

Bryman

COLLEGE

2005 - 2006 Catalog
Bryman 102405

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Everett Campus

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A branch of the Port Orchard Campus

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A branch of the Port Orchard Campus

2005-2006 CATALOG

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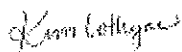
The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.

A MESSAGE FROM THE PRESIDENTS

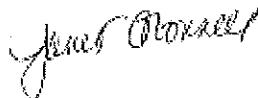
We'd like to personally welcome you to Bryman College and congratulate you on your decision to invest in your future through education. We hope you will find our quality programs, outstanding faculty, and "we care" attitude, the right combination to help you succeed. Your success will depend, in large part, on your approach to learning. We encourage you to make the most of your education. Go beyond what is required and really take the time to develop new skills, try out new ideas, and challenge yourself to reach beyond what you thought was possible for yourself.

Being successful at Bryman College, and in the world of work, may require you to step outside your comfort zone and try new things or adopt new habits. Adjusting to new experiences can make you feel uneasy and insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." We encourage you to meet your challenges with courage, to put all of your effort into becoming the best you can be at Bryman College, we consider ourselves your partner in success. We care about your success and will provide you with the tools you need to acquire the knowledge and skills necessary to succeed in the workplace. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and help you as you take this important step toward creating a better future for yourself.

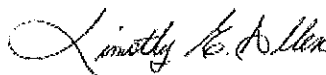
We look forward to working together to enable you to realize your dream.



Kim Lothyan, Everett Campus President



Janet O'Connell, Port Orchard Campus President



Timothy E. Allen, Tacoma Campus President

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ABOUT CORINTHIAN COLLEGES, INC.

This College is a part of Corinthian Colleges, Inc. (CCI). CCI was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCI 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, CCI provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CCI provides people entering or reentering today's competitive market with practical, skill specific training vital to their success.

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

EDUCATIONAL PHILOSOPHY

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

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

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

COLLEGE FACILITIES

The Everett campus facilities consist of a 24,244 square foot facility containing lecture classrooms, clinical laboratories and computer labs.

The Port Orchard campus occupies approximately 30,000 square feet of instructional space on 5+ acres. It consists of lecture classrooms, clinical laboratories and computer labs.

The Tacoma campus consists of a 31,000 square foot facility containing lecture classrooms, clinical laboratories and computer labs.

MISSION STATEMENT AND OBJECTIVES

MISSION STATEMENT

Bryman College is an independent, private, diploma-granting school of Allied Health, Business and Technical Education. The College is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and it encourages lifelong learning and growth both on the job and in life.

OBJECTIVES

1. To be an effective contributing member to Washington state's workforce development efforts.
2. To encourage our students to become contributing members in their communities.
3. To provide job-relevant career training to all qualified students.
4. To provide technical skills to assist the student with lifelong learning skills on the job and in life.
5. To provide the community with specialized personnel for employment in entry-level and related career

- path positions.
6. To provide placement assistance to all graduates in the field for which they were trained.
 7. To maintain our faculty, equipment, and teaching methods within the standards set forth by the Department of Education, the State of Washington, the Accrediting Council for Independent Colleges and Schools (ACICS), the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Washington State Board of Pharmacy.
 8. To continually provide professional development training for faculty and staff members.

COLLEGE HISTORY

In 1922, Bryman College, formerly known as Eton, was founded by W.B. Barger and established as Bremerton Business College to serve the Bremerton and Kitsap Peninsula area. In 1962 Bremerton Business College was acquired by George C. and Lois Aloha Bates, who owned and operated the school until their retirement in 1985.

In 1985 Joseph W. Edmonds acquired Bremerton Business College and changed the school name to Eton Business College. The main campus of Eton moved to new facilities in Port Orchard in 1986, and Eton acquired Puget Sound Institute of Technology and Travel Central and moved into an additional location in Federal Way.

In 1987 Eton opened the doors at its campus in Everett, and Eton Business College was renamed Eton Technical Institute. In December 1999, Eton was purchased by Career Choices, Inc. and became Eton Education, Inc. doing business as (DBA) Eton Technical Institute.

In 2000 Eton's Everett campus moved to its spacious facility in the Everett Mall Office Park. In 2003 the new campus in Tacoma was opened. Also in August of 2003 Career Choices, Inc. was purchased by Corinthian Colleges, Inc. as a wholly owned subsidiary. In March 2004 Eton Technical Institute's name changed to Bryman College. In October 2004, Bryman closed its Federal Way campus.

ACCREDITATION

The Bryman College campuses in Everett, Port Orchard, and Tacoma are accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Any questions can be directed to:

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4241
202-336-6780
www.acics.org

The Medical Assisting programs offered at the Everett and Port Orchard campuses are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, Illinois 60601-2208
(312) 553-9355

Bryman College is a qualified school of higher learning with approved programs of study that meet recognized academic standards. Accreditation means a school employs a professional staff, has adequate facilities and equipment, and has stability and permanence within the educational community.

MEMBERSHIPS

Tacoma Chamber of Commerce
Bremerton Chamber of Commerce
Everett Chamber of Commerce

National Association of Student Financial Aid Administrators (NASFAA)
Washington Association of Financial Aid Administrators (WAFAA)
Western Association of Student Financial Aid Administrators (WASFAA)
Washington Federation of Private Career Schools and Colleges (WFPCS)
Northwest Private Career Schools Association (Renton)
Better Business Bureau

APPROVALS

United States Department of Justice (Immigration and Naturalization Division)
Washington State Board of Pharmacy
Approved for the Training of Veterans (Everett, Port Orchard)
Recognized for training by State of Washington Workforce Training & Education Coordinating Board

LICENSURE

Bryman College is licensed as a private vocational school under Chapter 28C.10 RCW by the Washington State Workforce Training and Education Coordinating Board. Inquiries or complaints regarding this or any other private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
Olympia, WA 98504-3105
(360) 753-5673

ADVISORY BOARDS

Bryman College's advisory boards ensure that educational activities are consistent with the community's business and professional skills needs. Advisory board meetings are held on each Bryman College campus to advise, counsel, and share information with staff members, practitioners, and other interested parties. The advisory boards evaluate curriculum, procedures, policies, and facilities to continuously strengthen curriculum in order to support both student and business occupational objectives.

ADMISSIONS

ADMISSION PROCEDURES

A prospective student begins by scheduling a campus tour and admissions conference with an Admission Representative of Bryman College. This allows the candidate to learn about career program choices available and view the facilities and equipment.

If Bryman College's training programs meet the prospective student's goals, an Application and an Enrollment Agreement are completed. Candidates then meet with a Financial Aid Representative to arrange for the funding of their education.

1. Admission to Bryman College is based on an assessment that determines readiness to engage the training program selected by a prospective student.
 - a. Potential students who have a high school diploma or GED are asked to take the Wonderlic Test. Students entering the Dental Assisting, Medical Billing, Medical Assisting or Business Accounting programs must pass the Wonderlic with a score of 10. Students entering the Pharmacy Technician program must pass the Wonderlic Test with a score of 15.
 - b. Bryman College accepts Ability-to-Benefit (ATB) students only for the Medical Assisting program. These students are required to take the the Career Programs Assessment test (CPAt) form B or C and receive a passing score on Test B of language 43, reading 45, and numerical 41 and for test C language usage 42, reading 43, and numerical 42.
2. All applicants are required to sign a statement verifying that they have graduated from high school or obtained a GED or to attest to the fact that they have not graduated from high school for ATB students.

- Applicants to the Medical and Dental Assisting programs are encouraged to complete a Hepatitis B immunization series prior to externship. Students are responsible for fees associated with all immunizations.

ALLIED HEALTH PROGRAMS

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the College. Due to regulations regarding X-rays, applicants to the Dental Assisting Program must be at least 17 years old.

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.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

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

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

STUDENT RECORDS

In compliance with Public Law 93-380 of 1974, the Family Educational Rights and Privacy act, Bryman College has adopted policies and procedures that permit students the opportunity to review their educational records upon request. Educational records refer to the records, files, documents, and other material containing information directly related to the student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff. These items are not accessible or revealed to any other individuals. Bryman College will not permit access to or release of educational records without the written consent of the student.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

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.

Bryman College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects 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 College President. Violation of Bryman College'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.

SEXUAL HARASSMENT

The College will strive to provide and maintain an environment free of all forms of harassment. The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal. Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify

the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

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, Bryman College has established policies regarding campus security.

The College 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 College encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that College personnel are aware of any such problems on College 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 College 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 College 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 College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off College premises or during any school activities.

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 1st of each year, the College 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.

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. Bryman College maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the College and a complaint with local law enforcement.

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.

ATTENDANCE REQUIREMENTS

Bryman College is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All course work must be completed to Bryman College's standards. The student is responsible for initiating procedures to make up any coursework missed.

The instructor is responsible for recording attendance daily at the beginning of each class and after each break. Absences are recorded in 15-minute increments (rounded up). Hours absent will be used to track attendance as follows:

Course Work	Warning	Probation	Termination	Effective Date
Dental Assisting, Medical Billing, Pharmacy Technician (Core Mod and Mods 2-6)	15 hours	25 hours	35 hours	June 25, 2004
Medical Assisting Mods A-G	10 hours	16 hours	24 hours	July 28, 2004 (Port Orchard) Aug. 26, 2004 (Tacoma, Everett)
Business Accounting Mods A-E	15 hours	25 hours	35 hours	Jan. 31, 2005 (Port Orchard, Everett)

Externship	Termination
Dental Assisting 6-week modules 160 hours (8 week externship)	10 continuous work days missed
Medical Assisting 4-week modules 160 hours (4 week externship)	10 continuous work days missed
Medical Billing 6-week modules 180 hours (6 week externship)	10 continuous work days missed
Pharmacy Tech 6-week modules 160 hours (8 week externship)	10 continuous work days missed

Warning

An Education Department designee will issue Student Attendance Tracking to the student when he/she has missed the number of hours defined in the warning column above, reminding the student that he/she is in jeopardy of being placed on a probation for attendance.

Probation

An Education Department designee will issue the student an Attendance Probation Notice when he/she has missed the number of hours defined in the probation column above, reminding the student that he/she is in jeopardy of being terminated from the College for attendance.

Termination

The Registrar will terminate the student when he/she has missed the number of hours defined in the termination column above and advise the student of his/her right to formally appeal the decision in writing to the Director of Education.

Note: Incidence of attendance probation will not carry over from module to module.

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

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

Reentry Policy

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

Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process. (See "Student Appeals Process" policy.) Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the College President.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence.

LEAVE OF ABSENCE POLICY

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

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

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

Re-admission Following a Leave of Absence

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

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

CONDUCT

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

Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.

Student Conduct Code

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

Examples of conduct 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 College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. 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 College or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the College President or a designated College official.

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

Threats to Health/safety - Immediate dismissal with dismissal letter.

Appeals

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

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. 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.

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

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 should remember to notify the College immediately. All medical and dental appointments should be made after school hours.

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

TERMINATION PROCEDURES

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

- Violation of the College's attendance policy;
- Failure to maintain satisfactory academic progress;
- Violation of personal conduct standards;

- Inability to meet financial obligations to the College.

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

STUDENT GRIEVANCE POLICY

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

This College is licensed under Chapter 28c.10 RCW. Inquiries or complaints regarding this or any other private vocational school may be made to:

Washington State Workforce Training and Education Coordinating Board
Building 17, Airdustrial Park
Olympia, WA 98504-3105
(206) 753-5673

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

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780
<http://www.acics.org/>

APPEALS PROCEDURES

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

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

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

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm.

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

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

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 OF 1974

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 educational records within 45 days of the day the University receives a request for access. Students should submit to the Campus President written requests that identify the record(s) they wish to inspect. The University 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 University 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 University to amend a record that they believe is inaccurate or misleading. They should write the University 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 University decides not to amend the record as requested by the student, the University 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 educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions that permit disclosure without consent include:
 - To institutional officials* who have legitimate interest in the records;
 - To officials of another school upon request if the student seeks or intends to enroll at that institution;
 - To certain official of the U.S. Department of Education, the Inspector General, state and local educational authorities in connection with state or federally-supported educational programs;
 - In connection with the student's request for, or receipt of, Title IV financial aid necessary to determine the eligibility, amounts or conditions of the financial aid or to enforce the terms and conditions of the aid;
 - To organizations conducting certain studies for or on behalf of the School;
 - To accrediting commissions to carry out their functions;
 - To comply with a Federal Grand Jury subpoena or a subpoena issued for law enforcement purposes;
 - To comply with a civil subpoena or court order after notice has been given to the student and the student has failed to object;
 - To appropriate parties in health or safety emergencies;
 - To the Department of Homeland Security for students attending school who have a student visa;
 - An order from the court in connection with the investigation or prosecutions of terrorism crimes.

*An institution official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks.

4. Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), date and place of birth, program undertaken, dates of attendance, and certificate or diploma awarded.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Additional FERPA information is available from the office of the Campus President.

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.

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.

POLICY AND PROGRAM CHANGES

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

WEATHER EMERGENCIES

The following is the policy for campus closure in the event of adverse weather conditions in the area of the individual campuses:

Everett - will be closed to students and faculty only when the Everett School District is closed. Outlying areas of Snohomish County will not affect Bryman College being open - only the Everett School District.

Tacoma - will be closed to students and faculty only when the Tacoma School District is closed. Outlying areas of King or Pierce Counties will not affect Bryman College being open - only the Tacoma School District.

Port Orchard - will be closed to students and faculty only when the Kitsap School District is closed. Outlying areas of Kitsap Counties will not affect Bryman College being open - only the Kitsap School District.

Late Starts

Late starts will affect only the morning classes. A two-hour morning delay means classes start two hours late for the morning session. The remainder of the classes will run as scheduled.

Change in Weather

If there is a change in the weather during the day, all final afternoon and evening closure decisions will come from the College President.

Student Attendance

Students are responsible for all materials covered when the weather keeps them from attending. When possible, Bryman College will make reasonable accommodations for the student if he/she is unable to attend due to inclement weather conditions.

Phone Coverage

Phone service may not be available depending on the weather conditions. If possible, Bryman College's administrative staff will make efforts to update the campuses phone message, but students need to rely on local news and radio stations to announce school district closures for each individual campus.

SATISFACTORY ACADEMIC PROGRESS

REQUIREMENTS

Students enrolled at Bryman College are required to meet the following minimum standards to achieve academic progress toward course completion. Students not meeting these standards will be considered as failing to make satisfactory academic progress. They will proceed through the probationary stages and may become ineligible to remain in school. These standards apply to all students enrolled at Bryman College.

The following standards encompass all the attributes by which a student's academic progress is measured. Students on probation are considered to be making satisfactory progress for financial aid eligibility.

Evaluation Standards

Students must complete the educational program within one and one half times the published program length measured in credit hours.

Evaluation of academic progress will occur at the following points in the student's program (% refer to maximum timeframe completion). To be considered as making satisfactory academic progress towards completion, a student must successfully complete the following credit hours.

Program	25% Evaluation Point Occurs After Module	Required Credits	Cumulative GPA	50% Evaluation Point Occurs After Module	Required Credits	Cumulative GPA	Required Cumulative GPA at 100%
Business Accounting	2	*9.9	*1.25	3	**16.8	**1.50	**2.00
Medical Assisting	2	*6.6	*1.25	5	**18	**1.50	**2.00
Dental Assisting	2	*6.6	*1.25	5	**18	**1.50	**2.00
Pharmacy Technician	2	*6.6	*1.25	5	**18	**1.50	**2.00
Medical Billing	2	*6.6	*1.25	4	**14.4	**1.50	**2.00

* Students not meeting this standard will be placed on probation.

** Students not meeting this standard will be terminated.

If required to disburse financial aid, Bryman College may evaluate progress at additional points.

Re-establishing Satisfactory Academic Progress

A student may re-establish satisfactory progress at Bryman College by meeting the following requirements. The student must successfully retake courses previously failed or upgrade the skills applicable to the student's educational objectives so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements.

Some form of academic evaluation must be conducted by the institution to determine that the student has the desire and the academic ability to progress satisfactorily in the program. The student must be placed on academic probation for a predetermined period of time after re-establishing satisfactory progress.

Academic Probation

Students who do not meet the minimum standards of satisfactory academic progress will be directed through the probation stages. Students are allowed two incidents of academic probation per program.

Course Exemption

Students with experience or previous training may request and take a one-time challenge examination during the first week of each class. Students may not challenge more than 15% of their required credits. Students must attain 90% or better on the examination. If the challenge is successful, students receive an E grade on their transcript, which will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Program/Course Withdrawal

Students who want to discontinue their training for any reason should schedule an exit interview with a College official to discuss withdrawal from Bryman College. Students who withdraw in the progression of a module will receive a "W" with a credit value of zero. These credits are not considered "successfully completed" but do count as credits attempted.

Re-admittance After Termination

Students who have been terminated are eligible to reapply to school four weeks from their last date of attendance or at the discretion of the College President.

TRANSFER CREDIT

REQUIREMENTS

Bryman College can accept a maximum of 15% of the total credits required to complete a program as transfer credits. Bryman College reserves the right to accept or reject any or all credit units earned at another institution at its own discretion.

In the case of veterans, Bryman College will review previous education and training and adjust credit and tuition, where appropriate, in accordance with the Department of Veteran's Affairs Regulations CFR 21.4253 (d) (3).

The information below describes the process at Bryman College for transferring credits. At any time during the enrollment process the student can request through the Director of Education to have his/her transcript reviewed for transfer of credit.

Students are asked to provide the Director of Education a copy of or a request for his/her transcript as well as a course description of transferable courses (preferably a College catalog) if requested by Bryman College. In addition, students may be asked to take a test to demonstrate competency.

The Director of Education reviews applicable courses as they pertain to the student's program of study and fills out the transfer credit form. If any credits are accepted by Bryman College, the Director of Education will notify the student regarding which credits were accepted and transferred.

The Director of Education will work with the Registrar, School President and Director of Financial Aid to complete the enrollment process based on the student's revised schedule and any tuition adjustments.

The student will receive an E grade on his/her transcript for credits transferred, which will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Transferring Credits Earned at Bryman College to Other Institutions

Each school reserves the right to evaluate credits earned at other institutions for awarding credit for previous training. Bryman College cannot guarantee the transferability of credit earned in Bryman College's programs to other institutions. Accepting transfer credits is always at the sole discretion of the receiving institution.

GRADING SYSTEM

Grades are earned in each course and are recorded on the student's academic transcript. Evaluation of a student's achievement is made in relation to the attainment of the specific course competencies. Instructors provide a detailed syllabus at the beginning of each class that explains course objectives and the criteria upon which grades are determined.

Grade definitions are as follows:

4.0	A	100-93%
3.7	A-	92-90%
3.4	B+	89-88%
3.0	B	87-83%
2.7	B-	82-80%
2.4	C+	79-78%
2.0	C	77-75%
0.0	F	74-0%
0.0	P/E	0%

E=Exempt/Transfer; R=Retake; P=Pass; W=Withdraw; I=Incomplete

Grade Point Average

A student's cumulative grade point average (CGPA) is calculated on credit hours earned at Bryman College. The CGPA is computed by taking the credit value of each class multiplied by the value of the grade earned in each class. The accumulated number of all classes is then divided by the total number of credits attempted. The letter grade of F is counted as hours attempted, but not credit hours successfully completed.

Any courses for which an F grade is earned must be successfully completed in order to graduate. See "Repeat Credits" and "Evaluation Standards."

CGPA necessary for graduation from individual programs as well as National and State Certification CGPA requirements may vary.

Marks of Progress - Pass/Fail

Bryman College offers select courses on a pass/fail basis. Students who fail these courses will proceed through the probationary stages. Students are required to repeat and pass the courses in order to graduate.

The following is a list of courses at Bryman College that require a pass grade:

Number	Course Name	Credits
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
EX195	Dental Assisting Externship	5.3
EX197	Medical Billing Externship	6.0
EX194	Retail or Hospital Externship	5.3
MAMODX	Medical Assisting Externship	5.0

A P grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

Repeat Credits

Any course for which an F grade is earned must be successfully completed in order to graduate. Failed courses are not considered "completed" but do count toward credits attempted. A letter grade of R will replace the F on the student transcript when the student repeats the course. The letter grade R has a credit value of zero.

Incomplete

In a case in which a student nears the end of the course/module, an incomplete can be given to students who do not complete all course requirements. Students must clear their incomplete letter grade within 14 calendar days of the end of the module in which the incomplete was given.

For determining progression toward completion, a grade of I is counted as attempted and not counted as hours successfully completed. However, when the I is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on the new letter grade.

Administrative Withdrawal

Students who withdraw in the progression of a module will receive a W with a credit value of zero. These credits are not considered "successfully completed" and do count toward credits attempted.

GRADE CHANGES

Grades may be changed by instructors only in cases of clerical errors or subsequent completion of coursework. It is the student's responsibility to initiate a grade change with the appropriate instructor. A grade change form must be completed, signed by the instructor, and submitted to the Director of Education before a grade change becomes official. Grade changes must be completed within 14 calendar days following the end of the module in which the grade was posted.

GRADUATION REQUIREMENTS

Students must successfully complete the required number of credit hours listed for their program of study as well as:

- Complete the program of study with a minimum cumulative grade point average of 2.0 (75%);
- Meet the grade requirements for the module components, if applicable;
- Attain required competency or speed levels in all courses;
- Fulfill all clinical and externship requirements;
- Receive satisfactory evaluations from the externship facility (if applicable);
- Complete all program requirements; and
- Satisfy all other academic and financial requirements for graduation.

STUDENT SERVICES

COUNSELING/ADVISING SERVICES

The College staff, advisors, and faculty are available to offer vocational counseling to students and prospective students. The College provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the College has information available on community resources that address these types of problems.

STUDENT SERVICES ADVISOR

Bryman College's programs are designed with the adult learner in mind. For this reason, each Bryman College campus has a Student Services Advisor on staff or designated staff member to assist students in overcoming obstacles to their success. This designated individual can often help with transportation, childcare, or personal issues. Ultimately, however, a student's individual success or satisfaction is not guaranteed because it is dependent upon the student's personal efforts, abilities, and attention to coursework. Bryman College's staff and faculty are available to assist students with educational, career, or personal needs to help students successfully complete their career training.

TUTORING

Faculty members are available to provide additional academic help to students. Students may schedule appointments with their instructors during their regular weekly office hours to arrange for additional academic assistance. Individual peer tutoring in many of the basic courses may also be available and can be arranged through the student's instructor and/or the Student Services Advisor.

STUDENT HONOR SOCIETY

This organization honors students who have outstanding skills in their program of study. Recognition is given to students who achieve excellence in knowledge, skill development, leadership, dependability, service, and individual responsibility. Students who consistently demonstrate these traits may be nominated for membership into the National Vocational-Technical Honor Society.

GRADUATE SERVICES

The placement assistance program is a very important component of Bryman College's offerings, since our mission is to train graduates for success in the working world. Bryman College provides students with training and skill development for effective job search and career improvement.

The Career Services Representative at each campus works with students individually to smooth rough edges, educate, and help students reach for new opportunities. Students develop job search skills that help them to find their first job and subsequent jobs after graduating from Bryman College.

Bryman College's comprehensive placement assistance program contains the following elements:

Job Search Skill Development

Career development sessions, offered throughout each program of study, prepare the student for the job search process. These sessions focus on developing effective job search skills using the Internet for research, resume writing, dressing for success, and sharpening interviewing skills. Individuals receive help with resume preparation.

Contact with Employers

The Graduate Service representative contacts employers who advertise and list job openings and works with employers to match students to jobs. The Graduate Services Office also keeps in contact with local health care providers, businesses, and government agencies to receive notification of job openings.

Many student externships lead to employment. Externship sites are often excellent sources of employment for Bryman College graduates. The Graduate Services Advisor helps to schedule interviews for students and provides coaching and guidance. This helps students perfect their interview techniques for future interviews.

FOLLOW-UP WITH GRADUATES AND EMPLOYERS

The Graduate Services Office keeps in contact with graduates after they leave Bryman College and are on the job. Students are encouraged to keep in touch with Bryman College as they progress in their career. Bryman College sends a survey to employers of graduates to learn more about their satisfaction with the graduate's performance and to receive their suggestions for program enrichment. This enables Bryman College to keep current with employer needs.

Bryman College does not guarantee employment or starting salaries and is not obligated to provide placement services to students who do not complete their program of study. Placement and advancement in the workforce depends on personal initiative. While Bryman College's programs offer superb training, the utilization of the training is the responsibility of the graduate.

STUDENT ACTIVITIES

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

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

SPECIAL LECTURES

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

MODULAR PROGRAMS

MODULAR SCHEDULE

Bryman College at Everett, Tacoma and Port Orchard offers its programs on a six-week and four-week modular basis consisting of lecture, laboratory work, and typically an externship period for most programs. Students may start programs at the College every four to six weeks, depending on the program. Students in the Medical Billing, Pharmacy Technician and Dental Assisting programs, begin their training in the module called the "Core Module." Students in the Medical Assisting program will start in the specialty module being offered for the start date. Students in the Business Accounting program start in Mod A. Students attend up to four to seven specialty modules, depending upon their program of study. Finally, students participate in an externship in the programs that require externships where additional hands-on and professional-level experience is provided. The externship lasts four to eight weeks depending upon the program in which a student enrolls.

During a module, students may take up to six individual courses. Classes are offered in three-five hour blocks during all sessions. The length in hours for each course varies according to its credit value.

MODULAR APPROACH

The modular system uses a spiral approach to learning, which has been found to be very effective with adult learners. In the modular system, students have many opportunities to revisit and review concepts that are repeated and reinforced.

New students study courses in the same classroom with continuing students. This is advantageous for new students because they benefit from interaction with more experienced students, who help them to adjust and guide them along. Advanced students benefit from assisting new students through review of essential material. Students form strong bonds with one another as they work closely together in the classroom. No student is alone, and each student learns teamwork.

Students who have benefited from Bryman College's modular system note that the close friendships they make, the supportive atmosphere, and the constant review and introduction of new material are instrumental to their success both in school and after graduation.

SCOPE AND SEQUENCE

Students engage in specialty courses. The specialty curriculum is presented in a continuous rotation. Within specialty modules and core module, all courses are offered as stand-alone components of curriculum. These specialty and core modules do not require prerequisites.

Similarly, courses are designed to be self-contained units. Each specialty module brings together compatible concepts from its component courses. Students start their program in the module currently offered at the time of their entry and progress in order, as each module is self-contained. Thus, specialty curriculum is open entry, open exit in design. Each course within a specialty module begins with fundamentals then builds to the presentation of more advanced material that students need to successfully meet course objectives.

Note: In the Business Accounting program, students must complete Module A before taking Modules C, D, or E.

MODULAR CLASSROOM

Teaching methods for the modular classes are somewhat different from those found in a more traditional classroom. Instructors individualize instruction as much as possible in order to teach to all levels of students. Instructors use a variety of approaches to teaching, such as lecture, demonstration, hands-on exercises, guest speakers, working with partners, group study, self-directed learning, and tutoring outside class to address the needs of the beginner, the experienced, and the expert student.

CLASS SIZES

Bryman College's classes are small, with an average class ratio of 15 students to one instructor for lab and 30 students to one instructor for lecture. When enrollment in a specialty lab grows beyond 15 students, instructors have access to additional resources to be able to spend time with individual students if requested. Lecture and lab sizes can go higher depending on the facility and the subject being taught.

FINANCIAL INFORMATION

Tuition and fee information can be found in **Appendix B: Tuition and Fees** in this catalog.

TUITION AND FEES

The Enrollment Agreement obligates the student and the College for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the enrollment agreement and this College 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 College provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

Additional Expenses

Charges for textbooks and equipment are separate from tuition. Incidental supplies, such as paper and pencils, are to be furnished by students.

CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery, or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by this Enrollment Agreement. Students will receive a full refund of all money paid if they withdraw not later than the fifth day (excluding Sundays and holidays) after signing the contract or making an initial payment, provided that the application has not commenced training.

Students that have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following a tour of the school facilities. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdrew as describe above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Refunds

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

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

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

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

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

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

Return of Unearned SFA Program Funds

The College must return the lesser of:

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

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

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

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

Remittance to the Federal Government

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

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

Workforce Training and Education Coordinating Board Refund Requirements

The College will calculate refunds using the Workforce Training and Education Coordinating Board Refund Requirements and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Workforce Training and Education Coordinating Board Refund Requirements, refunds for students who withdraw after starting school or are terminated by the College will be computed as follows:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
During the first week or 10% of the contracted instructional time, whichever is less	90% of Tuition	10% of Tuition

After the first week or 10%, but prior to completion of 25% of the contracted instructional time	75% of Tuition	25% of Tuition
After the first 25%, but within 50% of the contracted instructional time	50% of Tuition	50% of Tuition
After completion of more than 50% of contracted instructional time	0	100% of Tuition

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period (academic year), the school will perform a pro rata refund calculation.

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

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

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price or the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

Veteran Students

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

FINANCIAL ASSISTANCE

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

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

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

The following 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.

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

http://studentaid.ed.gov/students/publications/student_guide/index.html

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 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.

Sallie Mae Signature Loan Program (SLM)

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

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Signature Loan Program may be eligible to borrow up to 50% 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.

NLSC by Graduation

Students have the option to finance their remaining educational costs with a 0% interest rate for the length of their program. Payments must be made monthly.

NLSC Extended Payment Plan (EPP Loan)

Students have the option to finance their remaining educational costs with a 12% interest rate for the length of their program plus an additional six months. Payments must be made monthly.

CLC Premier Loan

CLC provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a CLC loan application.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

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

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

“Careers That Work” Scholarship Program

Bryman College participates, as a member, in the scholarship program “Careers That Work” offered throughout the Washington Federation of Private Career Schools and Colleges. Each high school is provided certificates for three \$1000 tuition scholarships, to be used at any school participating in the program. The program is designed to promote the vocational opportunities available to a high school graduate at a private career school.

Participating Agencies

American Red Cross

Americorps

Armed Forces Spouse Clubs

The Asian Counseling and Referral Service

Big Brothers/Big Sisters Program

C-TEC Youth Services

Fil-Am Organization
Human Services Council
Portland Youth Builders
Sisters in Action for Power
The Urban League
Washington Women Employment and Education
Women In Need
WorkSource
YMCA
Youth Volunteer Corps
YWCA

Opportunity Scholarships - Everett, Port Orchard, Tacoma Campuses

Students who are eligible to begin classes at Bryman College in July 2005 are eligible for this scholarship. Application is by writing an essay on the topic "What Bryman College Means to Me." Deadline for submission is the second day of the program. Five scholarships will be awarded at each Bryman College—one for \$1500, one for \$1000 and three for \$500.

PROGRAMS BY LOCATION

	Everett	Port Orchard	Tacoma
Business Accounting	X		X
Dental Assisting	X	X	X
Medical Assisting	X	X	X
Medical Billing	X	X	X
Pharmacy Technician	X	X	X

BUSINESS ACCOUNTING

Everett and Tacoma Campuses

Diploma Program - 7.5 Months

600 Clock Hours/48.0 Credit Units

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into five learning units called modules. Each module stands alone as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the five-module program, students are awarded a diploma.

MODULE	MODULE TITLE	CONTACT HOURS	QUARTER CREDIT HOURS
BAMODA	Principles of Accounting and Keyboarding	120	9
BAMODB	Computerized Office Applications	120	9
BAMODC	Computerized Accounting and Business English	120	10
BAMODD	Payroll Accounting, 10-Key, and Business Math	120	10
BAMODE	Corporate Accounting, the Business Enterprise, and Career Skills	120	10
	Program Total	600	48

BAMODA Principles of Accounting and Keyboarding

9.0 Quarter Credit Hours

Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisites: none

BAMODB Computerized Office Applications

9.0 Quarter Credit Hours

Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisites: none

BAMODC Computerized Accounting and Business English

10.0 Quarter Credit Hours

Module C emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices. Prerequisite: Module A

BAMODD Payroll Accounting, 10-Key, and Business Math

10.0 Quarter Credit Hours

Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisite: Module A

BAMODE Corporate Accounting, the Business Enterprise, and Career Skills

10.0 Quarter Credit Hours

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career oriented employment. Prerequisite: Module A

DENTAL ASSISTING

Everett, Port Orchard and Tacoma Campuses

Diploma Program - 11 Months

880 Clock Hours / 41.3 Credits

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

The Dental Assisting program is designed to prepare the student for a career as a dental assistant.

Students learn theory and skills from classroom lectures, laboratory and hands-on practice in Bryman College's dental clinic. Additional experience is gained in private dental practices as part of the 160-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours
Core Module		
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC151A	Endodontics, Orthodontics, Oral Surgery, Pharmacology, Oral Pathology	2.4
BU152A	Special Needs Patient & AIDS	1.2
DA154A	Specialties Clinic	2.4
Module 2		
SC151B	Dental Anatomy, Periodontics, Embryology & Histology, Microbiology, Tooth Morphology	2.7
BU153A	Office Administration	0.9
DA154B	Periodontic Clinic	2.4
Module 3		
SC151C	Operative Dentistry	2.4
BU156A	Law & Ethics	1.2
DA154C	Operative Dentistry Clinic	2.4
Module 4		
SC151D	Fixed & Removable Prosthetics	2.4
BU153B	Office Dynamics	1.2
DA154D	Crown & Bridge Clinic	2.4
Module 5		
SC151E	Prevention, Nutrition, Radiology Office Emergencies, CPR	2.4
SC159A	OSHA/WISHA	1.2
DA154E	Radiology Clinic	2.4
Externship		
EX195	Dental Assisting Externship	5.3
Total Credit Hours		41.3
Lecture/Lab Hours		720
Externship Hours		160

For course descriptions, see page 35.

MEDICAL ASSISTING PROGRAM

Everett, Port Orchard and Tacoma Campuses

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship. This constitutes a supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions as a medical assistant. Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
MAMODA	Patient Care and Communication	80	6
MAMODB	Clinical Assisting, Pharmacology	80	6
MAMODC	Medical Insurance, Bookkeeping and Health Sciences	80	6
MAMODD	Cardiopulmonary and Electrocardiography	80	6
MAMODE	Laboratory Procedures	80	6
MAMODF	Endocrinology and Reproduction	80	6
MAMODG	Medical Law, Ethics, and Psychology	80	6
MAMODX	Externship	160	5
	Program Total	720	47

Major Equipment

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

MAMODA - Patient Care and Communication

6.0 Quarter Credit Hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.

MAMODB - Clinical Assisting and Pharmacology

6.0 Quarter Credit Hours

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the

Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

MAMODC - Medical Insurance, Bookkeeping, and Health Sciences

6.0 Quarter Credit Hours

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

MAMODD - Cardiopulmonary and Electrocardiography

6.0 Quarter Credit Hours

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

MAMODE - Laboratory Procedures

6.0 Quarter Credit Hours

Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

MAMODF - Endocrinology and Reproduction

6.0 Quarter Credit Hours

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

MAMODG - Medical Law, Ethics, and Psychology

6.0 Quarter Credit Hours

Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional

needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

MAMODX -Externship

5.0 Quarter Credit Hours

This course is 160 hours of supervised, practical hands-on experience in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant.

MEDICAL BILLING

Everett, Port Orchard and Tacoma Campuses

Diploma - 9 Months

780 Clock Hours / 36 Credits

The Medical Billing program is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in the medical billing profession. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice applications. Additional experience is gained in private practices as part of the 180-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours
Core Module		
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC125A	Essential Body Systems	2.4
CA126A	Medical Office Transcription	1.2
SC121A	ICD-9 Coding	2.4
Module 2		
BU124A	Health Insurance Processing	2.4
SC127A	Health Ins. Claims & Forms	2.4
SC121B	Third Party Reimbursement	1.2
Module 3		
SC125B	Body System Fundamentals	2.4
BU124B	Customer Service	1.2
SC121C	CPT Coding	2.4
Module 4		
CA126B	Computer Billing	2.4
BU129A	Medical Law & Ethics	1.2
SC127B	Health Care Billing	2.4
Externship		
EX197	Medical Billing Externship	6.0
Total Credit Hours		36.0
Lecture/Lab Hours		600
Externship Hours		180

For course descriptions, see page 35.

PHARMACY TECHNICIAN

Everett, Port Orchard and Tacoma Campuses

Diploma - 11 Months

880 Clock Hours / 41.3 Credits

The Pharmacy Technician program is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in a retail or hospital pharmacy practice. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in Bryman College's pharmacy lab. Additional experience is gained in pharmacies as part of the 240-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

COURSE NUMBER	COURSE NAME	Quarter Credit Hours
Core Module		
CA101	Computer Applications	1.2
GE102	Master Student I	0.9
GE103	Master Student II	0.6
LB105	Open Lab	0.9
LB106	Program Orientation	0.3
MH107	Math	1.2
SC109	Program Terminology	0.9
Module 1		
SC131K	Anatomy & Physiology: Vitamins and Minerals, Skincare, Visual and Auditory	0.9
BU140A	Federal Law	0.6
PH148F	Pharmacology & Drug Class: Vitamins and Minerals, Skincare, Visual and Auditory	0.9
SC141A	Basic Chemistry	0.9
PT144A	Pharmacy Compounding Lab	2.1
BU143A	Compounding & Manufacturing	0.6
Module 2		
SC131L	Anatomy & Physiology: Nervous, Psychopharmacology, Oncology	0.9
BU140B	Washington State Retail Law	0.6
PH148G	Pharmacology & Drug Class: Nervous, Psychopharmacology, Oncology	0.9
BU142A	Retail & Records Management	0.9
PT144B	Pharmacy Retail Lab	2.1
MH145A	Pediatric Dosage Calculations	0.6
Module 3		
SC131M	Anatomy & Physiology: Gastro-Intestinal, Reproductive	0.9
BU140C	Washington State Institutional Law	0.6
PH148H	Pharmacology & Drug Class: Gastro-Intestinal, Reproductive	0.9
PH135B	Basic Pharmacology	0.9
PT144C	Pharmacy Institutional Lab	2.1
MH145B	Dosage Calculations	0.6
Module 4		
SC131N	Anatomy & Physiology: Urinary, Cardiovascular, Respiratory	0.9
BU140D	Washington State Hospital Law	0.6
PH148I	Pharmacology & Drug Class: Urinary, Cardiovascular, Respiratory	0.9
SC147A	Hospital & Parenteral Admix	0.9
PT144D	Pharmacy Hospital Lab	2.1
MH145C	IV Solutions Calculations	0.6

Module 5		
SC131O	Anatomy & Physiology: Anti-Infectives, Anti-Inflammatories, Antihistamines, Endocrine	0.9
SC146A	Pharmacy Ethics & HIV/AIDS	0.6
PH148J	Pharmacology & Drug Class: Anti-Infectives, Anti-Inflammatories, Antihistamines, Endocrine	0.9
SC149A	Basic Microbiology	0.9
PT144E	Pharmacy Chemo Lab	2.1
MH145D	IV Flow Rate Calculations	0.6
Externship		
EX194	Retail or Hospital Externship	5.3
	Total Credit Hours	41.3
	Lecture/Lab/Hours	720
	Externship Hours	160

For course descriptions, see page 35.

COURSE DESCRIPTIONS

BU124A Health Insurance Processing

2.4 Quarter Credit Hours

This course is designed to acquaint the student with the basic steps in processing an insurance claim and the principles, eligibility guidelines, and billing procedures for Medicare, Medicaid, CHAMPUS/TRICARE, Workers' Compensation, state and federal disability and other private insurance.

BU124B Customer Service

1.2 Quarter Credit Hours

This course covers the importance of the use of positive customer service techniques when dealing with clients in the medical office. Personality types, nonverbal communication, skills for explaining and persuading and handling challenging clients will be discussed.

BU129A Medical Law & Ethics

1.2 Quarter Credit Hours

This course provides an overview of legal and ethical issues relevant to medical careers. Issues such as contracts, professional liability, medical malpractice, consent, workplace legalities and social issues will be explored.

BU140A Federal Law

0.6 Quarter Credit Hours

In this course, the students will learn the responsibilities, requirements, and standards mandated by the federal government pertaining to the practice of pharmacy. This course will also cover how these laws impact the practice of pharmacy, pharmacist, and pharmacy technician.

BU140B Washington State Retail Law

0.6 Quarter Credit Hours

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of retail pharmacy and the pharmacy assistant. Each course will apply to a specific set of WAC and RCW laws.

BU140C Washington State Institutional Law

0.6 Quarter Credit Hours

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of institutional pharmacy and the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU140D Washington State Hospital Law

0.6 Quarter Credit Hours

In this course, the students will learn their responsibilities, requirements, and standards mandated by the Washington State Board of Pharmacy. This course will also cover how these laws impact the practice of hospital pharmacy and the pharmacy technician. Each course will apply to a specific set of WAC and RCW laws.

BU142A Retail & Records Management

0.9 Quarter Credit Hours

Familiarization with all phases of prescription and medication processing is the goal of this course. This includes label and prescription requirements, profile management, manually filling prescriptions, and retrieving and interpretation of prescriptions, and an introduction to legal requirements, common medication errors, and third party billing.

BU143A Compounding & Manufacturing

0.6 Quarter Credit Hours

The focus of this course is to provide the student with manufacturing and repackaging techniques, regulations, and knowledge on the equipment used in compounding pharmaceuticals.

BU152A Special Needs Patient & AIDS

1.2 Quarter Credit Hours

The purpose of this course is to focus on the groups of patients who present special challenges and rewards to the dental health team. There is particular emphasis on the needs of children and the elderly. The students will learn various methods of dealing with the psychological and physical needs of various types of special needs patients. In addition, this course focuses on the two infectious diseases that are the greatest concern both for the patient and the health care worker. The student will study AIDS in depth and learn how the disease is transmitted, the statistics of transmission for the health care worker, how to work on an AIDS patient safely, and develop a compassionate understanding of the AIDS patient. The student will learn about the 5 different types of hepatitis, the immunizations available, and what to do if exposed to the disease. The student will become aware of basic oral manifestations of AIDS. This class is empowering to the students as they learn that they can indeed protect themselves and their patient from the effects of cross contamination.

BU153A Office Administration

0.9 Quarter Credit Hours

This course offers the chair side assistant an introduction to a manager's position. This knowledge supports the team approach in that it gives the chair side assistant a greater appreciation of the office manager's responsibilities. It also provides the chairside assistant with rudimentary knowledge of forms, scheduling, and reception skills to support the office manager

when schedule needs arise.

BU153B Office Dynamics

1.2 Quarter Credit Hours

This course focuses on communication skills between the patient and practitioner as well as between the practitioner and staff. This will include instruction on how to handle the various types of patients encountered in the dental practice.

BU156A Law & Ethics

1.2 Quarter Credit Hours

The study of ethics and jurisprudence allows the student an opportunity to review ethical and legal standards practiced in their personal and professional lives. This course will also offer the students an overview of the risk management issues found in dentistry and how they affect their professional decisions in the dental environment.

CA101 Computer Applications

1.2 Quarter Credit Hours

This course is designed to develop basic skills used in today's professional environment. The student will learn proper finger placement and ten-key techniques in keyboarding and ten-key as well as computer operations and terminology in Microsoft Word and Microsoft Excel.

CA126A Medical Office Transcription

1.2 Quarter Credit Hours

This course is designed to help the student develop transcribing speed and accuracy, gain skills in proofreading and correcting documents and increase their knowledge of medical terminology. Experience in transcribing dictated medical documents including chart notes, history and physical reports, consultations, office progress notes, and correspondence will be provided.

CA126B Computer Billing

2.4 Quarter Credit Hours

This course is an introduction to current medical software used in the medical office. Emphasis will be placed on patient billing, claims submission, scheduling maintenance of financial records and health information on the computer.

DA 154A Specialties Clinic

2.4 Quarter Credit Hours

This course focuses on the set up, instrumentation, and procedures dealing with the specialties of Endodontics, Orthodontics and Oral Surgery.

DA154B Periodontic Clinic

2.4 Quarter Credit Hours

This clinic focuses on Periodontics, Preventive Dentistry, Microbiology, and OSHA/WISHA guidelines. The student will study the long term effects of periodontal disease and how to avoid its debilitating effects. The student will also study OSHA/WISHA and will learn the necessary regulations that are mandated for the dental office. The student will also learn the requirements for an office Hazardous Materials and Infection Control Program. He/she will combine this knowledge with his/her ability to efficiently practice infection control measures in all aspects of the role as a chairside assistant.

DA154C Operative Dentistry Clinic

2.4 Quarter Credit Hours

This clinic concentrates on the study of the types, function and materials of restorative procedures in the dental office. The students will practice what they have learned about assisting the doctor when cavity preparations are accomplished in the clinic setting.

DA154D Crown & Bridge Clinic

2.4 Quarter Credit Hours

This clinic concentrates on the study of the types, function and materials of fixed and removable prosthodontics. The students will practice what they have learned about assisting the doctor when prosthodontics are accomplished in the clinic setting.

DA154E Radiology Clinic

2.4 Quarter Credit Hours

This clinic focuses on the set up and procedures relating to radiology and management of office emergencies. All aspects of radiology and office emergencies are practiced until competencies are met. The student is also encouraged to continue practicing previously acquired skills. Prerequisite: all program coursework must be completed.

EX195 Dental Assisting Externship

5.3 Quarter Credit Hours

Upon successful completion of the Dental Assisting, each student is required to complete a 160-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

EX197 Medical Billing Externship

6.0 Quarter Credit Hours

Upon successful completion of the Medical Billing each student is required to complete a 180-hour externship. The externship is an important culmination of each student's education. The externship provides the student with the opportunity to apply

his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

EXT194 Retail or Hospital Externship

5.3 Quarter Credit Hours

Upon successful completion of the Pharmacy Technician program, each pharmacy student is required to complete a retail or hospital externship of 160 hours. The Externship is an important culmination of each student's education. The Externship provides the student with the opportunity to apply his/her new skills to a professional health care environment. Prerequisite: all program coursework must be completed.

GE102 Master Student I

0.9 Quarter Credit Hours

The Student Survival Course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include: Time Management, Memory Skills, Communication Skills, Reading Techniques, Note-taking Techniques, Test-taking Techniques, Diversity Critical Thinking, and Writing.

GE103 Master Student II

0.6 Quarter Credit Hours

Upon completion of this course students will be able to: (1) review basic labor market information and be able to provide facts supporting the advantages of going to school beyond high school, (2) list the three major factors that employers use in screening out prospective employees, (3) list several basic skills employers want people hired, (4) develop a self-concept inventory then discuss awareness, (5) challenge negative thoughts and replace them with action and positive changes, which enhance self-esteem, (6) enhance their intrapersonal and interpersonal competence in communication and conflict resolution, (7) handle personal and work challenges in a satisfying way, while building esteem in self and others, (8) recognize psychological changes during conflict, and (9) recognize the reasons for conflict as well as essential rules for open communication. Students will participate in small group activities, which will reinforce the training.

LB105 Open Lab

0.9 Quarter Credit Hours

The open lab allows the student the opportunity to practice on areas in which the student may be having difficulty. The open lab also provides the student with the opportunity to work on any course material the student may have.

LB106 Program Orientation

0.3 Quarter Credit Hours

This course allows the student the opportunity to visit his/her program of study. The visit also provides the student with the opportunity to meet with his/her future instructor(s) and classmates.

MH107 Math

1.2 Quarter Credit Hours

This course will provide the student with the skills necessary to complete calculations that will be pertinent to their chosen field of study. Topics in this course include: Fractions, Decimals, Percentages, the Metric System, the Apothecary and Household Systems, Roman Numerals, and Ratio and Proportion.

MH145A Pediatric Dosage Calculations

0.6 Quarter Credit Hours

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to pediatric calculations and body surface area calculations.

MH145B Dosage Calculations

0.6 Quarter Credit Hours

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to calculation of medication dosaging for retail and hospital prescriptions.

MH145C IV Solutions Calculations

0.6 Quarter Credit Hours

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to stock solutions and pure solution preparations.

MH145D IV Flow Rate Calculations

0.6 Quarter Credit Hours

In this course the student will review basic mathematical skills and concepts including fractions, decimals, ratio and proportion as they pertain to pharmacy practice. Students will focus on problem solving as they pertain to IV flow rates and specialty calculations.

PH135B Basic Pharmacology

0.9 Quarter Credit Hours

This course provides an introduction to pharmacology. Topics include but are not limited to: history of medicine and pharmacy, dosage forms, abbreviations, routes of administration, and referencing.

PH148F Pharmacology and Drug Class: Vitamins & Minerals, Skin Care, Visual & Auditory 0.9 Quarter Credit Hours
This course will introduce the drug studies projects (long sheets). The students will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers and basic pharmacology for the following systems: Vitamins & Minerals, Skin Care and Visual & Auditory.

PH148G Pharmacology and Drug Class: Nervous, Psychopharmacology, Oncology 0.9 Quarter Credit Hours
This course will introduce the drug studies projects (long sheets). The students will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers and basic pharmacology for the following systems: Nervous, Psychopharmacology and Oncology.

PH148H Pharmacology and Drug Class: Gastro-Intestinal, Reproductive 0.9 Quarter Credit Hours
This course will introduce the drug studies projects (long sheets). The students will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers and basic pharmacology for the following systems: Gastro-Intestinal and Reproductive (Male and Female).

PH148I Pharmacology and Drug Class: Urinary, Cardiovascular, Respiratory 0.9 Quarter Credit Hours
This course will introduce the drug studies projects (long sheets). The students will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers and basic pharmacology for the following systems: Urinary, Cardiovascular and Respiratory.

PH148J Pharmacology and Drug Class: Anti-Infectives, Anti-Inflammatories & Antihistamines, Endocrine 0.9 Quarter Credit Hours
This course will introduce the drug studies projects (long sheets). The students will gain knowledge regarding generic and brand name drugs, therapeutic use, manufacturers and basic pharmacology for the following systems: Anti-Infectives, Anti-Inflammatories & Antihistamines and Endocrine.

PT144A Pharmacy Compounding Lab 2.1 Quarter Credit Hours
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on pharmaceutical compounding.

PT144B Pharmacy Retail Lab 2.1 Quarter Credit Hours
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on retail pharmacy.

PT144C Pharmacy Institutional Lab 2.1 Quarter Credit Hours
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on institutional pharmacy.

PT144D Pharmacy Hospital Lab 2.1 Quarter Credit Hours
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on hospital pharmacy.

PT144E Pharmacy Chemo Lab 2.1 Quarter Credit Hours
This course is based on stations that concentrate more on the hands-on aspects of pharmacy as well as daily quizzes that allow for the overall understanding of where the student is with his or her general pharmacy knowledge. Emphasis will be placed on chemotherapy.

SC109 Program Terminology 0.9 Quarter Credit Hours
(Medical Billing, Medical Assisting, Pharmacy Technician) This course will provide an explanation of medical terminology with which the health care professional will use on a daily basis in the work force. This course will also provide the student with an overview of the body systems. This will help the student gain a better understanding of how the body works.

The Dental Assisting program terminology will provide an explanation of terminology, which the student will use on a daily basis in the work force. Topics covered include the terminology associated with basic facial structure, tooth composition and location within the mouth and basic equipment of the dental clinic.

SC121A ICD-9 Coding

Students will utilize the ICD-9 coding manual to translate verbal descriptions of diseases, injuries, and conditions into numerical designations. The course will stress using the medical dictionary as a resource. Proper use of E-codes and V-codes will be included. Students will also learn correct sequencing on claim forms for optimal reimbursement.

2.4 Quarter Credit Hours**SC121B Third Party Reimbursement**

This course will address ICD-9 and CPT coding and the key role they play in reimbursement to the providers of patient health care services. Students will be introduced to DRGs, MDCs, PROs, RBRVS, APGs, APCs, and the Correct Coding Initiative. Emphasis will be placed on how these items impact coding done by medical billing specialists.

1.2 Quarter Credit Hours**SC121C CPT Coding**

Students will utilize the CPT manual to properly code procedures and services performed in outpatient settings. Students will utilize the CPT manual to properly code procedures and services performed in outpatient settings. Students will learn HCPCS coding and be introduced to procedural coding for inpatient settings. Correct utilization of the modifiers will be stressed. Emphasis will be placed on transferring codes to claim forms and reviewing them to ensure all procedures are supported by diagnosis codes.

2.4 Quarter Credit Hours**SC125A Essential Body Systems**

This course is designed to develop a working knowledge of body system terminology needed to comprehend and interpret information within medical documents for completing the billing process. Topics covered include the structure, the function, the disease processes, and the terminology associated with the Circulatory, Respiratory, Digestive, and Nervous Systems and the special senses.

2.4 Quarter Credit Hours**SC125B Body System Fundamentals**

This course is designed to develop a working knowledge of body system terminology needed to comprehend and interpret information within medical documents for completing the billing process. Topics covered include the structure, the function, the disease processes, and the terminology associated with the Musculoskeleton, Reproductive, Urinary, Endocrine and Integumentary Systems.

2.4 Quarter Credit Hours**SC127A Health Ins. Claims & Forms**

This course is designed to acquaint students with the ICD-9 and CPT manuals used for coding diseases and procedures and proper completion of the CMS 1500 and UB 92 billing forms. Students will become familiar with claim submission requirements for Medicare, Medicaid, TRICARE, Workers' Compensation and other private insurance carriers.

2.4 Quarter Credit Hours**SC127B Health Care Billing**

This course covers the legal issues affecting insurance claims and medical records, the basics of health insurance, tracing delinquent claims, insurance problem solving, as well as collection strategies.

2.4 Quarter Credit Hours**SC131K Anatomy & Physiology: Vitamins & Minerals, Skin Care, Visual & Auditory**

This course will focus on the anatomy, physiology, diseases, conditions and medications that are pertinent to the following systems: Vitamins & Minerals, Skin Care and Visual & Auditory.

0.9 Quarter Credit Hours**SC131L Anatomy & Physiology: Nervous, Psychopharmacology, Oncology**

This course will focus on the anatomy, physiology, diseases, conditions and medications that are pertinent to the following systems: Nervous, Psychopharmacology and Oncology.

0.9 Quarter Credit Hours**SC131M Anatomy & Physiology: Gastro-Intestinal, Reproductive**

This course will focus on the anatomy, physiology, diseases, conditions and medications that are pertinent to the following systems: Gastro-Intestinal and Reproductive (Male and Female).

0.9 Quarter Credit Hours**SC131N Anatomy & Physiology: Urinary, Cardiovascular, Respiratory**

This course will focus on the anatomy, physiology, diseases, conditions and medications that are pertinent to the following systems: Urinary, Cardiovascular and Respiratory.

0.9 Quarter Credit Hours**SC131O Anatomy & Physiology: Anti-Infectives, Anti-Inflammatories & Antihistamines, Endocrine**

This course will focus on the anatomy, physiology, diseases, conditions and medications that are pertinent to the following systems: Anti-Infectives, Anti-Inflammatories & Antihistamines and Endocrine.

0.9 Quarter Credit Hours**SC141A Basic Chemistry**

The student will be able to identify the most common elements utilized in pharmaceutical preparations and chemical

0.9 Quarter Credit Hours

reactions. The student will learn the difference between ionic and covalent bonds and how to calculate basic atomic weights.

SC146A Pharmacy Ethics & HIV/AIDS

0.6 Quarter Credit Hours

This course focuses on dealing with issues within the work environment, patient confidentiality, and professional ethics. Emphasis is given to telephone etiquette, verbal and written communication, customer service, and pharmacy ethics. This course also satisfies the Washington State Board of Pharmacy requirements for HIV/AIDS awareness training. A certificate will be issued to the student upon successful completion.

SC147A Hospital & Parenteral Admix

0.9 Quarter Credit Hours

The student will learn the principals of asepsis as it applies to the preparation of intravenous medications, parenteral nutrition products, and chemotherapy preparations. Topics include administration profiles, drug distribution systems, administration records, types of IV administration supplies and equipment, antineoplastic preparations, and safety procedures.

SC149A Basic Microbiology

0.9 Quarter Credit Hours

In this course, the student will be introduced to basic Microbiology. Topics and 12 lectures will include history, bacterial and viral forms of infections, hygiene, immunity and prevention, infectious diseases, and OSHA standards.

SC151A Endodontics, Orthodontics, Oral Surgery, Pharmacology, Oral Pathology

2.4 Quarter Credit Hours

This course concentrates on the set-up, instrumentation, and procedures dealing with the specialty of endodontics, orthodontics, and oral surgery and provides a basic understanding of dental pharmacology and pain control. In addition, students will gain an understanding of normal and abnormal conditions of the mouth.

SC151B Dental Anatomy, Periodontics Embryology & Histology, Microbiology, Tooth Morphology

2.7 Quarter Credit Hours

The student will be introduced to the concept periodontal disease and the treatments available to reverse the process. Students will learn the principles of head and neck anatomy, which includes the basic understanding of muscles, nerves, and bones in the head and neck. The student will also learn about the major body systems and how they relate to dentistry. Students are introduced to oral embryology and histology. In conjunction with a working knowledge of the stages of tooth development, the student will gain skills in identifying and charting tooth morphology. The student will be introduced to microbiology in order to gain a better understanding of how diseases occur in the oral cavity.

SC151C Operative Dentistry

2.4 Quarter Credit Hours

This course will concentrate on the various aspects of restorative dentistry, dental materials, and dental instrumentation in restorative dentistry. The dental assisting student will demonstrate the ability to facilitate proper use of the necessary materials, equipment, and instruments during chairside restorative procedures.

SC151D Fixed & Removable Prosthetics

2.4 Quarter Credit Hours

The student will study the types, functions, purposes, and materials of Fixed & Removable Prosthetics.

SC151E Prevention, Nutrition, Radiology Office Emergencies, CPR

2.4 Quarter Credit Hours

The students will be introduced to the concept of preventive dentistry and patient education in personal oral hygiene. They will learn the theory behind coronal polishing and prophylaxis procedures. The students will learn how to identify normal and abnormal reactions to dental procedures. They will learn protocol for handling emergencies and life threatening situations. They will also learn what items are needed in the office first aid box, and what OSHA expects as documentation for any office emergency. In addition, the student will concentrate on the principles of dental radiography, which include why, when, and how to expose dental X-rays and how to develop dental X-rays.

SC159A OSHA/WISHA

1.2 Quarter Credit Hours

This course teaches the principles of infection control, and why it is important in today's dental office. The student will gain an understanding of how to prevent cross contamination. It covers handling of infectious waste, accident prevention, hazardous material protocol, and how to organize an MSDS book.

TERMINOLOGY

Academic Year - A period of enrollment that begins on the first day of classes and ends on the last day of classes and is a minimum of 30 weeks of instructional time in length. Regular students must complete at least 36 quarter-credit hours.

Award Year - A time period that begins on July 1 of one year and ends on June 30 of the next year for awarding Title IV financial aid.

Course Challenge Credits - Credit units earned by challenging a course. A student takes an examination created and monitored at Bryman College during the first week of a course.

Module (Mod) - An academic period four to six weeks in length, depending on the program.

New Student - A student who has not previously attended classes at Bryman College or who re-enters after a one-year (or greater) period of absence.

Non-Regular Student - Any student who does not meet the definition of a regular student. These students are not eligible for Federal Student Aid.

Probationary Status - A conditional status for students who are being monitored for failure to meet academic standards, conduct regulations, attendance standards, or other criteria.

Program of Study - A total set of academic course requirements which must be met to earn a diploma.

Quarter-Credit Hour - Medical Billing, Dental Assisting, Pharmacy Technician programs - Bryman College uses the quarter-credit hour practice for calculating academic credit for all courses. One clock hour is based on one actual hour of attendance, which is equivalent to 50 minutes. One instructional/lab credit hour is defined as a class session of 50 minutes and a 10-minute break.

All courses except externships are assigned credits based upon the following: One credit = 20 hours of instruction or lab to determine the number of credit hours in a program. Externships are assigned credits based upon the following: One credit = 30 hours of externship to determine the number of credit hours in an externship.

Quarter-Credit Hour - Business Accounting and Medical Assisting programs - Courses are assigned credits based upon the following: Lecture portion = 10 contact hours for one lecture credit. Lab portion = 20 contact hours for one lecture credit. Externship portion = 30 contact hours for one lecture credit.

Reentry Student - A student that has previously attended Bryman College within one calendar year of his or her last date of attendance.

Regular Student - A student that is enrolled in an eligible program leading to a diploma and is maintaining satisfactory progress toward program completion in compliance with the standards of satisfactory progress.

Student-Teacher Ratio - Bryman College generally follows the guidelines of our accrediting bodies in establishing the maximum number of students for lecture and lab classes. The following ratios are not usually exceeded:

Lecture: 30:1

Laboratories: 15:1

When the class size exceeds these guidelines, the instructor is provided with additional resources.

Transfer Credit - Refers to credit units earned through another institution that will be applicable toward a diploma at Bryman College.

Week of Instruction - Includes 20 hours of instruction, examinations, or preparation for examination.

CORINTHIAN COLLEGES, INC.

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

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

STATEMENT OF OWNERSHIP

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

DIRECTORS

David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS

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

TITLE

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

APPENDIX A: ADMINISTRATION AND FACULTY

EVERETT

ADMINISTRATION

Kimberly Lothyan	President	MBA, Western Washington University BS, Brigham Young University
Cari Crabtree	Director of Education	M.Ed, Western Washington University BS, Brigham Young University
Susan Jensen	Finance Director	BS, University of Buffalo
Kanon Vanderhoff	Admissions Director	BA, University of Oregon
Brigid Graham	Placement Director	BS, Pennsylvania State University

DEPARTMENT CHAIRS/INSTRUCTORS

Gerry Landes	Medical Assisting / Billing	CMA, Northwest College for Medical Assistants
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MEDICAL ASSISTING INSTRUCTORS

Rey Calipes	Medical Assisting	Bryman College
Tammy Davis	Medical Assisting	Eton Technical Institute
Linda Rickard	Medical Assisting	RMA, Eton Technical Institute
Anne Simmons	Medical Assisting	Puget Sound Institute of Technology
Raiford Strickland	Medical Assisting	Pima Medical Institute

DENTAL ASSISTING INSTRUCTORS

Cathi Lillis	Dental Assisting	CDA, ATA Edmonds Community College
Jeff O'Donnell	Dental Assisting	ATA, Skagit Valley College
Katie Dennis	Dental Assisting	AA, Spokane Fall Community College
Elmer Lopez	Dental Assisting	Eton Technical Institute Eton Technical Institute

MEDICAL BILLING INSTRUCTORS

Mike Redwine	Medical Billing	CPC, BS, University of Washington
Denese Foltz	Medical Billing	Certified Podiatry Coding Specialist (CPODCS)

PHARMACY TECHNICIAN INSTRUCTORS

Samuel Ancheta	Pharmacy Technician	PhT, BS, Far Eastern University
Renato Atienza	Pharmacy Technician	PhT, BS, Ateneo de Manila University
Katie Hone	Pharmacy Technician	MA, Webster University PhT, North Seattle Community College
Barbara Lipp	Pharmacy Technician	AAS, Bellevue Community College CPht, Eton Technical Institute
Perri Tate	Pharmacy Technician	AAS, Erie Community College PhT, Tacoma Community College

CORE MOD INSTRUCTORS

Jeri Anderson	Core Mod	BS, Portland State University MSW Portland State University
Brigid Graham	Core Mod	BS, Pennsylvania State University
Sharmaine Halmrast	Core Mod	BS, University of Miami M.Ed, University of Minnesota
Patricia Pickering	Core Mod	BS, Northeast Missouri State College (Truman State University)

BUSINESS ACCOUNTING

Dan Baller	Business Accounting	BS, Central Washington University
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PORT ORCHARD

ADMINISTRATION

Janet O'Connell	President	BS, Pacific Western University CMA, Bryman College
Linda Roberts	Director of Education	BA, MA, University of Guam
Jeanette McClellan	Finance Director	Olympic College
Shelia Austin	Admissions Director	BA, Central BC AA, USAF
Lawrence Taylor	Placement Director	MS, BS, Southern Illinois University AA, Chapman University

DEPARTMENT CHAIRS/INSTRUCTORS

Lisa Cook	Medical Assisting	CMA, RMA Apollo College
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MEDICAL ASSISTANT INSTRUCTORS

Bryan Davis	Medical Assisting	AS, G.W.U.
Bridgette Chance	Medical Assisting	National Career Education
Brandon Guillory	Medical Assisting	US Navy Corpsman
Doreen Klinger	Medical Assisting	US Air Force-Medical Service Technician
Mariea Landon	Medical Assisting	AA, Regents College, US Navy Corpsman
Norman Singleton	Medical Assisting	US Navy Corpsman

DENTAL ASSISTING INSTRUCTORS

Jerien Binney	Dental Assisting	CDA, Bryman College
Tina Born	Dental Assisting	NCDA, Southern CA Regional Occupational Center
Cheryl Davis	Dental Assisting	Olympic College
Michelle Lippert	Dental Assisting	DA, Northwest College of Dental Assisting

MEDICAL BILLING INSTRUCTORS

Barbara Parker	Medical Billing	BS, CMA-AC, RICS, University of Arizona
Brianne McKee	Medical Billing	Eton Technical Institute
Kristina Walters	Medical Billing	Eton Technical Institute

PHARMACY TECHNICIAN INSTRUCTORS

JoAnne Ballard	Pharmacy Technician	CPhT, AA North Seattle Community College
Charles Henry	Pharmacy Technician	CPhT, OTJT
Amy Ramm	Pharmacy Technician	PHT, Eton Technical Institute

CORE MOD INSTRUCTORS

Ernest Adcock	Core Mod	BS, City University MDiv, Diocesan School of Theology
Brianne McKee	Core Mod	Eton Technical Institute

DENTISTS

George Lippert	Dental Program	DDS, Georgetown
Roger Pilger	Dental Program	BS, University of Denver DDS, GeorgeTown

TACOMA

ADMINISTRATION

Timothy E. Allen	President	BS, Southern Illinois University CPHt
Gary McMillion	Director of Education	BS, Southern Illinois University
Natalie Graham	Finance Director	University of Phoenix
Lynette Rickman	Admissions Director	Tacoma Community College
James Naeher	Placement Director	BS, University of Maryland MS, Chapman University

DEPARTMENT CHAIRS/INSTRUCTORS

Alisa Loosveldt	Medical Assisting	CMA, Clover Park Technical College
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MEDICAL ASSISTING INSTRUCTORS

Susanna Adams	Medical Assisting	US Air Force
Andre Dove	Medical Assisting	CMA, Bryman College
Erin Gonzales	Medical Assisting	Eton Technical Institute
Jennifer Killmer	Medical Assisting	Bryman College
Michelle Milholland	Medical Assisting	Eton Technical Institute
Ginger Rhodes	Medical Assisting	BS, Central Washington University
Renee Parsons	Medical Assisting	Puget Sound Institute of Technology

DENTAL ASSISTING INSTRUCTORS

Aimee Bowman	Dental Assisting	Eton Technical Institute
Kathleen Kirkpatrick	Dental Assisting	Northwest College for Medical and Dental Assisting
Alicia Melendez	Dental Assisting	Columbia Basin
Cynthia Thomas	Dental Assisting	CDA, Dental Assistant School of America

MEDICAL BILLING INSTRUCTORS

Carrie Alonzo	Medical Billing	OJT
Deena Estrada	Medical Billing	CPC, OJT

PHARMACY TECHNICIAN INSTRUCTORS

Janice McHaney	Pharmacy Technician	Allenmore Hospital
Doris Ruth	Pharmacy Technician	CPHt, Clover Park Technical College
Frank Sanchez	Pharmacy Technician	CPHt, Academy of Health Sciences

CORE MOD INSTRUCTORS

Jacquelyn Harris	Core Mod	BA, University of Washington
Stephen Ray	Core Mod	BS, California State University

BUSINESS ACCOUNTING INSTRUCTORS

Jacquelyn Harris	Business Accounting	BA, University of Washington
Philip Porach	Business Accounting	BA, California State University MS, California State University

DENTISTS

Dr. Richard Decker	Dental Program	BS, University of Oregon
Dr. Karen Kant	Dental Program	BS, University of Washington

APPENDIX B: TUITION AND FEES

EVERETT, PORT ORCHARD, TACOMA

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Business Accounting	7.5 months	48.0	\$7,800	\$755.00
Dental Assisting	11 months	41.3	\$11,182	\$233.71
Medical Assisting	8 months	47.0	\$11,655	\$600.00
Medical Billing	9 months	36.0	\$9,741	\$474.12
Pharmacy Technician	11 months	41.3	\$11,998	\$178.41

Other fees: A \$52 fee will be charged for programs requiring a background check.

APPENDIX C: CALENDARS

ACADEMIC CALENDAR

Bryman College's Medical Assisting Program at the Everett, Port Orchard and Tacoma campuses is based on a four-week modular system. Courses are offered continuously throughout the calendar year.

EVERETT, PORT ORCHARD, TACOMA

FOUR WEEK MODULAR CALENDAR 2005-2006		
Start Date	End Date	Student Break
August 29, 2005	September 26, 2005	September 5, 2005, September 27, 2005
September 28, 2005	October 25, 2005	October 26, 2005
October 27, 2005	November 23, 2005	November 24-25, 2005
November 28, 2005	January 5, 2006	December 21, 2005 - January 2, 2006 January 5, 2006 (Evening Students only) January 6, 2006
January 9, 2006	February 3, 2006	n/a
February 6, 2006	March 6, 2006	February 20, 2006, March 7, 2006
March 8, 2006	April 4, 2006	April 5, 2006
April 6, 2006	May 3, 2006	May 4 & 5, 2006
May 8, 2006	June 5, 2006	May 29, 2006, June 6, 2006
June 7, 2006	July 6, 2006	July 3, 4, 7, 2006
July 10, 2006	August 4, 2006	n/a
August 7, 2006	September 1, 2006	September 4, 2006
September 5, 2006	October 2, 2006	October 3, 2006
October 4, 2006	October 31, 2006	November 1, 2006
November 2, 2006	December 1, 2006	November 23, 24, 2006
December 4, 2006	January 9, 2007	December 22, 2006 - January 1, 2007 January 10, 2007

SIX WEEK MODULAR CALENDAR 2005-2006		
Start Date	End Date	Student Break
October 24, 2005	December 6, 2005	Nov. 23, 2005 (Eve. & Aft. Only) November 24-25, 2005 December 7, 2005
December 8, 2005	January 27, 2006	December 23, 2005 thru January 2, 2006
January 30, 2006	March 13, 2006	February 20, 2006 March 14, 2006
March 15, 2006	April 25, 2006	April 26, 2006
April 27, 2006	June 8, 2006	May 29, 2006 June 9, 2006
June 12, 2006	July 25, 2006	July 3, 4, 26, 2006
July 27, 2006	September 7, 2006	September 4, 8, 2006
September 11, 2006	October 20, 2006	n/a
October 23, 2006	December 5, 2006	Nov. 22, 2006 (Eve. & Aft. Only) November 23-24, 2006 December 6, 2006
December 7, 2006	January 26, 2007	December 22, 2006 thru January 1, 2007

APPENDIX D: OPERATING HOURS

EVERETT

Facilities and Offices

7:30 a.m. to 10:30 p.m. (Monday-Thursday)

7:30 a.m. to 5:00 p.m. (Friday)

Class Times

MORNING			
6 Week Program		4 Week Program	
8:00 am - 12:00 pm	Mon. - Fri.	8:00 am - 12:00 pm	Mon. - Fri.
10:00 am - 2:00 pm (if available in your program of study)	Mon - Fri		

AFTERNOON			
6 Week Program		4 Week Program	
12:10 pm - 5:10 pm	Mon. - Thurs.	1:10 pm - 5:10 pm	Mon. - Fri.

EVENING			
6 Week Program		4 Week Program	
5:30 pm - 10:30 pm	Mon. - Thurs.	5:30 pm - 10:30 pm	Mon. - Thurs.

PORT ORCHARD

Facilities and Offices

7:30 a.m. to 10:30 p.m. (Monday-Thursday)

7:30 a.m. to 5:00 p.m. (Friday)

MORNING			
6 Week Program		4 Week Program	
8:00 am - 12:00 pm	Mon. - Fri.	7:00 am - 11:00 pm	Mon. - Fri.
		8:00 am - 12:00 pm	Mon. - Fri.
		9:00 am - 1:00 pm	Mon. - Fri.
		10:00 am - 2:00 pm	Mon. - Fri.
		11:30 am - 3:30 pm	Mon. - Fri.

AFTERNOON			
6 Week Program			
12:30 pm - 5:10 pm			Mon. - Thurs.

EVENING			
6 Week Program		4 Week Program	
5:30 pm - 10:30 pm	Mon. - Thurs.	5:30 pm - 10:30 pm	Mon. - Thurs.

TACOMA

Facilities and Offices

7:30 a.m. to 10:30 p.m. (Monday-Thursday)

7:30 a.m. to 5:00 p.m. (Friday)

MORNING

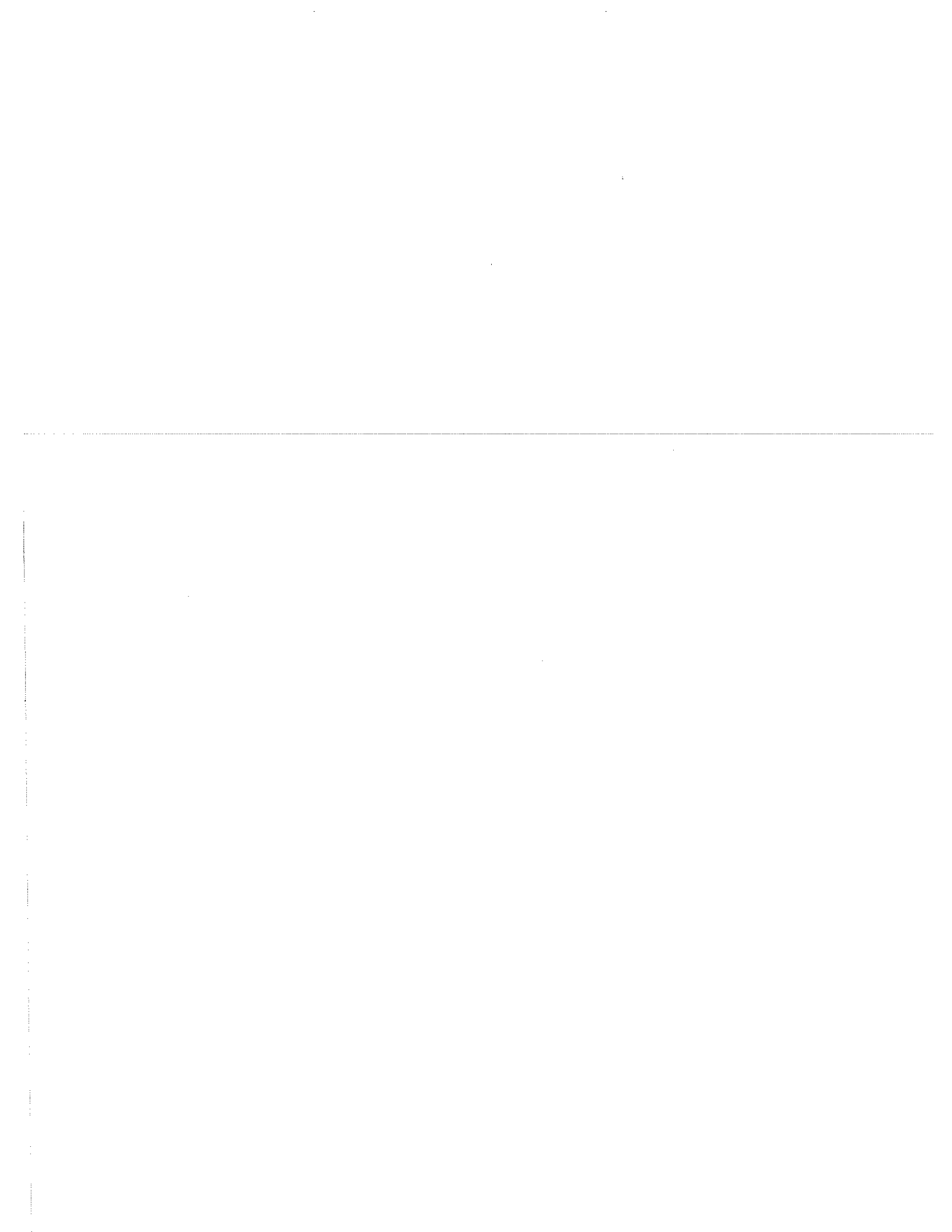
6 Week Program		4 Week Program	
8:00 am - 12:00 pm	Mon. - Fri.	6:00 am - 10:00 am	Mon. - Fri.
		8:00 am - 12:00 pm	Mon. - Fri.

AFTERNOON

6 Week Program		4 Week Program	
12:10 pm - 5:10 pm	Mon. - Thurs.	12:10 pm - 5:10 pm	Mon. - Thurs.

EVENING

6 Week Program		4 Week Program	
5:30 pm - 10:30 pm	Mon. - Thurs.	6:00 pm - 11:00 pm	Mon. - Fri.



Bryman College
 Port Orchard, Everett, and Tacoma Campuses
 2005-2006 Catalog, revision date 102405
 Addenda

- Addendum #1, effective November 29, 2005:

The program description for the Pharmacy Technician program on page 33 of the catalog is changed as follows:

The Pharmacy Technician program is designed to prepare the student with the necessary background, knowledge, and specialized skills for a career in a retail or hospital pharmacy practice. Students learn theory and skills from classroom lectures, laboratory practice, and hands-on practice in Bryman College's pharmacy lab. Additional experience is gained in pharmacies as part of the 160-hour externship phase of training. Any developmental work a student may be required to complete may increase the program length.

Courses listed in the program content may not be offered in the exact sequential order. It is the student's responsibility to work out his or her individual schedule with a counselor or advisor.

- Addendum #2, effective January 3, 2006:

The following language is added to the catalog:

Bryman College can accept a maximum of 50% of the total credits required to complete a program as transfer credits. An exception to this 50% maximum can be made if the student is transferring from a Corinthian College School. Bryman College reserves the right to accept or reject any or all credit units earned at another institution at its own discretion.

- Addendum #3, effective January 6, 2006:

The Bryman campuses in Port Orchard, Everett and Tacoma do not give credit for experiential learning.

Also, the accreditation information is amended as follows:

The Medical Assisting diploma program at the Tacoma campus has received programmatic accreditation from the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703-917-9503.

- Addendum #4, effective January 1, 2006:

TACOMA

ADMINISTRATION

Timothy E. Allen	President	BS, Southern Illinois University CPHt
Gary McMillion	Director of Education	BS, Southern Illinois University
Natalie Graham	Finance Director	University of Phoenix
Lynette Rickman	Admissions Director	BA, Rochville University
Mickie Gregory	Placement Director	BS, Jones College

DEPARTMENT CHAIRS/INSTRUCTORS

Alisa Loosveldt	Medical Assisting	CMA, Clover Park Technical College
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MEDICAL ASSISTING INSTRUCTORS

Susanna Adams	Medical Assisting	US Air Force
Andre Dove	Medical Assisting	CMA, Bryman College
Erin Gonzales	Medical Assisting	Eton Technical Institute
Jennifer Killmer	Medical Assisting	Bryman College
Michelle Milholland	Medical Assisting	Eton Technical Institute

Bryman College
Port Orchard, Everett, and Tacoma Campuses
2005-2006 Catalog, revision date 102405
Addenda

Ginger Rhodes	Medical Assisting	BS, Central Washington University
Renee Parsons	Medical Assisting	Puget Sound Institute of Technology
Dineen Wilson	Medical Assisting	Professional Career Development Institute

DENTAL ASSISTING INSTRUCTORS

Aimee Bowman	Dental Assisting	Eton Technical Institute
Kathleen Kirkpatrick	Dental Assisting	Northwest College for Dental Assistants
Alicia Melendez	Dental Assisting	Columbia Basin
Cynthia Thomas	Dental Assisting	CDA, Dental Assistant School of America

MEDICAL BILLING INSTRUCTORS

Carrie Alonzo	Medical Billing	OJT
Deena Estrada	Medical Billing	CPC, OJT

PHARMACY TECHNICIAN INSTRUCTORS

Doris Ruth	Pharmacy Technician	CPHt, Clover Park Technical College
Frank Sanchez	Pharmacy Technician	CPHt, Academy of Health Sciences

CORE MOD INSTRUCTORS

Patricia Lindsey	Core Mod	BS, Central Washington University
Stephen Ray	Core Mod	MA, Pacific Lutheran University
		BS, California State University

BUSINESS ACCOUNTING INSTRUCTORS

Jacquelyn Harris	Business Accounting	BA, University of Washington
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DENTISTS

Dr. Richard Decker	Dental Program	BS, University of Oregon
Dr. Karen Kant	Dental Program	BS, University of Washington

- **Addendum #5, effective January 27, 2006:**

The following language replaces the course descriptions:

BU152A Special Needs Patient & AIDS

1.2 Quarter Credit Hours

The purpose of this course is to focus on the groups of patients who present special challenges and rewards to the dental health team. There is particular emphasis on the needs of children and the elderly. The students will learn various methods of dealing with the psychological and physical needs of various types of special needs patients. In addition, this course focuses on the two infectious diseases that are the greatest concern both for the patient and the health care worker. The student will study AIDS in depth and learn how the disease is transmitted, the statistics of transmission for the health care worker, how to work on an AIDS patient safely, and develop a compassionate understanding of the AIDS patient. The student will learn about the 5 different types of hepatitis, the immunizations available, and what to do if exposed to the disease. The student will become aware of basic oral manifestations of AIDS. This class is empowering to the students as they learn that they can indeed protect themselves and their patient from the effects of cross contamination.

DA154E Radiology Clinic

2.4 Quarter Credit Hours

This clinic focuses on the set up and procedures relating to radiology and management of office emergencies. All aspects of radiology and office emergencies are practiced until competencies are met. The student is also encouraged to continue practicing previously acquired skills.

SC121C CPT Coding

2.4 Quarter Credit Hours

Students will utilize the CPT manual to properly code procedures and services performed in outpatient settings. Students will learn HCPCS coding and be introduced to procedural coding for inpatient settings. Correct utilization of the modifiers will be stressed. Emphasis will be placed on transferring codes to claim forms and reviewing them to ensure all procedures are supported by diagnosis codes.

