

# Bryman

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## COLLEGE

2003 – 2004 Catalog

Bryman0103

### *Locations*

Anaheim

Reseda

El Monte

San Francisco

Gardena

San Jose

Hayward

Torrance

Los Angeles, Wilshire

Approved to operate by the Bureau for Private Postsecondary  
and Vocational Education.

Publishing Date January 2003

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Bryman0103

Bryman College was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94915. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs/courses:

**Diploma Programs**

- Business Operations 720 Clock Hours/54 Credit Units
- Dental Assisting 720 Clock Hours/47 Credit Units
- Dialysis Technician 760 Clock Hours/47 Credit Units
- Massage Therapy 720 Clock Hours/57 Credit Units
- Medical Assisting 720 Clock Hours/47 Credit Units
- Medical Administrative Assistant 720 Clock Hours/47 Credit Units
- Medical Insurance Billing/Coding 480 Clock Hours/29 Credit Units
- Medical Insurance Billing/Coding 560 Clock Hours/35 Credit Units
- Pharmacy Technician 720 Clock Hours/58 Credit Units
- Surgical Technologist 1280 Clock Hours/75 Credit Units

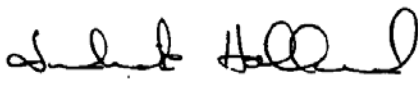
California statute requires that students who successfully complete courses of study, be awarded appropriate diplomas or certificates verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees for those who qualify. Refer to the Financial Information section for specific programs.

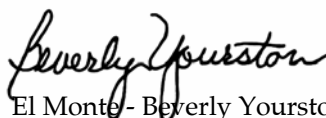
Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director of Education or School President. Complaints not resolved within thirty days may be directed to:

The Bureau for Private Postsecondary and Vocational Education  
P.O. Box 980818  
West Sacramento, California 95798-0818  
(916) 445-3427

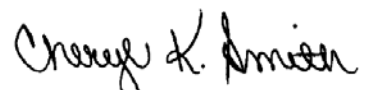
All information in the content of this school catalog is current and correct and is so certified as true by the respective School Presidents' signatures.



Anaheim – Frederick Holland



El Monte - Beverly Yourstone



Gardena - Cheryl Smith



Hayward - Sam Alahmad



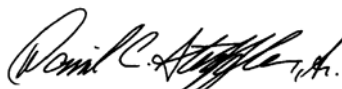
Los Angeles, Wilshire - Mariam Mohammadi



Reseda - Steve Schilling



San Francisco - Albert Plante



San Jose – David Stiffler



Torrance – Randy Morales

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## **Bryman College**

### **Educational Philosophy**

The Bryman College 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

### **Locations**

#### **Anaheim**

511 N. Brookhurst  
Suite 300  
Anaheim CA 92801  
(714) 953 6500

#### **El Monte**

3208 Rosemead Blvd.  
El Monte CA 91731  
(626) 573-5470

#### **Gardena**

1045 W. Redondo Beach Blvd.  
Suite 275  
Gardena CA 90247  
(310) 527-7105

#### **Hayward**

22336 Main Street  
1st Floor  
Hayward CA 94541  
(510) 582-9500

#### **Los Angeles, Wilshire**

3460 Wilshire Blvd.  
Suite 500  
Los Angeles CA 90010  
(213) 388-9950

#### **Reseda**

18040 Sherman Way  
Reseda CA 91335  
(818) 774-0550

#### **San Francisco**

814 Mission Street  
Suite 500  
San Francisco CA 94103  
(415) 777-2500

#### **San Jose**

1245 S. Winchester  
San Jose CA 95128  
(408) 246-4171

#### *San Jose Satellite Location*

4030 Moorpark Avenue  
Suite 110  
San Jose CA 95117  
(408) 615-4160

#### **Torrance**

1231 Cabrillo Avenue  
Suite 201  
Torrance, CA 90501  
(310) 320-3200

See Supplements for tuition, administration, faculty, and academic calendars.

### **School History and Facilities**

The Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and

Dental Assistants. With the exception of the San Jose campus, the Bryman Schools were acquired by National Education Corporation in 1975. In 1983, the school names were changed to National Education Center® – Bryman Campus. Corinthian Schools, Inc. acquired the schools in July 1995. The school names were changed to Bryman College in June 1996.

School facilities have been designed for training students in the health care field. The modern buildings are carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment. Bryman College, 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.

#### **Anaheim**

The Anaheim campus originally opened in 1969. In July 1994, the school moved to Orange. The school moved back to Anaheim in December 1999.

The facility is located on the first and third floors of a professional building and has over 20,000 square feet containing ten classrooms furnished with laboratory and office equipment, faculty and administrative offices, a resource center containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. Both the resource center and student lounge provide a relaxing atmosphere for visiting or studying before and after class.

The school is in proximity to two large area hospitals and numerous medical and dental office buildings. It is conveniently located near good public transportation and is easily accessible from the Santa Ana Riverside freeways. Ample parking is available.

#### **El Monte**

The El Monte campus originally opened in Rosemead in 1968 and moved to its current location in February 1998.

The two story facility has 22,000 square feet containing sixteen classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

The school is conveniently located near public transportation and is easily accessible from the Pomona (60) and San Bernardino (10) freeways. Ample parking is available on campus.

### **Gardena**

The Gardena campus was founded in 1968. In February 1998, the school relocated to its present location.

The College is located in the Gardena Medical Plaza, which is a multi-story building with a contemporary marble lobby with an open atrium to the second floor. The college occupies over 21,300 square feet of space on the second floor. The college consists of classrooms, labs, administrative offices, a resources learning center and student and staff lounges. The student's lounge serves as a gathering place for breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting and study before and after class. The building provides adequate unreserved parking spaces for student and staff use.

### **Hayward**

The Hayward campus originally opened in 1970 in San Jose. In 1989, a branch of this facility opened in New Orleans. The school moved a new location in San Jose in January 1998 and moved into its current location in Hayward in September 2001.

Facilities occupy over 20,000 square feet of space containing classrooms and labs, a computer lab, administrative offices a student lounge, a testing room, and a library. Ample parking is available on campus.

### **Los Angeles, Wilshire**

The Los Angeles campus is the original Bryman campus that opened in 1960.

The facility has 13,824 square feet containing seven large classrooms furnished with laboratory and office equipment, faculty and administrative offices, a resource center containing reference and reading materials related to the academic programs, a student lounge, a staff lounge and restrooms.

The school is conveniently located near good public transportation and it is easily accessible from the Harbor, Santa Monica and Hollywood freeways.

### **Reseda**

The campus in Canoga Park opened in 1970. In 1988, the city of Canoga Park reorganized its postal boundaries and the school's address became Winnetka. The school moved to its present Reseda address in August 1998.

The two story facility, located on the third and fourth floors of the Kaiser Medical Building, has 19,000 square feet containing thirteen classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a

relaxing atmosphere for visiting or studying before and after class.

The school is conveniently located near reliable public transportation and it is easily accessible from the freeway. Unlimited parking is available immediately adjacent to the school.

### **San Francisco**

The San Francisco campus began offering classes in 1970. The school moved to its current location in July 1998.

The school occupies three floors of an office building and has 24,500 square feet containing thirteen classrooms furnished with laboratory and office equipment, faculty and administrative offices, a library containing reference and reading materials related to the academic programs, a student lounge and restrooms. The school is centrally located in downtown San Francisco and is near both bus routes and BART.

### **San Jose**

The San Jose campus was founded in December 1970 as Andon College, a vocational post-secondary education center in the allied health field. ConCorde Career Colleges, Inc. purchased the school in May 1984, at which time the name was changed to Clayton Career College.

In order to better meet the needs of the San Jose community, and in response to continued growth, the school relocated to expanded facilities in 1989. At that time, the school's name was changed to ConCorde Career Institute. Corinthian Schools, Inc. acquired the school in August 1996 and the school name was changed to Bryman College. In February 1997, the school moved to its current location. The school expanded its facilities with the acquisition of additional space in September 2001.

The school is located on the west side of San Jose, California. Facilities occupy over 23,500 square feet of space devoted to a combination of clinical laboratory and computer classrooms, student lounge, library and administrative offices. Public transportation is available to the campus. The school is easily accessible to highways 17, 880 and 280.

### **Torrance**

Bryman College in Torrance, California was founded in 1994 for the purpose of providing high quality entry-level training designed to help meet the needs of the medical community as Harbor Medical College. The College's first class in Electronic Medical Claims Processing began in September of that year. Corinthian Schools, Inc. purchased the school in January 2000. In July 2002, the College name was changed to Bryman College.

The campus is located on the second floor of the facility and has three spacious, air-conditioned classrooms for instruction, handicap accessible restroom facilities,

administrative offices, a reception area, and an elevator that provides access for the handicapped.

The maximum occupancy level of the facility at any one time is 60 students. An underground parking facility is provided on a first come, first served basis.

### **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.

- With the exception of the Torrance campus, Bryman College is accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Bryman College, Torrance is accredited by the Accrediting Council for Continuing Education and Training.
- Approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This school is not a public institution.
- The Medical Assisting programs at the Anaheim, El Monte, Gardena, LA Wilshire, San Francisco and San Jose locations are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board. Graduates are eligible to apply for the Certified Medical Assistant Examination (CMA).
- The Medical Assisting program at the Reseda location is accredited by the accrediting committee of the Accrediting Bureau of Health Education Schools (ABHES), 803 West Broad Street, Suite 730, Falls Church, Virginia, 22046, (703) 533-2082.
- California Board of Dental Examiners Approved Registered Dental Assisting Program. Graduates are eligible to apply for the Registered Dental Assistant Examination (RDA).
- 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, Federal Work-Study (FWS) and Cal Grant programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of the California Association of Private Postsecondary Schools.
- Some campuses offer programs for eligible participants under the Workforce Investment Act.
- Member of the Orange County Chamber of Commerce (Anaheim Campus Only).

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

## **Corinthian Schools, Inc.**

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

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

Corinthian Schools, Inc. is dedicated to providing vocational and technical training 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.

### **Statement of Ownership**

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

### **Officers**

- David G. Moore, Chairman and Chief Executive Officer
- Bruce Deyong, President and Chief Operating Officer
- Paul R. St. Pierre, Executive Vice President, Marketing & Admissions
- Dennis N. Beal, Executive Vice President, Chief Financial Officer and Treasurer
- Dennis L. Devereux, Executive Vice President, Administrative Services and Assistant Secretary
- Beth A. Wilson, Executive Vice President, Operations
- Nolan A. Miura, Senior Vice President, Strategic Planning & Business Development and Assistant Treasurer
- Mary Barry, Senior Vice President, Academic Affairs
- Stan A. Mortensen Vice President, General Counsel and Corporate Secretary

### **LOCATIONS**

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

#### **Bryman College**

Anaheim, CA	El Monte, CA
Gardena, CA	Hayward, CA
Los Angeles, CA	New Orleans, LA
Ontario, CA	Renton, WA
Reseda, CA	San Bernardino, CA
San Francisco, CA	San Jose, CA
West Los Angeles, CA	Whittier, CA

#### **Bryman Institute**

Brighton, MA

#### **Georgia Medical Institute**

Atlanta, GA	Atlanta (DeKalb), GA
Jonesboro, GA	Marietta, GA

#### **Kee Business College**

Chesapeake, VA	Newport News, VA
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#### **National Institute of Technology**

Austin, TX	Atlanta, GA
Cross Lanes, WV	Dearborn, MI
Houston (Galleria), TX	Houston (Greenspoint), TX
Houston (Hobby), TX	Long Beach, CA
San Antonio, TX	San Jose, CA
Southfield, MI	

#### **Olympia Career Training Institute**

Grand Rapids, MI	Kalamazoo, MI
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#### **Olympia College**

Burr Ridge, IL	Merrillville, IN
Skokie, IL	



## Programs by Location

Anaheim	El Monte	Gardena	Hayward	Los Angeles, Wilshire	Reseda	San Francisco	San Jose	Torrance
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Business Operations		X							
Dental Assisting	X	X	X		X	X	X	X	
Dialysis Technician			X			X			
Massage Therapy	X		X	X			X	X	X
Medical Administrative Assistant	X	X	X	X	X	X	X	X	
Medical Assisting	X	X	X	X	X	X	X	X	
Medical Insurance Billing/Coding	X	X	X	X	X		X	X	
Pharmacy Technician	X						X	X	X
Surgical Technology				X		X		X	

## Program Outlines

### Business Operations Program

Certificate Program - 9 Months

720 Clock Hours/54.0 Credit Units

DOT: General Clerk 209.562 010

The Business Operations program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing and data entry speed and accuracy on the keyboard and 10 key pad. Proficiency is attained in the use of word processing, spreadsheet, database and accounting software on the computer.

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

#### Major Equipment

Calculators	Eduphone
Personal Computers	IBM Personalwriter Typewriters
Near Letter Quality and Laser Printers	PC Overhead Viewer

#### Program Outline

Course Number	Course Title	Clock Hours	Credit Units	Course Number	Course Title	Clock Hours	Credit Units
<b>Module A</b>				<b>Module F</b>			
MB210	Office Operations	30	3.0	MI140	Spreadsheet Management	60	4.0
MG100	Business Writing - Grammar	30	3.0	MS105	Skillbuilding	20	1.0
MS100	Skillbuilding	20	1.0		Total	80	5.0
	Total	80	7.0	<b>Module G</b>			
<b>Module B</b>				MI150	Database Management	60	4.0
MB130	Business Mathematics	30	3.0	MS106	Skillbuilding	20	1.0
MG105	Business Writing – Techniques	30	3.0		Total	80	5.0
MS101	Skillbuilding	20	1.0	<b>Module H</b>			
	Total	80	7.0	MB400	Business Documentation	60	5.0
<b>Module C</b>				MS107	Skillbuilding	20	1.0
MB140	Business Presentations	30	3.0		Total	80	6.0
MS102	Skillbuilding	20	1.0	<b>Module I</b>			
MS260	PowerPoint	30	2.0	MA100	Accounting Principles	50	5.0
	Total	80	6.0	MA110	Computerized Accounting	30	2.0
<b>Module D</b>					Total	80	7.0
MI100	Introduction to Information Processing	60	5.0	<b>Program Total</b>			
MS103	Skillbuilding	20	1.0			<b>720</b>	<b>54.0</b>
	Total	80	6.0				
<b>Module E</b>							
MB180	Records and Data Management	60	4.0				
MS104	Skillbuilding	20	1.0				
	Total	80	5.0				

## **Dental Assisting Program**

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Diploma Program - 8 Months (Day) / 10 Months (Evening)  
720 Clock Hours/47.0 Credit Units  
DOT: Dental Assistant 079-371.010

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

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

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

Upon successful completion of the Dental Assisting program students will receive a diploma, a Radiation Safety Certificate and verification of coronal polish completion.

### **Major Equipment**

Amalgamators	Model Vibrators
Autoclave	Oral Evacuation Equipment
Automatic and Manual Processing Equipment	Oxygen Tank
Dental Unit and Chairs	Personal Computers
DXTR and Typodont Manikins	Ultrasonic Units
Handpieces	X-Ray Units
Model Trimmers	

### **Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
<b>Module A</b>	Administrative Procedures	80	6.0
<b>Module B</b>	Dental Radiography	80	6.0
<b>Module C</b>	Dental Sciences	80	6.0
<b>Module D</b>	Operative Dentistry	80	6.0
<b>Module E</b>	Laboratory Procedures	80	6.0
<b>Module F</b>	Dental Anatomy and Orthodontics	80	6.0
<b>Module G</b>	Dental Health	80	6.0
<b>Module X</b>	Externship	160	5.0
	<b>Program Total</b>	<b>720</b>	<b>47.0</b>

## **Dialysis Technician Program**

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Diploma Program - 8 Months (Day) / 10 Months (Evening)

760 Clock Hours/47.0 Credit Units

DOT: Dialysis Technician      078.362-014

The objective of the Dialysis Technician program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry level positions as dialysis technicians in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics, and facilities. In addition to studying concepts and hands-on applications required of today's hemodialysis technicians, students will also gain an understanding of diagnostic and procedural terminology as it relates to the field of hemodialysis.

The combination of introduced skills taught in this program will prepare students for the ever-changing and highly technological field of hemodialysis. Students study all aspects of hemodialysis, including principles and practices associated with dialysis and renal failure, anatomy and physiology of the kidney and cardiovascular system, fluid and electrolyte balance, hematologic aspects and infectious diseases, dialysis systems and equipment, vascular access to circulation, dietary regulation, blood chemistries, complications of chronic renal failure, psychosocial aspects seen in hemodialysis patients, and peritoneal dialysis and renal transplantation.

The Dialysis Technician program is a 760 Clock Hour/47 Credit Unit course of study, consisting of eight individual self-contained learning units called modules. Students are required to complete modules A through G, beginning with any module and continuing in any sequence until all seven modules have been completed. These seven modules stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G, students participate in the eighth module, called an externship, which consists of 200 Clock Hours of hands-on experience working in the field of dialysis.

Upon successful completion of the Dialysis Technician program, students will receive a diploma.

### **Major Equipment**

Classroom Model of Kidney  
Portable CPR Manikins  
Venipuncture Training Arm  
Dialysis Machine

IV Pole with Table Attachment  
Sphygomanometers with B/P Cuffs  
Desk Calculators  
Mayo Stand

### **Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
<b>Module A</b>	The Dialysis Environment	80	7.0
<b>Module B</b>	Principles of Dialysis and Renal Failure	80	7.0
<b>Module C</b>	Hemodialysis Devices	80	6.0
<b>Module D</b>	Hemodialysis Procedures	80	5.0
<b>Module E</b>	Dialyzer Reprocessing	80	5.0
<b>Module F</b>	Water Treatment	80	5.0
<b>Module G</b>	Vascular Access	80	6.0
<b>Module X</b>	Externship	200	6.0
	<b>Program Total</b>	<b>760</b>	<b>47.0</b>

## Massage Therapy Program

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Diploma Program - 9 Months (Day) / 11 Months (Evening)

720 Clock Hours/57.0 Credit Units

DOT: Massage Therapist

334.374 010

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 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, 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. With the tools of a well-trained massage therapist, 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. Therapists may be employed in urban, suburban, and rural areas.

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

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

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units	Course Number	Course Title	Clock Hours	Credit Units
Module A	Introduction to Massage Therapy	80	6.0	Module H	Business and Success Skills	80	7.0
Module B	Massage Fundamentals	80	7.0	Module I	Health and Wellness	80	7.0
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6.0		<b>Program Total</b>	<b>720</b>	<b>57.0</b>
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6.0				
Module E	Polarity and Non-Traditional Massage Therapies	80	6.0				
Module F	Anatomy and Physiology for the Massage Therapist	80	6.0				
Module G	<b>Clinical Massage Therapy</b>	80	6.0				

## **Medical Administrative Assistant Program**

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Diploma Program - 8 Months (Day) / 8 - 10 Months (Evening)

720 Clock Hours/47.0 Credit Units

DOT: Medical Receptionist 237.367 038

Medical Clerk 205.362 018

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

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, calculators, transcription machines and tele-trainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

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

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

### **Major Equipment**

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

### **Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
<b>Module A</b>	Office Finance	80	6
<b>Module B</b>	Patient Processing and Assisting	80	6
<b>Module C</b>	Medical Insurance	80	6
<b>Module D</b>	Insurance Plans and Collections	80	6
<b>Module E</b>	Office Procedures	80	6
<b>Module F</b>	Patient Care and Computerized Practice Management	80	6
<b>Module G</b>	Dental Administrative Procedures	80	6
<b>Module X</b>	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

## Medical Assisting Program

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Diploma Program - 8 Months (Day) / 9-12 Months (Evening)

720 Clock Hours/47.0 Credit Units

DOT: Medical Assistant 079.367-010

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

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

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

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

### Major Equipment

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

### Program Outline

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

## **Medical Insurance Billing/Coding**

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Diploma Program - 5 Months (Day) / 5 - 7 Months (Evening)

480 Clock Hours/29.0 Credit Units

DOT: Health Claims Examiner/Medical Billing 214.362-022

The Medical Insurance Billing/Coding program is designed to prepare students for entry-level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

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

Completion of the Medical Insurance Billing/Coding program is acknowledged by the awarding of a diploma.

### **Major Equipment**

Calculators

Personal Computers

### **Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
<b>Module A</b>	Medical Insurance	80	6.0
<b>Module B</b>	Claims Processing and Financial and Legal Management	80	6.0
<b>Module C</b>	Current Procedural Coding/CPT Codes	80	6.0
<b>Module D</b>	Diagnostic Coding/ICD-9 Codes	80	6.0
<b>Module X</b>	Externship	160	5.0
	<b>Program Total</b>	<b>480</b>	<b>29.0</b>



## **Medical Insurance Billing/Coding**

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This program is offered at the Anaheim and Gardena campuses *only*.

Diploma Program - 6 Months

560 Clock Hours/35.0 Credit Units

DOT: Health Claims Examiner/Medical Billing 214.362-022

The Medical Insurance Billing/Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E 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 E, students participate in a 160-clock-hour externship.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a diploma.

### **Major Equipment**

Calculators

Personal Computers

### **Program Outline**

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
<b>Module A</b>	Introduction to Medical Insurance and Managed Care	80	6.0	<b>Module X</b>	Externship	160	5.0
					<b>Program Total</b>	<b>560</b>	<b>35.0</b>
<b>Module B</b>	Government Programs	80	6.0				
<b>Module C</b>	Electronic Data Interchange and Modifiers	80	6.0				
<b>Module D</b>	Medical Documentation, Evaluation, and Management	80	6.0				
<b>Module E</b>	Health Insurance Claim Forms	80	6.0				

## Pharmacy Technician Program

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Diploma Program - 8 Months (Day) / 10 Months (Evening)

720 Clock Hours/58.0 Credit Units

DOT: Pharmacy Technician 074.382 010

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized how significant pharmacy technicians have become and the substantial part they play in the healthcare work force. As pharmacy services continue to grow with new services being offered, new drugs entering the market, and comprehensive drug information becoming a necessity, the need for highly trained pharmacy technicians increases. Many of the traditional pharmacy functions once performed by pharmacists are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position that supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

This 720-hour program prepares the student with both administrative and clinical skills for a position in retail, hospital, clinic and home IV facilities. Upon completion, the pharmacy technician will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position. The program is comprised of eight modular units of learning. Seven of these modules are made up of 80 hours of combined theory and laboratory time. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

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

- Demonstrate an understanding of the basic principles and practices of pharmacy technology, including how it relates to the patient, the health care facility, and other members of the health care delivery team.
- Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of pharmacology, anatomy and physiology, microbiology, and infection control.
- Demonstrate an understanding of regulatory standards and law and ethics as each relates to the field of pharmacy.
- Use appropriate pharmacy skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.

### Program Outline

Course Number	Course Title	Clock Hours	Credit Units	Course Number	Course Title	Clock Hours	Credit Units
<b>Module A</b>	Introduction to Pharmacy	80	8.0	<b>Module E</b>	Pharmacy Operations	80	7.0
<b>Module B</b>	Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications	80	8.0	<b>Module F</b>	Anatomy & Physiology and Pharmacokinetics	80	8.0
<b>Module C</b>	Professional Aspects of Pharmacy Technology	80	8.0	<b>Module G</b>	Pharmacology	80	7.0
<b>Module D</b>	Pharmaceutical Calculations	80	7.0	<b>Module X</b>	Externship	160	5.0
					<b>Program Total</b>	<b>720</b>	<b>58.0</b>

## **Surgical Technologist Program**

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Diploma Program - 13 Months

1280 Clock Hours/75.0 Credit Units

DOT: Surgical Technologist 079.374-022

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. The surgical technologist works under the direction of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The objective of the Surgical Technologist program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as certified surgical technologists in today's health care centers, clinics, and facilities. The combination of introduced skills taught in this program, will prepare students for the ever-changing field of medicine and surgical technology. Students study principles and practices of surgical technology, anatomy and physiology, microbiology and infection control, asepsis and patient care skills, surgical pharmacology, instrumentation and equipment, and in addition to their clinical rotations, students also have the opportunity to practice their skills in two "mock" surgical practicums.

The Surgical Technologist program is a 1280 Clock Hour / 75.0 Credit Unit course of study, consisting of 10 individual learning units, called modules. Of these modules, two are spent in the clinical site. The Surgical Technologist program is currently in the process of being reviewed and securing accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). Once the College has been accredited by these two regulatory bodies, and upon successful completion of the entire course of study, students are eligible to take the national certification exam, sponsored by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being to work as a CST, or Certified Surgical Technologist.

Completion of the Surgical Technologist program, including the classroom training and the clinical rotations, is acknowledged by the awarding of a Diploma.

### **Major Equipment**

Operating Tables with Standard Attachments	Anesthesia (Gas) Machine Intravenous Pole	Recovery Room Table Catheters
Basic Surgical Instruments (Cutting Instruments, Forceps, Grasping Instruments, Clamping Instruments, Retractors, and Major and Minor Surgical Set-Ups)	Gowns, Gloves, Masks, Caps, and Sheets Skeleton, Head and Torso, and Heart Instructional Aids Antiseptic Soap, Soap Dispensers, and Brushes Scrub Sinks	Draping Materials Sutures and Needles Blood Pressure Devices Mayo Stand and Prep Stand Sitting Stool

### **Program Outline**

#### **Section One**

Section One comprises the basic sciences and core subjects for surgical technology including the following modules:

<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Clock Hours</b>	<b>Credit Units</b>
<b>Module A</b>	Principles and Practices of Surgical Technology	80	8.0	<b>Module D</b>	Surgical Technology Clinical I-A: Asepsis and Patient Care Skills	80	5.0
<b>Module B</b>	Anatomy and Physiology	80	8.0	<b>Module E</b>	Surgical Pharmacology	80	8.0
<b>Module C</b>	Microbiology and Infection Control	80	8.0	<b>Module F</b>	Surgical Technology Clinical I-B: Instrumentation and Equipment	80	5.0
<b>Section One Total</b>						<b>720</b>	<b>42.0</b>

The students must take and pass all of the modules contained in Section One of the program before they can proceed to Section Two. Thus Modules A through F are pre-requisites for Module G (see below). Students may only matriculate in Section One of the program.

### Section Two

Section Two of the program is the Central Processing Rotation. Students are not allowed to rotate into this section without completing Section One. Students must complete the required hours for the rotation to proceed to Section Three of the program. Thus, Modules A through G are pre-requisites for module H. New students are never enrolled into Section Two.

Course Number	Course Title	Clock Hours	Credit Units
Module G	Clinical Externship Rotation I	160	5.0
<b>Section Two Total</b>		<b>160</b>	<b>5.0</b>

### Section Three

Section Three of the program is the Surgical Procedures and Mock Surgery Practicum, which is divided into the following modules:

Course Number	Course Title	Clock Hours	Credit Units
Module H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
Module I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
<b>Section Three Total</b>		<b>160</b>	<b>12.0</b>

To begin Section Three, the student must have completed Sections One and Two of the program. Students must complete section Three in order to proceed into Section Four. New students are never enrolled into Section Three.

### Section Four

Section Four of the program is the surgery rotation, wherein students must have completed Sections One, Two, and Three prior to receiving their clinical assignments in Module X. Thus, Modules A through I are pre-requisites for Module X. New students are never enrolled in this final section of the program.

Course Number	Course Title	Clock Hours	Credit Units
Module X	Clinical Externship Rotation II	480	16.0
<b>Section Four Total</b>		<b>480</b>	<b>16.0</b>
<b>Program Total</b>		<b>1,280</b>	<b>75.0</b>

## **Course Descriptions**

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

## **Business Operations Program**

### **MA100 Accounting Principles**

**50/0/5.0**

In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post closing trial balance. The basic accounting equation and debits and credits are introduced.

### **MA110 Computerized Accounting**

**10/20/2.0**

In this course, students are introduced to accounting applications on the personal computer. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying basic accounting principles and proper input techniques to a computerized software package.

### **MB130 Business Mathematics**

**30/0/3.0**

In this course, students learn how to perform a variety of calculations commonly used in business. The course begins with a review of basic mathematics and goes on to a variety of business problems using equations and formulas. The use of the electronic calculator is also included.

### **MB140 Business Presentations**

**30/0/3.0**

This course emphasizes the importance of effective public speaking in the business world. Students become familiar with various types of business presentations and the steps in developing them. Oral presentations are given on appropriate business subjects. Mock job interviews are conducted.

### **MB180 Records and Data Management**

**20/40/4.0**

This course is an overview of traditional, electronic, and micrographic record-keeping systems. The emphasis is on records filing and data entry. Students develop basic skills in alphabetic, subject, numeric and geographic filing and indexing through practical applications. Hands-on projects help students build speed and accuracy in data entry.

### **MB210 Office Operations**

**30/0/3.0**

This course is an overview of modern technology and its effect on business. Students are introduced to a variety of business machines that enhance office productivity. Proper telephone procedures and the use of audio-visual aids are covered.

### **MB400 Business Documentation**

**40/20/5.0**

This course introduces students to basic document research techniques and document style and format. Projects include researching a topic and writing appropriate business correspondence or documents. Students use word processing software to produce a final document in mailable form.

### **MG100 Business Writing - Grammar**

**30/0/3.0**

This course is designed to strengthen students' English grammar, with special emphasis on the parts of speech. Students practice writing grammatically correct sentences. Vocabulary and spelling are also included.

### **MG105 Business Writing - Techniques**

**30/0/3.0**

This course is designed to strengthen the students' writing skills, with special emphasis on capitalization and punctuation. Students write various types of sentences and learn the elements of good writing style. Also included are vocabulary and frequently confused words.

### **MI100 Introduction to Information Processing**

**40/20/5.0**

This course introduces the computer and information processing. Students learn what a computer is, how it works and how it is used in solving business problems. Hands-on experience in the Windows GUI and electronic file management are emphasized.

### **MI140 Spreadsheet Management**

**20/40/4.0**

In this course, students develop skills in using microcomputer-based spreadsheets. Using Microsoft Excel, students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package through business applications.

### **MI150 Database Management**

**20/40/4.0**

This course covers the uses and functions of a database in the business environment. Students use Microsoft Access software to create, store, sort and maintain a database and print reports. The software is used in various projects.

### **MS100 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and

learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn parts of the typewriter, word processing function keys and the use of discovery-intention journals.

### **MS101 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn symbols and numbers on the keyboard, setting margins and tabs and document handling.

### **MS102 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn memory enhancement and problem-solving techniques.

### **MS103 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn horizontal and vertical centering and word processing text entry features. Ways to improve reading speed and comprehension are discussed.

### **MS104 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn formation of business letters and tables, word processing editing features and correction of typed copy.

### **MS105 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn note-taking and test-taking techniques.

### **MS106 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn proofreading marks, headers and footers and personal budgeting.

### **MS107 Skillbuilding**

**0/20/1.0**

This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software to create business documents, and learn proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn to format memos and envelopes, manage files and discuss uses of community resources.

### **MS260 PowerPoint**

**10/20/2.0**

This course introduces students to business presentation software. Students learn about slide design, font variations, logos, graphics, and slide animation effects. How to create outlines, handouts, speakers' notes and online slide shows. They also participate in a project that encompasses the various aspects of business presentations.

## **Dental Assisting Program**

### **Module A Administrative Procedures**

**40/40/6.0**

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information to complete dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and coding and billing procedures is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

### **Module B Dental Radiography**

**40/40/6.0**

Module B introduces the anatomy of the head and teeth in order to familiarize students with the structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. The coursework emphasizes maintaining radiation safety while obtaining

the best possible diagnostic quality. Theory, laboratory skills and clinical practice meet California state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques (including bitewing, bisecting and parallel) are performed on a patient simulator manikin (Typodont). Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality. Professional responsibilities regarding the state Radiation Safety Certificate are introduced. Related dental terminology is also taught. In order to receive the Radiation Safety Certificate, the student must complete all course requirements and pass the Dental Radiography Final Examination with a score of 75 percent or higher. The Radiation Safety Certificate allows the graduate to take diagnostic x-rays.

### **Module C Dental Sciences**

#### **40/40/6.0**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases, universal precautions, barrier techniques and hazardous chemicals. Students practice step-by-step instrument decontamination and operatory disinfection using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals), including administration of topical and local anesthetics, are presented. Students practice placing instruments and materials on Typodont manikins. Career development instruction focuses on interview techniques. Related dental terminology is studied.

### **Module D Operative Dentistry**

#### **40/40/6.0**

This module introduces students to chairside assisting duties and techniques practiced in general dentistry, with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials (including amalgam, composites, glass ionomers and sealants) are presented. Students practice Registered Dental Assistant (RDA) procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Students learn basic concepts of psychology and communication, with emphasis on

helping patients overcome anxieties related to dental treatment. Special considerations for disabled and abused patients are presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

### **Module E Laboratory Procedures**

#### **40/40/6.0**

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students learn to use a variety of impression and gypsum materials. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics as a specialty is presented, with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and various mouth guards, such as night guards, sport guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

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

#### **40/40/6.0**

In this module, students focus on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students will chart oral conditions of other students and patients in compliance with state guidelines for mouth mirror inspection.

### **Module G Dental Health**

#### **40/40/6.0**

This module focuses on oral pathology and periodontics. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is also emphasized. Related areas of nutrition and fluorides are presented. Students are also taught resume preparation and completion of employment applications. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of these coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only).

### **Module X Externship**

#### **0/160/5.0**

Upon successful completion of classroom training, dental assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the

principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

## **Dialysis Technician Program**

### **Module A - The Dialysis Environment**

**60/20/7.0**

Most beginning students lack an overall sense of the context of dialysis. This introductory module describes the history of dialysis, including the development of the technology and the Medicare End-stage Renal Disease Program. This module also introduces issues in quality of dialysis care and ways to measure that quality, including continuous quality improvement and the development of clinical practice guidelines. Finally, this module describes three national professional organizations for hemodialysis technicians, and discusses professionalism in the dialysis setting.

### **Module B - Principles of Dialysis and Renal Failure**

**60/20/7.0**

Although many of the aspects of dialysis treatment involve equipment and technical devices, every new technician must learn that the patient is the most important aspect of his or her job. By understanding both the principles of dialysis and the patient's experiences, the technician will be better able to communicate causes of the patient's symptoms and/or complications.

In addition to studying the scientific principles behind dialysis at a basic level, in this module the student will learn about normal renal function and what happens when the kidneys no longer work. How dialysis removes excess fluid and waste from the patient's body is addressed.

Also discussed is the application of the dialysis prescription in order to describe how the elements of the prescription work together to provide adequate dialysis. Finally, this module compares the functions of dialysis to the functions of the kidneys to help the student understand why dialysis cannot replace all the functions of healthy kidneys and why following the dialysis prescription is vitally important to the patient's well-being.

### **Module C - Hemodialysis Devices**

**40/40/6.0**

Impressive technical advances over the past half century have combined to make dialysis an increasingly safe, effective, and efficient treatment for patients with renal failure. Dialyzers and dialyzer effectiveness, dialysate, and hemodialysis delivery systems are described as the vital aspects of dialysis equipment. Monitoring devices are

described, and the importance of careful monitoring is emphasized, with the technician being described as the most important monitor of a patient's hemodialysis treatment. Measuring dialysis adequacy and factors that can affect the hemodialysis treatment are also discussed.

### **Module D - Hemodialysis Procedures and Hemodialysis Complications**

**20/60/5.0**

Every facility has developed preferred methods for performing dialysis-related tasks. The specific techniques used at a given facility for individual steps in a procedure should be passed on to the new technician by a preceptor or teacher who can demonstrate step-by-step processes.

This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to equipment clean up.

Each procedure is named and defined, with a description and purpose providing the reason for the procedure and key points offering suggestions, tips, cautions, and guidelines. In addition to treatment procedures, this module covers patient and staff safety issues including moving a patient, dealing with emergency situations, and preventing infection and disease in the unit. General issues, such as medication administration, laboratory tests, and documentation, are also covered in detail.

This module also contains detailed charts describing complications that can occur during dialysis, how to recognize them, how to treat them, and how to prevent them.

### **Module E - Dialyzer Reprocessing**

**20/60/5.0**

Performed correctly, dialyzer reprocessing can mean economic savings and increased patient well-being. This module describes the history of dialyzer reprocessing and the benefits and risks for patients and staff. Safe handling of cleaning solutions and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation of a new dialyzer to documenting every step of the process. National regulations and guidelines on dialyzer reprocessing are discussed, including AAMI, FDA, and OSHA.

### **Module F - Water Treatment**

**20/60/5.0**

The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. This module explains the purpose of water treatment and the contaminants that must be removed to prevent harm to patients. The components of the water treatment system are described, and the student will learn how to monitor each piece of equipment to ensure that it is functioning correctly. AAMI and EPA regulations



regarding water quality and water treatment are described.

### **Module G - Vascular Access**

**40/40/6.0**

The patient's vascular access is his or her lifeline - without a properly functioning access, the patient cannot receive adequate dialysis. This module describes historic and modern types of vascular access and the risks and benefits of each. Management and care of the access is an important aspect of technician training, as is an understanding of complications that can occur with a vascular access; both topics are discussed in detail. Guidelines for access care and improvement of vascular access outcomes are covered to stress the importance of good access care by both patients and staff.

### **Module X - Externship**

**0/200/6.0**

Upon successful completion of classroom training, Dialysis Technician students participate in a 200-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices obtained in the classroom. During this phase of training, students work under the direct supervision of a Registered Nurse, who will evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

## **Massage Therapy Program**

### **Module A - Introduction to Massage Therapy**

**40/40/6.0**

In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

### **Module B - Massage Fundamentals**

**60/20/7.0**

In this module, students will gain an understanding of massage fundamentals. Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications

### **Module C - Swedish Massage, Deep Tissue Massage, And Neuromuscular Therapeutic Techniques**

**40/40/6.0**

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered

include:

- Swedish massage
- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

### **Module D - Sports Massage, Reflexology, and Shiatsu Massage**

**40/40/6.0**

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage
- Shiatsu

### **Module E - Polarity and Non-Traditional Massage Therapies**

**40/40/6.0**

In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

### **Module F - Anatomy and Physiology for the Massage Therapist**

**40/40/6.0**

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems

- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

### **Module G - Clinical Massage Therapy**

**40/40/6.0**

In this module students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Range of motion
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

### **Module H - Business and Success Skills**

**60/20/7.0**

In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a massage therapist. Subjects covered include:

- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the Internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

### **Module I - Health and Wellness**

**60/20/7.0**

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment

- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

## **Medical Administrative Assistant Program**

### **Module A - Office Finance**

**40/40/6.0**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **Module B - Patient Processing and Assisting**

**40/40/6.0**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is also taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### **Module C - Medical Insurance**

**40/40/6.0**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

## **Module D - Insurance Plans and Collections**

**40/40/6.0**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, 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. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

## **Module E - Patient Billing and Office Procedures**

**40/40/6.0**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

## **Module F - Patient Care and Computerized Practice**

### **Management**

**40/40/6.0**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology.

## **Module G - Dental Administrative Procedures**

**40/40/6.0**

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology.

## **Module X - Externship**

**0/160/5.0**

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

## **Medical Assisting Program**

### **Module A - Patient Care and Communication**

**40/40/6.0**

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

### **Module B - Clinical Assisting and Pharmacology**

**40/40/6.0**

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

### **Module C - Medical Insurance, Bookkeeping, and Health Sciences**

**40/40/6.0**

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and

health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures that are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

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

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

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

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

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

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

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

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

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

### **Medical Insurance Billing/Coding Program**

#### **Module A - Medical Insurance** 40/40/6.0

Module A develops proficiency in preparing and processing insurance claims. Students are introduced to various types of health care plans. Students will be introduced to and practice obtaining correct ICD-9 and CPT codes. Students will also practice obtaining information from patient charts. This includes interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

#### **Module B - Claims Processing and Financial and Legal Management** 40/40/6.0

Module B prepares the students by identifying information necessary for accurate documentation to patient financial records. Students practice posting to the patient's financial record by computer and manual systems. Application of deductibles, co-pays and other

benefit calculations are introduced. Legal considerations including confidentiality, error coding and insurance fraud are studied. Students practice their communication skills as it pertains to their field. This will include telephone management of insurance claim inquiries, authorization, applications to fax and Internet communications. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

### **Module C - Current Procedural Coding / CPT Codes 40/40/6.0**

In Module C, students will practice using correct application of CPT codes as they relate to common medical office procedures using the CPT Manual. HCPCS applications and HCFA are also covered, as well as the use of modifiers and other reimbursement topics. Student will review case studies and prepare insurance claims using CPT codes. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

### **Module D - Diagnostic Coding / ICD-9 40/40/6.0**

Module D will prepare students in the proper selection and use of ICD-9 codes as they relate to common medical disorders and diseases. Students will practice with case studies determining patient benefits and financial responsibilities. Compatibility between ICD-9 and CPT coding is stressed.

DRGs are also reviewed. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Student will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude is presented throughout the program.

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

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

their externship training in order to fulfill requirements for graduation.

### **Terminal Performance Objectives**

Upon successful completion of this program, the graduate will be able to:

1. Distinguish between various medical insurance plans and programs.
2. Recognize, spell, define and use appropriate medical insurance terminology as it relates to processing insurance and claims management.
3. Demonstrate the ability to gather and document appropriate information by means of patient interviews and reviewing medical records.
4. Accurately post information to the patient's financial record using manual and computerized methods.
5. Apply legal and ethical concepts to medical insurance billing procedures as required by law and current professional ethical standards.
6. Locate, identify and correctly use procedural codes from CPT manual and other medical reference materials as needed.
7. Locate, identify and correctly use diagnostic codes from the ICD-9 manuals as they apply to medical insurance billing and claims processing.
8. Demonstrate knowledge of DRGs (Diagnostic Related Groups) and the role they play in medical insurance billing and coding.
9. Demonstrate the ability to provide benefits calculation information and patient financial responsibility to individual patients for insurance claims processed in their behalf.
10. Recognize, spell, define, and locate codes for commonly performed medical procedures and related diagnoses as they apply to specific medical specialties.
11. Demonstrate the ability to accurately complete insurance claim forms for private, group, managed care programs, Champus/ChampVA, Blue Shield, Medicare, and Medicaid using proper procedural and diagnostic coding practices.

### **Medical Insurance Billing/Coding Program**

This program is offered at the Anaheim and Gardena campuses *only*.

### **Module A - Introduction to Medical Insurance and Managed Care 40/40/6.0**

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy

and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

### **Module B - Government Programs**

#### **40/40/6.0**

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

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

#### **40/40/6.0**

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

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

#### **40/40/6.0**

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Students will learn basic

anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

### **Module E - Health Insurance Claim Forms**

#### **40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

### **Module X - Externship**

#### **0/160/5.0**

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

## **Pharmacy Technician Program**

### **Module A - Introduction to Pharmacy**

#### **80/0/8.0**

In this module, students will be introduced to the basic principles and practices of pharmacy technology. Subjects covered include:

- Introduction to pharmacy and the healthcare system
- Historical development in pharmacy and healthcare
- Organizational structure and function of the hospital
- Home health care and long-term care
- Regulatory standards in pharmacy practice
- The profession of pharmacy and law and ethics

## **Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications**

80/0/8.0

In this module, students will gain an understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Subjects covered include:

- Use of the policy and procedure manual
- Materials management of pharmaceuticals
- The pharmacy formulary system
- Computer applications in drug-use control
- Receiving and processing medication orders and medication orders
- Preparation and utilization of patient profiles
- Handling medications
- Storage and delivery of drug products
- Records management and inventory control
- Compensation and methods of payment for pharmacy services

## **Module C - Professional Aspects of Pharmacy Technology**

80/0/8.0

In this module, students will be introduced to the professional aspects of working in pharmacy technology. Subjects covered include:

- Review of basic math and algebra
- Pharmaceutical and medical terminology and abbreviations
- Apothecary symbols
- Pharmaceutical dosage forms
- Review of basic math and algebra

## **Module D - Pharmaceutical Calculations**

60/20/7.0

In this module, students will be introduced to pharmaceutical calculations. Subjects covered include:

- Review of math and algebra
- Systems of measurements
- Conversions between different systems of measurements
- Pharmaceutical calculations of drug dosages
- Extemporaneous compounding and admixtures
- Parenteral and IV medications

## **Module E - Pharmacy Operations**

60/20/7.0

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include:

- Customer service
- Record keeping
- Purchasing procedures, pricing and merchandising
- Pricing reimbursement techniques
- Safety in the workplace
- Using computers in the pharmacy
- Communications and interpersonal relations within the pharmacy

- Drug distribution systems
- Ambulatory and institutional pharmacy practice
- Fundamentals of reading prescriptions

## **Module F - Anatomy and Physiology and Pharmacokinetics**

80/0/8.0

In this module, students will concentrate on the terminology and body systems associated with specific medications. Subjects covered include:

- Organization of the body, cells, tissues, glands, and membranes
- Basic chemistry and the human body
- Medical terminology and anatomy and physiology
- Relationship of pharmacology to anatomy and physiology
- Disorders and abnormalities affecting the body
- Prescription and over-the-counter (OTC) drugs affecting the body
- Actions and use of drugs on specific body systems
- Vital signs, first aid, and cardiopulmonary resuscitation (CPR)

## **Module G - Pharmacology**

60/20/7.0

In this module, students will become familiarized with all aspects of drugs, their actions and uses, and their administration. Subjects covered include:

- Dosage forms and administration of drugs
- Food-drug interactions
- Clinical applications of drug categories
- Drug administration
- Physician's orders and medication errors
- Actions and use of drugs on specific body systems
- Administration of medications
- Drug distribution systems
- Computerization and pharmacology

## **Module X - Clinical Externship**

0/160/5.0

This 160-hour course 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 and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.

## **Surgical Technologist Program**

### **Module A - Principles and Practices of Surgical Technology**

80/0/8.0

This module introduces the student to the basic principles and practices of surgical technology. Subjects covered include the operating room environment, law and ethics,

communications and interpersonal skills, safety, and professional development.

### **Module B - Anatomy and Physiology**

**80/0/8.0**

In this module, students will gain an understanding and become familiar with human anatomy and physiology. Subjects covered include organization of the body, cells, tissues, glands, and membranes, body systems, vital signs, cardiopulmonary resuscitation (CPR), medical terminology with body systems, and professional development.

### **Module C - Microbiology and Infection Control**

**80/0/8.0**

In this module, students will learn about the many organisms and pathogens affecting our daily lives. Subjects covered include microorganisms, the study of viruses and fungi and protozoa and bacteria, disease classifications, causes and diagnosis of diseases, microbial control, and professional development.

### **Module D - Surgical Technology Clinical I-A: Asepsis and Patient Care Skills**

**20/60/5.0**

This module is designed to provide the student with an overall understanding and the hands-on skills involved, in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Subjects covered included medical and surgical aseptic techniques, universal precautions, pre-operative care, scrubbing, gowning, and gloving, surgical positioning, draping and prepping the patient, and professional development.

### **Module E - Surgical Pharmacology**

**80/0/8.0**

This module is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Subjects covered include pharmacology and anesthesia, drugs and solutions, use, care and precautions in drugs, drugs used before, during, and after surgery, and surgical routines and emergencies.

### **Module F - Surgical Technology Clinical I-B: Instrumentation and Equipment**

**20/60/5.0**

In this module, students will have the opportunity to learn the names, use, handling, and maintenance of specific surgical instruments and equipment used in the operating room. Subjects covered include names, use, handling, and maintenance of surgical supplies and surgical instruments, names and use of operating room furniture and equipment, creating and maintaining an instrument count, and professional development.

### **Module G - Clinical Externship Rotation I**

**0/160/5.0**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Subjects covered include hands-on practice and observation in central supply, observation in the operating room and obstetrical suite, hands-on practice and observation in the emergency room and respiratory therapy departments, rotation throughout various clinical departments, and professional development. Prerequisites: Modules A through F

### **Module H - Surgical Procedures I and Mock Surgery Practicum I**

**40/40/6.0**

In this module, students will have the opportunity to both study surgical procedures and demonstrate how they are performed during the "mock" surgical practicum. Subjects covered include diagnostic procedures and general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, and genitourinary surgery. Prerequisites: Modules A through G

### **Module I - Surgical Procedures II and Mock Surgery Practicum II**

**40/40/6.0**

In this module, students will have the opportunity to both study surgical procedures and demonstrate how they are performed during the "mock" surgical practicum. Subjects covered include ear, nose and throat surgery, plastic surgery, orthopedic and neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisites: Modules A through H

### **Module X - Clinical Externship Rotation II**

**0/480/16.0**

During this module, students will have the opportunity to rotate throughout the clinical facility, with particular time and emphasis being spent in the operating room suite and the obstetrical suite. Like the Clinical Externship Rotation I, students will be evaluated for their knowledge and their clinical skills, during and at the completion of this rotation. Students will work under the direct supervision of either their clinical instructor or a member of the health care facility. Students must successfully complete this part of their training, in order to graduate and be eligible for the national certification examination. Prerequisites: Modules A through I



## **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 to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

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

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

- Administration and evaluation of applicable entrance examination; and
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian).

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:

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file; and
2. Achieve a minimum cumulative score of 69 on the SRA, a nationally normed, standardized test. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply.

However, 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. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. 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.

### **Allied Health Programs**

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

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

### **Dialysis Technician Program**

Students enrolling in the Dialysis Technician program are required to be high school graduates or have received their GED. Students may not apply for the Dialysis Technician program under the Ability to Benefit provision.

Clinical affiliates require students to provide health information including laboratory test results prior to the start of the clinical/externship rotation. The health information and laboratory results must have been performed within 12 months of the student's clinical rotation start date. Proof of health history screening and the required laboratory test results must be presented to Bryman College within the specified time period set by the college. The student is responsible for the cost associated with the health screening requirements and for scheduling their health screening and laboratory test.

Program requirements for the Dialysis Technician include the completion of 200 hours in a clinical environment. It is essential that all applicants be available for any shift assignment. Evening shifts are very limited and may not

be available. Clinical assignment to any specified site or shift by the student cannot be guaranteed.

### **Pharmacy Technician and Surgical Technologist Programs**

Students enrolling in the Pharmacy Technician and Surgical Technologist programs are required to be high school graduates or have received their GED. Students may not apply for the Pharmacy Technician or Surgical Technologist programs under the Ability to Benefit provision.

### **Credit for Previous Education or Training**

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

### **VA Students**

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 will be shortened and the tuition reduced accordingly. Additional transcript requests must be completed for all prior education.

## Academic Policies

### Academic Unit of Credit

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into quarter 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.

### 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 Programs			
Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
D	Poor	69-60	1.0
F	Failing	59-0	0.0
W	Withdrawal		
CR	Credit for Advanced Placement		
TR	Credit for Previous Education		

Allied Health Programs		
Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

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

### 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.

### Student Awards

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

Department can provide information regarding the specific awards presented.

### Class Size

To provide meaningful instruction and training, classes are limited in size. Following are the maximum class sizes by program for both lecture and laboratory classes.

Program	Maximum Class Size
Dental Assisting *	28
Dialysis Technician	24
Massage Therapy	24
Medical Administrative Assistant	30
Medical Assisting	30
Pharmacy Technician	28

\* The maximum size for Dental Assisting laboratory classes is 28 students with 2 instructors.

### Graduation Requirements

To be eligible for graduation, students must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Successfully complete all required clinical/externship clock hours, if applicable;
- Receive satisfactory evaluations from the externship/clinical facility, if applicable; and
- Complete all program requirements.

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

### Satisfactory Academic Progress

#### Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

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

### Academic Probation

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial

aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If by the end of the probationary period students achieve a cumulative GPA of at least 70 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent but have achieved a GPA of at least 70 percent for the module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent 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 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 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 by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70 percent during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms

### **Incompletes**

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

### **Withdrawals**

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

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module/course grade or cumulative GPA.

Withdrawal status remains on record until students complete the module or course from which they withdrew. It will have no effect on the module/course grade or cumulative GPA.

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

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

### **Exit Interviews**

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

### **Repeat Policy**

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

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

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

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

### **Maximum Program Completion Time**

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of

time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

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

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

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

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

### **Externship/Clinical Training**

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within three weeks from the last day of their final classroom module.

Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship/clinical site. Bryman College recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the school.

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

Students may only be reinstated once due to extenuating circumstances.

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

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

### **Student Appeal Process**

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

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

### **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.

## **Administrative Policies**

### **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 three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

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

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

### **Tardiness/Early Departure**

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

### **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. (See Student Appeals Process policy.) 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**

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

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

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

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

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

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

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

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

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the

amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

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

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

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

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

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

### **Code of Conduct**

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn.

Violations to conduct standards include, but are not limited to:

- Theft
- Dishonesty including plagiarism
- Disruptive behavior
- Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
- Vandalism, or threats of actual damage to property or physical harm to others
- Possession, sale, transfer, or use of illegal drugs
- Appearance under the influence of alcohol or illegal drugs
- Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.

- Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
- Unprofessional conduct

Bryman College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

### **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.

### **Dress Code**

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

### **Weather Emergencies**

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

### **Clothing and Personal Property**

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

### **Disabled Students**

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

### **Health/Medical Care**

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

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

### **Termination Procedures**

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

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

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

### **Transferability of Credits**

The School President's office provides information on schools that may accept Bryman College course credits toward their programs. However, Bryman College 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 College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College 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 College 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 education records. They are:

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

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.



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

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

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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

### **Statement of Non-Discrimination**

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

### **Student Complaint/Grievance Procedure**

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

### **Torrance Campus**

Schools accredited by the Accrediting Council for Continuing Education and Training (ACCET) must have a procedure and operational plan for handling student complaints. If a student feels that the school has not

adequately addressed a complaint or concern, the student may consider contacting ACCET. To ensure the fastest possible processing, all complaints reported to ACCET should be in written form and should be signed by the complainant. As ACCET's policy includes forwarding a copy of the complaint to the school for response, all complainants desiring that their anonymity be preserved should state that explicitly and their names will not be released to the school. The complainant(s) will be kept informed by ACCET as to the final resolution of the complaint. A copy of ACCET's Document 49.1 - Notice to Students: Complaint Procedure is posted in the student lounge or may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Council for Continuing Education and  
Training  
1722 N Street NW,  
Washington, DC 20036  
(202) 955-1113

### **All Other Campuses**

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

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

### **Policy and Program Changes**

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

## **Financial Information**

### **Tuition and Fees**

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

### **Additional Fees and Expenses**

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

### **Voluntary Prepayment Plan**

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

### **Cancellation/Refund Policy**

The College employs a fair and equitable policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

#### **Cancellations**

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

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

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

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

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

#### **Refunds**

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

When a student withdraws, the institution must complete two separate calculations. First the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institutional refund 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 institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

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

## Refund Policies

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

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

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

## Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks or uniforms paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution will calculate the refund based on the documented cost of the textbooks, uniforms or equipment. The student will be liable for the amount, if any, by which the documented cost for textbooks, uniforms or equipment exceeds the refund amount. Uniforms which have been worn cannot be returned because of health and sanitary reasons.

## Federal Return of Title IV Funds Policy

All institutions participating in the 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 College must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata

schedule is used to determine how much SFA program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

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

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

## Return of Unearned SFA Program Funds

The College must return the lesser of:

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

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

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

(Note: 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.)

## Remittance to the Federal Government

If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;

9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and;
10. Other grant or loan assistance authorized by Title IV of the HEA.

**Bureau for Private Postsecondary and Vocational Education Refund Policy for Diploma Programs**

The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

**Sample Calculation**

A student enrolls in a 720 clock hour program at a total tuition cost of \$8,500. The student drops from school after attending 300 hours of the program and has paid \$4,000 toward tuition. The student has also paid \$250 for books and equipment that were not returned for a total of \$4,250.

1. The total tuition is \$8,500 for 720 hours of instruction.
2. The total tuition divided by the total hours in the program equals the cost per hour of instruction.
3. \$8,500 divided by 720 equals \$11.80, which is the cost per hour of instruction.
4. The student owes \$3,540 (300 hours multiplied by \$11.80, the cost per hour) plus \$250 for books and equipment (\$3,790 total).
5. Since \$4,250 was paid on the account, \$460 will be refunded (\$4,250 minus \$3,790).

**State of California Student Tuition Recovery Fund**

California law requires that this institution pay a fee each time a student enrolls. This fee supports the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to protect any California resident who attends a private postsecondary institution and experiences a financial loss as a result of the closure of the institution, the institution's breach or anticipatory breach of the agreement for the course of instruction, a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure, or the institution's refusal to pay a court judgment.

To qualify for an STRF reimbursement, applicants must be California residents and must have resided in California at the time the enrollment agreement was signed, or when they received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of receiving an education,

specifically those who hold student visas, are not considered California residents.

Students seeking an STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, students must file an STRF application within two years of the final judgment.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary  
and Vocational Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(916) 327-7190

As of January 1, 2002, California Education Code Section 94945 requires the College to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

The amount of the fee for 2002 is Three Dollars (\$3.00) per Thousand Dollars of tuition paid, rounded to the nearest Thousand Dollars. The fee for 2003 is Two Dollars and Fifty-Cents (\$2.50) per Thousand Dollars of Tuition paid, rounded to the nearest Thousand Dollars.

You are not required to pay the STRF fee if your tuition is entirely funded directly by a third-party payer, such as an employer or a government program, or if you are not a California resident. You will also not be eligible for payment from the STRF if you fall into these categories. STRF payment eligibility is governed by California Education Code Section 94944.

**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 is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance 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.

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

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

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

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

#### **Cal Grants**

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

#### **California Association of Private Postsecondary Schools (CAPPS)**

California Association of Private Postsecondary Schools (CAPPS) scholarships, which include cost of books and supplies, will be awarded each year by an independent selection committee. The committee, appointed each year by CAPPS, will review applications and award scholarships on the basis of merit and career interest. Adults and graduating high school seniors are eligible to participate. Applications and more information can be obtained directly from CAPPS: 921 11<sup>th</sup> Street, Suite 619, Sacramento, CA 95814-2822, or by contacting the Admissions Department or a local high school guidance counselor.

#### **Imagine America Scholarships**

Bryman College 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.

## **Student Services**

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

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

### **Placement Assistance**

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

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

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Participation in the placement assistance program includes students actively developing their own job leads from the direction provided by the placement department. 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.

### **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 regarding community resources that are available.