Everest

INSTITUTE

2006-2007 Catalog

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Accredited by the Accrediting Commission of Career Schools and
Colleges of Technology and Approved to Operate by the State of West Virginia
Postsecondary Education.

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ABOUT CORINTHIAN SCHOOLS

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

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

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

SCHOOL HISTORY AND DESCRIPTION

Everest Institute in Cross Lanes, West Virginia, was originally a member of United Electronics Institute, which was established in 1968. The school was acquired by National Education Corporation in 1981 as a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in July 1995. The name of the school was changed to National Institute of Technology in June 30 of 1996 and to Everest Institute in October of 2006.

The air-conditioned facility has 26,000 square feet and contains 18 large classrooms designed for theory and laboratory instruction, administrative offices, a library containing reference and reading materials related to the academic programs, study area, public areas and restrooms.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. The school is conveniently located just off Interstate 64, ten miles west of Charleston and 35 miles east of Huntington at the Cross Lanes exit.

EDUCATIONAL PHILOSOPHY

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:
- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The 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.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Authorized to Operate by the State of West Virginia Postsecondary Education.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Member of the Charleston Area Alliance.
- Member of the West Virginia Chamber of Commerce.
- Member of the American Society for Training and Development.

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

ADMISSIONS

REQUIREMENTS AND PROCEDURES

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

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

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

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student's file.

MEDICAL ASSISTING AND MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

Applicants to the Medical Assisting & Medical Administrative Assistant Programs should have a high school diploma or a recognized equivalency certificate (GED); however, applicants who do not have a high school diploma, official transcript or GED certificate may apply under the Ability to Benefit Provision. The number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction.

Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students who withdraw after starting school or are terminated by the school and re-enter more than one year after their test date must take the test again.

ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY PROGRAM
Applicants to the Electronics and Computer Engineering Technology Program must have a high school diploma or a recognized equivalency certificate (GED) and as such are not eligible to apply under the Ability to Benefit provision.

PHARMACY TECHNICIAN PROGRAM
Students enrolling in the Pharmacy Technician program must be high school graduates or its equivalence and as such are not eligible to apply under the Ability to Benefit provision. Pharmacy Technician program applicants must also take the Career Assessment Test (CPAT) and score a 120 or higher to be admitted to the program. Students who have been convicted of a felony are not eligible to enroll in this program.

MASSAGE THERAPY PROGRAM
Students enrolling in the Massage Therapy program must be high school graduates or its equivalence and as such are not eligible to apply under the Ability to Benefit provision.

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 Medical Assisting, Medical Administrative Assistant, and Pharmacy Technician programs 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.

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

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

ADMINISTRATIVE POLICIES

MODULAR VERSUS QUARTER-BASED PROGRAMS

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to eight weeks in length. A quarter-based program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately 12 weeks in length.

GRADING

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

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

STUDENT AWARDS

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

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students in allied health programs must:
• Complete all required classroom modules with a grade of at least 70 percent;
• Meet the grade requirements for the module components, if applicable; and
• Complete all program requirements.

To be eligible for graduation, students in technical programs must:
• Complete all required classroom training with a cumulative grade point average of at least 2.0;
• Pass the graduate exam, if applicable; and
• Complete all program requirements.

SATISFACTORY ACADEMIC PROGRESS

Requirements

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

In order to maintain satisfactory academic progress, students in allied health programs must:
• Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent);
• Progress at a satisfactory rate toward completion of their programs; and
• Complete the training program within 1.5 times the planned program length.

In order to maintain satisfactory academic progress, students in technical programs must:
• Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0);

- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1.5 times the planned program length.

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

Academic Probation

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

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

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

Reinstatement Policy

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

Incompletes

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

Withdrawals

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

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

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

Exit Interviews

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

Repeat Policy

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

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

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

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

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

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

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

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

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

Additional Information on Satisfactory Academic Progress

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

APPEALS PROCEDURES

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

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

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

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

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

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

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

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

CLASS SIZE
To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 27 students. The maximum class size for the Massage Therapy program is 16 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students in allied health labs and 26 students in electronics labs. The maximum class size for laboratory classes is 24 students in allied health labs and 27 students in electronics labs. The maximum class size for the Massage Therapy program is 16 students.

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure policy.") Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped

from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within seven calendar days in order to continue their training without interruption. If their termination is not successfully appealed, they will remain dropped from the program.

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

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

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

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

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

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

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)
The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

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

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

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

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

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

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

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

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

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

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

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

- The school maintains the right to discipline students found in violation of school policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other school-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the school.

- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCi college.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

Appeals

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

Academic Integrity

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

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, this school has established policies regarding campus security.

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

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

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

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

STATISTICAL INFORMATION

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

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

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

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If 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 school

President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

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

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

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

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

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

ALLIED HEALTH PROGRAMS
Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Uniforms are included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

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

DISABLED STUDENTS
Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

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

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

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

TERMINATION PROCEDURES

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:
- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the Appeals Committee.

TRANSFERABILITY OF CREDITS

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

TRANSCRIPTS AND DIPLOMAS

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a

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

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

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

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

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

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

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

<div align="center">

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

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

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees information can be found in **Appendix B: Tuition and Fees**.

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

VOLUNTARY PREPAYMENT PLAN

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

BUYER'S RIGHT TO CANCEL - CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement, or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

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

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

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

REFUND POLICIES

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

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

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.

- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement.

The student will be given the benefit of the refund policy that results in the largest refund to the student.

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

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;

2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);

3. returned to the student.

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

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

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

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

Federal Return of Title IV Funds Policy
All institutions participating in the student financial aid (SFA) programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

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

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

Return of Unearned SFA Program Funds
The School must return the lesser of:

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

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

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

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

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

REQUIREMENTS FOR GRADUATION
A student must:

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

SEVERABILITY

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

MISCELLANEOUS

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

FINANCIAL ASSISTANCE

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

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

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

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

Federal Pell Grant

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

Federal Stafford Loan (FSL)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Federal Work Study (FWS)

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

Alternative Loan Programs

Sallie Mae Financial and College Loan Corporation provide customized loan programs to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a loan application during their financial aid interview.

Student Tuition Assistance Resource Loan (STAR Loan)

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

High School Scholarship Program

Up to ten $2,000 scholarships are available to be awarded to graduating high school seniors. Winners may choose any of the curricula offered by the school. High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be received or turned in by the end of March or by the designated deadline.

All applicants must take the Career Program Assessment Test (CPAt), which measures competency in reading, language and mathematics. Applicants may take the test at their convenience with a scheduled appointment and after completing the application. Tests should be taken by the end of April. The top 15 scores will become the finalists.

A panel of outside school officials and representatives of local employers will select winners by vote and rank all finalists. Scholarships will be awarded annually. They are not transferable and cannot be exchanged for cash. Scholarships are good from June through August of the year awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by NIT.

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 October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by NIT.

President's Scholarships

 Up to four $1,500 President's Scholarships are available during a calendar year. One scholarship is available each quarter (three month period). Winners may apply the award to any program. All applicants must complete the quarter for the award with a minimum of 95% attendance and a 3.4 or higher GPA. Qualifying applicants will write an essay of not more than 250 words describing their career goals and their motivation to complete their existing program. A panel of community representatives, school officials and representatives of local employers will interview and read the essays in order to select the winner.

The President's Scholarships are to be used only at this school toward tuition.   The scholarships are non-transferable and cannot be exchanged for cash. The scholarship must be used within two months of receipt of said scholarship. Only one President's Scholarship can be won by each student and cannot be used in conjunction with any of the other two types of scholarships offered by NIT.

STUDENT SERVICES

PLACEMENT ASSISTANCE

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

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

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

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

STUDENT ACTIVITIES

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

HOUSING ASSISTANCE

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

TRANSPORTATION ASSISTANCE

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

FIELD TRIPS

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

SPECIAL LECTURES

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

DRUG ABUSE PREVENTION

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

ADVISING

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

PROGRAMS OFFERED

Programs	Credential
Electronics, Computer & Communications Technology	Occupational Associates Degree
Massage Therapy	Diploma
Medical Administrative Assistant	Diploma
Medical Assisting	Diploma
Pharmacy Technician	Diploma

ELECTRONICS, COMPUTER AND COMMUNICATIONS TECHNOLOGY
Occupational Associate's Degree

Degree Program- 19 Months (20-hour weeks)
1,540 Clock Hours / 124.0 Credit hours   v 0-0

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

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

Upon successful completion of all areas of the program, students will be awarded an occupational associate's degree.

Program Outline

Course Number	Course Title		Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1: Direct Current (DC)				
ECC1000	Direct Current (DC)		60/00/00/60	6.0
ECC1050	Direct Current (DC) Laboratory		00/60/00/60	3.0
ECC1075	Direct Current (DC) Mathematics		30/00/00/30	3.0
		Total	90/60/00/150	12.0
Module 2: Alternating Current (AC)				
ECC1100	Alternating Current (AC)		60/00/00/60	6.0
ECC1150	Alternating Current (AC) Laboratory		00/60/00/60	3.0
ECC1175	Alternating Current (AC) Mathematics		30/00/00/30	3.0
		Total	90/60/00/150	12.0
Module 3: Electronic Devices				
ECC1200	Electronic Devices		90/00/00/90	9.0
ECC1250	Electronic Devices Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Module 4: Integrated Circuits				
ECC1300	Integrated Circuits		90/00/00/90	9.0
ECC1350	Integrated Circuits Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Module 5: Introduction to Digital Electronics				
ECC2000	Introduction to Digital Electronics		60/00/00/60	6.0
ECC2050	Introduction to Digital Electronics Laboratory		00/60/00/60	3.0
ECC2075	Digital Electronics Mathematics		30/00/00/30	3.0
		Total	90/60/00/150	12.0
Module 6: Advanced Digital Electronics				
ECC2100	Advanced Digital Electronics		90/00/00/90	9.0
ECC2150	Advanced Digital Electronics Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Module 7: Fundamentals of Computer Technology				
CTT1000	Fundamentals of Computer Technology		90/00/00/90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0

Module 8: Computer Hardware and Operating Systems			
CTT2000	Computer Hardware and Operating Systems	90/00/00/90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Module 9: Introduction to Networking			
NCC1000	Introduction to Networking	60/00/00/60	6.0
NCC1050	Introduction to Networking Laboratory	00/60/00/60	3.0
SLS1335	Strategies for Professionals	30/00/00/30	3.0
	Total	90/60/00/150	12.0
Module 10: Electronic Communications			
ECC2200	Electronic Communications	90/00/00/90	9.0
ECC2250	Electronic Communications Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Additional Applied General Education Course			
TWE1000	Writing for Technicians	40/00/00/40	4.0
	Occupational Associate's Degree Total	**940/600/00/1540**	**124.0**

Major Equipment

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

Course Descriptions:

MODULE 1: Direct Current (DC)

ECC1000 Direct Current (DC)   **6 Credit Hours**

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

ECC1050 Direct Current (DC) Laboratory   **3 Credit Hours**

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

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

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

MODULE 2: Alternating Current (AC)

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

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

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

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

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

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

MODULE 3: Electronic Devices

ECC1200 Electronic Devices   **9 Credit Hours**

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

ECC1250 Electronic Devices Laboratory   **3 Credit Hours**

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

MODULE 4: Integrated Circuits

ECC1300 Integrated Circuits   **9 Credit Hours**

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

ECC1350 Integrated Circuits Laboratory   **3 Credit Hours**

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

MODULE 5: Introduction to Digital Electronics

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

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

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

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

ECC2075 Digital Electronics Mathematics   **3 Credit Hours**

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

MODULE 6: Advanced Digital Electronics

ECC2100 Advanced Digital Electronics   **9 Credit Hours**

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

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

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

MODULE 7: Fundamentals of Computer Technology

CTT1000 Fundamentals of Computer Technology   **9 Credit Hours**

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

CTT1050 Fundamentals of Computer Technology Laboratory   **3 Credit Hours**

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

MODULE 8: Computer Hardware and Operating Systems

CTT2000 Computer Hardware and Operating Systems   **9 Credit Hours**

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

CTT2050 Computer Hardware & Operating Systems Laboratory   **3 Credit Hours**

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

MODULE 9: Introduction to Networking

NCC1000 Introduction to Networking   **6 Credit Hours**

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

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

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

SLS1335 Strategies for Professionals   **3 Credit Hours**

This course is designed to help the student prepare for program specific work after completing their respective course requirements. Upon completion the student will be prepared to create and present forms of job correspondence such as: a resume, cover letters, thank you notes, and follow-up letters. Along with job correspondence the student will also be able to organize and carry out a job search. Prerequisite: None. Lecture hours: 30. Lab hours: 0.

MODULE 10: Electronic Communications

ECC2200 Electronic Communications   **9 Credit Hours**

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

ECC2250 Electronic Communications Laboratory   **3 Credit Hours**

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

Additional Applied General Education Course

TWE1000 Writing for Technicians   **4 Credit Hours**

This course provides instruction and practice in technical writing and communication. Emphasis is placed on listening, speaking, and study skills, writing clear sentences and paragraphs, and using technical literature. Prerequisite: None. Lecture hours: 40. Lab hours: 0.

MASSAGE THERAPY

Diploma Program – 9 Months
720 Clock Hours/54.0 Credit Units   v 1-0
Prerequisites: GED and/or a High School Diploma. ATB students may not apply.

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

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

Program Outline

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

Major Equipment
- Massage Table
- Massage Chair
- Anatomy and Physiology Charts

Module Descriptions
Module A - Business and Ethics   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Swedish Massage, Western Theory & History,
Practice & Mechanisms of Health & Disease   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and
Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**

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

Module D – Eastern Theory and Practice   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Energy & Non-Traditional Therapies, Wellness & CPR   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Deep Tissue, Myofascial Release & Pin and Stretch   **6.0 Quarter Credit Hours**
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H - Clinical and Sports Massage   **6.0 Quarter Credit Hours**
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I – Health and Wellness   **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program – 8 Months
720 Clock Hours/47.0 Credit Units   v 1-0

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

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

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

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

Module A: Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self–directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.   They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by

identifying their personal career objective. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance   **6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hours**
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures   **6.0 Quarter Credit Hours**
In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management   **6.0 Quarter Credit Hours**
Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures   **6.0 Quarter Credit Hours**
Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship   **5.0 Quarter Credit Hours**
Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160

MEDICAL ASSISTING

Diploma Program: 8 Months
720 Clock Hours/47.0 Credit Units   v 1-1

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.

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

Program outline

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

Module A - Patient Care and Communication   **40/40/6.0**
Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. 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.

Module B - Clinical Assisting and Pharmacology   **40/40/6.0**
Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. 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.

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

Module D - Cardiopulmonary and Electrocardiography   **40/40/6.0**
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs 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.

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

Module F - Endocrinology and Reproduction   **40/40/6.0**
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and 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.

Module G - Medical Law, Ethics, and Psychology   **40/40/6.0**
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.

Module X – Externship   **0/160/5.0**

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

PHARMACY TECHNICIAN
Diploma Program - 9 Months
720 Clock Hours/47.0 Credit Units   v 1-0

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

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

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

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

Program Outline

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

Major Equipment
Anatomy and Physiology Model   Balance
Computer Workstation   Flow Hood
Anatomy and Physiology Charts

Module Descriptions
Module A - Administration of Medications and   **6.0 Quarter Credit Hours**
Pharmacology of the Endocrine and Lymphatic Systems
This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0   Other Hours: 0.0

Module B - Aspects of Retail Pharmacy and
Pharmacology of the Nervous System   **6.0 Quarter Credit Hours**
This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and   **6.0 Quarter Credit Hours**
Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice
This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D - Infection Control, Medication Errors and Alternative Medicine and
Pharmacology of the Integumentary System and Senses   **6.0 Quarter Credit Hours**
This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E - Administrative Aspects of the Pharmacy Technician &
Pharmacology of the G.I. and Muscular System   **6.0 Quarter Credit Hours**
In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module F - Aspects of Hospital Pharmacy and
Pharmacology of the Urinary and Reproductive System   **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical

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

Module G - Home Health Care, Pharmacy Operations and
Pharmacology of the Cardiovascular, Circulatory and Skeletal System   **6.0 Quarter Credit Hours**
This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship   **5.0 Quarter Credit Hours**
This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

Corinthian Colleges, Inc.

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

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

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

Bryman Institute
Brighton, MA (main campus)
Chelsea, MA (branch of Bryman College, Alhambra, CA)

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

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

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

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

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

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

Las Vegas College
Henderson, NV (main campus)

National Institute of Technology
Long Beach, CA (main campus)

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

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

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

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

STATEMENT OF OWNERSHIP

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

CORINTHIAN COLLEGES, INC.

DIRECTORS
David G. Moore
Paul R. St. Pierre
Linda Arey Skladany
Jack D. Massimino
Hank Adler
Alice T. Kane
Terry Hartshorn

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Peter Waller	President and Chief Operating Officer
Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Beth A. Wilson	Executive Vice President, Operations
Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
William Buchanan	Executive Vice President, Marketing
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Paul T. Dimeo	Senior Vice President, Real Estate
Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
Fardad Fateri	Senior Vice President, Academic Affairs
Carmella Cassetta	Senior Vice President and Chief Information Officer
Jim Wade	Senior Vice President, Human Resources
Stephen Nodal	Vice President, Human Resources
Teresa O'Sullivan	Vice President, Marketing

TITAN SCHOOLS, INC. (formerly known as WyoTech Acquisition Corp.)

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

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
Timothy T. Schutz	President and Chief Operating Officer
Beth A. Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

Administration

Aimee Switzer, B.S., M. ED.	School President
Richard Rhodes, B.S.,A.S.	Director of Education
William Lane, B.S.	Director of Student Finance
Karen Wilkinson	Director of Admissions
Jennifer Bennett, B.A.	Director of Career Services
Anthony Parrish, A.A., B.A.	Director of Student Accounts

ADMISSIONS

Vicki Arthur	Admissions Representative
Amy Connery, B.A.	Admissions Representative
John Good	Admissions Representative
Scott Jarrell, B.B.A	Admissions Representative
Wanda Nelson	Admissions Representative
Kim Hill	High School Representative

BUSINESS OFFICE

Tammy Duff	Campus Collections Representative
Brenda Young	Records Clerk

CAREER SERVICES

Gina Ford, A.S.,B.S.	Career Services Representative
Tanishia Rieves	Career Services Representative
Rosa Stapleton,A.S.,N.R.C.M.A.,CMA	Extern Coordinator

EDUCATION

Melissa Casto	Registrar
Rodney Evans	Stockroom Manager
Joshua McVey	Computer Technician
Melanie Vickers, C.J.A.S., Nursing, A.D.N.,B.V.S.,N.R.C.M.A.,P.T., C.N.A.,B.L.S.,E.C.G.M.T.	Student Services Coordinator
Sherry Walker	Assistant Registrar

FINANCIAL AID

Jennifer Angiulli,A.A.S	Student Finance Representative
Julie Miller	Student Finance Planner
Matthew Pett, B.A.	Student Finance Representative
Joyce Kirkendall	Student Finance Planner

GENERAL ADMINISTRATION

Joyce Lytton	Administrative Assistant to the President
Judy Thomas	Receptionist - Evening
Sandra Tinsley	Receptionist – Day

EDUCATION DEPARTMENT CHAIRS

Melesa Haynes, B.A., M.B.A., LMT. NCBTMB	Massage Therapy Department Chair	Marshall University, WV University of Charleston, WV Mountain State School of Massage, WV
Richard Hite, A.S., B.S.	Medical Assisting/Medical Administrative Assisting Department Chair	Calif. College for Health Sciences Almeda College & University, WA
Gloria Pring, CPht	Pharmacy Technician Department Chair	
David Woodruff, A.A.S.	Electronics, Computer, and Communications Technology Department Chair	National Institute of Technology, WV

MEDICAL ASSISTING INSTRUCTORS

Deborah Blake, CMA, CMC	National Institute of Technology, WV
Kathryn Cremeans, S,AAMA,CPT,CET, COA,RHE	WV Junior College, WV
Tina Kyle, CPT,CET,RHE	WV Career College, WV
Terrie McCann, CMA,CPT,CET,RHE	National Institute of Technology, WV
Grace Swisher, B.S.	Salem College, WV

MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTOR
Teresa Hughes, CMA,CPT,CET,RHE   National Institute of Technology, Cross Lanes, WV
MASSAGE THERAPY INSTRUCTORS
Danett Erlewine, LMT,NCTMB   Virginia School of Massage, VA
Rodney Harden, LMT, A.S.   Florida Community College, FL
Kathy Johnson, LMT, B.A.   Ohio State University, OH
Elaine Rader, LMT, B.S.   Fairmont State College, WV
PHARMACY TECH INSTRUCTORS
Carolyn Paschal, CPht, A.S.   West Virginia State College, WV
Kathleen Roach, B.S.   West Virginia State Univ., WV
ELECTRONICS AND COMPUTER PROGRAMS
Abraham Falsafi, M.S.   Kennedy Western University, ID
Joe Green, A.A.S.,A+,MCP   Britanica, IL
Paul Kiser, B.S.   National Institute of Technology, WV
Phillip Mangus, A.A.S.   Southern Illinois University, IL
Rick McCormick, A.A.S.,A+,MCP   National Institute of Technology, WV

APPENDIX B: TUITION AND FEES

Effective July 1, 2006

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Electronics & Computer Technology	11 Modules	124	$24,150	NA
Massage Therapy	9 Modules	54	$11,900	NA
Medical Administrative Assistant	8 Modules	47	$11,500	NA
Medical Assisting	8 Modules	47	$11,500	NA
Pharmacy Technician	8 Modules	47	$11,900	NA

APPENDIX C: CALENDARS

Massage Therapy , Pharmacy Technician, Medical Assisting and Medical Administrative Assistant				
Day and Evening Schedule Four-Day Week (Monday through Thursday)				
2006				
Start Dates		**End Dates**		
June 26	Mon	July 27	Thurs	Break 7/3, 7/4, 7/5, 7/6
July 31	Mon	Aug 24	Thurs	
Aug 28	Mon	Sept 21	Thurs	Make up day 9/15 for Labor Day
Sept 25	Mon	Oct 19	Thurs	
Oct 23	Mon	Nov 16	Thurs	
Nov 20	Mon	Dec 14	Thurs	Make up day 12/1 for Thanksgiving Day
Dec 18	Mon	Jan 25, '07	Thurs	Break 12/25/06 – 1/4/07 (return 1/08/07) Make up day 1/19 for Martin Luther King Day
2007				
Start Dates		**End Dates**		
Jan 29	Mon	Feb 22	Thurs	
Feb 26	Mon	Mar 22	Thurs	Make up day 2/9 for President's Day
Mar 26	Mon	Apr 19	Thurs	
Apr 30	Mon	May 24	Thurs	Spring Break 4/23, 4/24, 4/25, 4/26
May 29	Tues	June 21	Thurs	
June 25	Mon	July 26	Thurs	Make up day 6/8 for Memorial Day
July 30	Mon	Aug 23	Thurs	Break 7/2, 7/3, 7/4, 7/5
Aug 27	Mon	Sept 20	Thurs	
Sept 24	Thurs	Oct 18	Thurs	Make up day 9/7 for Labor Day
Oct 22	Mon	Nov 15	Thurs	Make up day 11/30 for Thanksgiving Day
Dec 17	Mon	Jan 24, '08	Thurs	Break 12/24/07 – 1/3/08 (return 1/7/08) Make up day 1/18 for Martin Luther King Day
2008				
Start Dates		**End Dates**		
Jan 28	Mon	Feb 21	Thurs	Make up day 2/8 for Presidents Day
Feb 25	Mon	Mar 20	Thurs	
Mar 24	Mon	April 17	Thurs	Break 4/21, 4/22, 4/23, 4/24
April 28	Mon	May 22	Thurs	
May 27	Tues	June 19	Thurs	Make up day 5/30 for Memorial Day
June 23	Mon	July 17	Thurs	Break 7/21, 7/22, 7/23, 7/24
July 28	Mon	Aug 21	Thurs	
Aug 25	Mon	Sept 18	Thurs	Make up day 9/05 for Labor Day
Sept 22	Mon	Oct 16	Thurs	
Oct 20	Mon	Nov 13	Thurs	
Nov 17	Mon	Dec 11	Thurs	Make up day 11/28 for Thanksgiving Day
Dec 15	Mon	Jan 22 , '09	Thurs	Break 12/22/08 – 1/1/09 (return 1/5/09) Make up day 1/16 for Martin Luther King Day

Massage Therapy				
Weekend Schedule (Saturday and Sunday)				
2006				
Start Dates		**End Dates**		
July 1	Sat	July 23	Sun	Off 7/29 & 7/30
Aug 5	Sat	Aug 27	Sun	
Sept 2	Sat	Sept 24	Sun	
Sept 30	Sat	Oct 22	Sun	
Oct 28	Sat	Nov 19	Sun	
Nov 25	Sat	Dec 17	Sun	
Massage Therapy				
Weekend Schedule (Saturday and Sunday)				
2007				
Start Dates		**End Dates**		
Jan 13	Sat	Feb 4	Sun	Off 2/10 & 2/11
Feb 17	Sat	Mar 11	Sun	Off 3/17 & 3/18
Mar 24	Sat	Apr 15	Sun	Off 4/21 & 4/22
Apr 28	Sat	May 20	Sun	Off 5/26 & 5/27
June 2	Sat	June 24	Sun	Off 6/30 & 7/1
July 7	Sat	July 29	Sun	
Aug 4	Sat	Aug 26	Sun	Off 9/1 & 9/2
Sept 8	Sat	Sept 30	Sun	
Oct 6	Sat	Oct 28	Sun	Off 11/3 & 11/4
Nov 10	Sat	Dec 09	Sun	Off 11/24 & 11/25

Massage Therapy				
Weekend Schedule (Saturday and Sunday)				
2008				
Start Dates		**End Dates**		
Jan 19	Sat	Feb 10	Sun	Off 2/16 & 2/17
Feb 23	Sat	Mar 16	Sun	Off 3/22 & 3/23
Mar 29	Sat	Apr 20	Sun	Off 4/26 & 4/27
May 3	Sat	May 25	Sun	Off 5/31 & 6/1
June 7	Sat	June 29	Sun	Off 7/5 & 7/6
July 12	Sat	Aug 3	Sun	Off 8/9 & 8/10
Aug 16	Sat	Sept 7	Sun	Off 9/13 & 9/14
Sept 20	Sat	Oct 12	Sun	Off 10/18 & 10/19
Oct 25	Sat	Nov 16	Sun	Off 11/22 & 11/23
Nov 29	Sat	Dec 21	Sun	

Electronics, Computer and Communications Technology			
Day and Evening Schedule Four-Day Week (Monday through Thursday)			
2006			
Start Dates		**End Dates**	
June 28	Wed	Aug 21	Mon Break 8/22 – 8/29/06
June 29	Thurs	July 13	Thurs (11th Module)
Aug 30	Wed	Oct 23	Mon off 10/24, 10/25
Aug 31	Thurs	Sept 14	Thurs (11th Module)
Oct 26	Thurs	Dec 19	Tues Break 12/20/06 – 1/1/07 (return 1/2/07)
Oct 30	Mon	Nov 9	Thurs (11th Module)

Electronics, Computer and Communications Technology			
Day and Evening Schedule Four- Day Week (Monday through Thursday)			
2007			
Start Dates		**End Dates**	
Jan 2	Tues	Feb 26	Mon off 1/27, 1/28
Jan 3	Wed	Jan 17	Wed (11th Module)
Mar 1	Thurs	Apr 23	Mon Break 4/24 – 4/30/06
Mar 5	Mon	Mar 15	Thurs (11th Module)
May 1	Tues	June 21	Thurs off 6/25
May 2	Wed	May 15	Tues (11th Module)
June 26	Tues	Aug 16	Thurs Break 8/17 – 8/24/06
June 27	Wed	July 11	Wed (11th Module)
Aug 27	Mon	Oct 17	Wed off 10/18, 10/22
Aug 28	Tues	Sept 11	Tues (11th Module)
Oct 23	Tues	Dec 12	Wed Break 12/13 – 1/1/08 (return 1/2/08)
Oct 24	Wed	Nov 6	Tues (11th Module)

Electronics, Computer and Communications Technology			
Day and Evening Schedule Four- Day Week (Monday through Thursday)			
2008			
Start Dates		**End Dates**	
Jan 2	Wed	Feb 26	Tues
Jan 3	Thurs	Jan 17	Thurs (11th Module)
Feb 28	Thurs	April 21	Mon Break 4/22, 4/23, 4/24
Mar 3	Mon	Mar 13	Thurs (11th Module)
April 30	Wed	June 23	Mon
May 1	Thurs	May 14	Wed (11th Module)
June 25	Wed	Aug 14	Thurs Break 8/18, 8/19, 8/20, 8/21
June 26	Thurs	July 9	Wed (11th Module)
Aug 25	Mon	Oct 15	Wed
Aug 26	Tues	Sept 9	Tues (11th Module)
Oct 20	Mon	Dec 10	Wed
Oct 21	Tues	Nov 3	Mon (11th Module)

APPENDIX D: OPERATING HOURS

Office:

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

School:

7:30 AM to	12:30 PM	Monday through Thursday	Morning
10:00 AM to	3:00 PM	Monday through Thursday	Morning/Afternoon
12:45 PM to	5:45 PM	Monday through Thursday	Afternoon
5:30 PM to	10:30 PM	Monday through Thursday	Evening – Medical
6:00 PM to	10:50 PM	Monday through Thursday	Evening – Electronics
8:00AM to	6:00 PM	Saturday through Sunday	Massage Therapy