA140	Laboratory Procedures	40/00/00/40	4.0
MA105	Computer/Keyboarding 5	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module F</b>			
CL150	Clinical Laboratory	00/30/00/30	1.5
MA150	Endocrinology and Reproduction	40/00/00/40	4.0
MA106	Computer/Keyboarding 6	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module G</b>			
CL154	Clinical Laboratory	00/30/00/30	1.5
MA154	Medical Law, Ethics, and Psychology	40/00/00/40	4.0
MA107	Computer/Keyboarding 7	00/10/00/10	0.5
	<b>Total</b>	<b>40/40/00/80</b>	<b>6.0</b>
<b>Module X</b>			
MA160	Externship	00/00/160/160	5.0
	<b>Total</b>	<b>00/00/160/160</b>	<b>5.0</b>
	<b>PROGRAM TOTAL</b>	<b>280/280/160/720</b>	<b>47.0</b>

**CL100 Clinical Laboratory** 0/30/1.5  
 In this course, students learn about patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students also have the opportunity to work with and review patient charts and perform additional front office skills related to records management and appointment scheduling. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

**CL110 Clinical Laboratory** 0/30/1.5  
 In this course, students learn the importance of asepsis and sterile technique in today's health care environment. Students will learn about basic bacteriology and its relationship to infection and disease control. Students will also learn how to use the autoclave, set up standard surgical trays and practice sterile technique. Students will also learn about basic pharmacology and how to administer medication. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

**CL120 Clinical Laboratory** 0/30/1.5  
 In this course, students develop skills in bandaging techniques, including spiral, sling, surgitube, figure eight and triangle. Students will also study anatomy and physiology of the digestive system, in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

**CL130 Clinical Laboratory** 0/30/1.5  
 In this course, students develop skills used in performing an electrocardiogram (EKG), including patient preparation and tracing and mounting the EKG. Students also learn to perform cardiopulmonary resuscitation, as well as check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

**CL140 Clinical Laboratory** 0/30/1.5  
 In this course, students practice collecting and labeling specimens and become familiar with the microscope. Students develop skills in performing a urinalysis, obtaining throat cultures and obtaining and testing routine diagnostic hematology. Students perform invasive procedures and check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

**CL150 Clinical Laboratory** 0/30/1.5  
 In this course, students learn to assist with diagnostic examinations and laboratory tests, including those performed on the pediatric patient. Students also learn how to instruct patients in health promotion practices and to perform certain invasive procedures, such as checking vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

- CL154 Clinical Laboratory** 0/30/1.5  
 Students practice physical and therapeutic techniques and procedures such as back massage and hot and cold applications on simulated patients or manikins. Students practice positioning patients properly for ultrasound treatment and electro-neuro stimulation. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills and become familiar with essential medical terminology. Prerequisite: None
- MA100 Patient Care and Communications** 40/0/4.0  
 This course emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the nervous system and the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students also become familiar with the self-directed job search. Prerequisite: None
- MA101 Computer/Keyboarding 1** 0/10/0.5  
 Training and practice in proper computer keyboarding techniques. In this module, students will begin using Individual Typing. Prerequisite: None
- MA102 Computer/Keyboarding 2** 0/10/0.5  
 Using the typing software and various exercises, the students will develop speed and accuracy and build on their keyboarding and word processing skills. Prerequisite: None
- MA103 Computer/Keyboarding 3** 0/10/0.5  
 Using the typing software and various exercises, the students will continue to develop speed and accuracy and build upon their keyboarding and word processing skills. Prerequisite: None
- MA104 Computer/Keyboarding 4** 0/10/0.5  
 Continued practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA105 Computer/Keyboarding 5** 0/10/0.5  
 A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA106 Computer/Keyboarding 6** 0/10/0.5  
 A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA107 Computer/Keyboarding 7** 0/10/0.5  
 A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA110 Clinical Assisting and Pharmacology** 40/0/4.0  
 This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. Students also become familiar with the self-directed job search. Prerequisite: None
- MA120 Medical Insurance, Bookkeeping and Health Sciences** 40/0/4.0  
 This course introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students also become familiar with the self-directed job search. Prerequisite: None
- MA130 Cardiopulmonary and Electrocardiography** 40/0/4.0  
 This course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students also become familiar with the self-directed job search. Prerequisite: None
- MA140 Laboratory Procedures** 40/0/4.0  
 This course introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical



structures, functions and common diseases are presented. Students also become familiar with the self-directed job search. Prerequisite: None

**MA150 Endocrinology and Reproduction**

**40/0/4.0**

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

**MA154 Medical Law, Ethics, and Psychology**

**40/0/4.0**

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

**MA160 Externship**

**0/160/5.0**

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

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

# MEDICAL INSURANCE BILLING/CODING PROGRAM

Diploma Program - 6 Months

560 Clock Hours/ 35 Credit Units

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Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing/Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry-level positions as medical insurance billers/coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plan and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional, are taught and addressed throughout the entire program.

## Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS (lec/lab/other/total)	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	40/40/0/80	6.0
Module B	Government Programs	40/40/0/80	6.0
Module C	Electronic Data Interchange and Modifiers	40/40/0/80	6.0
Module D	Medical Documentation, Evaluation, and Management	40/40/0/80	6.0
Module E	Health Insurance Claim Forms	40/40/0/80	6.0
Module F	Practicum		
or	or	0/0/160/160	5.0
Module X	Externship		
<b>Program Totals</b>		<b>560</b>	<b>35.0</b>

## Lecture hours/ Lab hours / Credit Units

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

40/40/6.0

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

Prerequisite: None

**Module B - Government Programs**

40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None

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

40/40/6.0

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None

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

40/40/6.0

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

**Module E - Health Insurance Claim Forms**

40/40/6.0

Module E introduces students to the Health Insurance Claim Form (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

**Module F - Practicum**

0/160/5.0

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by an instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E

**Module X - Externship**

0/160/5.0

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the

students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E

## NETWORK SYSTEMS SUPPORT (NSS)

Diploma Program – 9 Months

720 Clock Hours/55.0 Credit Units

In today's complex network computing environments, technicians are needed who can provide both customer and network support in a variety of job roles. The Network Systems Support diploma program enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. This program includes in-depth coverage in several important areas. The personal computer, including both hardware and operating systems are covered first. Then, networking concepts are presented, giving students hands-on experience learning to manage and direct network traffic. Finally, system support skills are further developed with coursework that focuses on teaching students how to install, administer and troubleshoot commonly used network operating system software.

The Network Systems Support program helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

The program consists of six courses. Upon successful completion of all six courses, a diploma will be awarded.

Course Number	Course Title	Clock Hours	Credit Units
CT01	Introduction to Computer Technology	120	9.0
CT02	Computer Hardware and Operating Systems	120	9.0
NC01	Networking Concepts	120	10.0
NC02	Network Routing	120	9.0
NS01	Network Operating Systems	120	9.0
NS02	Network Management	120	9.0
	<b>Program Total</b>	<b>720</b>	<b>55.0</b>

### CT01 Introduction to Computer Technology

9 Quarter Credits

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. In addition, students will learn customer service skills, as well as the importance of building appropriate business relationships with co-workers, supervisors, and customers. Lecture hours: 60. Lab hours: 60.

### CT02 Computer Hardware and Operating Systems

9 Quarter Credits

This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01. Lecture hours: 60. Lab hours: 60.

### NC01 Networking Concepts

10 Quarter Credits

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CT01. Lecture hours: 80. Lab hours: 40.

### NC02 Network Routing

9 Quarter Credits

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked

computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: NC01. Lecture hours: 60. Lab hours: 60.

#### **NS01 Network Operating Systems**

**9 Quarter Credits**

This course covers the essential topics necessary to enable students to set up and support a Microsoft Windows network operating system, including both clients and servers. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting in a Windows network operating system environment. Prerequisite: NC01. Lecture hours: 60. Lab hour: 60.

#### **NS02 Network Management**

**9 Quarter Credits**

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Furthermore this course is designed to assist the student with personal and professional development for successful employment in a computer networking related job role. Students will develop a current resume and practice interviewing techniques. Prerequisite: NS01. Lecture hours: 60. Lab hours: 60.

## PHARMACY TECHNICIAN

Diploma Program - 8 months

720 Clock Hours/47.0 Credit Units

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

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized, how significant pharmacy technicians have become, upon pharmacy operations and the substantial part they play in the healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

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

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

### Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS (lec/lab/other/total)	QUARTER CREDIT UNITS
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	40/40/0/80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	40/40/0/80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	40/40/0/80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	40/40/0/80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	40/40/0/80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	40/40/0/80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	40/40/0/80	6.0
MODULE X	Clinical Externship	0/0/160/160	5.0
<b>PROGRAM TOTAL:</b>		<b>720</b>	<b>47.0</b>

### Major Equipment

Laminar Flow Hood

Printer

Prescription Stock Items

Retail Labeling Computers

Retail Bottles

## **Module Descriptions**

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital



practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

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

**6.0 Quarter Credit Hours**

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

**Module X - Clinical Externship**

**5.0 Quarter Credit Hours**

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

## RESIDENTIAL HEATING VENTILATION AND AIR CONDITIONING (RHVAC)

Diploma Program - 7.5 months, 30 weeks

600 Clock Hours / 45.0 Quarter Credit hours

v 2-0

The Residential Heating, Ventilation and Air Conditioning (RHVAC) program provides students the skills required to specialize in the field of residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic electricity, electronic control mechanisms, air conditioning, refrigeration fundamentals, and heating systems are taught in the program.

The RHVAC program consists of five modules. Upon successful completion of all modules of the program, students will be awarded a diploma.

Graduates of the program can seek employment as entry-level technicians in the residential heating, ventilation and air conditioning field, including Sheet Metal Fabrication Apprentice, Furnace Install and Repair Apprentice, Furnace Cleaner, A/C Mechanic Apprentice, and A/C Install/Service Apprentice. Intermediate and advanced positions include Electrical Heat Assembler, Heating & Air Conditioning Installation/Service, Gas Furnace Installation and Repair, Sheet Metal Mechanic, Sheet Metal Lay-Out, Sheet Metal Machine Operator, Sheet Metal Fabricator, Sheet Metal Installer, A/C Unit Tester, A/C Technician, and A/C Mechanic.

### Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS (LEC/LAB/EXT/TOTAL)	CREDIT HOURS
<b>Module 1</b>			
ACR1000	Basic Electricity and Electrical Theory	60/60/00/120	9.0
<b>Module 2</b>			
ACR1050	Basic Refrigeration Theory	60/60/00/120	9.0
<b>Module 3</b>			
ACR1100	Air Conditioning Systems	60/60/00/120	9.0
<b>Module 4</b>			
ACR2000	Gas Heating Systems	60/60/00/120	9.0
<b>Module 5</b>			
ACR2050	Air Distribution Systems and Sheet Metal Fabrication	60/60/00/120	9.0
<b>Diploma Total</b>		<b>300/300/00/600</b>	<b>45.0</b>

#### ACR 1000 Basic Electricity and Electrical Theory

9 Credit Hours

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturers troubleshooting techniques. Testing instruments and wiring diagrams are used for systems problem-solving projects. Pre-requisite: None. Lecture hours: 60. Lab hours: 60.

#### ACR 1050 Basic Refrigeration Theory

9 Credit Hours

This course is an introduction to heating, ventilation and air conditioning (HVAC) technology. Basic laws of physics and cooling theory are presented. Terms, definitions, air conditioning cycles, mechanical diagrams, and component operation are studied. Students will bend, swag and flare tubing, use air/acetylene and oxygen/acetylene torches to hard and soft solder copper tubing. Pressure/ Temperature charts, refrigerant piping specifications and installation, EPA Section 608, Refrigerant handling and containment (recovery, recycling and reclaiming) certification requirements and basic air conditioning service procedures are taught. Pre-requisite: None. Lecture hours: 60. Lab hours: 60.

#### ACR 1100 Air Conditioning Systems

9 Credit Hours

This course emphasizes air conditioning systems design, service and installation procedures. Component operations, mechanical and electrical diagrams, standard and high efficiency air-conditioning systems are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Proper installation requirements and procedures are also practiced in this course of instruction. Pre-requisites: ACR 1000 and ACR 1050. Lecture hours: 60. Lab hours: 60.

#### ACR 2000 Heating Systems

9 Credit Hours

This course introduces students to gas heating fundamentals, and gas furnace designs are discussed in this course. Mechanical components, gas pipe sizing, wiring, safety and proper troubleshooting procedures are taught. Students will participate in structured lab exercises including inspection, diagnostics, service, troubleshooting and repair of residential gas heating systems. Pre-requisite: ACR 1000. Lecture hours: 60. Lab hours: 60.

**ACR 2050 Air Distribution Systems and Sheet Metal Fabrication**

**9 Credit Hours**

Students in this course of study will learn to read blue prints, use shop math, perform load calculations, indoor air quality, and system air balancing and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. Pre-requisite: None. Lecture hours: 60. Lab hours: 60.

## CORINTHIAN COLLEGES, INC.

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

**Ashmead College**

Everett, WA (branch of Ashmead College, Seattle, WA)  
 Fife, WA (branch of Ashmead College, Seattle, WA)  
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 Seattle, WA (main campus)  
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

**Bryman College**

Alhambra, CA (main campus)  
 Anaheim, CA (main campus)  
 City of Industry, CA (branch of NIT, Long Beach, CA)  
 Everett, WA (branch of Bryman College, Port Orchard, WA)  
 Gardena, CA (main campus)  
 Los Angeles (Wilshire), CA (main campus)  
 Lynnwood, WA (branch of Bryman College, Renton, WA)  
 Ontario, CA (main campus)  
 Port Orchard, WA (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 San Bernardino, CA (main campus)  
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**Bryman Institute**

Brighton, MA (main campus)  
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**Everest College**

Arlington, TX (branch of Everest Institute, Rochester, NY)  
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 Dallas, TX (branch of Everest College, Portland, OR)  
 Everest Online  
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)  
 Hayward, CA (main campus)  
 McLean, VA (branch of Everest College, Colorado Springs, CO)  
 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Salt Lake City, UT (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Bryman College, Port Orchard, WA)  
 Thornton, CO (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)

**Everest Institute**

Austin, TX (branch of Everest Institute, Southfield, MI)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Bryman College, Ontario, CA)  
 Houston (Bissonnet), TX (branch of Bryman College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)

Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Pittsburgh, PA (main campus)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

**Florida Metropolitan University**

Tampa (Brandon), FL (branch of FMU Tampa, FL)  
 FMU Online  
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)  
 Melbourne, FL (branch of FMU, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of FMU, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of FMU, North Orlando, FL)  
 Tampa, FL (main campus)

**Georgia Medical Institute**

Atlanta (Downtown), GA (main campus)  
 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Jonesboro, GA (branch of GMI, Atlanta, GA)  
 Marietta, GA (branch of GMI, Atlanta, GA)  
 Norcross, GA (branch of Bryman College, Gardena, CA)

**Kee Business College**

Chesapeake, VA (branch of Kee Business College, Newport News, VA)  
 Newport News, VA (main campus)

**Las Vegas College**

Henderson, NV (main campus)

**National Institute of Technology**

Long Beach, CA (main campus)

**National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

**Olympia Career Training Institute**

Grand Rapids, MI (main campus)  
 Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)

**Olympia College**

Burr Ridge, IL (branch of Olympia College, Skokie, IL)  
 Chicago, IL (branch of Everest College, San Francisco, CA)  
 Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)  
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)  
 North Aurora, IL (branch of Bryman College, Brighton, MA)  
 Skokie, IL (main campus)

**WyoTech**

Bedford, MA (main campus)  
 Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Oakland, CA (branch of WyoTech, Fremont, CA)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

## STATEMENT OF OWNERSHIP

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

### CORINTHIAN COLLEGES, INC.

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David G. Moore  
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Linda Arey Skladany  
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Steve Patterson  
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#### TITLE

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Executive Vice President and Chief Financial Officer  
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Executive Vice President, Legislative and Regulatory Affairs  
Executive Vice President, Marketing  
Senior Vice President, General Counsel and Corporate Secretary  
Senior Vice President, Real Estate  
Senior Vice President, Chief Accounting Officer and Assistant Secretary  
Senior Vice President, Investor Relations & Corporate Communications  
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Senior Vice President and Chief Information Officer  
Senior Vice President, Human Resources  
Vice President, Human Resources  
Vice President, Marketing  
Vice President, Marketing  
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### TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)

#### DIRECTORS

David G. Moore  
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Beth A. Wilson

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Robert C. Owen

#### TITLE

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

## APPENDIX A: ADMINISTRATION AND FACULTY

### AUSTIN

#### Administration

Joe Davila	School President
Dawn Sutton	Director of Career Services
Michelle Clark	Director of Admissions
Robert Pope	Director of Education
Stephanie Byrd	Director of Finance
Marcus Perkins	Director of Student Accounts

#### Faculty

##### **Medical Health Department**

Margaret Olivieri	Medical Administrative Assistant Department Chairperson
Matthew Zarling	Medical Assisting Department Chairperson
Bobbi Hamilton	Medical Administrative Assistant Instructor
Charissa Ganne	Medical Administrative Assistant Instructor
Cindy Aleman	Medical Administrative Assistant Instructor
Laurie Pineda	Medical Administrative Assistant Instructor
Berkeley Aycock	Medical Assisting Instructor
Geo-Vanna Bickham	Medical Assisting Instructor
James Condit	Medical Assisting Instructor
Jennifer Penshorn	Medical Assisting Instructor
Jimmi Montgomery	Medical Assisting Instructor
Joseph Devine	Medical Assisting Instructor
Julia Perales	Medical Assisting Instructor
Madellaine Bart	Medical Assisting Instructor
Sandra Herrera	Medical Assisting Instructor
TJ Condit	Medical Assisting Instructor

##### **Pharmacy Department**

John Romanowski	Pharmacy Department Chairperson
David Selgrath	Pharmacy Technician Instructor
Phillip Howard	Pharmacy Technician Instructor
Robert Evans	Pharmacy Technician Instructor
Roc Godines	Pharmacy Technician Instructor
Teresa Cantu	Pharmacy Technician Instructor

##### **RHVAC Department**

Ted Watkins	RHVAC Department Chairperson
Charles Klima	RHVAC Instructor
Dennis Pierce	RHVAC Instructor
Alan Green	RHVAC Instructor

##### **Dental Assisting**

John Romanowski	Dental Department Chairperson
Christina Webel	Dental Assisting Instructor
Hamid Dinari	Dental Assisting Instructor
Stephen King	Dental Assisting Instructor

## HOUSTON BISSONNET

### Administration

Jeff Brown	President
Scott Morris	Director of Admissions
James Gordon	Director of Career Services
Linnea Harribance	Director of Education
Sue Harlan	Director of Finance
Marcellas Davis	Admissions Manager

### MEDICAL ASSISTING

Carmilla Alberts	Medical Assisting Department Chairperson	Certified Medical Assistant; CA; Southern Careers
Ivan Chanaba	Medical Assisting	Certified Medical Assistant - CA; Delta Harvest Vocational & Technical Certified Medical Specialist- CA; Fort Sam Houston Certified EMT- CA; City of Chicago
Chanel Blackmore	Medical Assisting	Certified Medical Assistant- CA; NEC
Wendy Snow	Medical Assisting	Certified EMT-B, CA; Paramedical Plus Certified Medical Assistant-CA; Bryman Certified Pre PA-CA; Delmar College
Angela Vences	Medical Assisting	Certified Medical Assistant-CA; Polytechnic Institute
Carlena Roberts	Medical Assisting	Certified Medical Assistant-CA, Texas School of Business

### MEDICAL INSURANCE, BILLING AND CODING

Erdest Jenkins	MIBS Department Chairperson	Certified MIBC, Mansfield Business School
Sarah Hampsten	MIBC Instructor	Certified Medical Office Assistant-CA; Delta Career Institute
Shara King	MIBC Instructor	Certified Medical Assistant-CA; Professional Career Institute
Nell Wells	MIBC Instructor	Prairie A & M University

### PHARMACY TECHNICIAN

Tommy Shaw	Pharmacy Lead Instructor	United States Army, PCTB
Patrick Rose	Pharmacy Technician Instructor	BS, Biology- Texas Southern University MS, Oncology, Texas Southern University
Reginald Wiley	Pharmacy Technician Instructor	Certified Pharmacy Technician, PCTB
Terri Gamble	Pharmacy Technician Instructor	Certified Pharmacy Technician, PTCB

## HOUSTON GREENSPPOINT

Tony Rich	School President
Shawn Washington	Director of Admissions
Laide Alexander	Director of Career Services
Gloria Smith	Director of Education
Pam Jones	Director of Finance
Sharon Irving-Whitfield	Business Manager

### MEDICAL ASSISTING

Shaun Holland	Medical Assisting, Department Chairperson	National Education Center, Houston, TX
Janina Beyan	Medical Assisting	North Harris Community, Houston, TX
Linda Boyd	Medical Assisting	National Education Center, Houston, TX
Yolanda Deason	Medical Assisting	National Education Center, Houston, TX

Olumide Omiwade Medical Assisting  
 Robin Martinelli Medical Assisting  
 Sonia Peterson Medical Assisting  
 Spencer Sanford Medical Assisting

Obafemi Awolowo University, Ife, Nigeria  
 Houston Community College, Houston, TX  
 National Education Center, Houston, TX  
 Academy of Health Care, Houston, TX

**DENTAL ASSISTING**

Chanda Cousin Dental Assisting, Department  
 Chairperson  
 Gertrude Lindsey Dental Assisting  
 JB Barnes Dental Assisting  
 Sarouth Oeun Dental Assisting

Bryman College, New Orleans, LA  
 Astrodome Dental Career Center, Houston, TX  
 National Institute of Technology, Houston, TX  
 North Harris Community, Houston, TX

**MEDICAL INSURANCE BILLING/ CODING**

Patricia Wilson Medical Insurance Billing/Coding  
 Department Chairperson  
 Audrey Coaxum Medical Insurance Billing/Coding  
 Rosalyn Malaine Medical Insurance Billing/Coding  
 Bridget Williams Medical Insurance Billing/Coding

Cameron College  
 Prairie View A&M University, Prairie View, TX  
 University of Indiana, Bloomington, IN  
 University of Texas, Austin, TX

**PHARMACY TECHNICIAN**

Olu Yemi Awolola Pharmacy Technician Department  
 Chairperson  
 Tad McDowell Pharmacy Technician  
 Shelonia Washington Pharmacy Technician  
 Ugochi Uzoka Pharmacy Technician

University of Missouri-Columbia  
 Prairie View A&M University, Prairie View, TX  
 Houston Community College, Houston, TX  
 Texas A&M University, College Station, TX

**HOUSTON HOBBY**

**Administration**

Wm. Greg Lotz	School President
Robert E. Montz III	Director of Admissions
Shortel Brent	Director of Career Services
Cecil Turner	Director of Education
Bruce Ware	Director of Finance
Open	Business Manager

**Faculty**

**MEDICAL ASSISTING**

Henrietta Martinez	Medical Assisting Depart. Chairperson	Certified Medical Assisting, St. Thomas Medical Group
Gabriel Ayala	Medical Assisting	Occupational Qualification
Rebecca Forbes	Medical Assisting	Occupational Qualification
Diana Galvan	Medical Assisting	Education America
Stacey Foreman	Medical Assisting	Texas School of Business
Merrick Kareem Tillman	Medical Assisting	Occupational Qualification
Tamara Lockey	Medical Assisting	Eton Technical Institute, Everett, Washington
James Taylor	Medical Assisting	Concorde Career Schools
Sandra Garza	Medical Assisting	National Education Center, U.S. Army
Spencer Sanford	Medical Assisting	Academy of Health Care, Houston, TX
Angela Wiles	Medical Assisting	Occupational Qualification
Dr. Jennifer Weaver-Bonner	Medical Assisting	Occupational Qualification
Virginia Jackson	Medical Assisting	Occupational Qualification



**MEDICAL INSURANCE, BILLING AND CODING**

Teresa Urban	Medical Insurance Billing and Coding Department Chairperson	Occupational Qualification
Sandra Hanus	Medical Insurance Billing and Coding	Occupational Qualification
Melinda G. Garcia	Medical Insurance Billing and Coding	Occupational Qualification
Sherrie K. Grimes	Medical Insurance Billing and Coding	Occupational Qualification
Velva Tyson	Medical Insurance Billing and Coding	Occupational Qualification

**PHARACY TECHNICIAN**

Leonard Simmons	Pharmacy Technician Lead Instructor	Occupational Qualification
Shijin Fernandez	Pharmacy Technician	Occupational Qualification
Terry Edwards	Pharmacy Technician	Occupational Qualification
Tanya Metcalf	Pharmacy Technician	Occupational Qualification
Aouicha Rostane	Pharmacy Technician	University of Oran, Algeria

**SAN ANTONIO****Administration**

Ray Gutierrez	President
Caray Keen	Director of Admissions
Rick Cantrell	Director of Careers Services
Dr. Maurice Ryan	Director of Education
Larry Muller	Associate Director of Education
Yvette Rodriguez	Director of Finance
Dr. John Ridlon	Business Manager

**BUSINESS**

Pat Booker	Business	B.A., M.A., Harvard University and University of Texas
Dr. Clarence Felder	Business	J.D., CPA, St. Mary's University
Wayne Foster	Business	Occupational Qualifications
Thomas Lake	Business	B.A., Central Connecticut State University

**ELECTRONICS , COMPUTER AND COMMUNICATION TECHNOLOGY**

Eric Funderburk	Electronics Computer & Communications Technology Department Chairperson	A.A.S., Palo Alto College
Freddy Baker	Electronics Computer & Communications Technology	B.S., M.S., Texas Tech University
Jim Bartell	Electronics Computer & Communications Technology	B.S., M.A., Webster University
James Cain	Electronics Computer & Communications Technology	A.A.S., Hallmark Institute of Technology
Douglas Cardenas	Electronics Computer & Communications Technology	Occupational Qualifications
Clyde Holmes	Electronics Computer & Communications Technology	B.S., University of Houston
Ralph S. Kelley	Electronics Computer & Communications Technology	B.A., University of the Incarnate Word

**MEDICAL ADMINISTRATIVE ASSISTANT**

Michael Visser	Medical Administration & Assisting Department Chairperson	Occupational Qualifications
Gary Deer	Medical Administrative Assistant	B.A., M.A., University of Missouri
Tamara Hanson	Medical Administrative Assistant	Kirksville Area Vo-Tech
Dr. Robert Bryan	Medical Administrative Assistant	M.D., M.B.A., University of Vera Cruz
Martinez-O'Hara		and Our Lady of the Lake University
Herlinda Saldivar	Medical Administrative Assistant	Occupational Qualifications

**MEDICAL ASSISTING**

Michael Visser	Medical Administration & Assisting Department Chairperson	Occupational Qualifications
Clarence Buchanan	Medical Assisting	Occupational Qualifications
Dr. Rosario Faller	Medical Assisting	M.D., Universidad Metropolitana Barranquilla
Jennifer Krausch	Medical Assisting	B.S., University of Texas San Antonio
J.R. Lagoueyte	Medical Assisting	Occupational Qualifications
Dr. Robert Bryan	Medical Assisting	M.D., M.B.A., University of Vera Cruz
Martinez-O'Hara		and Our Lady of the Lake University
Walter Nichols	Medical Assisting	Occupational Qualifications
Ben Santos		Occupational Qualifications
Ernesto Serrata	Medical Assisting	Occupational Qualifications
Sharon Williams	Medical Assisting	Occupational Qualifications
Allyn Willingham	Medical Assisting	B.S., Southwest Texas State University

**PHARMACY TECHNICIAN**

Christie Martin	Pharmacy Technician Department Chairperson	B.A., CPHT, Southwest Texas State University
Adrienne Betts	Pharmacy Technician	Occupational Qualifications
Sandra Cooper	Pharmacy Technician	Occupational Qualifications
Josephina Castillo	Pharmacy Technician	Occupational Qualifications
Frederico Lopez	Pharmacy Technician	Occupational Qualifications
Elizabeth Martinez	Pharmacy Technician	Occupational Qualifications
Angie Romero	Pharmacy Technician	Occupational Qualifications
Anna Solis	Pharmacy Technician	Occupational Qualifications

**RESIDENTIAL HEATING, VENTILATION, & AIR CONDITIONING**

Ricardo Rivera	RHVAC Department Chairperson	A.A.S. St. Phillips College
Isaiah Alicea	RHVAC	A.A.S., Indiana Technical- Vocational College
David Castro	RHVAC	A.A.S., St. Phillips College
David Ehlinger	RHVAC	B.S., Park University
Michael Hall	RHVAC	A.A.S., St. Phillips College
Robert Knowles	RHVAC	Occupational Qualifications
Charles Jewell	RHVAC	A/C Cert, St. Phillips College
Gilberto Martinez	RHVAC	A.A.S., St. Phillips College
Fred Schmitt	RHVAC	A.A.S., Wayland College

## APPENDIX B: TUITION AND FEES

Effective July 1, 2006

### AUSTIN

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 modules	47	\$13,475	Included
Medical Administrative Assistant	8 modules	47	\$12,400	Included
Medical Assisting	8 modules	47	\$12,400	Included
Pharmacy Technician	8 modules	47	\$12,795	Included
Residential Heating, Ventilation and Air Conditioning	5 modules	45	\$12,150	Included

### BISSONNET

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Electronics, Computer and Communication Technology	10 modules	120	\$22,429	Included
Medical Assisting	8 modules	47	\$12,500	Included
Medical Insurance Billing /Coding	6 Modules	35	\$ 9,600	Included
Pharmacy Technician	8 Modules	47	\$12,500	Included
Network Systems Support	6 Modules	55	\$14,910	Included

Other fees: Pharmacy Technicians are subject to a \$38.00 background fee.

### GREENSPPOINT

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Dental Assisting	8 Modules	47	\$12,500	Included
Medical Assisting	8 Modules	47	\$12,500	Included
Medical Insurance Billing & Coding	6 Modules	35	\$ 9,600	Included
Pharmacy Technician	8 Modules	58	\$12,500	Included

\*Does not include \$38 Background check

### HOBBY

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Medical Assisting	8 Modules	47	\$12,500	Included
Medical Insurance Billing and Coding	6 Modules	35	\$9,600	Included
Pharmacy Technician	8 Modules	47	\$12,500	Included

Other fees: For programs requiring a background check, \$38 will be charged.

### SAN ANTONIO

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Medical Administrative Assistant	8 Modules	47	\$11,900	Included
Medical Assistant	8 Modules	47	\$11,900	Included
Pharmacy Technician	8 Modules	47	\$11,900	Included
Residential Heating, Ventilation, & Air Conditioning	5 Modules	45	\$12,202	Included

## APPENDIX C: CALENDARS

**AUSTIN**

<b>Medical Administrative Assistant, Medical Assisting, Pharmacy Technician, Dental Assisting</b>							
<b>Four Day Week (Monday through Thursday)</b>							
2006				2007			
Start Dates		End Dates		Start Dates		End Dates	
Jan 10	(Tues)	Feb 7	(Tues)	Jan 22	(Mon)	Feb 15	(Thurs)
Feb 9	(Thurs)	Mar 9	(Thurs)	Feb 20	(Tues)	Mar 19	(Mon)
Mar 20	(Mon)	April 14	(Fri)	Mar 21	(Wed)	Apr 17	(Mon)
Apr 17	(Mon)	May 16	(Tues)	Apr 23	(Mon)	May 23	(Wed)
May 15	(Mon)	June 12	(Mon)	May 21	(Mon)	June 18	(Mon)
June 14	(Wed)	July 13	(Thurs)	June 20	(Wed)	July 19	(Thurs)
July 17	(Mon)	Aug 10	(Thurs)	July 23	(Mon)	Aug 16	(Thurs)
Aug 14	(Mon)	Sept 11	(Thurs)	Aug 20	(Mon)	Sept 17	(Mon)
Sept 18	(Mon)	Oct 12	(Thurs)	Sept 19	(Wed)	Oct 16	(Tues)
Oct 16	(Mon)	Nov 9	(Thurs)	Oct 22	(Mon)	Nov 15	(Thurs)
Nov 13	(Mon)	Dec 11	(Mon)	Nov 26	(Mon)	Dec 20	(Thurs)
Dec 13	(Wed)	Jan 18, 2007	(Thurs)				
<b>Residential Heating, Ventilation and Air Conditioning</b>							
<b>Four Day Week (Monday through Thursday)</b>							
2006				2007			
Start Dates		End Dates		Start Dates		End Dates	
Jan 25	(Wed)	Mar 8	(Wed)	Feb 5	(Mon)	Mar 19	(Mon)
Mar 20	(Mon)	Apr 28	(Fri)	Mar 21	(Wed)	May 1	(Tues)
May 1	(Mon)	Jun 8	(Thurs)	May 7	(Mon)	Jun 18	(Mon)
Jun 12	(Mon)	July 25	(Tues)	Jun 20	(Wed)	Aug 2	(Thurs)
July 31	(Mon)	Sept 11	(Mon)	Aug 6	(Mon)	Sept 17	(Mon)
Sept 18	(Mon)	Oct 26	(Thurs)	Sept 19	(Wed)	Oct 30	(Tues)
Oct 30	(Mon)	Dec 11	(Mon)	Nov 5	(Mon)	Dec 17	(Mon)
Dec 13	(Wed)	Feb 1, 2007	(Thurs)	Dec 19	(Wed)		
<b>Medical Administrative Assistant, Medical Assisting, Pharmacy Technician, Dental Assisting</b>							
<b>Weekend Schedule, 8:00 am – 6:00 pm</b>							
<b>Two Day Week (Saturday and Sunday)</b>							
2006				2007			
Start Dates		End Dates		Start Dates		End Dates	
Jan 21	(Sat)	Feb 12	(Sun)	Jan 6	(Sat)	Jan 28	(Sun)
Feb 25	(Sat)	Mar 19	(Sun)	Feb 3	(Sat)	Feb 25	(Sun)
Mar 25	(Sat)	April 23	(Sun)	Mar 3	(Sat)	Mar 25	(Sun)
April 29	(Sat)	May 21	(Sun)	Mar 31	(Sat)	Apr 29	(Sun)
June 3	(Sat)	June 25	(Sun)	May 5	(Sat)	Jun 3	(Sun)
July 1	(Sat)	July 23	(Sun)	June 9	(Sat)	July 1	(Sun)
July 29	(Sat)	Aug 20	(Sun)	July 7	(Sat)	July 29	(Sun)
Aug 26	(Sat)	Sept 24	(Sun)	Aug 4	(Sat)	Aug 26	(Sun)
Sept 30	(Sat)	Oct 22	(Sun)	Sept 8	(Sat)	Sept 30	(Sun)
Oct 28	(Sat)	Nov 19	(Sun)	Oct 6	(Sat)	Oct 28	(Sun)
Dec 2	(Sat)	Dec 30	(Sun)	Nov 3	(Sat)	Dec 2	(Sun)
				Dec 8	(Sat)		
<b>Residential Heating, Ventilation and Air Conditioning</b>							
<b>Weekend Schedule, 8:00 am – 6:00 pm</b>							
<b>Two Day Week (Saturday and Sunday)</b>							
2006				2007			
Start Dates		End Dates		Start Dates		End Dates	
Feb 4	(Sat)	Mar 12	(Sun)	Feb 10	(Sat)	Mar 18	(Sun)
Mar 18	(Sat)	Apr 30	(Sun)	Mar 24	(Sat)	May 5	(Sun)
May 6	(Sat)	June 18	(Sun)	May 12	(Sat)	Jun 24	(Sun)
June 24	(Sat)	July 30	(Sun)	June 30	(Sat)	Aug 8	(Sun)
Aug 5	(Sat)	Sept 17	(Sun)	Aug 11	(Sat)	Sept 23	(Sun)
Sept 23	(Sat)	Oct 29	(Sun)	Sept 29	(Sat)	Nov 4	(Sun)
Nov 4	(Sat)	Dec 17	(Sun)	Nov 10	(Sat)	Dec 23	(Sun)
Dec 23	(Sat)	Feb 4, 2007	(Sun)	Dec 29	(Sat)		

<b>STUDENT HOLIDAYS</b>	<b>2006</b>	<b>2007</b>
Martin Luther King, Jr. Day	Jan 16, 2006	-
President's Day	Feb 20	Feb 19
Spring Recess	March 13 – 17	-
Memorial Day	May 27- 29	May 26-28
Independence Day	July 3 and 4	July 4
Labor Day	Sept 2-4	Sept 1- 3
Thanksgiving	Nov 23-26	Nov 22-25
Winter Recess	Dec 22 – Jan 2, 2007	

**BISSONNET**

<b>NSS Day and Night Classes</b>	
<b>Start Dates</b>	<b>End Dates</b>
June 28, 2006	Aug 10, 2006
Aug 14	Sept 25
Sept 27	Nov 7
Nov 8	Dec 20
Jan 4, 2007	Feb 15, 2007
Feb 20	April 2
April 4	May 15
May 16	June 27
July 2	Aug 13
Aug 15	Sept 26
Oct 1	Nov 8
Nov 12	Dec 21
Jan 3	Feb 14, 2008

<b>Allied Health Five Day Week, Mon- Fri</b>	
<b>Start Dates</b>	<b>End Dates</b>
July 27 Thur, '06	Aug 23 Wed
Aug 24 Thur	Sept 21 Thur
Sept 25 Mon	Oct 20 Fri
Oct 23 Mon	Nov 17 Fri
Nov 20 Mon	Dec 19 Tue
Dec 20 Wed	Jan 25 Thur, '07
Jan 29 Mon, '07	Feb 26 Mon
Feb 27 Tue	Mar 26 Mon
Mar 27 Tue	Apr 24 Tue
Apr 25 Wed	May 22 Tue
May 23 Mon	June 20 Wed
June 21 Thur	July 19 Thurs
July 23 Mon	Aug 17 Fri
Aug 20 Mon	Sept 17 Mon
Sept 18 Tue	Oct 15 Mon
Oct 17 Wed	Nov 13 Tue
Nov 14 Wed	Dec 13 Thur
Dec 17 Mon	Jan 23 Wed, '08

Allied Health Four Day Week, Mon-Thur	
Start Dates	End Dates
July 27 Thur, '06	Aug 23 Wed
Aug 24 Thur	Sept 21 Thur
Sept 25 Mon	Oct 19 Thur
Oct 23 Mon	Nov 16 Thur
Nov 20 Mon	Dec 19 Tue
Dec 20 Wed	Jan 25 Thur, '07
Jan 29 Mon, '07	Feb 21 Wed
Feb 27 Tue	Mar 26 Mon
Mar 27 Tue	Apr 23 Mon
Apr 25 Wed	May 22 Tue
May 23 Mon	June 20 Wed
June 21 Thur	July 19 Thurs
July 23 Mon	Aug 16 Thur
Aug 20 Mon	Sept 17 Mon
Sept 18 Tue	Oct 15 Mon
Oct 17 Wed	Nov 13 Tue
Nov 14 Wed	Dec 13 Thur
Dec 17 Mon	Jan 23 Wed, '08

ECCT(6 Hour Days) Four Day Week, Mon-Thur	
Start Dates	End Dates
*June 28, 2006, Wed	Aug 14, 2006, Mon
Aug 16, Wed	Sept 28, Thurs
Oct 3, Tues	Nov 14, Tues
*Nov 20, Mon	Jan 11, 2007, Thurs
Jan 17, 2007, Wed	Mar 1, Thurs
*Mar 5, Mon	April 16, Mon
April 18, Wed	May 31, Thurs
*June 4, Mon	July 17, Tues
July 19, Thurs	Aug 30, Thurs
*Sept 5, Wed	Oct 17, Wed
Oct 22, Mon	Dec 4, Tues
*Dec 5, Wed	Jan 29, 2008, Tues

\* Start dates for new students only.

ECCT(5 Hour Nights) Four Night Week, Mon-Thur	
Start Dates	End Dates
June 28, 2006, Wed	Aug 22, 2006, Tues
Aug 24, Thurs	Oct 17, Tues
Oct 23, Mon	Dec 13, Wed
*Dec 14, Thurs	Feb 15, 2007, Thurs
Feb 21, 2007, Wed	Apr 12, Thurs
*Apr 18, Wed	June 11, Mon
June 13, Wed	Aug 6, Mon
*Aug 8, Wed	Oct 1, Mon
Oct 2, Tues	Nov 21, Wed
*Nov 27, Tues	Jan 29, 2008, Wed

\* Start dates for new students only.

**GREENSPPOINT**

Dental / Medical / Pharmacy - Days	
Start	End
9/14/2006	10/11/2006
10/12/2006	11/8/2006
11/9/2006	12/7/2006 12/8 MIBD and Eve
12/11/2006	1/18/2007 1/17 MIBD and EVE
1/22/2007	2/16/2007
2/20/2007	3/19/2007
3/20/2007	4/17/2007
4/18/2007	5/15/2007
5/16/2007	6/13/2007
6/14/2007	7/12/2007

Off Start - AM	
Start	End
10/25/2006	11/21/2006; 11/22 MMA and DAD
11/27/2006	1/3/2007
1/4/2007	2/1/2007
2/5/2007	3/5/2007
3/6/2007	4/2/2007
4/3/2007	4/30/2007; 5/1 MMA and DAD
5/2/2007	5/30/2007
5/31/2007	6/27/2007
6/26/2007	7/26/2007

**Student Holidays**

01/16/06 - Martin Luther King Day  
 02/20/06 - President's Day  
 04/14/06 - Spring Break (Easter)  
 07/03-4/06- - Independence Day  
 09/04/06 - Labor Day  
 11/23-24 - Thanksgiving  
 12/22/06-01/2/07 Winter Recess

**HOBBY**

Medical Assisting, Medical Insurance Billing & Coding, & Pharmacy Technician			
Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Sept 26	Wednesday	Oct 23	Tuesday
Oct 24	Wednesday	Nov 20	Tuesday
Nov 21	Wednesday	Dec 20	Tuesday
Dec 21	Friday	Jan 29	Tuesday

Medical Assisting, Medical Insurance Billing & Coding, & Pharmacy Technician			
Evening Schedule I- Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
Sept 26	Wednesday	Oct 23	Tuesday
Oct 25	Thursday	Nov 21	Wednesday
Nov 26	Monday	Dec 20	Thursday

**Hobby Student Holiday Schedule**

Independence Day      July 3 and 4, 2006  
 Labor Day              September 4, 2006  
 Thanksgiving        Nov 23-24, 2006  
 Winter Recess        Dec 25- 31, 2006

**Class Breaks**

Mon-Thurs      Mon- Fri

07/19/06      8/25/06  
 09/19/06      9/26/06  
 10/18/06      10/25/06  
 11/16/06      5/28/07  
 12/19/06      6/26/07  
 3/28/07        7/26/07  
 5/24/07        8/24/07  
 6/26/07        9/25/07  
 8/23/07  
 9/25/07  
 10/24/07

**SAN ANTONIO**

<b>Medical Administrative Assistant, Medical Assisting &amp; Pharmacy Technician Morning &amp; Evening Four Day Week (Monday - Thursday) 2006 - 2007</b>			
Start Dates		End Dates	
Sep 26	Tue	Oct 23	Mon
Oct 24	Tue	Nov 20	Mon
Nov 21	Tue	Dec 20	Wed
Dec 21	Thu	Jan 29, 2007	Mon
Jan 30	Tue	Feb 27	Tue
Feb 28	Wed	Mar 27	Tue
Mar 29	Thu	Apr 25	Wed
Apr 26	Thu	May 23	Wed
May 29	Tue	Jun 25	Mon
Jun 27	Wed	Jul 25	Wed
Jul 26	Thu	Aug 22	Wed
Aug 23	Thu	Sep 20	Thu
Sep 24	Mon	Oct 19	Fri
Oct 22	Mon	Nov 16	Fri
Nov 19	Mon	Dec 18	Tue
Dec 19	Wed	Jan 25, 2008	Fri

<b>Medical Assisting Weekend Saturday &amp; Sunday 2006 - 2007</b>			
Start Dates		End Dates	
Oct 7	Sat	Oct 29	Sun
Nov 4	Sat	Dec 3	Sun
Dec 9	Sat	Jan 14, 2007	Sun
Jan 20	Sat	Feb 11	Sun
Feb 17	Sat	Mar 4	Sun
Mar 17	Sat	Apr 8	Sun
Apr 14	Sat	May 6	Sun
May 12	Sat	Jun 10	Sun
Jun 16	Sat	Jul 8	Sun
Jul 14	Sat	Aug 5	Sun
Aug 11	Sat	Sep 9	Sun
Sep 15	Sat	Oct 7	Sun
Oct 13	Sat	Nov 4	Sun
Nov 10	Sat	Dec 9	Sun
Dec 15	Sat	Jan 20, 2008	Sun

<b>RHVAC Morning &amp; Evening Schedule Four Day Week Monday through Friday 2006 - 2007</b>			
Start Dates		End Dates	
Oct 2	Mon	Nov 9	Thu
Nov 14	Tue	Jan 4, 2007	Thu
Jan 8	Mon	Feb 15	Thu
Feb 20	Tue	Apr 2	Mon
Apr 4	Wed	May 15	Tue
May 17	Thu	Jun 28	Thu
Jul 2	Mon	Aug 13	Mon
Aug 15	Wed	Sep 26	Wed
Sep 27	Thu	Nov 7	Wed
Nov 8	Thu	Dec 20	Thu

<b>RHVAC Weekend Saturday &amp; Sunday 2006 - 2007</b>			
Start Dates		End Dates	
Sep 23	Sat	Oct 29	Sun
Nov 4	Sat	Dec 17	Sun
Jan 6, 2007	Sat	Feb 11	Sun
Feb 17	Sat	Mar 25	Sun
Mar 31	Sat	May 13	Sun
May 19	Sat	Jul 1	Sun
Jul 7	Sat	Aug 12	Sun
Aug 18	Sat	Sep 30	Sun
Oct 6	Sat	Nov 11	Sun
Nov 17	Sat	Jan 13, 2008	Sun



## APPENDIX D: OPERATING HOURS

### AUSTIN:

Office:

7:00 AM to 8:00 PM      Monday through Thursday  
 8:00 AM to 5:00 PM      Friday  
 9:00 AM to 2:00 PM      Saturday

Classes:

MA, PhT M-TH	MA, PhT, MAA, DA M-TH	MA, PhT, MAA, DA M-TH	MA M-TH	MA, MAA, PhT, DA M-TH	MA, MAA, PhT, DA M-TH	All Programs SAT-SUN (Weekend) 8:00 - 8:50 9:00 - 9:50 10:30-11:20 11:30 - 12:20 1:20 - 2:10 1:10 -3:50 4:20-6:00 Breaks: 8:50-9:00 10:00 - 10:30 (Morning Break) 11:20-11:30 12:20-1:20 (Lunch) 3:50-4:20 (Afternoon Break)
(Early Morning)	(Morning)	(Mid -morning)	(Afternoon)	(Early Evening)	(Evening)	
6:00 - 6:50 7:00 - 7:50 8:10 - 9:00 9:10 - 10:00 10:10 - 11:00	8:00 - 8:50 9:00 - 9:50 10:10 - 11:00 11:10 - 12:00 12:10 - 1:00	9:30 - 10:20 10:30 - 11:20 11:40 - 12:30 12:40 - 1:30 1:40 - 2:30	12:00 - 12:50 1:00 - 1:50 2:10 - 3:00 3:10 - 4:00 4:10 - 5:00	4:00 - 4:50 5:00 - 5:50 6:10 - 7:00 7:10 - 8:00  8:10 - 9:00	6:00 - 6:50 7:00 - 7:50 8:10 - 9:00 9:10 - 10:00  10:00 - 10:50	
Breaks: 6:50 - 7:00 7:50 - 8:10 9:00 - 9:10 10:00 - 10:10	Breaks: 8:50 - 9:00 9:50 - 10:10 11:00 - 11:10 12:00 - 12:10	Breaks: 10:20 - 10:30 11:20 - 11:40 12:30 - 12:40 1:30 - 1:40	Breaks: 12:50 - 1:00 1:50 - 2:10 3:00 - 3:10 4:00 - 4:10	Breaks: 4:50 - 5:00 5:50 - 6:10 7:00 - 7:10 8:00 - 8:10	Breaks: 6:50 - 7:00 7:50 - 8:10 9:00 - 9:10	

### BISSONNET:

Office:

8:00 AM to 7:30 PM      Monday through Thursday  
 8:00 AM to 4:30 PM      Friday  
 9:00 AM to 1:00 PM      Saturday

Classes:

6:00 a.m. to 11:00 p.m. Monday through Thursday  
 6:00 a.m. to 4:00 p.m. Friday

### GREENSPPOINT:

Office:

7:00 AM to 8:00 PM      Monday through Thursday  
 8:00 AM to 5:00 PM      Friday  
 9:00 AM to 1:00 PM      Saturday

Classes:

6:00 a.m. to 11:00 p.m. Monday through Thursday  
 6:00 a.m. to 5:00 p.m. Friday

### HOBBY:

Office:

8:00 AM to 8:00 PM      Monday through Thursday  
 8:00 AM to 5:00 PM      Friday  
 9:00 AM to 1:00 PM      Saturday

Classes:

8:00 a.m. to 11:00 p.m. Monday through Thursday  
 8:00 a.m. to 4:30 p.m. Friday

**SAN ANTONIO:**

Office:

7:30 AM to 7:00 PM	Monday through Thursday
8:00 AM to 5:00 PM	Friday
9:00 AM to 1:00 PM	Saturday

Classes:

7:30 a.m. to 11:00 p.m.	Monday through Thursday
8:30 a.m. to 2:00 p.m.	Friday
8:00 a.m. to 6:00 p.m.	Saturday



