

Bryman

COLLEGE

2005 – 2006 Catalog

Bryman 101805

Locations

Alhambra	Reseda
Anaheim	San Bernardino
City of Industry*	San Francisco
Gardena	San Jose
Hayward	Torrance
Los Angeles - Wilshire	West Los Angeles*
Ontario	

*Branch campuses of: National Institute of Technology,
230 E. Third Street, Long Beach, California 90802

Licensed to operate by the Bureau for Private Postsecondary
and Vocational Education

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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 the superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs/courses:

Degree Programs

- Medical Office Management

Diploma Programs

- | | |
|--|------------------------------------|
| • Business Management/Administrative Assistant | 648 Clock Hours/54 Credit Units |
| • Business Operations | 720 Clock Hours/54 Credit Units |
| • Computerized Office Applications | 720 Clock Hours/54 Credit Units |
| • Dental Assisting | 720 Clock Hours/47 Credit Units |
| • Homeland Security Specialist | 560 Clock Hours/48 Credit Units |
| • Massage Therapy | 720 Clock Hours/54 Credit Units |
| • Medical Administrative Assistant | 720 Clock Hours/47 Credit Units |
| • Medical Assisting | 720 Clock Hours/47 Credit Units |
| • Medical Insurance Billing/Coding | 560 Clock Hours/35 Credit Units |
| • Pharmacy Technician | 720 Clock Hours/47 Credit Units |
| • Surgical Technologist | 1220 Clock Hours/76.5 Credit Units |
| • X-Ray Technician - Limited Permit | 684 Clock Hours/39 Credit Units |
| • Vocational Nursing | 1536 Clock Hours/89 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 College and to discuss personal educational occupational plans with College personnel prior to enrolling or signing enrollment agreements. This College 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 Campus President. Complaints not resolved within 30 days may be directed to: The Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, California 95814-6200, (916) 445-3427.

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



Cheryl Smith, Anaheim




Hector Albizo, Hayward



Fred Faridian, San Bernardino



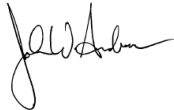
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Daniel C. Day, Ontario



Carlos Llarena, San Jose



John Andrews, City of Industry



Lani Townsend, Reseda



Sandy Ock, Torrance



Bill Wherritt, Gardena



Carol Jacobs, West Los Angeles

TABLE OF CONTENTS

<p>Bryman College 1</p> <p> Educational Philosophy..... 1</p> <p> Mission Statement..... 1</p> <p> Objectives..... 1</p> <p> Locations 1</p> <p> School History and Facilities 2</p> <p> Alhambra..... 2</p> <p> Anaheim 2</p> <p> City of Industry 2</p> <p> Gardena..... 2</p> <p> Hayward 2</p> <p> Los Angeles - Wilshire..... 2</p> <p> Ontario 3</p> <p> Reseda..... 3</p> <p> San Bernardino..... 3</p> <p> San Francisco..... 3</p> <p> San Jose 3</p> <p> Torrance 3</p> <p> West Los Angeles..... 4</p> <p> Accreditations, Approvals and Memberships 4</p> <p> Corinthian Schools, Inc..... 5</p> <p>Admissions 5</p> <p> Degree Programs..... 5</p> <p> Non-Degree Programs 5</p> <p> Pharmacy Technician and Surgical Technologist Programs 5</p> <p> X-Ray Technician Program 6</p> <p> Homeland Security Program 6</p> <p> Allied Health Programs 6</p> <p> Allied Health Student Disclosure..... 6</p> <p> Credit for Previous Education or Training (For Degree Programs Only) 6</p> <p> Previous Credit for Veterans Affairs Beneficiaries 7</p> <p> General Education 7</p> <p> Military Training..... 7</p> <p> Learning Assessment 7</p> <p> Advanced Placement 7</p> <p> Transfer to Other Bryman Campus Locations 7</p> <p> Transferability of Units and Degrees Earned at our College 7</p> <p>Academic Policies 7</p> <p> Academic Unit of Credit..... 7</p> <p> Grading..... 7</p> <p> Attendance Requirements 8</p> <p> Tardiness/Early Departure..... 8</p> <p> Reentry Policy..... 8</p> <p> Make-up Work..... 8</p> <p> Veterans: Absence/Class Cuts/Make-up Work 8</p> <p> Leave of Absence Policy 9</p> <p> Re-admission Following a Leave of Absence..... 9</p> <p> Failure to Return from a Leave of Absence 9</p> <p> Effects of Leave of Absence on Satisfactory Academic Progress..... 9</p> <p> Veterans: Leave of Absence 9</p> <p> Required Study Time 9</p> <p> Student Awards 9</p> <p> Graduation Requirements – All Programs 9</p> <p> Graduation Requirements – Modular Allied Health Programs 10</p>	<p> Standards of Satisfactory Academic Progress..... 10</p> <p> Evaluation Points 10</p> <p> Cumulative Grade Point Average (CGPA) Requirements 10</p> <p> Rate of Progress toward Completion Requirements 10</p> <p> Maximum Time in Which to Complete 10</p> <p> Satisfactory Academic Progress Tables 10</p> <p> Academic Probation..... 12</p> <p> Academic Suspension 12</p> <p> Reinstatement Policy..... 13</p> <p> Academic Dismissal 13</p> <p> Academic Appeals Procedures 13</p> <p> Application of Grades and Credits 13</p> <p> Incompletes..... 13</p> <p> Withdrawals..... 14</p> <p> Repeat Policy..... 14</p> <p> Externship/Clinical Training..... 14</p> <p> Additional Information on Satisfactory Academic Progress 14</p> <p> Student Academic Appeals Procedures..... 14</p> <p> Academic Advisement and Tutoring..... 15</p> <p> Satisfactory Academic Progress for Students Receiving Veterans Administration Benefits 15</p> <p> Make-Up Assignments 15</p> <p> Maximum Time Frame for Veteran Students 15</p> <p> Veterans Academic Probation 15</p> <p> Veterans Reinstatement after Successful Appeal of Termination 15</p> <p>Administrative Policies 15</p> <p> Student Conduct Code 15</p> <p> Background 15</p> <p> Student Conduct Code 16</p> <p> Student Conduct Code Violations/Formal Disciplinary Procedure 16</p> <p> Appeals 16</p> <p> Academic Integrity 16</p> <p> Alcohol and Substance Abuse Statement..... 16</p> <p> Drug Awareness 16</p> <p> Sexual Harassment 17</p> <p> Campus Security and Crime Awareness Policies..... 17</p> <p> Statistical Information 17</p> <p> Weapons Policy 17</p> <p> Campus Completion Rate Reports 17</p> <p> Dress Code..... 18</p> <p> Weather Emergencies 18</p> <p> Clothing and Personal Property 18</p> <p> Student Disability Services/Accommodations..... 18</p> <p> Health/Medical Care..... 18</p> <p> Termination Procedures 18</p> <p> Transcripts and Diplomas 18</p> <p> Family Educational Rights and Privacy Act..... 18</p> <p> Statement of Non-Discrimination 19</p> <p> Student Complaint/Grievance Procedure 19</p> <p> Policy and Program Changes 20</p> <p>Financial Information..... 20</p> <p> Tuition and Fees 20</p> <p> Additional Fees and Expenses..... 20</p> <p> Voluntary Prepayment Plan 20</p> <p> Cancellation and Refund Policy..... 20</p> <p> Cancellations 20</p>
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Refunds.....	20
Refund Policies.....	21
Federal Return of Title IV Funds Policy	21
Return of Unearned SFA Program Funds.....	21
Bureau for Private Postsecondary and Vocational Education Refund Policy	21
Sample Calculation.....	22
State of California Student Tuition Recovery Fund.....	22
Financial Assistance	22
Federal Pell Grant.....	23
Federal Stafford Loan (FSL).....	23
Federal Supplemental Educational Opportunity Grant (FSEOG)	23
Federal Perkins Loan.....	23
Federal Parent Loan for Undergraduate Students (FPLUS)	23
Federal Work Study (FWS).....	23
Sallie Mae Signature Loan Program (SLM).....	23
Student Tuition Assistance Resource Loan (STAR Loan).....	23
Cal Grants	23
Imagine America Scholarships	23
Alternative Loan Programs.....	24
Student Services.....	24
Placement Assistance.....	24
Student Activities	24
Transportation Assistance.....	24
Field Trips	24
Special Lectures	24
Drug Abuse Prevention.....	24
Advising.....	24
Programs by Location	25
Comparability of Programs.....	25
Program Outlines	26
Business Management/Administrative Assistant	26
Business Operations	26
Computerized Office Applications Program.....	27
Dental Assisting.....	28
Homeland Security Specialist.....	30
Massage Therapy	31
Medical Administrative Assistant.....	33
Medical Assisting.....	34
Medical Insurance Billing and Coding.....	36
Pharmacy Technician.....	38
Surgical Technologist.....	40
X-Ray Technician – Limited Permit.....	41
Vocational Nursing	43
Degree Programs.....	46
Medical Office Management – City of Industry	46
Medical Office Management - Ontario	47
Course Descriptions	49
Corinthian Collges, Inc.	53
Statement of Ownership.....	53
APPENDIX A: Administration and Faculty	54
APPENDIX B: Tuition and Fee Charts by Campus.....	65
APPENDIX C: Start Dates by Campus.....	69
APPENDIX D: Operating Hours by Campus	86

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.

MISSION STATEMENT

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

OBJECTIVES

In order to ensure continued fulfillment of its mission, the College has established the following goals:

1. The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
2. The College will seek to train its students in essential skills, competencies and attitudes. This will result in students that have successful careers and are committed to continued learning.
3. The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
4. The College will strive to develop all students in their intellectual potential resulting in their independent thinking and intelligent decision-making.
5. The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal the College, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

LOCATIONS

Alhambra 2215 Mission Road Alhambra, CA 91803 (626) 979-4940	Los Angeles 3460 Wilshire Blvd., Suite 500 Los Angeles CA 90010 (213) 388-9950	San Jose 1245 S. Winchester Blvd., Suite 102 San Jose CA 95128 (408) 246-4171
Anaheim 511 N. Brookhurst, Suite 300 Anaheim CA 92801 (714) 953-6500	Ontario 1460 S. Milliken Ave. Ontario, CA 91761 (909) 984-5027	San Jose Additional Space 4030 Moorpark Avenue, Suite 110 San Jose CA 95117 (408) 615-4160
City of Industry 12801 Crossroads Pkwy South City of Industry, CA 91746 (562) 908-2500	Reseda 18040 Sherman Way, Suite 400 Reseda CA 91335 (818) 774-0550	Torrance 1231 Cabrillo Avenue, Suite 201 Torrance, CA 90501 (310) 320-3200
Gardena 1045 W. Redondo Beach Blvd., Suite 275 Gardena CA 90247 (310) 527-2040	San Bernardino 217 E. Club Center Drive, Suite A San Bernardino, CA 92408 (909) 777-3300	West Los Angeles 3000 S. Robertson Blvd., Third Floor Los Angeles, CA 90034 (310) 840-5777
Hayward 22336 Main Street, 1st Floor Hayward CA 94541 (510) 582-9500	San Francisco 814 Mission Street, Suite 500 San Francisco CA 94103 (415) 777-2500	

SCHOOL HISTORY AND FACILITIES

The original Bryman Schools were founded in 1960 by Mrs. Esther Bryman as the Los Angeles Colleges of Medical and Dental Assistants. 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. Corinthian Schools acquired the San Bernardino campus in 1982, the San Jose Campus in 1996, and the City of Industry, Ontario and West Los Angeles campuses in 2000.

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.

Alhambra

The Alhambra campus originally opened in Rosemead in 1968 and moved to its current location in May 2004. The two-story facility has 42,000 square feet containing 22 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 College is conveniently located near public transportation and is easily accessible from the Long Beach (710) and San Bernardino (10) freeways. Ample parking is available on campus.

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, second and third floors of a professional building and has over 31,000 square feet containing 15 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 College 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 freeway. Ample parking is available.

City of Industry

The City of Industry campus, previously known as “Whittier College of Technology” has been in existence since 1969. It was acquired by Educorp, Inc. in 1988 and in 1990 was renamed Nova Institute of Health Technology. Corinthian Colleges, Inc. acquired the College in October 2000 and its name was changed to Bryman College. In 1994, the College was granted approval as a degree granting institution by the Bureau for Private Postsecondary and Vocational Education under California Education Code Section §94310, and moved to its current facility. This campus is a branch campus of National Institute of Technology in Long Beach, California.

The College is housed within a building consisting of 5,700 square feet of classroom space and 11,100 square feet of laboratory space with a total area of 39,370 square feet. The facility is modern, air conditioned and handicapped accessible. The facility can accommodate 300 students at any one time. The College is conveniently close to the 605 (San Gabriel)/60 (Pomona) Freeways.

Gardena

The Gardena campus was founded in 1968. In February 1998, the College 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 resource learning center and student and staff lounges.

Hayward

The Hayward campus originally opened in 1970 in San Jose. In 1989, a branch of this facility opened in New Orleans. The College moved to 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 College is conveniently located near good public transportation and it is easily accessible from the Harbor, Santa Monica and Hollywood freeways.

Ontario

The Ontario campus was founded in 1986 as American Academy for Career Education. It was renamed Nova Institute of Health Technology and was acquired in 1991 by Educorp, Inc. Corinthian Colleges acquired the Institute in October 2000 and its name was changed to Bryman College.

In January 2005 the College moved to a modern business park in Ontario near the Ontario International Airport with very close proximity to the 10, 60, 15 Freeways. The facilities consist of two newly constructed one-story buildings consisting of approximately 35,000 square feet. All buildings are equipped with air-conditioning and outstanding lighting. The facilities consist of six medical, dental, massage therapy and pharmacy labs. In addition, there are four computer labs and 10 lecture classrooms. In addition, there are staff and faculty offices along with two student lounge areas and a Career Services/Library facility, which adjoins the Student Bookstore. There is ample parking at both buildings.

Reseda

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

The three-story facility, located on the third and fourth and fifth floors of the Kaiser Medical Building, has 33,000 square feet containing 19 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 College is conveniently located near reliable public transportation, and it is easily accessible from the freeway. Unlimited parking is available immediately adjacent to the College.

San Bernardino

The San Bernardino campus is the oldest private business college in San Bernardino County and has been in continuous operation since 1907. The College achieved Associates of Arts degree granting status in January 2003.

The College was founded by Mr. and Mrs. George Longmire and operated under the name of Longmire's Business College until 1945, when it became Skadron College of Business. National Education Corporation acquired the college in 1982. In 1983, the name of the college was changed to National Education Center® - Skadron College of Business Campus. The college was acquired by Corinthian Schools, Inc. in July 1995. The college name was later changed to Bryman College.

The College facility has been designed for training students for the working world. The modern building is carpeted and air conditioned, with a fluorescent lighting system that provides a bright, well-lit learning environment. The one-story facility has over 36,000 square feet containing 22 furnished classrooms, laboratories, faculty and administrative offices, a library/study area containing reference and reading materials related to the academic programs, restrooms and public areas. Bryman College is located near the interchange of the I-10 and I-215 freeways. Located on Club Center Drive, west of Waterman Avenue, the college is close to many convenient eating establishments and a variety of shopping malls.

San Francisco

The San Francisco campus began offering classes in 1970. The College moved to its current location in July 1998. The College occupies three floors of an office building and has 31,000 square feet containing 18 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 College 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 postsecondary education center in the allied health field. Concorde Career Colleges, Inc. purchased the College 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 College moved to its current location. The College expanded its facilities with the acquisition of additional space in September 2001. The College is located on the west side of San Jose, California. Facilities occupy over 27,000 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 College is easily accessible to highways 17, 880 and 280.

Torrance

Bryman College in Torrance was founded in 1994 as Harbor Medical College for the purpose of providing high-quality, entry-level training designed to help meet the needs of the medical community. The College's first class in Electronic Medical Claims Processing began in September of that year. Corinthian Schools, Inc. purchased the College 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, handicapped-accessible restroom facilities, administrative offices, a reception area, and an elevator that provides access for the handicapped.

West Los Angeles

The West Los Angeles campus was founded in 1987 as a branch of Educorp Career College. The school became a freestanding institution in 1990. Corinthian Colleges, Inc. acquired the Institute in October 2000, and its name was changed to Bryman College.

The campus is located in the heart of the West Side in Los Angeles and is adjacent to the 10 (Santa Monica) Freeway. The campus occupies more than 20,000 square feet, including classrooms, administrative offices and a clinic. The facility includes ten large classrooms that are well equipped with up-to-date teaching aides, and a laboratory section. The facility also provides a student lounge, faculty lounge, library and testing room. The Teaching Clinic provides X-Ray and Ultrasound rooms. The Clinic also provides a well-equipped private patient exam rooms with easily accessible wash room facility, comfortable patient and student waiting rooms and a patient receptionist service area.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

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

- All campuses in this catalog are licensed to operate by the Bureau for Private Postsecondary and Vocational Education. License to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau. This College is not a public institution.
- All Bryman College campuses in this catalog except San Bernardino are accredited by the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, 703-247-4212.
- The San Bernardino campus is accredited by the Accrediting Council for Independent Colleges and Schools to offer diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.
- The Surgical Technology program of the Reseda campus has been given probationary status by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, 312-553-9355.
- The Bryman College Medical Assisting programs at the Alhambra, Anaheim, Gardena, Los Angeles, San Bernardino, San Jose, and San Francisco locations are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355
- The Medical Assisting program at the Reseda location is accredited by the accrediting committee of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N. Falls Church, Virginia, 22043, (703) 917-9503.
- The Dental Assisting programs at the following campuses have been approved by the Committee on Dental Auxiliaries (COMDA): Anaheim, Alhambra, City of Industry, Gardena, Ontario, Los Angeles-Wilshire, Reseda, San Francisco, San Jose, and West Los Angeles.
- California Board of Dental Examiners Approved Registered Dental Assisting Program. Graduates are eligible to apply for the Registered Dental Assistant Examination (RDA).
- The institution is eligible under the Federal Stafford Loan Program (FSL), Federal Parent Loan for Undergraduate Students (FPLUS), Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Federal Work-Study (FWS) and Cal Grant programs.
- The Anaheim, City of Industry, Gardena, Ontario, San Bernardino, Reseda, San Jose, West Los Angeles campuses are approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- The institution provides training services for the State Department of Vocational Rehabilitation.
- The City of Industry and West Los Angeles campuses are authorized under federal law to enroll nonimmigrant alien students.
- The Ontario campus is approved by the State of California Department of Health, Radiologic Health Branch for the X-Ray Course in Limited Permit Radiology.
- The Anaheim, Alhambra, City of Industry, Gardena, Ontario, Los Angeles-Wilshire, Reseda, San Francisco, San Jose, and West Los Angeles campuses are approved by the California Board of Dental Examiners for the Dental Radiography Course.
- Some campuses offer programs for eligible participants under the Workforce Investment Act.
- The San Bernardino campus is a member of the American Massage Therapy Association Council of Schools.

School accreditations, approvals and memberships are displayed in the lobby. The Campus 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, 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 reentering 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 College will maintain its long-standing reputation for innovation and high-quality private vocational education.

ADMISSIONS

DEGREE PROGRAMS

All applicants for degree programs must have a high school diploma or a recognized equivalency certificate (GED).

NON-DEGREE PROGRAMS

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting dates. To apply, students should complete the application form and bring it to the College or call for a priority appointment to visit the College 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 College's equipment and facilities, meet the staff and faculty, and ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable College administrators to determine whether an applicant is acceptable for enrollment into the program.

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

Students in modular programs must attend the first scheduled class session or their enrollment will be cancelled.

The College 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 College 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 College with the diploma, official transcript, GED certificate or other equivalent documentation, 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 the CPAT and must achieve a score of 120 or higher. 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, the applicant must wait to take the test again until six months after the date of the first testing.

All applicants for degree programs must have a high school diploma or a recognized equivalency certificate (GED). Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for admission to modular programs under the Ability to Benefit Provision. However, the number of students enrolled under the Ability to Benefit Provision is limited. The College 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 College'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 who withdraw after starting school, or are terminated by the College and reenter more than one year after their test date, must take the test again.

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. Students in the Surgical Technologist program must score 160 or above on the CPAt for admission. Students in the Pharmacy Technician program must score 140 or above on the CPAt.

X-Ray Technician Program

Applicants to the X-Ray Technician program must pass the X-Ray entrance exam with a minimum score of 70. Students in the X-Ray Technician program also must score 140 or above on the CPAt.

Homeland Security Program

GED Students who are applying to the Homeland Security program at the Reseda campus who fail the SRA must achieve a score of 120 or higher on the CPAt to be accepted into the program

Allied Health Programs

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

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

Allied Health Student Disclosure

Criminal Background Check

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

Students enrolling in the Pharmacy Technician, Vocational Nursing, X-Ray Technician Limited Permit, and Surgical Technologist programs will be subjected to a criminal background check, which will include:

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

For programs requiring a background check, \$52 will be charged. The fee for this background check may be covered by financial aid for those who qualify. This fee is non-refundable.

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

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

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

A student’s inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion, and the student will not be enrolled.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING (FOR DEGREE PROGRAMS ONLY)

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 College with an official transcript from the educational institution.

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student’s program of study at the institution and for courses in which a grade of C or higher was earned. Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Director of Education.

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior post-secondary school attendance and provide copies of transcripts for all post-secondary education and training. Upon enrollment, the school will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Military Training

The institution may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Learning Assessment

The Institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology

Transfer to Other Bryman Campus Locations

Students in good standing may transfer to another Bryman campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the degree program in which they are enrolled. Students may transfer applicable credits from Bryman coursework in which a "D" or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar.

TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR COLLEGE

Units you earn in our programs in most cases will probably not be transferable to any other college or university. For example, if you entered our College as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our College. In addition, if you earn a degree, diploma, or certificate in one of our programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

ACADEMIC POLICIES

ACADEMIC UNIT OF CREDIT

The institution uses a quarter hour credit unit system. One quarter credit hour corresponds to 10 lecture hours, 20 laboratory hours, or 30 externship hours. A clock hour is defined as 50 minutes of instruction in a 60-minute period.

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:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C+*	Good/Passing (Vocational Nursing program only)	79-75	2.5
C	Good	79-70	2.0
D**	Poor	69-60	1.0
F	Failing	59-0	0.0
I	Incomplete		Not Calculated
P	Pass		Not Calculated
W	Withdrawal		Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		Not Calculated
CR	Credit for Advanced Placement		Not Calculated
TR	Credit for Previous Education		Not Calculated

*C+ is used only in the Vocational Nursing program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.

**Not used in Allied Health programs.

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

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% of the total classroom hours scheduled for the program will be dropped. Students who are not in attendance for at least 51% 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. However, if a student returns on the eleventh day, he/she may appeal the drop.

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

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

Tardiness/Early Departure

Students who arrive for class more than 15 minutes after the scheduled start time will receive a tardy on their attendance record. Students who depart from class more than 15 minutes before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one class period 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, a student may apply for reentry to the College through the appeals process. (See "Student Academic Appeals Procedures.") Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances in which extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the College President.

Make-up Work

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

Veterans: Absence/Class Cuts/Make-up Work

Veterans will be granted excused absences due to illness, death in immediate family, or other unavoidable circumstances. The College must be notified to the absences within 24 hours, and the reason must be supported by documentary evidence or the veteran student's absence will be recorded as unexcused. Full day's absence, as well as partial day's absence (e.g., leaving class early), are accumulated through the month. The monthly total of all absences and tardies is reported to the Veterans Administration as equal to

the nearest full class day. Veteran students are not permitted class cuts. Class cuts will be recorded as unexcused absences. Training allowances are not payable for time spent on make-up work.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the College President, Director of Education, or Department Chair with a written request, prior to the LOA (unless prevented by unanticipated circumstances), outlining the reasons for the LOA request and the date the student expects to return to school.

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

Veterans: Leave of Absence

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

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.

GRADUATION REQUIREMENTS – ALL PROGRAMS

To be eligible for graduation, students must:

- Successfully complete all required classroom courses with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete all required clinical/externship clock hours, if applicable;

- Receive satisfactory evaluations from the externship/clinical facility, if applicable;
- Be current on all financial and administrative obligations to the school;
- Complete all required exit interviews; and
- Complete all program-specific graduation requirements.

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

GRADUATION REQUIREMENTS – MODULAR ALLIED HEALTH PROGRAMS

In addition to the requirements for graduation given above, students enrolled in modular allied health programs must meet the additional graduation requirements given below:

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

Evaluation Points

Satisfactory Academic Progress is evaluated at the end of each module or term, except in the Vocational Nursing program. In the Vocational Nursing program satisfactory academic progress is evaluated upon the completion of each level as described in the catalog.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with rate of progress requirements. These will be reviewed at each evaluation point as indicated above, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress toward Completion Requirements

In addition to the CGPA requirements, students must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for courses which a student has attended. There is no drop/add period. These percentage requirements are noted in the table below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at each evaluation point as indicated above, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the following table.

Satisfactory Academic Progress Tables

27 Quarter Credit Hour Program. Total credits that may be attempted: 40 (150% of 27).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66%	N/A
13-21	2.0	1.0	66%	N/A
22-32	2.0	1.5	66%	60%
33-40	N/A	2.0	N/A	66%

35 Quarter Credit Hour Program. Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-24	2.0	1.0	66%	N/A
25-37	2.0	1.5	66%	60%
38-52	N/A	2.0	N/A	66%

39 Quarter Credit Hour Program. Total credits that may be attempted: 58 (150% of 39).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-24	2.0	1.0	66%	N/A
25-37	2.0	1.5	66%	60%
38-58	N/A	2.0	N/A	66%

47 Quarter Credit Hour Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1/0	66%	N/A
29-40	2.0	1.5	66%	60%
41-52	2.0	1.75	66%	65%
53-70	N/A	2/0	N/A	66%

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

54 Quarter Credit Hour Program. Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-81	N/A	2.0	N/A	66%

76 Quarter Credit Hour Program. Total credits that may be attempted: 114 (150% of 76).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-114	N/A	2.0	N/A	66%

89 Quarter Credit Hour Program. Total credits that may be attempted: 133 (150% of 89).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-133	N/A	2.0	N/A	66%

108 Quarter Credit Hour Program. Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-162	N/A	2.0	N/A	66%

113 Quarter Credit Hour Program. Total credits that may be attempted: 169 (150% of 113).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-169	N/A	2.0	N/A	66%

119 Quarter Credit Hour Program. Total credits that may be attempted: 178 (150% of 119).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-178	N/A	2.0	N/A	66%

Academic Probation

At the end of the term or module (or level for Practical Nursing students), after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are evaluated to determine whether the student is meeting the above requirements. Students whose cumulative CGPA falls below 2.0 or 70%, or whose rate of progress falls below 67% 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. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified above. When both the CGPA and rate of progress are above the probation ranges specified above, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified above, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the College.

Reinstatement Policy

Students who have been suspended for failing to maintain satisfactory academic progress may be reinstated by making a request for reinstatement in writing to the College President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. Students readmitted at this point must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If the student brings their CGPA or rate of progress into the probation range 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. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmission or if it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or rate of progress into the probation range by the end of the first academic term after readmission will receive academic dismissal, and must be withdrawn from the College. Students who have been dismissed are not eligible for readmission to the College. If at any time it is mathematically impossible for the student to improve the student's CGPA to a 2.0 or 70% and complete within the maximum time frame, the student must be dismissed from the program and withdrawn from the college.

Academic Appeals Procedures

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

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

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

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

Application of Grades and Credits

Transfer credits and credits for advanced placement are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts above) in order to determine the required levels for CGPA and rate of progress. Transfer credits and credits for advanced placement are included as credits attempted and successfully completed in calculating the rate of progress.

Developmental, non-credit, and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

For calculating rate of progress, grades of F (failure), W (withdrawn), and WZ (withdrawal active military duty) are counted as hours attempted but are not counted as hours successfully completed. The grade of WD (withdrawal during drop/add period) is not counted as hours attempted. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on that letter grade and the credits earned. Non-punitive grades are those that are not counted in the CGPA but are counted as credits attempted.

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 course. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

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

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

- The entire scheduled length of the 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.

Repeat Policy

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

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the credits for the original course and the repeated course are included in the "Total Credits Attempted" (in the charts above) in order to determine the required progress level. The credits for the original attempt are considered as not successfully completed.

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

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 20 days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. 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 College.

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

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

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

STUDENT ACADEMIC APPEALS PROCEDURES

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

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

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

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written

appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

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.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The College retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the College due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

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

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

- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision without 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

Academic Integrity

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The College 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.

DRUG AWARENESS

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

Bryman College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should

immediately bring this concern to the attention of the Director of Education or College President. Violation of Bryman College's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

Statistical Information

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

WEAPONS POLICY

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

CAMPUS COMPLETION RATE REPORTS

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

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 College's dress code policy. Uniforms 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 College 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 College 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.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

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 College immediately. All medical and dental appointments should be made after school hours.

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

TERMINATION PROCEDURES

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

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

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

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, including 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 be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be

inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

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

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

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

STATEMENT OF NON-DISCRIMINATION

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

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 College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

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 College 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 College 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 College and may be obtained by contacting the College President. Please direct all inquiries to the Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212, www.accst.org.

Schools accredited by the Accrediting Council for Independent Colleges and Schools (San Bernardino) must have a procedure and operational plan for handling student complaints. If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Independent Colleges and Schools. Please direct all inquiries to: Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, DC 20002-4241, (202) 336-6780, <http://www.acics.org/>.

POLICY AND PROGRAM CHANGES

The College catalog is current as of the time of printing. The institution 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 College catalog.

FINANCIAL INFORMATION

Tuition and fee information for each campus can be found in “Appendix B: Tuition and Fees” in this catalog.

TUITION AND FEES

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

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

CANCELLATION AND REFUND POLICY

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

Cancellations

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. A student who has 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. A student has the right to cancel the Enrollment Agreement until midnight of the fifth business day following the first scheduled class session.

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

Refunds

The institution is certified by the U. S. Dept. 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 enrolls in a program of study, the student reserves a place that cannot be made available to another student. 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 federal Return to Title IV Funds Policy, if the student is a Title IV recipient. Any unearned funds are returned to Title IV.
- Second, the institution must determine how much of the tuition and fees it is eligible to retain using the state 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 to 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 to Title IV and the refund under the state or institutional policy has been applied to the student's account, must be paid by the student to the institution.

Refund Policies

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be returned to the student. In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the school has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

All institutions participating in the 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.)

Bureau for Private Postsecondary and Vocational Education Refund Policy

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.

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 is two dollars and fifty cents (\$2.50) per thousand dollars of tuition paid, rounded to the nearest thousand dollars.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

Refunds under Exceptional Circumstances

Tuition and fees will be refunded in full for the payment period under the following circumstances:

1. Courses cancelled by the College;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child or sibling);
4. Exceptional circumstances, with approval of the President of the College (or designee).

Return of SFA Funds

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.

FINANCIAL ASSISTANCE

These campuses offer students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the College recognizes that many students lack the resources to begin their educational

training. The campuses participate in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

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

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

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

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

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 College.

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 Signature Loan Program (SLM)

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

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to 50% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

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.

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.

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

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

Alternative Loan Programs

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

STUDENT SERVICES

PLACEMENT ASSISTANCE

The College encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the College cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. The field of training is listed in each program description and includes the DOT code, which is derived from the U.S. Department of Labor Dictionary of Occupational Titles. The DOT can also be cross-referenced with O*NET Online for a further description of the various job titles that utilize the core skills acquired in the student's program of study. All graduating students participate in the following placement assistance activities:

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

All students are expected to participate in all career services activities, and failure to do so may jeopardize these privileges. Participation in the job assistance program includes students actively developing their own job leads from the direction provided by the Career Services Department. Graduates may continue to utilize the College'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 College believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The College 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 College for all students and employees.

ADVISING

The College provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the College has information regarding community resources that are available upon request from the Campus President.

PROGRAMS BY LOCATION

	Alhambra	Anaheim	City of Industry	Gardena	Hayward	Los Angeles –Wilshire	Ontario	Reseda	San Bernardino	San Francisco	San Jose	Torrance	West Los Angeles
Business Management/ Administrative Assistant			X				X						X
Business Operations	X												
Computer Office Applications									X				
Dental Assisting	X	X	X	X		X	X	X	X	X	X		X
Homeland Security Specialist									X		X		
Massage Therapy	X	X	X	X	X		X	X	X	X	X	X	X
Medical Administrative Assistant	X	X		X	X	X		X	X	X	X		
Medical Assisting	X	X	X	X	X	X	X	X	X	X	X		X
Medical Insurance Billing/Coding	X	X	X	X	X	X	X			X*	X		X
Medical Office Management			X				X						
Pharmacy Technician	X	X	X			X	X			X	X	X	X
Surgical Technology					X			X					
X-Ray Technician – Limited Permit			X*							X			
Vocational Nursing		X											

*Teach out – no longer enrolling new students

COMPARABILITY OF PROGRAMS

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

PROGRAM OUTLINES

BUSINESS MANAGEMENT/ADMINISTRATIVE ASSISTANT

Diploma Program – 9 Months
 648 Clock Hours/54 Credit Units
 DOT: 169.167-010

v0-0

This program prepares graduates for entry-level positions in Business Management. As a Business Management/Administrative Assistant, graduates will command basic knowledge of business structures and laws, automated and computerized procedures and basic accounting and tax principles.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma the student must successfully complete 3 quarters of GS102, BT101 and BT102

COURSE	CLOCK HOURS	CREDIT UNITS
GS102 GENERAL SCIENCE II	216	18
GS21 Mathematics; BT06A E-Commerce	72	6
GS22 English	72	6
GS23 Human Resources; BT01A Information Processing I-A	72	6
BT101 BUSINESS TECHNOLOGY I	216	18
BT10 Principles of Business, Laws, Occupational Safety; BT01 B, Information Processing I-B	72	6
BT20 Office Communications I-A; BT02A Information Processing II-A	72	6
BT30 Office Communications I-B; BT02B Information Processing II-B	72	6
BT102 BUSINESS TECHNOLOGY II	216	18
BT04 Principles of Accounting	72	6
BT05 Advanced and Computerized Accounting	72	6
BT06 Business/Office Management	72	6
PROGRAM TOTAL	648	54

MAJOR EQUIPMENT

Computers, Accounting Software, television, VCR, overhead projector, Printers.

All courses within the diploma programs are fully acceptable for credit toward the Associate of Occupational Studies degree in Medical Office Management offered at the College.

For course descriptions, please see page 49.

BUSINESS OPERATIONS

Diploma Program – 9 Months
 720 Clock Hours/54.0 Credit Units
 DOT: General Clerk 209.562 010

v0-0

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 diploma.

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
Module A			
MB210	Office Operations	30	3.0
MG100	Business Writing – Grammar	30	3.0
MS100T	Skillbuilding	20	1.0
Module B			
MB130	Business Mathematics	30	3.0
MG105	Business Writing – Techniques	30	3.0
MS101T	Skillbuilding	20	1.0
Module C			
MB140	Business Presentations	30	3.0
MS102T	Skillbuilding	20	1.0
MS260	PowerPoint	30	2.0
Module D			
MI100	Introduction to Information Processing	60	5.0
MS103T	Skillbuilding	20	1.0
Module E			
MB180	Records and Data Management	60	4.0
MS104T	Skillbuilding	20	1.0
Module F			
MI140	Spreadsheet Management	60	4.0
MS105T	Skillbuilding	20	1.0
Module G			
MI150	Database Management	60	4.0
MS106	Skillbuilding	20	1.0
Module H			
MB400	Business Documentation	60	5.0
MS107	Skillbuilding	20	1.0
Module I			
MA100W	Accounting Principles	50	5.0
MA110	Computerized Accounting	30	2.0
	Program Total	720	54.0

For course descriptions, please see page 49.

COMPUTERIZED OFFICE APPLICATIONS PROGRAM

Diploma Program - 9 Months (Day & Evening)

v0-0

720 Clock Hours/54.0 Credit Units

DOT: Administrative Clerk 219.362 010

The Computerized Office Applications Program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing, 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. 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 diploma.

Program Outline

Module	Course Title	Clock Hours	Credit Units
Module A			
MB140	Business Presentations	30	3.0
MI100A	Intro to Information Processing	60	4.0
MS100A	Skillbuilding	30	2.0
	Total	120	9.0
Module B			
MG105	Business Writing –Techniques	30	3.0
MS101	Skillbuilding	30	2.0
MI110A	Introduction to the Internet	60	4.0
	Total	120	9.0

Module C			
MB210	Office Operations	30	3.0
MB400A	Business Documentation	60	4.0
MS102	Skillbuilding	30	2.0
	Total	120	9.0
Module D			
MA100A	Accounting Principles	60	5.0
MA110D	Computerized Accounting	30	2.0
MS103	Skillbuilding	30	2.0
	Total	120	9.0
Module E			
MI140B	Spreadsheet Management	30	3.0
MB180	Records & Data Management	60	4.0
MS104	Skillbuilding	30	2.0
	Total	120	9.0
Module F			
MB130	Business Mathematics	30	3.0
MI150	Database Management	60	4.0
MS105	Skillbuilding	30	2.0
	Total	120	9.0
	Program Total	720	54.0

Major Equipment

PC Projector
Personal Computers

For course descriptions, please see page 49.

DENTAL ASSISTING

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

v1-1 091605

(At San Bernardino 8 months both day and evening)

720 Clock Hours/47.0 Credit Units

DOT: Dental Assistant 079-371.010

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

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories, and insurance companies.

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

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

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

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	

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

Module A – Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Dental Radiography

6.0 Quarter Credit Hours

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

Module C – Dental Specialties

6.0 Quarter Credit Hours

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

Module D – Operatory Dentistry

6.0 Quarter Credit Hours

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

Module E – Laboratory Procedures

6.0 Quarter Credit Hours

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

Module F – Dental Anatomy and Orthodontics

6.0 Quarter Credit Hours

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

Module G – Dental Health**6.0 Quarter Credit Hours**

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Dental Assisting Externship**5.0 Quarter Credit Hours**

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

HOMELAND SECURITY SPECIALIST

Diploma Program - 7 Months (Day)/9 Months (Evening)
 (At San Bernardino 7 months both day and evening)
 560 Clock Hours/48.0 Credit Units
 DOT: 372.667-038

v1-0 070104

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS diploma program helps prepare graduates for entry-level careers in the security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

Major Equipment

Securetec CSP Camera/ Digital Camera	Automatic External Defibrillator
Portable Police Lab/Evidence Scales/Kit	Fingerprint Kit
Tire Casting Kit/ Letter Bomb Kit	First Aid Kits

Program Outline

COURSE NUMBER	COURSE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
HS01	Civil and Criminal Justice	80	7
HS02	Emergency Planning and Security Measures	80	7
HS03	Security: Principles, Planning, and Procedures	80	7
HS04	Tactical Communications	80	7
HS05	Domestic and International Terrorism	80	7
HS06	Emergency Medical Services and Fire Operations	80	6
HS07	Business and Ethics for Security Specialists	80	7
Program Total		560	48

HS01 Civil and Criminal Justice**60/20/7.0**

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02 Emergency Planning and Security Measures**60/20/7.0**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a

security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

HS03 Security: Principles, Planning and Procedures

60/20/7.0

This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

HS04 Tactical Communications

60/20/7.0

This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

HS05 Domestic and International Terrorism

60/20/7.0

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

HS06 Emergency Medical Services and Fire Operations

40/40/6.0

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

HS07 Business and Ethics for Security Specialists

60/20/7.0

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

MESSAGE THERAPY

Diploma Program - 9 Months (Day) 11 Months (Evening)
(At San Bernardino 9 months day and evening, 12 months weekend)
720 Clock Hours/54.0 Credit Units
DOT: Massage Therapist 334.374 010

v1-0 091605

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

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

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

Module A – Business and Ethics

6.0 Quarter Credit Hours

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

Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage

6.0 Quarter Credit Hours

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

Module D – Eastern Theory and Practice

6.0 Quarter Credit Hours

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

Module E – Energy & Non-Traditional Therapies, Wellness & CPR

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Deep Tissue, Myofascial Release & Pin and Stretch

6.0 Quarter Credit Hours

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

Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H - Clinical and Sports Massage

6.0 Quarter Credit Hours

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

Module I – Health and Wellness

6.0 Quarter Credit Hours

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

MEDICAL ADMINISTRATIVE ASSISTANT

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

v1-0 020405

(At San Bernardino 8 months day and evening)

720 Clock Hours/47.0 Credit Units

DOT: Medical Receptionist 237.367 038

Medical Clerk 205.362 018

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

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

MODULE NUMBER	MODULE TITLE	TOTAL CLOCK HOURS	QUARTER CREDIT UNITS
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	160	5.0
TOTAL		720	47.0

Major Equipment

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

Module A: Office Finance

6.0 Quarter Credit Hours

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

Module B: Patient Processing and Assisting

6.0 Quarter Credit Hours

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance

6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate

forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections

6.0 Quarter Credit Hours

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

Module E: Office Procedures

6.0 Quarter Credit Hours

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

Module F: Patient Care and Computerized Practice Management

6.0 Quarter Credit Hours

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

Module G: Dental Administrative Procedures

6.0 Quarter Credit Hours

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

Module X – Medical Administrative Assistant Externship

5.0 Quarter Credit Hours

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

MEDICAL ASSISTING

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

v1-1 060905

720 Clock Hours/47.0 Credit Units

DOT: Medical Assistant 079.362-010

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

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

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven

modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

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

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Patient Care and Communication	80	6.0
MODULE B	Clinical Assisting and Pharmacology	80	6.0
MODULE C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
MODULE D	Cardiopulmonary and Electrocardiography	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Endocrinology and Reproduction	80	6.0
MODULE G	Medical Law, Ethics, and Psychology	80	6.0
MODULE X	Externship	160	5.0
PROGRAM TOTAL:		720	47.0

Major Equipment

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

Module A - Patient Care and Communication

40/40/6.0

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

Module B - Clinical Assisting and Pharmacology

40/40/6.0

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

Module C - Medical Insurance, Bookkeeping and Health Sciences

40/40/6.0

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

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

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

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

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

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

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

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

Module X – Externship**0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour unpaid 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 AND CODING

Diploma Program -6 Months (Day), 7 Months (Evening)

v1-1 080105

560 Clock Hours/35 Credit Units

DOT: Health Claims Examiner/Medical Billing 214.362-022

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

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

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

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

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Modules F	Practicum	160	5.0
Module X	Externship	160	5.0
Program Totals		560	35.0

Module A – Introduction to Medical Insurance and Managed Care

40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

Module B – Government Programs

40/40/6.0

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

Module C – Electronic Data Interchange and Modifiers

40/40/6.0

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

Module D – Medical Documentation, Evaluation, and Management

40/40/6.0

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

Module E - Health Insurance Claim Forms

40/40/6.0

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

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

Module F – Practicum

0/160/5.0

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

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

Module X – Externship

0/160/5.0

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

PHARMACY TECHNICIAN

Diploma Program – 8 Months (Day), 10 Months (Evening)

v1-0 020905

720 Clock Hours/ 47 Credit Units

DOT: 074.382.010

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

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

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position 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.

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

Major Equipment

Laminar Flow Hood
Printer
Prescription Stock Items

Retail Bottles
Retail Labeling Computers

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems**6.0 Quarter Credit Hours**

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

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System**6.0 Quarter Credit Hours**

This module is designed to provide the student with responsibilities of a technician in filling prescriptions, including the information required in typing the prescription label. This module describes the characteristics of ambulatory pharmacy practice. This module will emphasize the importance of good customer service and the communication skills required in the ambulatory practice setting. Community pharmacies, both independent and chain pharmacies are discussed. In addition, the role of the technician in clinic, managed care, and mail-order pharmacies are covered. Also covered are technician responsibilities as they relate to third-party payments, eligibility verifications, and co-payments are discussed. This module also covers how to read a drug label. Medications for the Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Students will fill prescription and learn to type prescription labels. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**6.0 Quarter Credit Hours**

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

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**6.0 Quarter Credit Hours**

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

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**6.0 Quarter Credit Hours**

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

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications

for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X - Clinical Externship

5.0 Quarter Credit Hours

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

SURGICAL TECHNOLOGIST

Diploma Program - 13 Months (Day), 15 Months (Evening)
 1220 Clock Hours/76.5 Credit Units
 DOT: Surgical Technologist 079.374-022

MODv1-0 041505

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. In order to gain an understanding of the theory and the hands on skills required of the surgical technologist, this 1220-hour program is based upon those skills required of today’s Certified Surgical Technologist and ARC-ST.

Students must document a total of eighty (80) procedures in the first scrub solo role or with assist, and fifty-five (55) of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The twenty-five (25) remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th ed. 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 able to work as a CST, or Certified Surgical Technologist.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills in required and necessary to prepare them for entry-level positions as certified surgical technologists in today's health care centers clinics, and facilities. The goal and objective of this 1220-hour program is preparation of the student to be a competent entry-level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

MODULE NUMBER	MODULE NAME	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Principles & Practices of Surgical Technology	80	8.0
MODULE B	Anatomy & Physiology I	80	8.0
MODULE C	Anatomy II & Microbiology	80	8.0
MODULE D	Surgical Technology Clinical I-A: Asepsis & Patient Care Skills	80	5.0
MODULE E	Surgical Pharmacology	80	8.0
MODULE F	Surgical Technology Clinical I-B: Instrumentation & Equipment	80	5.0
MODULE G	Clinical Rotation I – Central Supply	80	2.5
MODULE H	Surgical Procedures I: Mock Surgery Practicum I	80	6.0
MODULE I	Surgical Procedures II: Mock Surgery Practicum II	80	6.0
MODULE J	Surgical Procedures III: Mock Surgery Practicum III	80	6.0
MODULE X	Clinical Rotation II **	420	14.0
Program Total		1220	76.5

This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

Major Equipment

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

Module A -- Principles and Practices of Surgical Technology**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module B -- Anatomy and Physiology I**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the integumentary, cells and tissues, skeletal, muscular, nervous, endocrine, digestive, urinary system, fluids and electrolytes and acid-base balance. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module C -- Anatomy II and Microbiology**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall study of the human body and its parts including the structures and functions of the reproductive, pregnancy, growth and development, respiratory, cardiovascular, lymphatic and immune system. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module D -- Surgical Technology Clinical I-A: Asepsis and Patient Care Skills**5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, the operating room environment, and safety. Prerequisite: None. Lecture Hours: 20.0 Lab Hours: 60.0. Other Hours: 0.0

Module E -- Surgical Pharmacology**8.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 80.0 Lab Hours: 0.0. Other Hours: 0.0

Module F -- Surgical Technology Clinical I-B: Instrumentation and Equipment**5.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. Prerequisite: None. Lecture Hours: 60.0 Lab Hours: 20.0. Other Hours: 0.0

Module G -- Clinical Rotation I – Central Supply**2.5 Quarter Credit Hours**

This 80-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. (Student must complete modules A through F prior to taking this module). Prerequisite: Completion of Modules A through F. Lecture Hours: 0.0 Lab Hours: 0.0. Other Hours: 80.0

Module H -- Surgical Procedures I: Mock Surgery Practicum I**6.0 Quarter Credit Hours**

This course is a study of the Introduction to surgical procedures, and General Surgery (Gastrointestinal surgery, Hepatobiliary surgery, Breast, Thyroid and Hernia surgery). This course also introduces robotics and principles of physics and electricity. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module I -- Surgical Procedures II: Mock Surgery Practicum II**6.0 Quarter Credit Hours**

This course is a study of Obstetrics and Gynecology, Genitourinary surgery, Otorhinolaryngologic surgery, ophthalmic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module J -- Surgical Procedures III: Mock Surgery Practicum III**6.0 Quarter Credit Hours**

This course is a study of Plastic surgery, and Burns, cardiac surgery, neurosurgery, and orthopedic surgery. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X -- Clinical Rotation II**14.0 Quarter Credit Hours**

This 420-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area of the operating room. Students may also rotate throughout various departments within the clinical area. (Student must complete modules A through I prior to taking this module). Prerequisite: Completion of Modules A through I. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 420.0

X-RAY TECHNICIAN – LIMITED PERMIT

Diploma Program – 9 Months (Day)/9 Months (Evening)

v1-0 092404

684 Clock Hours/39.0 Credit Units

DOT: X-Ray Technician - Limited Permit 078.362-026

The demand for medical imaging services is growing dramatically due to the aging Baby Boom generation and technological advances in diagnostic imaging equipment. This demand is creating many employment opportunities for Limited X-Ray Technicians. It cannot be over emphasized how vital Limited X-Ray Technicians have become in the patient care industry. As medical imaging services continue to grow, the need for highly trained Limited X-Ray Technicians is increasing also.

Many of the traditional medical imaging functions, once performed by Full X-Ray Technologists who have graduated from a two-year college-based program, are now being performed by Limited X-Ray Technicians who have graduated from 9-month diploma programs. As Limited X-Ray Technicians are also trained to perform medical assisting duties, their importance has eclipsed the dependence on Fully Licensed X-Ray Technicians who lack that multidisciplinary training. Because of this functional advantage in the patient care setting, the importance of Limited X-Ray Technicians in the patient care industry cannot be overstated.

Medical imaging is a dynamic field requiring ongoing learning of skill sets required to keep pace with new technological advances. Graduates from this training program will become active participants in this growing field through knowledge and skills learned throughout the training.

The 684-hour Limited X-Ray Technician program prepares the student with both theory and applications skills required for positions in private doctor's offices, medical clinics, and imaging centers. Upon completion of the Limited X-Ray Technician program, the graduate will be awarded a diploma and will be eligible to take the ARRT Licensing Examination. Graduation from this accredited program and a passing score on the ARRT Licensing Examination is a pre-requisite to gaining entry-level employment in the diagnostic imaging industry.

The Limited X-Ray Technician program is comprised of nine modular units of learning. Six of these modules are made up of 54 hour blocks of combined theory and laboratory time. The remaining three modules, referred to as an "externship," consist of 360 hours of hands-on training at an approved clinical affiliate site. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to enhance their hands-on skills and become part of the patient care team.

Major Equipment

Charts	Control panel	Technique chart	Caliper
View box	X-Ray tube	Cassettes	Primary barrier
Instructional tapes	Instructional slides	Flasher identification cards	Secondary barriers
Slide projector	Skeleton	Wall Mounted Film Holder	Phantom
Phantom Skeleton parts	X-Ray Badges	Apron holder	Positioning aids (sponges)
X-Ray machine	Table & Bucky	Tabletop Processor	Sandbags
X-Ray Apron with Gloves	Processor	Safe light	Films

Program Outline

Course Number	Course Title	Clock Hours	Quarter Units
LXR101	X-RAY TECHNICIAN I		
LXR01	Radiologic Physics, Equipment & Darkroom Procedures	54	4.5
LXR02	X-Ray Technical Factors, Anatomy Overview	54	4.5
LXR03	Radiation Protection and Safety 1, 2, 3	54	4.5
LXR102	X-RAY TECHNICIAN II		
LXR04	Chest: Anatomy & Positioning	54	4.5
LXR05	Torsoskeletal: Anatomy & Positioning	54	4.5
LXR06	Extremities: Anatomy & Positioning	54	4.5
LXR103	EXTERNSHIP		
LXR07	Externship	120	4
LXR08	Externship	120	4
LXR09	Externship	120	4
	Program Total	684	39

LXR101

LXR01 Radiologic Physics, Equipment & Darkroom Procedures

4.5 Quarter Credit Hours

This module is designed to introduce the Limited Radiography student to the fundamentals of radiographic concepts and atomic structures. Principles of equipment operation and care, as well as the film development process are covered. Students will have substantial exposure to concepts of energy, states of matter, and mathematics. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR02 X-Ray Technical Factors, Anatomy Overview

4.5 Quarter Credit Hours

This module is designed to introduce the Limited Radiography student to the fundamentals of radiographic technical factors, patient care procedures, ethics, legal issues, interpersonal skills, job search techniques, and medical terminology. Students review the structure of the human body. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR03 Radiation Protection and Safety

4.5 Quarter Credit Hours

This module is designed to introduce the Limited Radiography student to the fundamentals of radiation protection for both occupational and non-occupational exposure. Students will also perform film critique as part of the live radiography laboratory component. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR102**LXR04 Chest: Anatomy and Positioning****4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the fundamentals of radiation protection for both occupational and non-occupational exposure. Students will also perform film critique as part of the live radiography laboratory component. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR05 Torsoskeleton: Anatomy and Positioning**4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the anatomy of the torsoskeleton. Students will also learn the fundamentals of patient positioning through mock laboratory examinations and live radiography of imaging phantoms. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR06 Extremities: Anatomy and Positioning**4.5 Quarter Credit Hours**

This module is designed to introduce the Limited Radiography student to the anatomy of the bilateral upper and lower extremities. Students will also learn the fundamentals of patient positioning through mock laboratory examinations and live radiography of imaging phantoms. Prerequisites: None. Lecture hours: 36.0 Lab hours: 18.0

LXR103**LXR07-LXR09 Limited Radiography Externship****12.0 Quarter Credit Hours (3 classes of 4.0)**

This module is designed to introduce the Limited Radiography student to the clinical X-Ray setting. While assigned to the clinical site, the student will assist in both patient care and office functions under the supervision of the Supervising Licentiate. The externship hours are governed by the operational hours of the clinical site the student is assigned to but shall not be less than 6 hours per day, 4 days per week. At the completion of modules XR07, XR08, and XR09 the student must have completed both 90 days of externship and at least 360 hours. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 360.0 (3 classes of 120.0).

VOCATIONAL NURSING

Diploma Program - 12 Months (50 weeks)

CA V1-0 001 CA-PNP 0405

1536 Clock Hours/89 Credits

DOT: 354.374-010

The faculty of the Vocational Nursing program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony among their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that promotes health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a whole. Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Vocational nurses provide care within their scope of practice. The nursing process is used for planning, implementation, and evaluation of health care services and care of the individual. Since the delivery of health care is dynamic, the vocational nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

A graduate of the program will be prepared to assume the role of an entry-level health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. To work as a vocational nurse, the graduate will have to pass the National Council Licensure Examination, NCLEX-PN, after graduating from the program. Graduates who pass this exam are then able to work as licensed vocational nurses.

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT UNITS
Level One			
CA-NSG101	Fundamentals of Nursing	232	18.5
CA-NSG102	Pharmacology	100	7.5
CA-NSG103	Geriatric Nursing	24	2
CA-NSG104	Nutrition	16	1
	Level I Competency Check-offs	8	0
CA-NSG100X	Level I Clinical	288	9.5
	Total Hours	668	38.5
Level Two			
CA-NSG201	Medical Surgical Nursing/Integumentary System	29	2.5
CA-NSG202	Medical Surgical Nursing/Respiratory System	40	3.5
CA-NSG203	Medical Surgical Nursing /Musculoskeletal System	30	2.5
CA-NSG204	Medical Surgical Nursing /Cardiovascular System	40	3.5
CA-NSG205	Medical Surgical Nursing /Gastrointestinal System	40	3.5
CA-NSG206	Medical Surgical Nursing/Neurosensory System	45	4.0
	Level II Competency Check-off	0	0
CA-NSG200X	Level II Clinical	224	7.0
	Total Hours	462	26.5
Level Three			
CA-NSG301	Maternal and Infant Nursing	46	4.0
CA-NSG302	Mental Health Nursing	34	2.5
CA-NSG303	Medical Surgical/Genitourinary System	31	2.5
CA-NSG304	Pediatric Nursing/Growth and Development	46	4.0
CA-NSG305	Leadership and Supervision	33	2.5
CA-NSG306	Medical Surgical Nursing/Endocrine System	42	3.5
	Level III Competency Check-offs	14	0
CA-NSG300X	Level III Clinical	160	5.0
	Total Hours	406	24
	Total Program Hours	1536	89

LEVEL I

CA-NSG101 – FUNDAMENTALS OF NURSING

18.5 Quarter Credit Hours

This module includes classroom instruction, skills lab, and clinical experience in the acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. Prerequisites: None. Lecture Hours: 146.0 Lab Hours: 86.0

CA-NSG102 – PHARMACOLOGY

7.5 Quarter Credit Hours

Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: CA-NSG101 Fundamentals of Nursing. Lecture Hours: 54.0 Lab Hours: 46.0.

CA-NSG103 – GERIATRIC NURSING

2.0 Quarter Credit Hours

This module addresses the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; and promotion of healthy elders. Lecture Hours: 24.0 Lab Hours: 0.0

CA-NSG104 – NUTRITION

1.0 Quarter Credit Hours

Basic principles of nutrition, as they relate to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are covered in this module. Lecture Hours: 12.0 Lab Hours: 2.0

*Level I Competency Check-offs

In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I. Grade: Pass/Fail

CA-NSG100X – LEVEL I CLINICAL EXPERIENCE

9.5 Quarter Credit Hours

In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 288

LEVEL II

CA-NSG201 – MEDICAL SURGICAL NURSING/INTEGUMENTARY SYSTEM

2.5 Quarter Credit Hours

Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 21.0 Lab Hours: 8.0

CA-NSG202 - MEDICAL SURGICAL NURSING/RESPIRATORY SYSTEM

3.5 Quarter Credit Hours

Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 32.0 Lab Hours: 8.0

CA-NSG203 - MEDICAL SURGICAL NURSING/MUSCULOSKELETAL SYSTEM	2.5 Quarter Credit Hours
This module addresses basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases; and pre and post-op care of clients with surgical interventions. Prerequisites: Level I and Level I Competencies. Lecture Hours: 21.0 Lab Hours: 9.0	
CA-NSG204 - MEDICAL SURGICAL NURSING/CARDIOVASCULAR SYSTEM	3.5 Quarter Credit Hours
Basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 32.0 Lab Hours 8.0	
CA-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM	3.5 Quarter Credit Hours
Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 32.0 Lab Hours: 8.0	
CA-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM	4.0 Quarter Credit Hours
Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 36.0 Lab Hours: 9.0	
*Level II Competency Check-offs	0.0 Quarter Credit Hours
In a skills lab situation, the students will be tested on randomly selected skills which they have learned and practiced during Level II. Grade: Pass/Fail Lecture Hours: 0.0 Lab Hours: 14.0	
CA-NSG 200X LEVEL II CLINICAL EXPERIENCE	7.0 Quarter Credit Hours
Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 224	
LEVEL III	
CA-NSG 301 – MATERNAL AND INFANT NURSING	4.0 Quarter Credit Hours
Male and female anatomy, physiology and developmental changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 36.0 Lab Hours: 10.0	
CA-NSG 302 – MENTAL HEALTH NURSING	2.5 Quarter Credit Hours
This module addresses legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client. Prerequisites: Level II and Level II Competencies. Lecture Hours: 24.0 Lab Hours: 10.0	
CA-NSG 303 – MEDICAL SURGICAL NURSING/GENITOURINARY SYSTEM	2.5 Quarter Credit Hours
Basic renal system anatomy and physiology; diagnostic, treatments and nursing care of clients with urinary and renal diseases/disorders of the system are covered in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 21.0 Lab Hours: 10.0	
CA-NSG 304 – PEDIATRIC NURSING/GROWTH AND DEVELOPMENT	4.0 Quarter Credit Hours
This module addresses growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems. Prerequisites: Level II and Level II Competencies. Lecture Hours: 36.0 Lab Hours: 10.0	
CA-NSG 305 - LEADERSHIP AND SUPERVISION	2.5 Quarter Credit Hours
Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are covered in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 21.0 Lab Hours: 12.0	
CA-NSG 306 – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM	3.5 Quarter Credit Hours
Anatomy and Physiology of the endocrine system to include nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 32.0 Lab Hours: 10.0	
*Level III Competency Check-offs	0.0 Quarter Credit Hours
In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions and the student's knowledge will be assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 14.0	
CA-NSG 300X LEVEL III CLINICAL EXPERIENCE	5.0 Quarter Credit Hours
In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0	

DEGREE PROGRAMS

MEDICAL OFFICE MANAGEMENT – CITY OF INDUSTRY

Associate of Occupational Studies – City of Industry Campus only

This program is designed to prepare graduates for entry-level employment in Health Care Management. The program offers the advanced skills required to perform the duties of office managers for Clinics and Doctors Offices. The program uses the skills acquired in the Diploma program as a platform and provides advanced training at a higher competency level.

GRADUATION REQUIREMENTS

To receive an Associate of Occupational Studies Degree, the student must complete:

- All academic course work with a grade point average of 2.0 or higher
- The following Quarter Units and Clock Hours as required by major:

	Quarter Units	Clock Hours
Massage Therapy Major	108	1,296
Medical Insurance Billing & Coding Major	108	1,296
X-Ray Technician (Limited Permit) Major	113.4	1,332

GENERAL AND APPLIED STUDIES REQUIREMENTS

The General and Applied Education program at Bryman College serves as a foundation for the total academic program and is intended to broaden student's knowledge beyond specific career requirements. The degree students must complete the required courses in general and applied education for a total of 27 quarter credits listed under the Medical Office Management degree course listing.

Student who desire to take general and applied education courses at other institutions must successfully complete the minimum number of courses indicated in each of the following areas:

- Minimum 9 quarter units of Natural and Physical Sciences such as Anatomy/Physiology and Biology/Terminology
- 1 course in Social and Behavioral Sciences (Psychology)
- 1 course in English
- 1 course in E-Commerce
- 1 course in Analytical Thinking (Mathematics)
- 1 course in understanding and self-improvement (Computer Literacy)

MEDICAL OFFICE MANAGEMENT COURSE LISTING

	Quarter Units	Clock Hours
General Education and Applied Studies		
General Studies		
BT06A E-Commerce	3	36
GS22A English	6	72
GS21B Mathematics (GE010a + GE010b)	3	36
GE015 General Psychology	3	36
GE026 Computer Basics (GE026a + GE026b)	6	72
Applied Related Education		
GE011 Anatomy/Physiology	6	72
GE016 General Biology/Medical Terminology	3	36
Total	27	324
Core Courses		
BT01A Information Processing I-A	3	36
GS23 Human Resources	3	36
BT01B Information Processing I-B	3	36
BT10 Principles of Business, Laws, Occupational Safety	6	72
BT03A Office Communications I-A	3	36
BT02A Information Processing II-A	3	36
BT03B Office Communications I-B	3	36
BT02B Information Processing II-B	3	36
BT04 Principles of Accounting	6	72
BT05 Advanced/ Computerized Accounting	6	72
BT06 Business/Office Management	6	72
Total	45	540

Degree Majors

For degree major, the student must complete the following hours/credit units of the courses from one of the following disciplines:

Massage Therapy Major

MT101	Massage Therapist I	18	216
MT102	Massage Therapist II	18	216

Medical Insurance Billing & Coding Major

MB101	Medical Insurance Billing I	18	216
MB102	Medical Insurance Billing II	18	216

X-Ray Technician (Limited Permit) Major

XR101	X-Ray Technician I	14.7	162
XR102	X-Ray Technician II	14.7	162
XR103	Externship	12	360

For course descriptions, see page 49.

MEDICAL OFFICE MANAGEMENT - ONTARIO**Associate of Occupational Studies – Ontario Campus only**

This program is designed to prepare graduates for entry-level employment in Health Care Management. The program offers the advanced skills required to perform the duties of office managers for clinics and doctors offices. The program uses the skills acquired in diploma and certificate programs as a platform and provides advanced training at a higher competency level.

ADMISSION REQUIREMENTS

The Applicant must have a high school diploma or a recognized equivalency certificate (G.E.D.).

GRADUATION REQUIREMENTS

To receive an **Associate of Occupational Studies** degree, the student must complete:

- All academic course work with a grade point average of 2.0 or higher
- The following hours and quarter units as required by emphasis:

	Hours	Quarter Units
Dental Assistant Emphasis	1,582	119.2
Massage Therapist Emphasis	1,296	108
Medical Insurance Biller Emphasis	1,296	108

GENERAL AND APPLIED STUDIES REQUIREMENTS

The General and Applied Education program at Bryman College serves as a foundation for the total academic program and is intended to broaden student's knowledge beyond specific career requirements. The degree students must complete the required courses in general and applied education for a total of 27 quarter credits listed under the Medical Office Management degree course listing.

Students who desire to take general and applied education courses at other institutions must successfully complete the minimum number of courses indicated in each of the following areas:

- Minimum 9 quarter units of Natural and Physical Sciences such as Anatomy/ Physiology and Biology/Terminology
- 1 course in Social and Behavioral Sciences (Psychology)
- 1 course in English
- 1 course in E-commerce
- 1 course in Analytical Thinking (Mathematics)
- 1 course in understanding and self-improvement (Computer Literacy)

Program Outline

		Quarter	
		Units	Hours
General Education and Applied Studies			
General Studies			
BT06A	E-Commerce	3	36
GS22	English	6	72
GS21B	Mathematics (GE010a + GE010b)	3	36
GE015	General Psychology	3	36
GE026	Computer Basics I & II (GE026a + GE026b)	6	72
Applied Related Education			
GE011	Anatomy/Physiology	6	72
GE016	General Biology/Medical Terminology	3	36
Total		27	324
Core Courses			
BT01A	Information Processing I-A	3	36
GS23	Human Resources	3	36
BT01B	Information Processing I-B	3	36
BT10A	Principles of Business, Laws, Occupational Safety	3	36
BT03A	Office Communications I-A	3	36
BT02A	Information Processing II-A	3	36
BT03B	Office Communications I-B	3	36
BT02B	Information Processing II-B	3	36
BT04	Principles of Accounting	6	72
BT05	Advanced/ Computerized Accounting	6	72
BT06	Business/Office Management 6	72	72
Total		45	540
Degree emphasis			
For degree emphasis, the student must complete the following hours/credit units of the courses from one of the following disciplines:			
Medical Assistant Emphasis			
MA101	Medical Assistant I	18	216
MA102	Medical Assistant II	18	216
Dental Assistant Emphasis			
DA101	Dental Assistant I	16.8	216
DA102	Dental Assistant II	16.8	216
DA103A	Dental Assistant III/Externship and Lab	13.6	286
Medical Insurance Biller Emphasis			
MB101	Medical Insurance Billing I	18	216
MB102	Medical Insurance Billing II	18	216
X-Ray Technician - Limited Permit Emphasis			
XR101	X-Ray Technician I	14.7	162
XR102	X-Ray Technician II	14.7	162
XR103	Externship	12	360
Massage Therapist Emphasis			
MT101	Massage Therapist I	18	216
MT102	Massage Therapist II	18	216

For course descriptions, please see page 49.

COURSE DESCRIPTIONS

BT01A Information Processing I-A (3 Quarter Units)	36 Hours
Study of Windows 95, Microsoft Word 97 and WordPerfect with desktop publishing.	
BT01B Information Processing I-B (3 Quarter Units)	36 Hours
Study of Microsoft Word on the Web and Microsoft Excel.	
BT02A Information Processing II-A (3 Quarter Units)	36 Hours
Study of Microsoft Access 97 and computer keyboarding including keypad.	
BT02B Information Processing II-B (3 Quarter Units)	36 Hours
Study of Microsoft PowerPoint 97, Microsoft Outlook and the Internet.	
BT03A Office Communications I-A (3 Quarter Units)	36 Hours
In this course students become familiar with the composition of business letters, memos and business messages.	
BT03B Office Communications I-B (3 Quarter Units)	36 Hours
In this course students become familiar with writing reports including the use of graphics and oral and non-verbal communications.	
BT04 Principles of Accounting (6 Quarter Units)	72 Hours
This course will cover the principles and application of business accounting as well as medical office accounting. The federal and state income taxes will also be discussed.	
BT05 Advanced and Computerized Accounting (6 Quarter Units)	72 Hours
This course introduce student with accounting application on the personal computer, information input, accounts receivable, payable, general ledger system and financial statements. Students will also become familiar with the CA Simply Accounting Software.	
BT06 Business Management (6 Quarter Units)	72 Hours
Principles of Operating a Small Business, Management, Administrative Assisting Techniques, Business Forms and Documents, Principles of Filing and Record Keeping, Business Office Technologies	
BT10A Principles of Business, Laws, Occupational Safety (3 Quarter Units)	36 Hours
Survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues.	
BT06A E-Commerce (3 Quarter Units)	36 Hours
E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations.	
BT20 Office Communications I-A	6 credit units
Office Communications I-A familiarizes the student with the composition of business letters, memos and business messages. Information Processing II-A is the study of Microsoft Access and computer keyboarding including keypad.	
BT30 Office Communications I-B	6 credit units
Office Communications I-B familiarizes the student with writing reports including the use of graphics and oral and non-verbal communication. Information Processing II-B is the study of Microsoft PowerPoint, Microsoft Outlook and the Internet.	
DA101 DENTAL ASSISTANT I (16.8 Units)	216 Hours
DA01M Dental Anatomy and Physiology/Terminology and Operative Dentistry. A basic introduction to biodental science including anatomy and histology of the oral cavity, dental specialties, cavity preparation and instrumentation.	
DA02M Chairside Assisting- Assisting for general and specialty dentistry to include infection control, sterilization and tray setup.	
DA03M Dental Materials & Prevention- Manipulation of impressions and restorative materials. Introduction to oral hygiene, Pharmacology and medical emergencies.	
DA102 DENTAL ASSISTANT II (16.8 Units)	216 Hours
DA04M California Dental Assisting- California regulations regarding Dental Assisting; Demonstration of all DA duties.	
DA05M Dental Radiology Theory- and application of all aspects of Dental Radiography including patient management and protection.	
DA06M CPR, First Aid, & Practice Management- Routine of medical emergencies; CPR and First Aid; Introduction to computer, word processing, database and insurance billing.	
DA103A DENTAL ASSISTANT III/EXTERNSHIP AND LAB (13.6 Units)	286 Hours
Prerequisites: DA101 & DA102	
DA07M California Dental Assisting & Dental Specialties- California regulations regarding Dental Assisting; Demonstration of all, DA duties and Dental Specialties.	
DA08AX Externship and Lab	
DA09AX Externship	
GE011 Anatomy and Physiology (6 Quarter Units)	72 Hours
Introduction to general concepts of the structure and function of the human body.	
GE015 General Psychology (3 Quarter Units)	36 Hours
A study of the various systems, terminology and concepts of modern psychology.	
GE016 General Biology and Medical Terminology (3 Quarter Units)	36 Hours
Study of General Biology and the Fundamentals of Medical Terminology.	
GE026 Computer Basics I & II (GE026a + GE026b) (6 Quarter Units)	72 Hours
Introduction to essential computer concepts covering operating systems (DOS and Microsoft Windows), word processing software (WordPerfect, and Microsoft Word), spread sheet software (Excel) and database software (Excel).	
GS21 Mathematics	6 credit units
Mathematics provides students with the basic mathematical concepts, measuring systems, business problems, interest and taxes. E-Commerce concentrates on tools many firms can use to achieve the same business goals and focuses on transactions between customers and corporations.	
GS21B Mathematics (GE010a + GE010b) (3 Quarter Units)	36 Hours
Introductory course providing students with the basic mathematical ideas such as whole numbers, addition, subtraction, multiplication, division, fractions, decimals, percentages, measurements, banking, interest and taxes.	

GS22 English	72 Hours
This course is designed as a comprehensive review of grammar, spelling and vocabulary intended to strengthen the student's background in preparation for more advanced managerial positions.	
GS22A English (6 Quarter Units)	72 Hours
This introductory course emphasizes clear, effective communication by utilizing vocabulary expansion	
GS23 Human Resources (3 Quarter Units)	36 Hours
Human Resources provides students with the issues related to human resources in the development of business. Information Processing I-A is the study of Windows, Microsoft Word and WordPerfect with desktop publishing.	
MA100A Accounting Principles	40/20/5.0
In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trial balance. The basic accounting equation and debits and credits are introduced. Computerized practice sets are included. Prerequisite: None	
MA100W 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.	
MA101 MEDICAL ASSISTANT I (18 Units)	216 Hours
MA01M Musculoskeletal and Nervous Systems- Anatomy, Physiology, Diseases, examination and investigation procedures of the muscular, skeletal and nervous systems. Front Office procedures.	
MA02M Hematology and Microbiology- Structure, composition and function of the blood; blood diseases. Basic microbiology, common organisms and infections, prevention, immunization. Lab procedures related to blood and microbiology. Front Office procedures.	
MA03M Pulmonary and Cardiovascular Systems- Structure and function of the respiratory cardiovascular system, diseases and investigation procedures related to these systems. EKG: Equipments, physiology and basic interpretation of arrhythmias. Front Office procedures.	
MA102 MEDICAL ASSISTANT II (18 Units)	216 Hours
MA04M Urinary/Reproductive Systems and Pregnancy Anatomy- Physiology, diseases, examination and investigation procedures related to the urinary and reproductive systems. Physiology, pathology and office procedures related to pregnancy. Front Office procedures.	
MA05M Pharmacology, CPR, and Integumentary System- Anatomy and physiology of the integumentary system. General description of commonly used drugs, their actions, interaction, drug dependency and abuse. Front Office procedures, CPR, and First Aid. Introduction to surgical instruments	
MA06M Digestive/Endocrine Systems and Nutrition- Anatomy, physiology, diseases, examination and investigation procedures related to the Digestive and Endocrine System. Introduction to the basics of nutrition. Front Office procedures.	
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.	
MA110D 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. Prerequisite: None	
MB101 MEDICAL INSURANCE BILLING I (18 Units)	216 Hours
MB01M Insurance Specialist, Legal Issues, Front Office, Private / Group Insurance, Electronic Billing- Introduction to general responsibilities of the insurance specialist, including legal issues affecting insurance claims and medical records. Introduction to the front office administration. Learning all aspects of private/group health insurance plans. Introduction to electronic billing.	
MB02M Blue Cross / Blue Shield, CHAMPUS / CHAMPVA- Learning all aspects of the Blue Cross and Blue Shield, CHAMPUS and CHAMPVA insurance plans and their related forms.	
MB03M Medicaid and Medicare- Specialty Billing- Learning all aspects of Medicaid and Medicare health insurance programs and related forms. Introduction to specialty billing for various physicians for Medicaid and Medicare.	
MB102 MEDICAL INSURANCE BILLING II (18 Units)	216 Hours
MB04M HMO, PPO, Managed Care Hospital, Billing- Learning all aspects of HMO, PPO and Managed Care billings and their related forms. Introduction to hospital billing and the UB-92 form.	
MB05M Workers' Compensation / Disability Insurance- Learning all aspects of Workers' Compensation including disputed claims. Introduced to various disability insurances.	
MB06M Office Administration Management Reporting, Tracing Delinquent Claims / Insurance Problem Solving- Introduction to the medical office administration and management reporting. Including organization, environment office procedures, and record-keeping. Introduction to tracing delinquent claim and how to solve various insurance problems, which cause a delay in reimbursement.	
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.	
MB400A Business Documentation	20/40/4.0
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. Prerequisite: None	
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.	
MI100A Introduction to Information Processing	20/40/4.0
This course introduces students to the PC and its operating software. Students learn to identify the components of computer hardware and the uses of Personal Computer/Microsoft Windows. In the lab, students become familiar with the Windows operating system and learn to apply Windows concepts to applications software. Prerequisite: None	
MI110A Introduction to the Internet	20/40/4.0
This course is an overview of computer hardware software, and career opportunities associated with the Internet and the World Wide Web. Provides the basic skills necessary to use software applications such as Microsoft Internet Explorer. Provides the student with an in-depth review of the facilities and resources that are available on the Internet and the World Wide Web (WWW). This course also investigates web page construction and examines the primary "language" of the WWW; hyper text mark-up language (HTML). Prerequisite: None	
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.	
MI140B Spreadsheet Management	30/3.0
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.	
MS100A Skillbuilding	10/20/2.0
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and 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, keyboard touch techniques and setting margins and tabs. Prerequisite: None	
MS100T 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	10/20/2.0
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and 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 and document handling. Prerequisite: None	
MS101T 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	10/20/2.0
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and 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, word division and letter styles. Prerequisite: None	
MS102T 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	10/20/2.0
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and 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, note-taking and test-taking techniques. Prerequisite: None	
MS103T 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	10/20/2.0
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and proper use of the 10-key pad. Data entry projects are completed. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn proofreading marks, correction of typed copy, page formatting and budgets. Prerequisite: None	
MS104T 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	10/20/2.0
This course develops keyboarding skills on the computer. Students learn to use word processing software to create business documents and 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 envelopes and manage files. Prerequisite: None	
MS105T 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.	
MT101 MASSAGE THERAPIST I (18 Units)	216 Hours
MT01M Introduction to Massage and Anatomy/Physiology - Introduction to general concepts of the Massage Therapy, Aromatherapy, related structure and function of the human body. Demonstration of Swedish strokes and muscular palpation techniques.	
MT02M Therapeutic Massage - Study of massage history, modern massage techniques, physiological and psychological benefits of massage. Discussion on various massage techniques, theories and application, such as Therapeutic Massage, Foot reflexology, Pregnancy Massage, Trepidations and Extensions.	
MT03M Deep Tissue Sculpting - Study of deep tissue sculpting, definition indications and counter-indications. Demonstrations of Deep Tissue and connective tissue strokes, cranial holes and trigger points.	
MT102 MASSAGE THERAPIST II (18 Units)	216 Hours
MT04M Sports Massage, Traumatology, Personal Fitness and Nutrition - In this course student will learn the appropriate sports massage technique for use before and during athletic events, as well as, post event, care of muscle ache, fatigue, soreness. This course provides the basics of proper diet and their effects on the body.	
MT05M Acupressure - Study of Acupressure Technique utilizing fingers and Acupuncture Points.	
MT06M Public Health, Ethics and Practice Management/C.P.R. and First Aid - Study of business ethics and management. Study of major concerns in public health and hygiene for the health care Practitioner. Study of cardiopulmonary resuscitation and first aid.	
XR101 X-RAY TECHNICIAN I (14.7 Units)	162 Hours
XR01M Radiologic Physics, Equipment & Darkroom Procedures - Introduction to radiologic concepts and atomic structures; Equipment operation and care, darkroom procedures.	
XR02M X-Ray Technical Factors - General Anatomy technical factors, Nursing procedures, Ethics & terminology, Structure and function of the human body and body planes.	
XR03M Radiation Protection and Safety Factors - Protection and safety measures related to the radiographic field, Film critique.	
XR102 X-RAY TECHNICIAN II (14.7 Units)	162 Hours
XR04M Chest and Torso Skeletal Anatomy & Positioning - Anatomy and landmarks of the chest and the torso skeletal parts, Positioning of the patient	
XR05M Extremities and Gastrointestinal Anatomy & Positioning - Anatomical parts, landmarks, and positioning of all extremities (upper & lower), the abdomen and the gastrointestinal system	
XR06M Skull and Genitourinary Anatomy & Positioning - Anatomical landmarks and positioning of the skull. Anatomy, positioning and types of radiographs used to visualize the genitourinary system.	
XR103 EXTERNSHIP (12 Units)	360 Hours
Pre-requisite: Successful completion of XR101 and XR102	
XR07X Externship	
XR08X Externship	
XR09X Externship	

CORINTHIAN COLLEGES, INC.

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

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

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

DIRECTORS

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

OFFICERS

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

TITLE

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

APPENDIX A: ADMINISTRATION AND FACULTY

ALHAMBRA	Brian Barlow Campus President Irma Blanco Director of Education Martin Yousef Director of Admissions Mary Sue Costello Placement Director Rhoda Posey Director of Finance Erika Sosa Student Services Advisor	RESEDA	Lani Townsend Campus President Dorit Soltanovich Director of Education Joe Johnson Director of Finance Leslie Greer Director of Admissions Edna Davoudi Career Services Director Kemvette Jones Business Manager
ANAHEIM	Cheryl K. Smith Campus President Jeffrey Ameen DC Director of Education Alma Sanchez Director of Finance Dan Rothschild Director of Admissions Denise Spurlock Director Career Services	SAN BERNARDINO	Fred Faridian Campus President Martin Yousef Director of Admissions Linda Irvin Director of Education Lori Saldana Director of Finance Nancy Barnes Director of Career Services
CITY OF INDUSTRY	John W. Andrews Campus President Joan Yourstone Director of Education Tina Voong Director of Finance Lillian Gonzalez Director of Admissions Ionela DiConti. Director of Career Services	SAN FRANCISCO	Open Campus President Bonnie J. Jacques Director of Education Earon B. Mackey Director of Admissions Leslie K. Aunola Placement Director Jimmie L. Wilder Director of Finance Yubing Zhou Business Manager
GARDENA	Bill Wherritt Campus President Hasani Gordon-Thompson Director of Admissions Jerry Martinez (Acting) Dir. of Career Services Yolanda Logan Director of Education Michael Ly Director of Finance Sophia Menser Registrar Reina Espinoza Student Services Coor.	SAN JOSE	Carlos Llarena President Kimberly Barbieri Director of Education Esther Andrade Director of Finance Gina Zappariello Admissions Director Ronli Moses Placement Director Gerald Jones Business Manager
HAYWARD	Hector Albizo Campus President Daniel Ujueta Director of Admissions Chris Salem Director of Education Dianna Wheaton Financial Aid Supervisor Stefanie LeCouve Placement Coordinator	TORRANCE	Sandy Ock Campus President Duemand Edwards Director of Admissions Christine Mierisch Director of Education Sandy Renteria Director of Finance Chris Cooke Career Services Coordinator
LOS ANGELES WILSHIRE	Michael Ortiz Campus President Johnny Arellano Director of Admissions Janell McDonald Director of Education Sherelle Bowman Director of Finance Adrienne Thompson Placement Director	WEST LOS ANGELES	Carol Jacobs Campus President Dina L. Chon Director of Education Tauamo A. Leaupepe Director of Finance Todd Sandman Director of Admissions Bob Buck Director of Career Services
ONTARIO	Daniel C. Day Campus President Kay Wachuku, Ph.D. Academic Dean Detroit Whiteside Director of Admissions Martha Escobar Director of Finance Julie Zuvich Career Services Director		

FACULTY
(Asterisk denotes Program Chair)

ALHAMBRA

BUSINESS PROGRAM	
Dave, Mayank, MBA	Cal Poly Pomona, Pomona, CA
Diaz, Mike, BS	UC Irvine
Henderson, Jeffrey, BA	Baptist Bible College, Springfield, MO
Mayer, Rheinhold	Computer Education Institute, Anaheim, CA
Mathis, Helen	Integrated Digital Tech., Pasadena, CA
Spurlock, Denise	University of Phoenix, Diamond Bar, CA

DENTAL ASSISTING PROGRAM	
Barrera, Luis Ivan, RDA	Bryman College, Rosemead, CA
Davis, Michelle, CDA, RDA, AS, Program Director	Pasadena City College, Pasadena, CA
Grijalva, Patricia, RDA	Bryman College, Rosemead, CA
Krueger, Carol, RDA	Bryman College, Rosemead, CA

MEDICAL ASSISTING AND MEDICAL ADMINISTRATIVE ASSISTANT PROGRAMS	
Denise Andrijowych	Northwest College, West Covina, CA
Christina Bustillos	Bryman College, El Monte, CA
Yvonne Diaz CMA	Bryman College, Rosemead, CA
Erika Sosa	Bryman College, El Monte, CA
Steve Dovalina	Bryman College, Rosemead, CA
Susana Gonzalez	Bryman College, Rosemead, CA
Mary Hernandez	Bryman College, Rosemead, CA
Stephanie Hernandez	Bryman College, Rosemead, CA
Leslie Kelley	Bryman College, El Monte, CA
Jessie T Lopez	Bryman College, Rosemead, CA
Rebecca Marin CMA	Bryman College, Rosemead, CA
Jennifer Montoya	Bryman College, Rosemead, CA
Elizabeth Peregrina	Bryman College, Rosemead, CA
George Villa CMA	Bryman College, Rosemead, CA

PHARMACY TECHNICIAN PROGRAM	
Bobbi Chacon	

ANAHEIM

DEPARTMENT CHAIRS

Judi Enlow BS, CMA, RT	Medical Program Chair	Trinity College Washington D.C. ;National Education Center, Anaheim, CA
Debra Stell MA, BA, CMT	Massage Therapy Program Chair	California State University, Fullerton, CA, American Institute of Massage Therapy/Sports Massage Training Institute, Costa Mesa, CA
Lakeysha Murphy RDA	Dental Program Chair	Bryman College, Los Angeles, CA
Karen Smith CPhT	Pharmacy Program Chair	UEI, Santa Ana, CA; Santa Ana College, Santa Ana ,CA
Cassie Page-Zalewski B.S.N, M.S.N	Vocational Nursing Chair	University of Tennessee, Knoxville; University of Arkansas, Little Rock, AR

DENTAL ASSISTING PROGRAM

Debbie Bastreri RDA	Dental Assistant	North Orange County Regional Occupation Program, Anaheim, CA
Angela Sadler RDA	Dental Assistant	Orange County Regional Occupation Program, Santa Ana, CA

MASSAGE THERAPY PROGRAM

Ronda Wimmer PhD, MS, LAc, ATC, L/CMT	Massage Therapist	South Baylo University, Anaheim, CA California State Polytechnic University, Pomona, CA California College of Physical Arts Huntington, Beach , CA
James Paritda PMA, CMT	Massage Therapist	Pacific College, Costa Mesa; Shiatsu Massage of Southern California, San Monica, CA
Ellen Ortiz L/CMT	Massage Therapist	California College of Physical Arts, Huntington Beach, CA
Mark Ybarra L/CMT	Massage Therapist	Phoenix Therapeutic Massage College, Phoenix, AZ; Southwest Institute of Healing Arts, Scottsdale, AZ
Regina Richardson BA, L/CMT	Massage Therapist	Bard College, NY; California Healing Arts College, West Los Angeles, CA

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

Linda Weldon CMA	Medical Assistant	Concorde Career College, Anaheim, CA
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MEDICAL ASSISTANT PROGRAM

Sally Stegmeier BS, CMA	Medical Assistant	Trinity College, Washington, D.C.; National Education Center Bryman College, Anaheim, CA
Lynette Romero CMA	Medical Assistant	National Education Center Bryman College, Anaheim, CA
Angela Castillo CMA	Medical Assistant	Concorde Career Institute, Anaheim, CA
Jamie Dumapias CMA	Medical Assistant	Pasadena City College, Pasadena, CA
Mukta Patel MD	Medical Assistant	BJ Medical College, Ahmedabad, India
Debby Galindo A.S.,RN	Medical Assistant	Rio Hondo College, Whittier, CA
Lois Pina BS	Typing/Computer	Hunter College of the City University of New York, New York, NY

MEDICAL INSURANCE BILLING AND CODING PROGRAM

Gail Schwed RT	Insurance Biller/Coder	Hunter College, NY Mandl School of Medical Assistants, NY
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PHARMACY TECHNICIAN PROGRAM

Carol Meyers CPhT	Pharmacy Technician	Health Staff Training Institute, Santa Ana, CA
Joana Trujillo CPhT	Pharmacy Technician	Santa Ana College, Santa Ana, CA

VOCATIONAL NURSING PROGRAM

Carol Metoyer RN,BS	Registered Nurse	Chapman University, Orange, CA
Nicole Sicotte RN, M.S.N	Registered Nurse	University of Phoenix, Fountain Valley, CA
Jan Callaway RN, BS	Registered Nurse	Chapman University, Orange, CA

CITY OF INDUSTRY

EDUCATION CHAIRS		
Ronald Mendez	Medical Assisting/Medical Laboratory Technology/Medical Insurance Billing and Coding	BS, Medical Technology, California State University, Los Angeles
Janet Dextre	Dental Assisting	AA, Rio Hondo College (in progress) Diploma, Dental Assisting, Bryman College
Debra Penman	Massage Therapy	DC, Los Angeles College of Chiropractic BA, University of Utah
Lynne Thomas	Pharmacy Technician	Licensed Pharmacy Technician, State of California
MEDICAL ASSISTING INSTRUCTORS		
Angela Body	Medical Assisting	Diploma, College of Medical and Dental Careers, Texas
Irma Gonzalez-Marrufo	Medical Assisting	Diploma, American Career College, Los Angeles CA Medical Assistant
Leonor Gonzalez	Medical Assisting	Diploma, National Education Center Venipuncture Certification, National Education Center
Selma Kadri	Medical Assisting	AS, Penn Hall Community College, Chambersburg, PA Licensed Medical Secretary Certifications in Phlebotomy
Guadalupe Lopez	Medical Assisting	Certificate, Medical Assisting, Maric College of Medical Careers, San Diego, CA
Jessica Ochoa	Medical Assisting	Diploma, Medical Assisting, Bryman College, El Monte, CA
Audra Ortiz	Medical Assisting	Diploma, Medical Assisting, Bryman College, Rosemead, CA
Angel Rodriguez	Medical Assisting	MD, Universidad Autonoma de Nuevo Leon, Monterey, Mexico
Amgad Said	Medical Assisting	BS, Internal Medicine and General Surgery, Cairo University, Cairo Egypt Diploma, X-Ray Technician (Limited Permit), Bryman College, City of Industry, CA
Jack Thompson	Medical Assisting	Certificate, Medical Assisting, Regional Occupational Program, Norwalk, CA.

MESSAGE THERAPY INSTRUCTORS		
Eleazar Chavez	Massage Therapy	Diploma, Nova Institute of Health Technology, Whittier, CA
Nancy De Lazzaro	Massage Therapy	Diploma, Citrus College, Glendora, CA
Rosanna Gregory	Massage Therapy	Certificate, Massage Therapy, Nova Institute of Health Technology, Whittier, CA
Nichol Landeros	Massage Therapy	Diploma, Massage Therapy, Nova Institute of Health, Ontario, CA
Althea Langevin	Massage Therapy	AA, Long Beach City College, Long Beach, CA Diploma, Dietetics, Massage School of Santa Monica, Santa Monica, CA. Certified Massage Technician (pre and Peri-natal Massage), Northern Traditional Thailand Massage.
Richard Monte	Massage Therapy	Diploma, Massage Therapy, Nova Institute of Health Technology/Bryman College, Whittier, CA.
Debra Rodriguez	Massage Therapy	Certificate, Massage Therapy, Bryman College, Whittier, CA.
Robby D. Rodriguez	Massage Therapy	Certificate, Nova Institute of Health Technology, Whittier, CA.

DENTAL ASSISTING INSTRUCTORS		
Delia Camacho	Dental Assisting	AA, Dental Assisting, Glendale College, Glendale, CA. State of California, Registered Dental Assistant Additional Course work: University of California, Los Angeles, CA.
Theresa Knight-Zsupnik	Dental Assisting	AA, Rio Hondo College, Whittier, CA Diploma, Dental Assisting, Bryman Institute/NEC, Rosemead, CA Registered Dental Assistant/Coronal Polishing, State of California

PHARMACY TECHNICIAN INSTRUCTORS		
Alexander Ibaraki	Pharmacy Technician	Licensed Pharmacy Technician, State of California
Amir Sharif	Pharmacy Technician	Licensed Pharmacy Technician, State of California

MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS		
Guadalupe Jurado	Medical Insurance Billing and Coding	Certificate, Medical Assisting, Northwest College, Pasadena, CA
Tanya Romero	Medical Insurance Billing and Coding	Certificate, California Business Institute, Medical Assisting, El Monte, CA. Certificate, Nursing Assistant, Baldwin Park Adult School, Baldwin Park, CA.
Robert Scott	Medical Insurance Billing and Coding	BA, California State University, Fullerton, CA MPA, National University, Los Angeles
Peter Vasquez	Medical Insurance Billing and Coding	Business Administration, University of California, Los Angeles, CA.

BUSINESS MANAGEMENT/ADMINISTRATIVE ASSISTANT/MEDICAL OFFICE MANAGEMENT INSTRUCTORS		
Jeff Henderson	Business Management	BA, Baptist Bible College, Springfield, Missouri MA, Azusa Pacific University, Azusa, California
David Randall	Business Management	BS, California State Polytechnic University, Pomona, California

X-RAY TECHNICIAN (LIMITED PERMIT INSTRUCTORS		
Vivian Acosta	X-Ray Technician (Limited Permit)	Queen of Angels Hospital-School of Radiologic Technology, Los Angeles, CA Licensed X-Ray Technologist, State of California
Cesar Borje	X-Ray Technician (Limited Permit)	Diploma, Nova Institute of Health Technology, Whittier, CA
Tony Suzuki	X-Ray Technician (Limited Permit)	MD, University of San Francisco AS, Radiology Technology, Mt. San Antonio College, Walnut, CA

GARDENA

DEPARTMENT CHAIRS		
Shaun Wright, AS, BFA	Medical Department Chair	Associate of Science Medical Technology, George Washington University, Washington, D.C. Bachelor of Fines Art, Academy of Arts College, San Francisco, CA
Ollie Lucas, RDA	Dental Department Chair	Long Beach Medical and Dental Assisting College, Long Beach, CA
Karine Fougoux, BA, MSSM	Massage Therapy Department Chair	Bachelor of Arts, University of Amiens, Amiens, France MSSM, Massage School of Santa Monica, Santa Monica, CA

COMPUTER APPLICATIONS PROGRAM		
Shanae Booker	MA Computer Instructor	Occupational Qualifications
Rosa Corrales	MA Computer Instructor	Bryman College, Torrance, CA
Cristina Gonzalez	MA Computer Instructor	Nova Institute of Health Technology, Whittier, CA

DENTAL ASSISTING INSTRUCTORS		
Ollie Lucas RDA	Dental Department Chair	Long Beach Medical and Dental Assisting College, Long Beach, CA
Cheryl Peterson, A.A., RDA	Dental Assisting Instructor	El Camino College, SCROC, Torrance, CA
Elva Solorio, RDA	Dental Assisting Instructor	ROP Dental Program, Fullerton, CA
Keisha Whitfield, RDA	Dental Assisting Instructor	Los Angeles Adult and Occupational Education, Los Angeles, CA

MASSAGE THERAPY INSTRUCTORS		
Karine Fougoux B.A., MSSM	Massage Therapy Department Chair	Bachelor of Arts, University of Amiens, Amiens, France MSSM, Massage School of Santa Monica, Santa Monica, CA
Janon Al-Nafis	MT Instructor	Nova Institute of Health Technology, Los Angeles, CA
Brian Alexander	MT Instructor	Nova Institute of Health Technology, Los Angeles, CA
Monte Gullo	MT Instructor	Institute of Psycho-Structural Balancing, Culver City, CA
Susan Lengle	MT Instructor	Santa Monica School of Massage, Santa Monica, CA
Cynthia McCoy	MT Instructor	EduCorp Career College, Long Beach, CA
Cheryl Peterson	MT Instructor	Shiatsu Massage School, Santa Monica, CA

MEDICAL ASSISTANT INSTRUCTORS		
Shaun Wright A.S. Medical Technology	Medical Department Chair	A.S. Medical Technology, George Washington University, Washington, D.C. Bachelor of Fines Art, Academy of Arts College, San Francisco, CA
Ruth Garcia	MA Instructor	Associated Technical College, Los Angeles, CA
Anita Matias, CMA	MA Instructor	Bryman College, Torrance, CA
Hector Montes	MA Instructor	Associated Technical College, Los Angeles, CA
Shirley Oliver, CMA	MA Instructor	Occupational Qualifications
David Outlaw	MA Instructor	National Education Center, Torrance, CA
Doris Owens, AA, CMA	MA Instructor	Associated Technical College, Los Angeles, CA ICT College, Los Angeles, CA
Mischelle Turner BS, PA-C,	MA Instructor	California State University, Dominguez Hills, Carson, CA Charles Drew Medical School, Los Angeles, CA

MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS		
Susan Wong	Lead MAA Instructor	National Education Center, Torrance, CA
Laura Ruiz	MAA Instructor	Southern California Regional Occupation Center, Cerritos, CA
Joyce Victorino	MAA Instructor	Bryman School, Torrance, CA

MEDICAL INSURANCE BILLING & CODING INSTRUCTORS		
Cristina Gonzalez	Lead MIBC Instructor	Nova Institute of Health Technology, Whittier, CA
Rosa Corrales	MIBC Instructor	Bryman College, Torrance, CA
Elois Thompson, BA, AA	MIBC Instructor	California State University Dominguez Hills, Carson, CA Los Angeles Harbor College, Harbor City, CA

HAYWARD

MASSAGE THERAPY

Cheryl Bass, CMTHE - Program Director	National Holistic Institute
Gisele Griffin, CMT Sunita Stablein, CMT	Silicon Valley College Acupressure Institute
Keith Ortiz, CMTHE	National Holistic Institute

MEDICAL ASSISTING

Cris McTighe, AA, CMA- Program Director	Chabot College
Andrea Earby	
Angela Abing	
Connie Fontanoza	
Silvia Bustillio	

MEDICAL ADMINISTRATIVE ASSISTANT

Cris McTighe, AA, CMA- Program Director	Chabot College
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Michelle Surell	
MEDICAL INSURANCE BILLING/CODING	
Consolacion Fontanoza MBA- Program Director	National University
Elisa Dasalla, MA	Chabot College, University of Notre Dame
Rhonda Borba	
SURGICAL TECHNOLOGIST	
Cherie Desues, CST, DSci	
Steven Beltz, CST	

LOS ANGELES - WILSHIRE

DENTAL ASSISTING PROGRAM	
Darla Burgess, RDA #24213	Cal State University-Fullerton, Fullerton, CA Cypress College, Cypress, CA
Ilana Klaz, RDA #59082	Bryman College, Reseda, CA
MEDICAL ASSISTING PROGRAM	
Rocio Martinez, MA	Bryman College, Gardena, CA East LA College, East Los Angeles, CA
Marcos Arias, MA	USN Hospital Corps School, United States Navy
Jeanne Andres, MA	Nova Institute, Whittier, CA Rio Hondo Community College, Whittier, CA Pasadena City College, Pasadena, CA
Majik Henderson, MA	Bryman College, Torrance, CA Los Angeles Southwest College, Los Angeles, CA UCLA Extension, Los Angeles, CA
Laura Cortez, MA	United Education Institute
Diana Richards, MA	Marick College Los Angeles Trade Tech College, Los Angeles, CA University of Phoenix
Pamela Blakely, MA	Ohio College, Cleveland, OH Mississippi State Valley College, Oxford, MA
MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM	
Angelica Rivera, MA, LVN	Bryman College, San Bernardino, CA Los Angeles Community College American Career College Westcoast University
MEDICAL INSURANCE BILLING/CODING PROGRAM	
Raybukh, Raisa, MA	LVOV Medical School, Russia, Ukraine International Career Development College, Los Angeles, CA Bryman College, Winnetka, CA Pierce College, Woodland Hills, CA Mission College, Sylmar, CA
Michael Diaz	ITT Technical Computer Educational Institute Comprehensive Learning Systems
PHARMACY TECHNICIAN PROGRAM	
Michael Molokwu	American Career College, Pharmacy Technician LA Harbor College, Los Angeles, CA Alameda University, Masters in Business Administration

ONTARIO

Mary Babashoff	Massage Therapy	Diploma, Lincoln Institute
Victoria Black	Medical	Diploma, Bryman College
Christy Bocanegra	Medical Assisting	Diploma, Concorde Career Institute
Geri Cahoon	Medical Assisting	AA Riverside Community College
Joselito Capilli	Medical Billing	BA University of the Philippines
Scott Christensen	Massage Therapy	Diploma, West Coast College
Jamie Danforth	Medical Assisting	Diploma, Ashworth College
Bobbi Coleman*	Medical	AA Chaffey College Diploma, Medical Assisting, Bryman College
Geri Lee	Medical Assisting	Diploma
Mark Lewis	Pharmacy Tech	Ohio State University
Marcella Lopez	Medical Assisting	Diploma, Bryman College
Nancy Metzinger	Business Administration	MA, Governor College
Jennifer Pavlin*	Massage Therapy	Diploma, Bryman College

Jessica Schoenfeld	Massage Therapy	Diploma, Bryman College
James Smith	Business Management	MA, University of Southern California
Julie Toston	Medical Assisting	Diploma, Bryman College
Marita Velazquez-Melchor	Medical	Diploma, Nova Institute
Maria Vasquez*	Dental Assisting	Bryman College
Toni Vasquez*	Dental Assisting	Diploma, Bryman College
Mike Youssef	Medical Assisting	MD University of Cairo

RESEDA

DEPARTMENT CHAIRS

Lori Burch	Dental Assisting	National Education Center, Canoga Park, CA, Registered Dental Assistant
David M. Pearce	Surgical Technology	MPA, Golden Gate University, San Francisco, CA BS, George Washington University, Washington, DC Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Genoveva Rodriguez	Medical Assisting	Western Medical College, Van Nuys, CA, Certified Medical Assistant
Renee Strong	Massage Therapy	Massage School of Santa Monica, Santa Monica, CA, Licensed Massage Therapist

DENTAL ASSISTANT INSTRUCTORS

Bertha Conchas	Dental Assisting	Bryman College, Winnetka, CA, Registered Dental Assistant
Dominica Barksdale	Dental Assisting	Long Beach College of Medical and Dental, Long Beach, CA, AS, Pierce College, Woodland Hills, CA, Registered Dental Assistant
James Goldman	Dental Assisting	DDS, Loyola Dental School, Los Angeles, CA BA, UC Los Angeles
Julia Letea	Dental Assisting	MS, University of Bucharest, Romania Bryman College, Winnetka, CA, Registered Dental Assistant

MEDICAL ASSISTANT INSTRUCTORS

Evelyn Aguirre	Medical Assisting	Bryman College, Reseda, CA, Certified Medical Assistant
Melinda Covarrubias	Medical Assisting	Bryman College, Reseda, CA, Certified Medical Assistant
Guiliana Defilippi	Medical Assisting	Bryman College, Reseda, CA, Certified Medical Assistant
Mary Moore	Medical Assisting	Lawton School of Medical Assisting, Encino, CA, Certified Medical Assistant
Judith Morriss	Medical Assisting	BS, Temple University, Philadelphia, PA Delaware Valley Academy of Medical Assisting, Registered Medical Assistant
Rosalie Silva	Medical Assisting	Concorde Career College, North Hollywood, CA, Medical Assistant
Christine Spray	Medical Assisting	Medical Assistant's Training Institute, Mission Hills, CA, Medical Assistant

MASSAGE THERAPY INSTRUCTORS

Liat Golan	Massage Therapy	Massage School of Santa Monica, Santa Monica, CA, Certified Massage Therapist
Monte Gullo	Massage Therapy	Institute of Psycho-Structural Balancing of Los Angeles, CA, Licensed Massage Therapist
Karen Noor	Massage Therapy	Utah college of Massage, Utah, Licensed Massage Therapist
Rosa Sementelli	Massage Therapy	Institute of Professional Practical Therapy, Encino, CA, Licensed Massage Therapist Bryman College, Reseda, CA, Certified Medical Assistant

SURGERY TECHNOLOGY INSTRUCTORS

Romona Brown	Surgical Technology	Riverside Medical Center, Hampton, VA Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Renee Dupont	Surgical Technology	Central DuPage School of Technology, Winfield, IL Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery

Dante E. Mahinan	Surgical Technology	MD, Far Eastern University, Republic of Philippines BS, Far Eastern University, Republic of Philippines Glendale Career College, Glendale, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Sherwin Marquez	Surgical Technology	Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Talita McLemore	Surgical Technology	Glendale Career Institute, Glendale, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Jenny Sidiropoulos	Surgical Technology	Concorde Career Institute, North Hollywood, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery

MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS

Amanda Culver	Medical Assistant	AS, Antelope Valley Community College Lancaster, CA, Certified Medical Assistant
Cindy Flores Premus	Medical Assistant	Bryman College, Winnetka, CA

SAN BERNARDINO

BUSINESS

Jane Gustafson	B.A., UCLA, Los Angeles, CA
Jacqui Procter Miller	BA, Queens College, NY
Deborah Gravenberg	BA, Humboldt State College, Humboldt, CA
Michael Ross	M.A., Loma Linda University, Loma Linda, CA

DENTAL ASSISTING

Kim Harmon-Sloan	Registered Dental Assistant (RDA)
Sandra Parker	A.S., Dental Technology, Riverside City College A.A., General Cosmetology, Riverside City College Registered Dental Assistant (RDA)
Phillip Sirios	Registered Dental Assistant (RDA)
Leona Urschel	AA Chaffey College, RDA, CDA

HOMELAND SECURITY SPECIALIST

Michael Gile	Certificate, Basic Law Enforcement Academy, San Bernardino Sheriff's Academy
Nicholas Rich	EMT
Leon Wilbur	Retired Police Officer, Santa Ana, Ca, Licensed Private Investigator

MASSAGE THERAPY

Billie Bonnett	Tao Institute of Massage, Santa Monica, CA
Frances Casselli-Day	Southern California School of Massage, Riverside, CA
Sara Denz	BA University of Minnesota
Alisia DeLeon	LMT, Boulder School of Massage Therapy
Mark Gray	D.C., LA Chiropractic College, Los Angeles, CA, Southern California School of Massage, Riverside, CA
Jodie Johnson	MT
Janet Miller	B.A., CA State San Bernardino Southern California School of Massage, Riverside, CA
Roger Perez	L.M.T Healing Hands, Escondido, CA
Patrick Pierson	A.A. Mount San Antonio College, Rancho Cucamonga, CA LMT, Nova Institute, Ontario, CA
Judith Rizzo	MT, Occupation Certification
Chris Roberts	MT, Phoenix Therapeutic Massage College, Phoenix, AZ
Brenda Tate	MT, Nova Institute, Ontario, CA

MEDICAL ADMINISTRATIVE ASSISTANT

Dora Perez	CMA, BA Southern Illinois University
Tammy Fletcher	Medical Assistant, Occupational Qualifications
Alicia Kritzer	Medical Assistant, Occupational Qualifications
Michele Lotze	Medical Assistant, Occupational Qualifications
Carolyn Welliver MA	Occupational Qualifications

MEDICAL ASSISTING

Dora Perez*	CMA, BA Southern Illinois University
Judith Cullen	MA, Occupational qualifications
Regina Dominguez	MA, Occupational Qualifications
Patricia DuBiel	MA, Occupational Qualifications
Stephanie Felix	Certified Medical Assistant, National Certification
Theresa Henderson	Certified Medical Assistant, National and State Certification

Jennifer Holecek	MA, Occupational Qualifications
Karen Kennedy	CMA, AA Glendale Community College
Julie McCasland	MA, Occupational Qualifications
Donna McCord	Certified Medical Assistant, National Certification
Linda Price	Certified Medical Assistant, National Certification
Sandy Roberts	Medical Assistant, Occupational Qualifications
Jackie Sanchez	MA
Robertta Sanchez	Medical Assistant, Occupational Qualifications
Jonette Yazzie	Certified Medical Assistant, National Certification

SAN FRANCISCO

DENTAL ASSISTING

Diaz, Joy H., RDA	Bryman College, San Francisco, CA
Chaydez, Ruth C., RDA	Bryman School, San Francisco, CA.
Jue, Elaine C., RDA	San Francisco City College, San Francisco, CA
Davis, Rosemary, RDA	Bryman School, San Francisco, CA
Neal, Paul J., RDA	Bryman School, San Francisco, CA
Ream, Ramona, RDA, Program Director	National Education Center, San Francisco, CA
Badri, Samira., RDA	College of Alameda, Alameda, CA

LIMITED X-RAY TECHNICIAN

Arthur M. Cossey, CRT, Program Director	Butler University, Indianapolis, Ind.
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MEDICAL ASSISTING

Bradford, Zennaita L., CMA	Bryman College, San Francisco, CA
Diaz, Monica J., CMA	National Education Center, San Francisco, CA
Jeong, Joan K., CMA, Program Director	San Francisco State University, San Francisco, CA
King, RoxAnn, CMA	Bryman College, San Francisco, CA
LaForge, Jacqueline R., CMA	Chabot College, Hayward, CA
DeLeon, Linda, CMA	Bryman College, San Francisco, CA
Moreno, Jacqueline, CMA	Bryman School, San Francisco, CA
Perez, Colleen, CMA	National Education Center, San Francisco, CA
Rodriguez, Gina, CMA	Bryman School, San Francisco, CA

MEDICAL ADMINISTRATIVE ASSISTANT AND MEDICAL INSURANCE BILLING/CODING PROGRAMS

Aslanbaigi, Dolores D., MD	Angeles University, Philippines
Harlow, Meryl B., CMA, Program Director	Bryman College, San Francisco, CA
Woods-Glover, Ruchilla D.	San Francisco City College, San Francisco, CA

PHARMACY TECHNICIAN

Nunez, Richard, Program Manager	University of California, Berkeley, CA
Fernandez, Ben B.	Silicon Valley College, Fremont, CA
Jones, Andrew D.	University of Minnesota, Minneapolis, MN

MASSAGE THERAPY

Robert Ianacone, CMA	University of Virginia, Charlottesville, VA.
Audrey Ordon, CMA	University of California, Berkeley, CA.

SAN JOSE

DEPARTMENT CHAIRS

Kimberly Barbieri	Medical Administration, MIBC Pharmacy Technician	Medical Assisting Certificate, Bryman College
Rosalind Fleurs	Massage Therapy	Doctor of Chiropractic, Life Chiropractic College West
Zahia Shallal	Medical Assisting	BSC, Baghdad University
Vacant	Dental Assisting	

MEDICAL ASSISTANT INSTRUCTORS

Linda Cabebe, CMA, MD	NEC Bryman, CA, Southwestern Univ.
Nina Goloubeva, MD	Medical & Sanitary Department Tomsk, Russia
Maria Leal, CMA, RN	Bryman College, Mexico University
Abofazl Vaziri, CCMA, BA	Coastline regional program, U.C. Berkeley

Nedialka Taneva, MD	Academy of Medicine, Bulgaria
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS	
Pamela Clinkenbeard	Bryman College, CA
Dorothy Cohen, D.C.	Life Chiropractic College
Shalini Kumar.	Univ. of North Texas, Denton.
DENTAL ASSISTANT INSTRUCTORS	
Alberto Picache, RDA	Sacramento City College
Carrie DeYong, RDA	Med Help Training RDA Program
Janet Repp, RDA	Central County Occupational Health
Maria Dion, RDA	San Jose City College, CA
Eleanor Russell, RDA	Foothill College, CA
Yana Mayfield, RDA	College of Marin
PHARMACY TECHNICIAN INSTRUCTORS	
Angelito Dumoap, PHT	Sawyer College
Maria Reyes, PHT	NOCROP, Ca
MASSAGE THERAPY INSTRUCTORS	
Pia Jones, MT	National Holistic Institute
Shereen Shuster, MT	Center for Body Harmonics
MEDICAL BILLING AND CODING INSTRUCTORS	
Carole Ditlow	
Kimberly Barbieri	Bryman College, NEC San Jose, CA
HOMELAND SECURITY INSTRUCTORS	
Basim Abu-Hamid	A.S., DeAnza Junior College

TORRANCE

DEPARTMENT CHAIRS

Kossi Lim, CPhT Pharmacy Technician Program	BS Computer Information Systems (DeVry University) Nationally Certified Pharmacy Technician
Catherine Linard, Massage Therapy Program	BA Psychology, Ohio State University, Massage Therapist, Touch Therapy Institute, Nationally Certified Therapeutic Massage and Bodyworker

MASSAGE THERAPY PROGRAM

Lourdine Walton	Massage Therapy, Nova Institute AA, Business Administration, Drakes Business College
Frances Omi Galloway	Massage Therapist, Swedish Institute - New York, NY
Khalilah Ealy	Massage Therapist, Georgia Medical Institute – Atlanta, GA
Jeremy Weber, NCTMB	Massage Therapist, Career Network Institute, Orange, CA Nationally Certified Therapeutic Massage and Bodyworker

PHARMACY TECHNICIAN PROGRAM

Jacob Hoy, CPhT	BS Exercise Science - USC, Los Angeles, CA Nationally Certified Pharmacy Technician
Catie Mays	Pharmacy Technician, Bryman College-Renton, WA
Janelle Benson	United Educational Institute, Los Angeles, CA
Alistair Curamen	California Paramedical College, Long Beach, CA BS Computer Information Systems (DeVry University)

WEST LOS ANGELES

DEPARTMENT CHAIRS

Dr. Khalid Alzwareh	Medical Assisting/BMA MIBC/Massage Therapy/ Pharmacy Technician/XRAY Technician	MBBS. Degree, Medicine and Surgery-The University of Jordan BA, Medicine and Surgery-The University of Jordan
Dr. Dennis Garcia, MD, RDA	Dental Assisting - Acting	Doctor of Dental Medicine, Unciano College of Dentistry

MEDICAL ASSISTING INSTRUCTORS

Dr. Pamela Blakely	Medical Assisting	DPM, Ohio College of Podiatric BS, Mississippi Valley State University
Dr. Ana Fajardo	Medical Assisting	MD, University of Autonoma of Guadalajara, Mexico
Dr. Saihb Halil	Medical Assisting	BA, University of Guadalajara, Mexico
Maria Hernandez	Medical Assisting	Diploma, American Technical College, Medical Assisting
Dr. Ahmed Khourshed (Lead Instructor)	Medical Assisting	MBCbB, Cairo Medical School, Egypt
Dr. Romelia Martini	Medical Assisting	MD, University of Autonoma of Chihuahua, Mexico

Dr. Paul Valenzuela (Lead Instructor)	Medical Assisting	Doctor of Chiropractic, Northwestern College of Chiropractic Bachelor of Science, Kinesiology, University of California
DENTAL ASSISTANT INSTRUCTORS		
Silvia Duarte, RDA	Dental Assisting Instructor/ Dental Externship Coordinator	Full Creek and Associates, Dental Assisting
Hermalinda Jimenez, RDA	Dental Assisting	Certificate for Oral Surgeons RDA Certificate
BUSINESS MANAGEMENT AND ADMINISTRATIVE ASSISTING INSTRUCTORS		
John Clark	BMA	
Farzad Mashaeekh	BMA	BA, California State University—Northridge, California
MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS		
Dr. Paul Valenzuela	MIBC	Doctor of Chiropractic, Northwestern College of Chiropractic Bachelor of Science, Kinesiology, University of California
Penny Williams	MIBC	BS Business Administration Mgmt ,Cal State University--Los Angeles
MASSAGE THERAPY INSTRUCTORS		
Bibi Chapman	Massage Therapy	Massage Technician Diploma, Glendale Career College, California
Deborah Crow	Massage Therapy	BA University of North Carolina—Wilmington Massage Therapist, Massage School of Santa Monica, California
Pamela Scott (Lead Instructor)	Massage Therapy	Teaching Credential, California State University—Long Beach
PHARMACY TECHNICIAN INSTRUCTORS		
Madlain Tannious (Lead Instructor)	Pharmacy Technician	BS, Pharmacy Sciences, Cairo, Egypt
X-RAY TECHNICIAN INSTRUCTORS		
June Lee-Chin (Lead Instructor)	X-Ray Instructor/Clinical Coordinator	BA, California State University AA Radiologic Technology

APPENDIX B: TUITION AND FEE CHARTS BY CAMPUS

ALHAMBRA						
Program	Program Length	Credit Units	Tuition	STRF	Books and Equipment (estimated)	Total
Business Operations	9 months	54	\$10,935	\$27.50	\$629.02	\$11,591.52
Dental Assisting	8 months	47	\$11,180	\$27.50	\$549.88	\$11,757.38
Massage Therapy	9 months	57	\$11,940	\$30.00	\$1,214.04	\$13,184.04
Medical Administrative Assistant	8 months	47	\$10,935	\$27.50	\$506.60	\$11,469.10
Medical Assisting	8 months	47	\$10,935	\$27.50	\$705.37	\$11,667.87
Medical Insurance Billing/Coding	6 months	35	\$8,600	\$22.50	\$538.21	\$9,160.71
Pharmacy Technician	8 months	58	\$11,150	\$27.50	\$520.68	\$11,698.18
For programs requiring a background check, \$52 will be charged.						

ANAHEIM						
Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,180	\$27.50	\$526.59	\$11,734.09
Massage Therapy	9 months	54	\$11,950	\$30.00	\$976.66	\$12,956.66
Medical Administrative Assistant	8 months	47	\$10,935	\$27.50	\$737.42	\$11,699.92
Medical Assisting	8 months	47	\$10,935	\$27.50	\$829.63	\$11,792.13
Medical Insurance Billing/coding	6 months	35	\$8,600	\$22.50	\$490.35	\$9,112.85
Pharmacy Technician	8 months	47	\$11,150	\$27.50	\$538.64	\$11,716.14
Vocational Nursing	12 months	89	\$25,500	\$65.00	\$1483.07*	\$27,048.07
*Does not include Background check fee.						

CITY OF INDUSTRY						
Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Business Management/Administrative Assistant	9 months	54	\$11,327	\$27.50	\$863.23	\$12,217.73
Dental Assistant	8 months	47	\$11,183	\$27.50	\$287.99	\$11,498.49
Massage Therapy	9 months	54	\$11,375	\$27.50	\$1,080.35	\$12,482.85
Massage Therapy - Evening	11 months	54	\$11,375	\$27.50	\$1,080.35	\$12,482.85
Medical Assisting	8 months	47	\$10,936	\$27.50	\$884.90	\$11,848.40
Medical Insurance Billing & Coding	6 months	35	\$8,600	\$22.50	\$542.18	\$9,164.68
Medical Insurance Billing & Coding - Evening	7 months	35	\$8,600	\$22.50	\$542.18	\$9,164.68
Pharmacy Technician*	8 months	47	\$11,150	\$27.50	\$639.92	\$11,817.42
X-Ray Technician – Limited Permit	9 months	39	\$12,768	\$32.50	\$419.34	\$13,219.84
AOS Medical Office Management						
Massage Therapist Emphasis*	18 months	108	\$22,810	\$57.50	\$1832.95	\$24,700.45
Medical Insurance Billing Emphasis**	18 months	108	\$22,137	\$55.00	\$1476.30	\$23,668.30
For programs requiring a background check, \$52 will be charged.						
*Include credits, tuition, and textbook/equipment charges from the MTDN program.						
**Include credits, tuition and textbook/equipment charges from the MBDN program.						

GARDENA

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,180	\$27.50	\$427.87	\$11,635.37
Massage Therapy	9 months	54	\$11,945	\$30.00	\$851.28	\$12,826.28
Medical Administrative Assisting	8 months	47	\$10,935	\$27.50	\$850.51	\$11,813.01
Medical Assisting	8 months	47	\$10,935	\$27.50	\$677.53	\$11,640.03
Medical Insurance Billing & Coding	6 months	35	\$8,600	\$22.50	\$404.88	\$9,027.38

*Does not include \$10 Background check

HAYWARD

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Massage Therapy	9 months	54	\$12,732	\$32.50	\$1058.60	\$13,823.10
Medical Administrative Assistant	8 months	47	\$13,007	\$32.50	\$864.33	\$13,903.83
Medical Assisting	8 months	47	\$13,282	\$32.50	\$420.85	\$13,735.35
Medical Insurance Billing/Coding	6 months	35	\$7,395	\$17.50	\$485.30	\$7,897.80
Surgical Technologist	13 months	76.5	\$25,252	\$62.50	\$813.33	\$26,127.83

For programs requiring a background check, \$52 will be charged.

LOS ANGELES, WILSHIRE

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,180	\$27.50	\$428.44	\$11,635.94
Medical Administrative Assistant	8 months	47	\$10,935	\$27.50	\$385.55	\$11,348.05
Medical Assisting	8 months	47	\$10,935	\$27.50	\$733.29	\$11,695.79
Medical Insurance Billing and Coding	6 months	35	\$8,600	\$22.50	\$445.93	\$9,068.43
Pharmacy Technician	8 months	58	\$11,150	\$27.50	\$456.30	\$11,633.80

For programs requiring a background check, \$52 will be charged.

ONTARIO

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Degree Program						
Medical Office Management (AOS Degree)						
Medical Insurance Biller Emphasis	18 months	108	\$21,598	\$55.00	\$1347*	\$23,000.00
Massage Therapist Emphasis	18 months	108	\$22,163	\$55.00	\$1,590*	\$23,808.00
Diploma Programs						
Business Management/Administrative Assistant	9 months	54	\$11,327	\$27.50	\$786.02*	\$12,140.52
Dental Assisting	8 months	47	\$11,180	\$27.50	\$536.36*	\$11,743.86
Massage Therapy	9 months	57	\$11,945	\$30.00	\$1252.98*	\$13,227.98
Medical Assisting	8 months	47	\$10,935	\$27.50	\$437.81*	\$11,400.31
Medical Insurance Billing and Coding	6 months	35	\$8,600	\$22.50	\$471.02*	\$9,093.52
Pharmacy Technician	8 months	47	\$11,150	\$27.50	\$568.88	\$11,746.38

For programs requiring a background check, \$52 will be charged.

RESEDA

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$12,552	\$32.50	\$390.95	\$12,975.45
Massage Therapy	9 months	54	\$12,800	\$32.50	\$1006.97	\$13,839.47
Medical Administrative Assistant	8 months	47	\$12,327	\$30.00	\$724.85	\$13,081.85
Medical Assisting	8 months	47	\$12,327	\$30.00	\$822.52	\$13,179.52
Surgical Technologist	13 months	76.5	\$24,837	\$62.50	\$658.07	\$25,557.57

Minimum tuition deposit is \$50 unless the Campus President approves in advance of enrollment being taken.

SAN BERNARDINO

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Computer Office Applications	9 months	54	\$11,077	\$27.50	\$510.09	\$11,614.59
Dental Assisting	8 months	47	\$12,652	\$32.50	\$261.17	\$12,945.67
Homeland Security Specialist	7 months	48	\$10,027	\$25.00	\$765.53	\$10,817.53
Massage Therapy	9 months	54	\$12,153	\$30.00	\$1155.16	\$13,338.16
Massage Therapy (weekend)	12 months	54	\$12,153	\$30.00	\$1155.16	\$13,338.16
Medical Administrative Assistant	8 months	47	\$11,287	\$27.50	\$908.68	\$12,223.18
Medical Assisting	8 months	47	\$11,628	\$30.00	\$795.15	\$12,453.15

For programs requiring a background check, \$52 will be charged.

SAN FRANCISCO

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$12,622	\$32.50	\$605.74	\$13,260.24
Massage Therapy	9 months	54	\$11,904	\$30.00	\$1177.68	\$13,111.68
Medical Administrative Assistant	8 months	47	\$12,570	\$32.50	\$702.64	\$13,305.14
Medical Assisting	8 months	47	\$12,622	\$32.50	\$703.73	\$13,358.23
Medical Insurance Billing/Coding	6 months	35	\$8,982	\$22.50	\$591.25	\$9,595.75
Pharmacy Technician	8 months	47	\$12,622	\$32.50	\$720.33	\$13,374.83
Limited X-Ray Technician	9 months	39	\$13,650	\$35.00	\$491.99	\$14,176.99

For programs requiring a background check, \$52 will be charged.

SAN JOSE

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$ 13,727	\$35.00	\$310	\$14,072.00
Homeland Security	7 months	48	\$11,077	\$27.50	\$804	\$11,908.50
Massage Therapy	9 months	57	\$ 13,727	\$35.00	\$1,144	\$14,906.00
Medical Administrative Assistant	8 months	47	\$13,502	\$35.00	\$742	\$14,279.00
Medical Assisting	8 months	47	\$13,402	\$32.50	\$438	\$13,872.50
Medical Insurance Billing/Coding	6 months	35	\$ 9,317	\$22.50	\$505	\$9,844.50
Pharmacy Technician	8 months	58	\$13,727	\$35.00	\$419	\$14,181.00

For programs requiring a background check, \$52 will be charged.

TORRANCE

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Massage Therapy	9 months	54	\$11,950	\$30.00	\$1188.88	\$13,168.88
Pharmacy Technician	8 months	47	\$11,150	\$27.50	\$589.22*	\$11,766.72

*Does not include \$52 background check.

WEST LOS ANGELES

Program	Program Length	Credit Units	Tuition	STRF	Books & Equipment (estimated)	Total
Business Management and Administrative Assistant	9 Modules	54	\$11,327	\$27.50	\$724	\$12,078.50
Dental Assisting	8 Modules	47	\$11,182	\$27.50	\$618	\$11,827.50
Massage Therapy	9 Modules	54	\$11,943	\$30.00	\$1001	\$12,974.00
Medical Assisting	8 Modules	47	\$10,935	\$27.50	\$929	\$11,891.50
Medical Insurance Billing and Coding	6 Modules	35	\$8,600	\$22.50	\$529	\$9,151.50
Pharmacy Technician	8 Modules	47	\$11,182	\$27.50	\$542	\$11,751.50
For programs requiring a background check, \$52 will be charged						

APPENDIX C: START DATES BY CAMPUS

ALHAMBRA

Massage Therapy & Medical Administrative Assistant				
Day Schedule – Five-Day Week (Monday - Friday)				
2005				
Start Dates		End Dates		
Jan 2	Monday	Feb 5	Friday	
Massage Therapy & Medical Administrative Assistant				
Day & Evening Schedule – Four-Day Week (Monday - Thursday)				
Oct 2005 to Dec 2006				Comments
Start Dates		End Dates		
Sep 26, 2005	Monday	Oct 26, 2005	Thursday	Break week Oct 10 thru Oct 15
Oct 31, 2005	Monday	Dec 2, 2005	Thursday	Monday Nov 21 thru Thursday Nov 24, Holiday
Dec 5, 2005	Monday	Jan 6, 2006	Thursday	Dec 23 thru Jan 1, Holidays
				Break Week Jan 9 thru Jan 14
Jan 17, 2006	Tuesday	Feb 10, 2006	Thursday	Monday Jan 17, Holiday
Feb 13, 2006	Monday	Mar 9	Thursday	Monday Feb 20, Holiday
Mar 13, 2006	Monday	Apr 9	Thursday	
				Break Week Apr 9 thru Apr 15
Apr 17, 2006	Monday	May 11, 2006	Thursday	
May 15, 2006	Monday	Jun 8, 2006	Thursday	
Jun 12, 2006	Monday	Jul 7, 2006	Friday	July 3 Holiday
				Break Week Jul 8 thru Jul 15
Jul 17, 2006	Monday	Aug 10, 2006	Thursday	
Aug 14, 2006	Monday	Sep 8, 2006	Thursday	Sep 4 Holiday
Sep 11, 2006	Monday	Oct 6, 2006	Thursday	
				Break Week Oct 9 thru Oct 14
Oct 16, 2006	Monday	Nov 9, 2006	Thursday	
Nov 13, 2006	Monday	Dec 7, 2006	Thursday	Nov 23, Holiday

ANAHEIM

Massage Therapy, Medical Administrative Assistant, Medical Assisting, & Pharmacy Technician			
Day Schedule II - Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Sept 13	Tues	Oct 10	Mon
Oct 12	Wed	Nov 9	Wed
Nov 11	Fri	Dec 12	Mon
Dec 14	Wed	Jan 26, '06	Thurs
2006			
Start Dates		End Dates	
Jan 27	Fri	Feb 24	Fri
Feb 27	Mon	Mar 24	Fri
Mar 27	Mon	Apr 24	Mon
Apr 26	Wed	May 23	Tues
May 25	Thurs	Jun 22	Thurs
Jun 26	Mon	July 25	Tues
July 27	Thurs	Aug 23	Wed
Aug 25	Fri	Sep 22	Fri
Sep 25	Mon	Oct 23	Mon
Oct 25	Wed	Nov 21	Tues
Nov 27	Mon	Jan 5 '07	Mon

Dental Assisting, Massage Therapy, Medical Assisting, Pharmacy Technician & Medical Billing/Coding			
Day Schedule I - Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Sept 28	Wed	Oct 25	Tues
Oct 27	Mon	Nov 28	Mon
Nov 30	Wed	Jan 11 '06	Wed
2006			
Start Dates		End Dates	
Jan 13	Fri	Feb 10	Fri
Feb 13	Mon	Mar 13	Mon
Mar 15	Wed	Apr 11	Tues
Apr 13	Thurs	May 11	Thurs
May 15	Mon	Jun 12	Mon
Jun 14	Wed	July 13	Thurs
July 17	Mon	Aug 11	Fri
Aug 14	Mon	Sep 11	Mon
Sep 13	Wed	Oct 11	Wed
Oct 12	Thurs	Nov 8	Wed
Nov 10	Fri	Dec 11	Mon
Dec 12	Tues	Jan 23 '07	Thurs

Medical Assisting, & Medical Billing/Coding			
Evening Schedule II - Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
Oct 10	Mon	Nov 14	Mon
Nov 16	Wed	Jan 5 '06	Thurs
2006			
Start Dates		End Dates	
Jan 9	Mon	Feb 13	Mon
Feb 15	Wed	Mar 22	Wed
Mar 23	Thurs	Apr 26	Wed
Apr 27	Thurs	Jun 1	Thurs
Jun 5	Mon	July 11	Tues
July 13	Thurs	Aug 16	Wed
Aug 17	Thurs	Sep 21	Thurs
Sep 25	Mon	Oct 30	Mon
Oct 31	Tues	Dec 5	Tues
Dec 6	Wed	Jan 24 '07	Wed

Dental Assisting, Medical Assisting, Pharmacy Technician, & Massage Therapy			
Evening Schedule I - Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
Sept 14	Wed	Oct 18	Tues
Oct 20	Thurs	Nov 28	Mon
Nov 30	Wed	Jan 19 '06	Thurs
2006			
Start Dates		End Dates	
Jan 23	Mon	Feb 27	Mon
Feb 28	Tues	April 3	Mon
April 5	Wed	May 9	Tues
May 10	Wed	Jun 14	Wed
Jun 19	Mon	July 25	Tues
July 26	Wed	Aug 29	Tues
Aug 30	Wed	Oct 4	Wed
Oct 10	Tues	Nov 13	Mon
Nov 14	Tues	Dec 19	Tues
2007			
Start Dates		End Dates	
Jan 4	Thurs	Feb 8	Thurs

New 2005 start dates and holidays		
Student Holidays (All Programs)	2005	2006
New Year's Day (observed-no school)	Jan 1-3	Jan 1-2
Faculty in-service (No Students)	Jan 17	Jan 16
President's Day (observed)	Feb 21	Feb 20
Good Friday (No students)	March 25	March 14
Faculty In-service (No students)	May 27	
Memorial Day (observed)	May 30	May 29
Independence Day (observed)	July 4	July 4
In-Service Faculty Day (No Students)	Aug 30	July 3
Labor Day	Sept 5	Sept 4
In-Service Faculty Day (No Students)	Oct 31	Oct 9
Thanksgiving	Nov 24-25	Nov 23-24
Winter Recess	Dec 19-Jan 2, '06	Dec 20-Jan 2, '07

Dental Assisting, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician & Medical Billing/Coding programs			
Evening Schedule I - Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
Jun 29	Wed	Aug 3	Wed
Aug 8	Mon	Sep 12	Mon
Sep 14	Wed	Oct 18	Tues
Oct 20	Thurs	Nov 28	Mon
Nov 30	Wed	Jan 19 '06	Thurs

Dental Assisting, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician & Medical Billing/Coding programs			
Day Schedule I - Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Jul 29	Fri	Aug 25	Thurs
Aug 29	Mon	Sep 26	Mon
Sep 28	Wed	Oct 25	Tues
Oct 27	Thurs	Nov 28	Mon
Nov 30	Wed	Jan 11 '06	Wed

Dental Assisting, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician & Medical Billing/Coding programs			
Day Schedule II - Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Jul 14	Thurs	Aug 10	Wed
Aug 12	Fri	Sep 9	Fri
Sep 13	Tues	Oct 10	Mon
Oct 12	Wed	Nov 9	Wed
Nov 11	Fri	Dec 12	Mon
Dec 14	Wed	Jan 26 '06	Thurs

Dental Assisting, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician & Medical Billing/Coding programs			
Evening Schedule II - Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
July 27	Wed	Aug 30	Tues
Aug 31	Wed	Oct 5	Wed
Oct 10	Mon	Nov 14	Mon
Nov 16	Wed	Jan 5 '06	Thurs

Medical Billing/Coding			
Day Schedule III - Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Jul 29	Fri	Aug 25	Thurs
Aug 29	Mon	Sep 26	Mon
Sep 28	Wed	Oct 25	Tues
Oct 26	Wed	Nov 23	Wed
Nov 28	Mon	Jan 9 '06	Mon

Student Holidays (All Programs)	2005
New Year's Day (observed-no school)	Jan 1-3
Faculty in-service (No Students)	Jan 17
President's Day (observed)	Feb 21
Good Friday (No students)	March 25
Faculty In-service (No students)	May 27
Memorial Day (observed)	May 30
Independence Day (observed)	July 4
In-Service Faculty Day (No Students)	Aug 30
Labor Day	Sept 5
In-Service Faculty Day (No Students)	Oct 31
Thanksgiving	Nov 24-25
Winter Recess	Dec 19-Jan 2, '06

CITY OF INDUSTRY

Pharmacy Technician			
Morning Schedule - Five Day Week (Monday through Friday)			
2005-2006			
Start Dates		End Dates	
August 29	Mon	May 10	Wed
Sept 28	Wed	June 12	Mon
Oct 27	Thurs	July 14	Fri
Nov 28	Mon	August 14	Mon
Jan 11 '06	Wed	Sept 13 '06	Wed
Feb 10 '06	Fri	Oct 16 '06	Mon
Mar 13 '06	Mon	Nov 14 '06	Tues
Pharmacy Technician			
Evening Schedule l- Four Day Week Monday through Thursday			
2005-2006			
Start Dates		End Dates	
August 11	Thurs	June 20 '06	Wed
Sept 19	Mon	July 31	Mon
Oct 24	Mon	Sept 6 '06	Wed
Nov 30	Mon	Oct 12 '06	Thurs
Jan 24 '06	Tues	Nov 16 '06	Thurs
Mar 2 '06	Thurs	Jan 11 '07	Thurs
Apr 10 '06	Mon	February '07	TBD
May 16 '06	Tues	March '07	TBD

Business Management/ Administrative Assistant			
Morning Schedule - Four Day Week (Monday through Thursday)			
2005-2006			
Start Dates		End Dates	
August 1	Mon	May 10 '06	Wed
Aug 29	Mon	June 12 '06	Mon
Sept 28	Wed	July 13 '06	Thurs
Nov 28	Mon	Sept 13 '06	Wed
Jan 11 '06	Wed	Oct 12 '06	Thurs
Business Management/ Administrative Assistant			
Evening Schedule-Four Day Week (Monday through Thursday)			
2005-2006			
Start Dates		End Dates	
August 1	Mon	May 10 '06	Wed
August 29	Mon	June 12 '06	Mon
Sept 28	Wed	July 13 '06	Thurs
Jan 11 '06	Wed	Oct 12 '06	Thurs

Dental Assisting			
Morning Schedule - Five Day Week (Monday through Friday)			
2005-2006			
Start Dates		End Dates	
Augt 11	Thurs	April 26 '06	Wed
Sept 12	Mon	May 24 '06	Wed
Oct 11	Tues	June 27 '06	Tues
Nov 9	Wed	July 27 '06	Thurs
Dec 12	Mon	Aug 25 '06	Fri
Jan 26 '06	Thurs	Sept 27 '06	Wed
Feb 27 '06	Mon	Oct 25 '06	Wed
Mar 29 '06	Wed	Nov 28 '06	Tues
Dental Assisting			
Afternoon Schedule- Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Aug 29	Mon	May 10 '06	Wed
Sept 28	Wed	June 12 '06	Mon
Oct 27	Thurs	July 14 '06	Fri
Nov 28	Mon	Aug 14 '06	Mon
Jan 11 '06	Wed	Sept 13 '06	Wed
Feb 10 '06	Fri	Oct 16 '06	Mon
Mar 13 '06	Mon	Nov 14 '06	Tues

Dental Assisting			
Evening Schedule - Four Day Week (Monday through Thursday)			
2005-2006			
Start Dates		End Dates	
August 11	Thurs	June 5 '06	Mon
Sept 12	Mon	July 13 '06	Thurs
October 11	Tues	Aug 17 '06	Thurs
Nov 16	Wed	Sept 25 '06	Mon
Jan 9 '06	Mon	Oct 31 '06	Tues
Feb 15 '06	Wed	Dec 6 '06	Wed
Mar 27 '06	Mon	Jan 31 '07	Wed

Massage Therapy			
Afternoon Schedule - Five Day Week (Monday through Friday)			
2005-2006			
Start Dates		End Dates	
Sept 6	Tues	June 19 '06	Mon
October 5	Wed	July 21 '06	Fri
Nov 3	Thurs	Aug 18 '06	Fri
Dec 5	Mon	Sept 18 '06	Mon
Jan 19 '06	Thurs	Oct 18 '06	Wed
Feb 17 '06	Fri	Nov 17 '06	Fri
Mar 21 '06	Tues	Jan 4 '07	Thurs

Medical Assisting			
Afternoon - Five Day Week (Monday through Friday)			
2005-2006			
Start Dates		End Dates	
August 29	Mon	May 10 '06	Wed
Sept 28	Wed	June 12 '06	Mon
October 27	Thurs	July 14 '06	Fri
Nov 28	Mon	Aug 14 '06	Mon
Jan 11 '06	Wed	Sept 13 '06	Wed
Feb 10 '06	Fri	Oct 16 '06	Mon
Mar 13 '06	Mon	Dec 15 '06	Fri

Massage Therapy			
Evening Schedule - Four Day Week (Monday through Thursday)			
2005			
Start Dates		End Dates	
Aug 8	Mon	July 25 '06	Tues
Aug 11	Thurs	July 31 '06	Mon
Aug 29	Mon	Aug 10 '06	Thurs
Sept 14	Wed	Aug 30 '06	Tues
Sept 19	Mon	Sept 6 '06	Tues
Oct 5	Wed	Sept 18 '06	Mon
Oct 20	Thurs	Oct 9 '06	Mon
Oct 24	Mon	Oct 12 '06	Thurs
Nov 10	Thurs	Oct 24 '06	Tues
Nov 30	Thurs	Nov 16 '06	Thurs
Massage Therapy			
Evening Schedule - Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
Jan 3	Tues	Nov 30	Thurs
Jan 19	Thurs	Jan 9 '07	Tues
Jan 24	Tues	Jan 11 '07	Thurs
Feb 9	Thurs	Jan 24 '07	Wed
March 2	Thurs	TBD	
April 10	Mon	TBD	
May 16	Tues	TBD	

Massage Therapy			
Morning Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Aug 29	Mon	June 12 '06	Mon
Sept 6	Tues	June 19 '06	Mon
Sept 28	Wed	July 14 '06	Fri
Oct 5	Wed	July 21 '06	Fri
Oct 27	Thurs	Aug 14 '06	Mon
Nov 3	Thurs	Aug 18 '06	Fri
Nov 28	Mon	Sept 13 '06	Wed
Dec 5	Mon	Sept 18 '06	Mon
Massage Therapy			
Morning Schedule - Five Day Week Monday through Friday			
2006			
Start Dates		End Dates	
Jan 11	Wed	Oct 16	Mon
Jan 19	Thurs	Oct 18	Wed
Feb 10	Fri	Nov 14	Tues
Feb 17	Fri	Nov 17	Fri
March 13	Mon	Dec 15	Fri
March 21	Tues	Jan 4 '07	Thurs

Medical Assisting			
Morning Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Aug 11	Thurs	April 26 '06	Wed
Aug 29	Mon	May 10 '06	Wed
Sept 12	Mon	May 24 '06	Wed
Sept 28	Wed	June 12 '06	Mon
Oct 11	Tues	June 27 '06	Tues
Oct 27	Thurs	July 14 '06	Fri
Nov 9	Wed	July 27 '06	Thurs
Nov 28	Mon	Aug 14 '06	Mon
Dec 12	Mon	Aug 25 '06	Fri
Medical Assisting			
Morning Schedule - Five Day Week Monday through Friday			
2006			
Start Dates		End Dates	
Jan 11	Wed	Sept 13	Wed
Jan 26	Thursday	Sept 27	Wed
Feb 10	Friday	Oct 16	Monday
Feb 27	Monday	Oct 25	Wed
March 13	Monday	Dec 15	Friday
March 29	Wed	Nov 28	Tuesday

Medical Assisting			
Evening Schedule - Four Day Week (Monday through Thursday)			
2005-2006			
Start Dates		End Dates	
Aug 11	Thursday	June 5 '05	Monday
Aug 29	Monday	June 19 '06	Monday
Sept 12	Monday	July 13 '06	Thursday
Sept 28	Wed	July 27 '06	Thursday
Oct 11	Tuesday	Aug 17 '06	Thursday
Oct 27	Thursday	Aug 31 '06	Thursday
Nov 16	Wed	Sept 25 '06	Monday
Nov 28	Monday	Oct 9 '06	Monday
Jan 9 '06	Monday	Oct 31 '06	Tuesday
Jan 26 '06	Thursday	Nov 14 '06	Tuesday
Feb 15 '06	Wed	Dec 6 '06	Wed
Mar 6 '06	Monday	Jan 9 '07	Tuesday
Mar 27 '06	Monday	Jan 31 '07	Wed

Medical Insurance Billing and Coding			
Morning Schedule - Five Day Week (Monday through Friday)			
2005-2006			
Start Dates		End Dates	
Sept 6	Tuesday	March 17 '06	Friday
October 5	Wed	April 19 '06	Wed
Nov 3	Thursday	May 18 '06	Thursday
Dec 5	Monday	June 19 '06	Monday
Jan 19 '06	Thursday	July 21 '06	Friday
Feb 17 '06	Friday	Aug 18 '06	Friday
Mar 21 '06	Tuesday	Sept 18 '06	Monday
Medical Insurance Billing and Coding			
Evening Schedule - Four Day Week Monday through Thursday			
2005-2006			
Start Dates		End Dates	
August 11	Thursday	April 5 '06	Wed
August 19	Friday	May 12 '06	Friday
October 24	Monday	June 20 '06	Tuesday
Nov 30	Monday	July 31 '06	Monday
Jan 24 '06	Tuesday	Sept 6 '06	Wed
Mar 2 '06	Thursday	Oct 12 '06	Thursday
Apr 10 '06	Monday	Nov 16 '06	Thursday
May 16 '06	Tuesday	Jan 11 '07	Thursday

Medical Assistant, Medical Insurance Billing and Coding, Medical Administrative Assistant, Massage Therapy and Dental Assisting	
Day Schedule – Five Day Week (Monday through Friday)	
2005	
Start Dates	End Dates
Jan 7 Friday	Feb 4 Friday
Jan 24 Monday	Feb 18 Friday
Feb 8 Tuesday	Mar 8 Tuesday
Feb 23 Wednesday	Mar 22 Tuesday
Mar 10 Thursday	Apr 7 Thursday
Mar 28 Monday	Apr 22 Friday
Apr 11 Monday	May 6 Friday
Apr 26 Tuesday	May 23 Monday
May 10 Tuesday	June 8 Wednesday
May 25 Wednesday	June 23 Thursday
June 10 Friday	July 8 Friday
June 27 Monday	July 25 Monday
July 12 Tuesday	Aug 8 Monday
July 27 Wednesday	Aug 23 Tuesday
Aug 10 Wednesday	Sept 7 Friday
Aug 25 Thursday	Sept 22 Thursday
Sept 9 Friday	Oct 6 Thursday
Sept 26 Monday	Oct 21 Friday
Oct 10 Monday	Nov 7 Monday
Oct 25 Tuesday	Nov 22 Tuesday
Nov 9 Wednesday	Dec 8 Thursday
Nov 28 Monday	Jan 10, 06 Tuesday
Dec 9 Friday	Jan 24, 06 Thursday

Medical Assisting, Medical Insurance Billing and Coding, Medical Administrative Assistant, Massage Therapy and Dental Assisting	
Evening Schedule – Four Day Week (Monday through Thursday)	
2005	
Start Dates	End Dates
Jan 19 Wednesday	Feb 23 Wednesday
Jan 31 Monday	Mar 7 Monday
Feb 24 Thursday	Mar 30 Wednesday
Feb 28 Monday	Mar 31 Thursday
Mar 9 Wednesday	Apr 12 Tuesday
Apr 4 Monday	May 5 Thursday
Apr 14 Thursday	May 18 Wednesday
May 9 Monday	June 13 Monday
May 23 Monday	June 27 Monday
June 15 Wednesday	July 20 Wednesday
June 29 Wednesday	Aug 3 Wednesday
July 25 Monday	Aug 25 Thursday
Aug 8 Monday	Sept 12 Monday
Aug 30 Tuesday	Oct 4 Tuesday
Sept 14 Wednesday	Oct 18 Tuesday
Oct 5 Wednesday	Nov 8 Tuesday
Oct 20 Thursday	Nov 23 Thursday
Nov 10 Thursday	Dec 15 Thursday
Nov 29 Tuesday	Jan 19, 06 Thursday
Jan 4, 06 Wednesday	Feb 8, 06 Wednesday

HAYWARD

Massage Therapy Track 1		Medical Administrative Assistant Medical Assisting Medical Billing and Coding Track 2		Medical Assisting Track 1	
AM PM EVE - 4 Day Week (Monday through Thursday)		AM PM - 5 Day Week (Monday through Friday)		AM PM - 5 Day Week (Monday through Friday)	
AY 2005		AY 2005		AY 2005	
Start Date	End Date	Start Date	End Date	Start Date	End Date
7/20/2005	8/16/2005	7/26/2005	8/22/2005	7/6/2005	8/2/2005
8/17/2005	9/15/2005	8/24/2005	9/21/2005	8/4/2005	8/31/2005
9/19/2005	10/13/2005	9/26/2005	10/21/2005	9/6/2005	10/3/2005
10/17/2005	11/10/2005	10/25/2005	11/21/2005	10/5/2005	11/1/2005
11/14/2005	12/12/2005	11/23/2005	1/9/2006	11/3/2005	12/2/2005
12/13/2005	1/16/2006	1/11/2006	2/8/2006	12/5/2005	1/18/2006
1/19/2006	2/15/2006	2/13/2006	3/13/2006	1/23/2006	2/17/2006
2/21/2006	3/20/2006	3/15/2006	4/11/2006	2/21/2006	3/20/2006
3/22/2006	4/18/2006	4/13/2006	5/11/2006	3/22/2006	4/19/2006
4/20/2006	5/17/2006	5/15/2006	6/12/2006	4/24/2006	5/19/2006
5/18/2006	6/19/2006	6/14/2006	7/13/2006	5/22/2006	6/19/2006
6/21/2006	7/19/2006	7/17/2006	8/11/2006	6/21/2006	7/20/2006
7/24/2006	8/17/2006	8/15/2006	9/12/2006	7/24/2006	8/18/2006
8/22/2006	9/19/2006	9/14/2006	10/11/2006	8/22/2006	9/19/2006
9/21/2006	10/18/2006	10/16/2006	11/10/2006	9/21/2006	10/18/2006
10/23/2006	11/16/2006	11/14/2006	12/13/2006	10/23/2006	11/17/2006
11/21/2006	1/3/2007			11/21/2006	1/5/2007
Academic Holidays		Surgical Technology Track 1		Medical Assisting Medical Billing and Coding Track 3	
Thanksgiving	11/23/05 & 11/24/05	AM PM - 5 Day Week (Monday through Friday)		EVE - 4 Day Week (Monday through Thursday)	
Winter Break	12/19/05 -12/30/05	AY 2005		AY 2005	
New Year's Day	1/2/2006	Start Date	End Date	Start Date	End Date
ML King Day	1/16/2006	7/27/2005	8/23/2005	7/27/2005	8/23/2005
President's Day	2/20/2006	8/26/2005	9/26/2005	8/25/2005	9/22/2005
Spring Break	3/24/2006	9/29/2005*	10/26/2005	9/27/2005	10/24/2005
Memorial Day	5/29/2006	10/31/2005	11/29/2005	10/26/2005	11/22/2005
Independence Day	7/4/2006	12/2/2005	1/13/2006	11/28/2005	1/9/2006
Labor Day	9/4/2006	1/17/2006	2/13/2006	1/12/2006	2/9/2006
Thanksgiving	11/23/06 & 11/24/06	2/15/2006	3/15/2006	2/13/2006	3/13/2006
Winter Break	12/18/06 -12/29/06	3/17/2006	4/13/2006	3/15/2006	4/11/2006
		4/17/2006*	5/12/2006	4/13/2006	5/10/2006
		5/16/2006	6/13/2006	5/15/2006	6/12/2006
		6/15/2006	7/14/2006	6/14/2006	7/13/2006
		7/18/2006	8/14/2006	7/18/2006	8/14/2006
		8/16/2006	9/14/2006	8/16/2006	9/13/2006
		9/18/2006	10/13/2006	9/18/2006	10/12/2006
		10/17/2006*	11/13/2006	10/17/2006	11/13/2006
		11/15/2006	12/15/2006	11/15/2006	12/13/2006
		1/2/2007	1/30/2007		
		2/1/2007	3/2/2007		
		3/6/2007	4/3/2007		
		4/5/2007	5/2/2007		
		5/4/2007*	6/1/2007		

*Program start date

LOS ANGELES, WILSHIRE

Dental Assisting							
6:00am & 8:00am		10:00am			2:00pm		
Class Start/End Schedule		Class Start/End Schedule			Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
5/12/05	6/09/05	5/23/05	6/20/05	07/06/05	08/09/05		
6/13/05	7/11/05	6/22/05	7/20/05	08/15/05	09/19/05		
7/13/05	8/09/05	7/25/05	8/19/05	09/21/05	10/25/05		
8/11/05	9/08/05	8/22/05	9/19/05	10/26/05	11/30/05		
9/12/05	10/07/05	9/21/05	10/18/05	12/05/05			
10/10/05	11/04/05	10/20/05	11/16/05				
11/07/05	12/06/05	11/21/05	12/20/05				

Dental Assisting Evenings		
6:00pm		
Class Start/End Schedule		
Start Date	End Date	End Date
08/09/05		09/13/05
09/15/05		10/19/05
10/25/05		11/29/05

Medical Administrative Assisting

8:00 am Class		12:20 pm Class			EVE Class		
Start/End Schedule		Start/End Schedule			Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
06/21/05	07/19/05	5/23/05	6/20/05	08/09/05	09/13/05		
07/22/05	08/18/05	6/22/05	7/20/05	09/15/05	10/19/05		
08/23/05	09/20/05	7/25/05	8/19/05	10/25/05	11/29/05		
09/23/05	10/20/05	8/22/05	9/19/05				
10/25/05	11/21/05	9/21/05	10/18/05				
11/23/05	12/22/05	10/20/05	11/16/05				

Medical Assisting

8:00am Class		6:00am, 8:00am & 12:20pm			10:00am & 12:20pm		
Start/End Schedule		Class Start/End Schedule			Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
5/23/05	6/20/05	6/13/05	7/11/05	8/15/05	9/19/05		
6/22/05	7/20/05	7/13/05	8/09/05	9/21/05	10/25/05		
7/25/05	8/19/05	8/11/05	9/08/05	10/26/05	11/30/05		
8/22/05	9/19/05	9/12/05	10/07/05	12/05/05			
9/21/05	10/18/05	10/10/05	11/04/05				
10/20/05	11/16/05	11/07/05	12/06/05				

Medical Assisting Continued

2:00pm Class		
Start/End Schedule		
Start Date	End Date	End Date
6/21/05		7/19/05
7/22/05		8/18/05
8/23/05		9/20/05
9/23/05		10/20/05
10/25/05		11/21/05
11/23/05		12/22/05

Medical Assisting Evenings

6:00pm Class		4:30pm & 6:00pm Class		
Start/End Schedule		Start/End Schedule		
Start Date	End Date	Start Date	End Date	End Date
07/27/05	08/30/05	08/09/05	09/13/05	
09/01/05	10/06/05	09/15/05	10/19/05	
10/12/05	11/15/05	10/25/05	11/29/05	
11/17/05	12/22/05			

Medical Insurance Billing and Coding

6:00 am & 1:00pm		8:00am			6:00 pm EVE		
Class Start/End Schedule		Class Start/End Schedule			Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
06/22/05	07/20/05	06/21/05	07/19/05	07/20/05	08/23/05		
07/25/05	08/19/05	07/22/05	08/18/05	08/24/05	09/28/05		
08/22/05	09/19/05	08/23/05	09/20/05	10/03/05	11/03/05		
09/21/05	10/18/05	09/23/05	10/20/05	11/07/05	12/12/05		
10/20/05	11/16/05	10/25/05	11/21/05				
11/21/05	12/20/05	11/23/05	12/22/05				

Pharmacy Technician

8:00 am Class Start/End Schedule		8:00 am Class Start/End Schedule		6:00 pm EVE Class Start/End Schedule	
Start Date	End Date	Start Date	End Date	Start Date	End Date
06/21/05	07/19/05	08/15/05	09/19/05	07/27/05	08/30/05
07/22/05	08/18/05	09/21/05	10/25/05	09/01/05	10/06/05
08/23/05	09/20/05	10/26/05	11/30/05	10/12/05	11/15/05
09/23/05	10/20/05	12/05/05		11/17/05	12/22/05
10/25/05	11/21/05				
11/23/05	12/22/05				

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Medical Assisting			
8:00 – 12:00 M-F		12:10 – 4:10 M-F	
AM/PM Class Start/End Schedule		PM/AM Class Start/End Schedule	
Start Date	End Date	Start Date	End Date
		2/28/05	3/29/05
		3/30/05	4/26/05
		4/28/05	5/25/05
		5/27/05	6/24/05
		6/29/05	7/27/05
		7/29/05	8/25/05
		8/29/05	9/26/05
9/23/05	10/21/05	9/28/05	10/26/05
10/25/05	11/21/05	10/27/05	11/23/05
11/23/05	12/22/05	11/28/05	12/23/05

Medical Assisting – Holiday Schedule	
New Year's Day	
Martin Luther King Day	01/17/05
President's Day	2/21/05
Good Friday	3/25/05
In-Service	3/28/05
Memorial Day	05/30/05
In-Service	6/27/05
Independence Day	7/04/05
Labor Day	9/05/05
In-Service	10/24/05
Thanksgiving	11/24,11/25
Winter Break	12/26 - 1/3/06

Business Management/Administrative Assistant			
8:00 – 12:30 M-TH		5:30 – 10:00 M-TH	
AM/PM Class Start/End Schedule		EVE Class Start/End Schedule	
Start Date	End Date	Start Date	End Date
1/03/06	1/31/06	1/03/06	1/31/06
2/1/06	3/1/06	2/1/06	3/1/06
3/6/06	4/3/06	3/6/06	4/3/06
4/5/06	5/2/06	4/5/06	5/2/06
5/3/06	5/31/06	5/3/06	5/31/06
6/1/06	6/29/06	6/1/06	6/29/06
7/10/06	8/3/06	7/10/06	8/3/06
8/7/06	8/31/06	8/7/06	8/31/06
9/5/06	10/2/06	9/5/06	10/2/06
10/9/06	11/6/06	10/9/06	11/6/06
11/8/06	12/6/06	11/8/06	12/6/06
12/11/06	1/18/07	12/11/06	1/18/07

Business Management/Administrative Assistant Holiday Schedule	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21 - 1/2/07

Dental Assisting						
8:00 – 12:00 M-F		12:30 – 4:30 M-F		5:30 – 10:30 M-TH		
AM/PM Class Start/End Schedule		PM/AM Class Start/End Schedule		EVE Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	End Date
1/18/06	2/14/06	1/18/06	2/14/06	1/18/06	2/14/06	2/14/06
2/15/06	3/16/06	2/15/06	3/16/06	2/15/06	3/16/06	3/16/06
3/20/06	4/17/06	3/20/06	4/17/06	3/21/06	4/17/06	4/17/06
4/19/06	5/16/06	4/19/06	5/16/06	4/19/06	5/16/06	5/16/06
5/18/06	6/15/06	5/18/06	6/15/06	5/18/06	6/15/06	6/15/06
6/20/06	7/24/06	6/20/06	7/24/06	6/20/06	7/24/06	7/24/06
7/26/06	8/22/06	7/26/06	8/22/06	7/26/06	8/22/06	8/22/06
8/24/06	9/21/06	8/24/06	9/21/06	8/24/06	9/21/06	9/21/06
9/25/06	10/23/06	9/25/06	10/23/06	9/25/06	10/23/06	10/23/06
10/24/06	11/20/06	10/24/06	11/20/06	10/24/06	11/20/06	11/20/06
11/21/06	12/20/06	11/21/06	12/20/06	11/21/06	12/19/06	12/19/06

Dental Assisting – Holiday Schedule	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21 - 1/2/07

Medical Assisting						
6:00 – 10:00 / 8:00 – 12:00 10:30 – 2:30 M-F		12:10 – 4:10 M-F		5:30 – 10:30 M-F		
AM/PM Class Start/End Schedule		PM/AM Class Start/End Schedule		EVE Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	End Date
1/18/06	2/14/06	1/18/06	2/14/06	1/18/06	2/14/06	2/14/06
2/15/06	3/16/06	2/15/06	3/16/06	2/15/06	3/16/06	3/16/06
3/20/06	4/17/06	3/20/06	4/17/06	3/21/06	4/17/06	4/17/06
4/19/06	5/16/06	4/19/06	5/16/06	4/19/06	5/16/06	5/16/06
5/18/06	6/15/06	5/18/06	6/15/06	5/18/06	6/15/06	6/15/06
6/20/06	7/24/06	6/20/06	7/24/06	6/20/06	7/24/06	7/24/06
7/26/06	8/22/06	7/26/06	8/22/06	7/26/06	8/22/06	8/22/06
8/24/06	9/21/06	8/24/06	9/21/06	8/24/06	9/21/06	9/21/06
9/25/06	10/23/06	9/25/06	10/23/06	9/25/06	10/23/06	10/23/06
10/24/06	11/20/06	10/24/06	11/20/06	10/24/06	11/20/06	11/20/06
11/21/06	12/20/06	11/21/06	12/20/06	11/21/06	12/19/06	12/19/06

Medical Assisting Holiday Calendar	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21 - 1/2/07

Medical Insurance Billing and Coding						
8:00 – 12:00 M-F		12:30 – 4:30 M-F		5:30 – 10:30 M-TH		
AM/PM Class Start/End Schedule		PM/AM Class Start/End Schedule		EVE Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	End Date
1/30/06	2/27/06	1/30/06	2/27/06	1/30/06	2/27/06	2/27/06
2/28/06	3/28/06	2/28/06	3/28/06	2/28/06	3/28/06	3/28/06
3/30/06	4/27/06	3/30/06	4/27/06	3/30/06	4/26/06	4/26/06
4/28/06	5/25/06	4/28/06	5/25/06	4/27/06	5/24/06	5/24/06
5/30/06	6/27/06	5/30/06	6/27/06	5/30/06	6/27/06	6/27/06
6/29/06	8/2/06	6/29/06	8/2/06	6/29/06	8/2/06	8/2/06
8/4/06	8/31/06	8/4/06	8/31/06	8/7/06	8/31/06	8/31/06
9/5/06	10/2/06	9/5/06	10/2/06	9/5/06	10/2/06	10/2/06
10/4/06	11/1/06	10/4/06	11/1/06	10/4/06	11/1/06	11/1/06
11/3/06	12/4/06	11/3/06	12/4/06	11/6/06	12/4/06	12/4/06
12/6/06	1/16/07	12/6/06	1/16/07	12/6/06	1/16/07	1/16/07

Medical Insurance Billing and Coding Holiday Schedule	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21 - 1/2/07

Massage Therapy 2						
AM/PM Class Start/End Schedule		PM/AM Class Start/End Schedule		EVE Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date	End Date
1/18/06	2/14/06	1/18/06	2/14/06	1/18/06		2/14/06
2/15/06	3/16/06	2/15/06	3/16/06	2/15/06		3/16/06
3/20/06	4/17/06	3/20/06	4/17/06	3/21/06		4/17/06
4/19/06	5/16/06	4/19/06	5/16/06	4/19/06		5/16/06
5/18/06	6/15/06	5/18/06	6/15/06	5/18/06		6/15/06
6/20/06	7/24/06	6/20/06	7/24/06	6/20/06		7/24/06
7/26/06	8/22/06	7/26/06	8/22/06	7/26/06		8/22/06
8/24/06	9/21/06	8/24/06	9/21/06	8/24/06		9/21/06
9/25/06	10/23/06	9/25/06	10/23/06	9/25/06		10/23/06
10/24/06	11/20/06	10/24/06	11/20/06	10/24/06		11/20/06
11/21/06	12/20/06	11/21/06	12/20/06	11/21/06		12/19/06

Massage Therapy 2 – Holiday Schedule	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21- 1/2/07

Massage Therapy 3		
8:00 – 12:00 M-F		
AM/PM Class Start/End Schedule		
Start Date		End Date
1/3/06		1/30/06
2/1/06		3/1/06
3/3/06		3/30/06
4/3/06		4/28/06
5/1/06		5/26/06
5/30/06		6/26/06
6/28/06		7/26/06
7/28/06		8/25/06
8/28/06		9/26/06

Massage Therapy 3 Holiday Schedule	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21 - 1/2/07

Pharmacy Technician		
2005		
Start Date		End Date
10/27		11/23
11/28		1/5/06
2006		
1/9		2/6
2/8		3/8
3/10		4/7
4/11		5/5
5/9		6/12
6/14		7/12
7/14		8/10
8/14		9/11
9/13		10/10
10/12		11/8
11/10		12/11
12/13		1/17/07

Pharmacy Technician Holiday Schedule	
New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/13/06
Spring Holiday	4/14/06
Memorial Day	5/29/06
In-Service	6/19/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/16/06
Thanksgiving	11/23, 11/24/06
Winter Break	12/21 - 1/2/07

RESEDA

Medical Assisting Days 6am, 8am, 9am, 10am	
1/6/2006	2/3/2006
2/6/2006	3/6/2006
3/8/2006	4/4/2006
4/6/2006	5/4/2006
5/8/2006	6/5/2006
6/7/2006	7/5/2006
7/7/2006	8/3/2006
8/7/2006	9/1/2006
9/5/2006	10/2/2006
10/4/2006	10/31/2006
11/2/2006	12/1/2006
12/4/2006	1/10/2007

Medical Assisting Eve 6pm	
2/2/2006	3/9/2006
3/13/2006	4/13/2006
4/17/2006	5/18/2006
5/22/2006	6/26/2006
6/28/2006	8/2/2006
8/7/2006	9/11/2006
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Surgical Technology Days 8am	
1/6/2006	2/3/2006
2/6/2006	3/6/2006
3/8/2006	4/4/2006
4/6/2006	5/4/2006
5/8/2006	6/5/2006
6/7/2006	7/5/2006
7/7/2006	8/3/2006
8/7/2006	9/1/2006
9/5/2006	10/2/2006
10/4/2006	10/31/2006
11/2/2006	12/1/2006
12/4/2006	1/10/2007

Surgical Technology Eve 6pm	
2/2/2006	3/9/2006
3/13/2006	4/13/2006
4/17/2006	5/18/2006
5/22/2006	6/26/2006
6/28/2006	8/2/2006
8/7/2006	9/11/2006
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Dental Assisting Days 6am, 8am, 10am	
1/6/2006	2/3/2006
2/6/2006	3/6/2006
3/8/2006	4/4/2006
4/6/2006	5/4/2006
5/8/2006	6/5/2006
6/7/2006	7/5/2006
7/7/2006	8/3/2006
8/7/2006	9/1/2006
9/5/2006	10/2/2006
10/4/2006	10/31/2006
11/2/2006	12/1/2006
12/4/2006	1/10/2007

Dental Assisting Eve 6pm	
2/2/2006	3/9/2006
3/13/2006	4/13/2006
4/17/2006	5/18/2006
5/22/2006	6/26/2006
6/28/2006	8/2/2006
8/7/2006	9/11/2006
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Massage Therapy Days 6am, 8am, 10am, 12:30pm	
1/17/2006	2/13/2006
2/15/2006	3/15/2006
3/17/2006	4/13/2006
4/17/2006	5/12/2006
5/15/2006	6/12/2006
6/14/2006	7/12/2006
7/14/2006	8/10/2006
8/14/2006	9/11/2006
9/13/2006	10/10/2006
10/12/2006	11/8/2006
11/10/2006	12/11/2006

Massage Therapy Eve 6pm	
2/2/2006	3/9/2006
3/13/2006	4/13/2006
4/17/2006	5/18/2006
5/22/2006	6/26/2006
6/28/2006	8/2/2006
8/7/2006	9/11/2006
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Medical Administrative Assisting Days 8am	
1/6/2006	2/3/2006
2/6/2006	3/6/2006
3/8/2006	4/4/2006
4/6/2006	5/4/2006
5/8/2006	6/5/2006
6/7/2006	7/5/2006
7/7/2006	8/3/2006
8/7/2006	9/1/2006
9/5/2006	10/2/2006
10/4/2006	10/31/2006
11/2/2006	12/1/2006
12/4/2006	1/10/2007

Medical Administrative Assisting Eve 6pm	
2/2/2006	3/9/2006
3/13/2006	4/13/2006
4/17/2006	5/18/2006
5/22/2006	6/26/2006
6/28/2006	8/2/2006
8/7/2006	9/11/2006
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Student Holidays		
	2005	2006
New Year's Day	Jan 1	Jan 1-2
Martin Luther King Day	Jan 17	Jan 16
President's Day	Feb 21	Feb 20
Spring Recess	Mar 25	Apr 14
Memorial Day	May 30	May 29
Independence Day	July 4	July 4
Labor Day	Sept 5	Sep 4
Thanksgiving	Nov 24-25	Nov 23-24
Winter Recess	Dec 23- Jan 2 '06	Dec 22 - Jan 07

SAN BERNARDINO

Medical Assisting 6 am (Tracks 1&2)		Medical Assisting 8 am (Tracks 1&2)		Medical Assisting 8 am (Tracks 3,4&5)		Medical Assisting 9 am (Track 1)		Medical Assisting 9 am (Track 2)		Medical Assisting 12 pm (Tracks 1&2)	
01/10/05	02/07/05	01/10/05	02/07/05	01/28/05	02/25/05	01/10/05	02/07/05	02/07/05	03/04/05	01/10/05	02/07/05
02/09/05	03/09/05	02/09/05	03/09/05	02/28/05	03/28/05	02/09/05	03/09/05	03/09/05	04/06/05	02/09/05	03/09/05
03/11/05	04/08/05	03/11/05	04/08/05	03/29/05	04/25/05	03/11/05	04/08/05	04/12/05	05/09/05	03/11/05	04/08/05
04/12/05	05/09/05	04/12/05	05/09/05	04/26/05	05/23/05	04/12/05	05/09/05	05/11/05	06/08/05	04/12/05	05/09/05
05/11/05	06/08/05	05/11/05	06/08/05	05/25/05	06/22/05	05/11/05	06/08/05	06/10/05	07/08/05	05/11/05	06/08/05
06/10/05	07/08/05	06/10/05	07/08/05	06/27/05	07/25/05	06/10/05	07/08/05	07/12/05	08/08/05	06/10/05	07/08/05
07/12/05	08/08/05	07/12/05	08/08/05	07/27/05	08/23/05	07/12/05	08/08/05	08/10/05	09/07/05	07/12/05	08/08/05
08/10/05	09/07/05	08/10/05	09/07/05	08/25/05	09/22/05	08/10/05	09/07/05	09/12/05	10/07/05	08/10/05	09/07/05
09/12/05	10/07/05	09/12/05	10/07/05	09/27/05	10/24/05	09/12/05	10/07/05	10/11/05	11/07/05	09/12/05	10/07/05
10/11/05	11/07/05	10/11/05	11/07/05	10/26/05	11/23/05	10/11/05	11/07/05	11/09/05	12/08/05	10/11/05	11/07/05
11/09/05	12/08/05	11/09/05	12/08/05	11/28/05	01/09/06	11/09/05	12/08/05	12/12/05	01/24/06	11/09/05	12/08/05
12/12/05	01/24/06	12/12/05	01/24/06			12/12/05	01/24/06				

Medical Administrative Assistant 8 am (Track 1)	
01/10/05	02/07/05
02/09/05	03/09/05
03/11/05	04/08/05
04/12/05	05/09/05
05/11/05	06/08/05
06/10/05	07/08/05
07/12/05	08/08/05
08/10/05	09/07/05
09/12/05	10/07/05
10/11/05	11/07/05
11/09/05	12/08/05
12/12/05	01/24/06

Medical Administrative Assistant 8 am (Track 2)	
1/28/05	02/25/05
02/28/05	03/28/05
03/29/05	04/25/05
04/26/05	05/23/05
05/25/05	06/22/05
06/27/05	07/25/05
07/27/05	08/23/05
08/25/05	09/22/05
09/27/05	10/24/05
10/26/05	11/23/05
11/28/05	01/9/06

Medical Assisting 12 pm (Track 3)	
01/13/05	02/10/05
02/11/05	03/11/05
03/14/05	04/11/05
04/12/05	05/09/05
05/11/05	06/08/05
06/10/05	07/08/05
07/12/05	08/08/05
08/10/05	09/07/05
09/12/05	10/07/05
10/11/05	11/07/05
11/09/05	12/08/05

Medical Assisting 12 pm (Tracks 4&5)	
1/28/05	02/25/05
02/28/05	03/28/05
03/29/05	04/25/05
04/26/05	05/23/05
05/25/05	06/22/05
06/27/05	07/25/05
07/27/05	08/23/05
08/25/05	09/22/05
09/27/05	10/24/05
10/26/05	11/23/05
11/28/05	01/9/06

Medical Administrative Assistant 12 pm (Track 1)	
1/28/05	02/25/05
02/28/05	03/28/05
03/29/05	04/25/05
04/26/05	05/23/05
05/25/05	06/22/05
06/27/05	07/25/05
07/27/05	08/23/05
08/25/05	09/22/05
09/27/05	10/24/05
10/26/05	11/23/05
11/28/05	01/9/06

Medical Assisting 5:30 pm (Tracks 1&2)	
01/10/05	02/07/05
02/09/05	03/09/05
03/14/05	04/07/05
04/12/05	05/09/05
05/11/05	06/08/05
06/13/05	07/11/05
07/12/05	08/08/05
08/10/05	09/07/05
09/12/05	10/06/05
10/11/05	11/07/05
11/09/05	12/07/05
12/12/05	01/24/06

Medical Assisting 5:30 pm (Tracks 3&4)	
01/27/05	02/24/05
02/28/05	03/24/05
03/28/05	04/21/05
04/26/05	05/23/05
05/25/05	06/22/05
06/27/05	07/25/05
07/27/05	08/23/05
08/25/05	09/22/05
09/27/05	10/24/05
10/26/05	11/23/05
11/28/05	01/09/06

Medical Administrative Assistant 5:30 pm (Track 1)	
01/10/05	02/07/05
02/09/05	03/09/05
03/14/05	04/07/05
04/12/05	05/09/05
05/11/05	06/08/05
06/13/05	07/11/05
07/12/05	08/08/05
08/10/05	09/07/05
09/12/05	10/06/05
10/11/05	11/07/05
11/09/05	12/07/05
12/12/05	01/24/06

Medical Administrative Assistant 5:30 pm (Track 2)	
01/27/05	02/24/05
02/28/05	03/24/05
03/28/05	04/21/05
04/26/05	05/23/05
05/25/05	06/22/05
06/27/05	07/25/05
07/27/05	08/23/05
08/25/05	09/22/05
09/27/05	10/24/05
10/26/05	11/23/05
11/28/05	01/09/06

Massage Therapy 6 am (Tracks 1&2)	
01/10/05	02/07/05
02/09/05	03/09/05
03/11/05	04/08/05
04/12/05	05/09/05
05/11/05	06/08/05
06/10/05	07/08/05
07/12/05	08/08/05
08/10/05	09/07/05
09/12/05	10/07/05
10/11/05	11/07/05
11/09/05	12/08/05
12/12/05	01/24/06

Massage Therapy 8 am (Track 1)	
01/10/05	02/07/05
02/09/05	03/09/05
03/11/05	04/08/05
04/12/05	05/09/05
05/11/05	06/08/05
06/10/05	07/08/05
07/12/05	08/08/05
08/10/05	09/07/05
09/12/05	10/07/05
10/11/05	11/07/05
11/09/05	12/08/05
12/12/05	01/24/06

Massage Therapy 8 am (Track 2)		Massage Therapy 8:30 am (Tracks 1&2)		Massage Therapy 12:30 pm (Track 1)		Massage Therapy 12:30 pm (Tracks 2&3)		Massage Therapy 5:30 pm (Tracks 1&2)		Massage Therapy 5:30 pm (Tracks 3&4)	
1/28/05	02/25/05	01/10/05	02/07/05	01/10/05	02/07/05	1/28/05	02/25/05	01/10/05	02/07/05	01/27/05	02/24/05
02/28/05	03/28/05	02/09/05	03/09/05	02/09/05	03/09/05	02/28/05	03/28/05	02/09/05	03/09/05	02/28/05	03/24/05
03/29/05	04/25/05	03/11/05	04/08/05	03/11/05	04/08/05	03/29/05	04/25/05	03/14/05	04/07/05	03/28/05	04/21/05
04/26/05	05/23/05	04/12/05	05/09/05	04/12/05	05/09/05	04/26/05	05/23/05	04/12/05	05/09/05	04/26/05	05/23/05
05/25/05	06/22/05	05/11/05	06/08/05	05/11/05	06/08/05	05/25/05	06/22/05	05/11/05	06/08/05	05/25/05	06/22/05
06/27/05	07/25/05	06/10/05	07/08/05	06/10/05	07/08/05	06/27/05	07/25/05	06/13/05	07/11/05	06/27/05	07/25/05
07/27/05	08/23/05	07/12/05	08/08/05	07/12/05	08/08/05	07/27/05	08/23/05	07/12/05	08/08/05	07/27/05	08/23/05
08/25/05	09/22/05	08/10/05	09/07/05	08/10/05	09/07/05	08/25/05	09/22/05	08/10/05	09/07/05	08/25/05	09/22/05
09/27/05	10/24/05	09/12/05	10/07/05	09/12/05	10/07/05	09/27/05	10/24/05	09/12/05	10/06/05	09/27/05	10/24/05
10/26/05	11/23/05	10/11/05	11/07/05	10/11/05	11/07/05	10/26/05	11/23/05	10/11/05	11/07/05	10/26/05	11/23/05
11/28/05	01/9/06	11/09/05	12/08/05	11/09/05	12/08/05	11/28/05	01/9/06	11/09/05	12/07/05	11/28/05	01/09/06
		12/12/05	01/24/06	12/12/05	01/24/06			12/12/05	01/24/06		

Massage Therapy Weekend (Track 1) Fri=4hrs; Sat/Sun=8hrs		Computer Office Specialist 8 am (Track 1)		Computer Office Specialist 8 am (Track 2)		Computer Office Specialist 12:30 pm (Track 1)		Computer Office Specialist 5:30 pm (Tracks 1&2)		Homeland Security Specialist 5:30 pm	
1/22/05	02/27/05	01/05/05	02/16/05	01/31/05	03/14/05	01/31/05	03/14/05	1/13/05	02/28/05	01/10/05	02/07/05
03/04/05	04/15/05	02/18/05	04/04/05	03/16/05	04/27/05	03/16/05	04/27/05	03/02/05	04/12/05	02/09/05	03/09/05
04/16/05	05/15/05	04/06/05	05/17/05	04/29/05	06/10/05	04/29/05	06/10/05	04/14/05	05/25/05	03/14/05	04/07/05
05/20/05	07/08/05	05/19/05	06/30/05	06/13/05	07/25/05	06/13/05	07/25/05	05/31/05	07/12/05	04/12/05	05/09/05
07/09/05	08/07/05	07/05/05	08/15/05	07/27/05	09/07/05	07/27/05	09/07/05	07/14/05	08/24/05	05/11/05	06/08/05
08/12/05	09/23/05	08/17/05	09/28/05	09/09/05	10/20/05	09/09/05	10/20/05	08/29/05	10/10/05	06/13/05	07/11/05
09/24/05	10/23/05	09/30/05	11/10/05	10/24/05	12/06/05	10/24/05	12/06/05	10/12/05	11/23/05	07/12/05	08/08/05
10/28/05	12/09/05	11/14/05	01/12/06					11/28/05	01/25/06	08/10/05	09/07/05
12/10/05	01/22/06									09/12/05	10/06/05
										10/11/05	11/07/05
										11/09/05	12/07/05
										12/12/05	01/24/06

Dental Assisting 8 am (Track 1)		Dental Assisting 5:30 pm (Track 1)		Student Holidays	
01/12/05	02/09/05	01/27/05	02/24/05	New Year's Day January 3, 2005	
02/10/05	03/10/05	02/28/05	03/24/05	Martin Luther King, Jr. Day January 17, 2005	
03/11/05	04/08/05	03/28/05	04/21/05	President's Day February 21, 2005	
04/12/05	05/09/05	04/26/05	05/23/05	Memorial Day May 30, 2005	
05/11/05	06/08/05	05/25/05	06/22/05	Independence Day (Observed Holiday) July 4, 2005	
06/10/05	07/08/05	06/27/05	07/25/05	Labor Day September 5, 2005	
07/12/05	08/08/05	07/27/05	08/23/05	Thanksgiving Day November 24, 2005	
08/10/05	09/07/05	08/25/05	09/22/05	Day after Thanksgiving November 25, 2005	
09/12/05	10/07/05	09/27/05	10/24/05	Christmas Day (Observed Holiday) December 23, 2005	
10/11/05	11/07/05	10/26/05	11/23/05	Day after Christmas (Observed Holiday) December 26, 2005	
11/09/05	12/08/05	11/28/05	01/09/06	December 18, 2005 – January 2, 2006	
12/12/05	01/24/06			Winter Break	

SAN FRANCISCO

All Programs Day Schedule I Five Day Week (Monday through Friday)	
2005	
Start Dates	End Dates
July 27 Wed	Aug 23 Tues
Aug 25 Thurs	Sept 22 Thurs
Sept 26 Mon	Oct 24 Mon
Oct 26 Wed	Nov 22 Tues
Nov 28 Mon	Dec 23 Fri

Limited X-Ray Day & Evening Schedule Three Day Week (Tuesday through Thursday)	
2005	
Start Dates	End Dates
Aug 02	Aug 25
Aug 30	Sept 22
Sept 27	Oct 20
Oct 25	Nov 17
Nov 22	Dec 20

All Programs Evening Schedule I Four Day Week (Monday through Thursday)	
2005	
Start Dates	End Dates
Jul 11 Mon	Aug 11 Tues
Aug 16 Tues	Sept 20 Tues
Sept 22 Thurs	Oct 26 Wed
Oct 31 Mon	Dec 05 Mon
Dec 07 Wed	Jan 19, 2006

All Programs Day Schedule II Five Day Week (Monday through Friday)	
2005	
Start Dates	End Dates
July 18 Mon	Aug 12 Fri
Aug 16 Tues	Sept 13 Tues
Sept 15 Thurs	Oct 13 Thurs
Oct 17 Mon	Nov 11 Fri
Nov 15 Tues	Dec 14 Wed
Dec 16 Fri	Jan 23, 2006

Student Holidays	2005
New Year's Day	Jan 1
Martin Luther King Day	Jan 17
President's Day	Feb 21
Spring Recess	Mar 25
Memorial Day	May 30
Independence Day	July 4
Labor Day	Sept 5
Thanksgiving	Nov 24-25
Winter Recess	Dec 26-Jan 2, 06

SAN JOSE

AM/PM Class Start/End Schedule		PM/AM Class Start/End Schedule				EVE Class Start/End Schedule					
Medical Assistant, Medical Administrative Assistant, Medical Insurance Billing and Coding, Pharmacy Technician, Massage Therapist		Medical Assistant, Dental Assistant				Medical Assistant, Homeland Security, Medical Administrative Assistant					
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date				
10/05/05	Wed	11/01/05	Tues	09/21/05	Wed	10/18/05	Tues	09/28/05	Wed	10/25/05	Tues
11/03/05	Thurs	12/02/05	Fri	10/20/05	Thurs	11/16/05	Wed	10/27/05	Thurs	11/23/05	Wed
12/05/05	Mon	01/10/06	Tues	11/21/05	Mon	12/20/05	Tues	11/28/05	Mon	01/04/06	Wed
				01/05/06	Thurs	02/03/06	Fri	01/05/06	Thurs	02/03/06	Fri

Massage Therapy & Medical Administrative Assistant, Pharmacy Technician, Medical Assistant, Dental Assistant, Medical Insurance Billing and Coding, Homeland Security			
Day Schedule - Five Day Week (Monday through Friday)			
Evening Schedule - Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
01-05-06	Thurs	02-03-06	Friday
02-06-06	Mon	03-06-06	Mon
03-08-06	Wed	04-04-06	Tues
04-06-06	Thurs	05-04-06	Thurs
05-08-06	Mon	06-05-06	Mon
06-07-06	Wed	07-06-06	Thurs
07-10-06	Mon	08-04-05	Fri
08-07-06	Mon	09-01-06	Fri
09-05-06	Tues	10-02-06	Mon
10-04-06	Wed	10-31-06	Tues
11-02-06	Thurs	12-01-06	Fri
12-04-06	Mon	01-10-07	Wed

Medical Assistant, Medical Administrative Assistant, Dental Assistant, Massage Therapy			
Day Schedule - Five Day Week (Monday through Friday)			
Evening Schedule - Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
01-17-06	Tues	02-13-06	Mon
02-15-06	Wed	03-15-06	Wed
03-20-06	Mon	04-17-06	Mon
04-19-06	Wed	05-16-06	Tues
05-18-06	Thurs	06-15-06	Thurs
06-19-06	Mon	07-18-06	Tues
07-20-06	Thurs	08-16-06	Wed
08-21-06	Mon	09-18-06	Mon
09-20-06	Wed	10-17-06	Tues
10-19-06	Thurs	11-15-06	Wed
11-16-06	Thurs	12-15-06	Fri
12-18-06	Mon	01-24-07	Wed

TORRANCE

Massage Therapy			
Morning I & II (8:00 AM – 12:00 PM)			
Afternoon I (1:00 PM – 5:00 PM)			
(Monday – Friday)			
Start Dates		End Dates	
09/16/05	Fri	10/13/05	Tues
10/17/05	Mon	11/11/05	Fri
11/15/05	Tues	12/14/05	Wed
12/16/05	Fri	01/30/06	Mon
01/31/06	Tues	02/28/06	Tues
03/01/06	Wed	03/29/06	Wed
03/30/06	Thurs	04/27/06	Thurs
04/28/06	Fri	05/25/06	Thurs
05/30/06	Tues	06/27/06	Tues
06/29/06	Thurs	07/28/06	Fri
07/31/06	Mon	08/28/06	Mon
08/30/06	Wed	09/27/06	Wed
09/29/06	Fri	10/27/06	Fri
10/31/06	Tues	11/29/06	Wed
12/01/06	Fri	01/16/07	Tues

Pharmacy Technician			
Morning II (8:00 AM – 12:00 PM)			
(Monday – Friday)			
Start Dates		End Dates	
09/06/05	Tues	10/03/05	Mon
10/05/05	Wed	11/01/05	Tues
11/03/05	Thurs	12/02/05	Fri
12/06/05	Tues	01/18/06	Wed
01/20/06	Fri	02/16/06	Thurs
02/21/06	Tues	03/20/06	Mon
03/22/06	Wed	04/20/06	Thurs
04/24/06	Mon	05/19/06	Fri
05/23/06	Tues	06/21/06	Wed
06/23/06	Fri	07/24/06	Mon
07/26/06	Wed	08/23/06	Wed
08/25/06	Fri	09/22/06	Fri
09/26/06	Tues	10/24/06	Tues
10/26/06	Thurs	11/22/06	Wed
11/27/06	Mon	01/09/07	Tues

Pharmacy Technician			
Morning I (6:00 AM – 10:00 AM)			
Morning III (10:00 AM – 2:00 PM)			
(Monday – Friday)			
Start Dates		End Dates	
09/08/05	Thurs	10/05/05	Wed
10/10/05	Mon	11/04/05	Fri
11/08/05	Tues	12/07/05	Wed
12/09/05	Fri	01/23/06	Mon
01/26/06	Thurs	02/23/06	Thurs
02/28/06	Thurs	03/28/06	Tues
03/30/06	Thurs	04/27/06	Thurs
04/28/06	Fri	05/25/06	Thurs
05/30/06	Tues	06/27/06	Tues
06/29/06	Thurs	07/28/06	Fri
07/31/06	Mon	08/28/06	Mon
08/30/06	Wed	09/27/06	Wed
09/29/06	Fri	10/27/06	Fri
10/31/06	Tues	11/29/06	Wed
12/01/06	Fri	01/16/07	Tues

Pharmacy Technician			
Afternoon I (1:00 PM – 5:00 PM)			
Afternoon II (2:00 PM – 6:00 PM)			
(Monday – Friday)			
Start Dates		End Dates	
09/06/05	Tues	10/03/05	Mon
10/05/05	Wed	11/01/05	Tues
11/03/05	Thurs	12/02/05	Fri
12/06/05	Tues	01/18/06	Wed
01/20/06	Fri	02/16/06	Thurs
02/21/06	Tues	03/20/06	Mon
03/22/06	Wed	04/20/06	Thurs
04/24/06	Mon	05/19/06	Fri
05/23/06	Tues	06/21/06	Wed
06/23/06	Fri	07/24/06	Mon
07/26/06	Wed	08/23/06	Wed
08/25/06	Fri	09/22/06	Fri
09/26/06	Tues	10/24/06	Tues
10/26/06	Thurs	11/22/06	Wed
11/27/06	Mon	01/09/07	Tues

Massage Therapy			
Evening I (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
10/04/05	Tues	11/07/05	Mon
11/08/05	Tues	12/13/05	Tues
12/14/05	Wed	02/02/06	Thurs
02/06/06	Mon	03/13/06	Mon
03/14/06	Tues	04/18/06	Tues
04/19/06	Wed	05/23/06	Tues
05/25/06	Thurs	07/05/06	Wed
07/06/06	Thurs	08/09/06	Wed
08/14/06	Mon	09/18/06	Mon
09/20/06	Wed	10/25/06	Wed
10/30/06	Mon	12/04/06	Mon
12/06/06	Wed	01/29/07	Mon

Massage Therapy			
Evening II (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
09/06/05	Tues	10/10/05	Mon
10/12/05	Wed	11/15/05	Tues
11/17/05	Thurs	01/09/06	Mon
01/12/06	Thurs	02/16/06	Wed
02/21/06	Tues	03/28/06	Tues
03/30/06	Thurs	05/03/06	Wed
05/08/06	Mon	06/12/06	Mon
06/14/06	Wed	07/24/06	Mon
07/26/06	Wed	08/30/06	Wed
08/31/06	Thurs	10/05/06	Thurs
10/10/06	Tues	11/13/06	Mon
11/15/06	Mon	01/08/07	Mon

Pharmacy Technician			
Evening I (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
09/22/05	Thurs	10/26/05	Wed
10/31/05	Mon	12/05/05	Mon
12/06/05	Tues	01/25/06	Wed
01/31/06	Tues	03/07/06	Tues
03/09/06	Thurs	04/13/06	Thurs
04/19/06	Wed	05/23/06	Tues
05/25/06	Thurs	07/05/06	Wed
07/06/06	Thurs	08/09/06	Wed
08/14/06	Mon	09/18/06	Mon
09/20/06	Wed	10/25/06	Wed
10/30/06	Mon	12/04/06	Mon
12/06/06	Wed	01/29/07	Mon

Pharmacy Technician			
Evening II (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
09/08/05	Thurs	10/12/05	Wed
10/17/05	Mon	11/17/05	Thurs
11/22/05	Tues	01/11/06	Wed
01/12/06	Thurs	02/16/06	Thurs
02/21/06	Tues	03/28/06	Tues
03/30/06	Thurs	05/03/06	Wed
05/08/06	Mon	06/12/06	Mon
06/14/06	Wed	07/24/06	Mon
07/26/06	Wed	08/30/06	Wed
08/31/06	Thurs	10/05/06	Thurs
10/10/06	Tues	11/13/06	Mon
11/15/06	Wed	01/08/07	Mon

Student Holidays	
Thanksgiving Day	November 24, 2005
Day after Thanksgiving	November 25, 2005
Winter Break	December 19, 2005 – January 1, 2006
New Year's Day	January 2, 2006
ML King, Jr, Day	January 16, 2006
President's Day	February 20, 2006
Spring Holiday	April 14, 2006
Memorial Day	May 29, 2006
Independence Day	July 3 and July 4, 2006
Labor Day	September 4, 2006
Thanksgiving Day	November 23, 2006
Day after Thanksgiving	November 24, 2006
Winter Break	December 18 – December 29, 2005

WEST LOS ANGELES

Medical/Dental Assisting and Massage Therapy Day Schedule - Five Day Week (Monday through Friday)	
2005	
Start Dates	End Dates
Sep 8	Oct 5
Oct 7	Nov 03
Nov 7	Dec 06
Dec 7	Jan 20
Sep 21	Oct 18
Oct 20	Nov 16
Nov 17	Dec 16
Medical Assisting Evening Schedule I- Four Day Week Monday through Thursday	
2005	
Start Dates	End Dates
Oct 05	Nov 08
Nov 10	Dec 15
Sep 06	Oct 10
Oct 11	Nov 14
Nov 15	Jan 04

Medical/Dental Assisting, Massage Therapy, Pharmacy Technician Day Schedule - Four Day Week (Monday through Thursday)	
2006	
Start Dates	End Dates
Jan 4	Feb 1
Feb 6	Mar 6
Mar 8	Apr 4
Apr 5	May 2
May 8	Jun 5
Jun 6	Jul 5
Jul 10	Aug 3
Aug 7	Aug 31
Sep 5	Oct 2
Oct 4	Oct 31
Nov 1	Nov 29
Dec 4	Jan 16

Business Management And Administrative Assisting Day Schedule - Four Day Week (Monday through Thursday)	
2005	
Start Dates	End Dates
Sep 21	Oct 18
Oct 19	Nov 15
Nov 16	Dec 13
Dental Assisting, Massage Therapy, Pharmacy Technician, and Medical Insurance Billing and Coding Evening Schedule I- Four Day Week Monday through Thursday	
2005	
Start Dates	End Dates
Oct 05	Nov 08
Nov 10	Dec 15

Pharmacy Technician Day Schedule - Five Day Week (Monday through Friday)	
2005	
Start Dates	End Dates
Sep 8	Oct 5
Oct 7	Nov 03
Nov 7	Dec 06
Dec 7	Jan 20
Medical Insurance Billing and Coding Day Schedule - Five Day Week (Monday through Friday)	
2005	
Start Dates	End Dates
Sep 21	Oct 18
Oct 20	Nov 16
Nov 17	Dec 16

Medical/Dental Assisting, Massage Therapy, Pharmacy Technician Day Schedule - Five Day Week (Monday through Friday)	
2006	
Start Dates	End Dates
Dec 7	Jan 20
Jan 23	Feb 17
Feb 21	Mar 20
Mar 22	Apr 20
Apr 24	May 19
May 23	Jun 20
Jun 22	Jul 24
Jul 26	Aug 22
Aug 24	Sep 21
Sep 25	Oct 20
Oct 23	Nov 17
Nov 20	Jan 5
Medical/Dental Assisting, Massage Therapy, Medical Insurance Billing and Coding, Pharmacy Technician Evening Schedule I- Four Day Week Monday through Thursday	
2006	
Start Dates	End Dates
Jan 09	Feb 13
Feb 15	Mar 22
Mar 27	Apr 27
May 1	June 5
Jun 7	Jul 13
Jul 17	Aug 17
Aug 21	Sep 25
Sep 27	Oct 31
Nov 2	Dec 7
Dec 11	Jan 30

Business Management and Administrative Assisting Day Schedule - Five Day Week (Monday through Friday)	
2006	
Start Dates	End Dates
Jan 4	Feb 1
Feb 3	Mar 3
Mar 6	Apr 3
Apr 5	May 3
May 5	Jun 2
Jun 5	Jul 5
Jul 7	Aug 3
Aug 7	Sep 1
Sep 5	Oct 3
Oct 5	Nov 1
Nov 3	Dec 4
Dec 5	Jan 18
Evening Schedule I- Four Day Week Monday through Thursday	
2006	
Start Dates	End Dates
Jan 09	Feb 13
Feb 15	Mar 22
Mar 27	Apr 27
May 1	June 5
Jun 7	Jul 13
Jul 17	Aug 17
Aug 21	Sep 25
Sep 27	Oct 31
Nov 2	Dec 7
Dec 11	Jan 30

APPENDIX D: OPERATING HOURS BY CAMPUS

ALHAMBRA

<p>Office: <u>Monday through Thursday</u> 8:00 am to 9:00 pm <u>Friday</u> 8:00am to 5:00pm</p>	<p>Business Operations Program <u>Monday through Friday</u> 8:00 am to 11:50 am Morning 12:00 pm to 4:10 pm Afternoon <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening</p>	<p>Allied Health Programs <u>Monday through Friday</u> 6:00 am to 9:50 am Morning 8:00 am to 11:50 am Morning 10:00 am to 1:50 pm Morning 12:00 pm to 4:10 pm Afternoon <u>Monday through Thursday</u> 4:00 pm to 9:00 pm Evening 5:45 pm to 10:45 pm Evening</p>
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ANAHEIM

<p>Office: <u>Monday through Thursday</u> 7:30 am to 8:00 pm <u>Friday</u> 7:30 am to 5:30 pm</p>	<p>School: <u>Monday through Friday</u> 8:00 am to 11:50 am Morning 9:00 am to 12:50 pm Morning (M.A.A. Program Only) 1:20 pm to 5:10 pm Afternoon (M.A.A. Program Only) 12:20 pm to 4:10 pm Afternoon <u>Monday through Thursday</u> 6:00 pm to 10:00 pm Evening</p>
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CITY OF INDUSTRY

<p>Office: <u>Monday through Thursday:</u> 7:30am-8:00pm <u>Friday:</u> 7:30am-5:00pm</p>	<p>School: <u>Monday through Friday:</u> 6:00am-10:00am: Medical Assisting 8:00am-12:00 noon: Medical Assisting, Dental Assisting, Massage Therapy, Business (ends at 12:30pm), Pharmacy Technician, Medical Insurance Billing and Coding. 12:45pm-4:45pm: All programs listed above except Business and Pharmacy Technician.</p>	<p><u>Monday through Thursday:</u> 6:00pm-10:00pm: Medical Assisting, Dental Assisting, Massage Therapy, Pharmacy Technician, Medical Insurance Billing and Coding. Business: 5:30pm-10:30pm</p>
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GARDENA

<p>Office: <u>Monday through Thursday</u> 7:30 am to 7:00 pm <u>Friday</u> 7:30 am to 6:00 pm</p>	<p>School: <u>Monday through Friday</u> 6:00 am to 9:50 am Morning 8:00 am to 11:50 am Morning 9:00 am to 12:50 pm Morning</p>	<p>10:00 am to 1:50 pm Morning 1:00 pm to 4:50 pm Afternoon 4:00 pm to 7:50 pm Afternoon <u>Monday through Thursday</u> 6:00 pm to 9:50 pm Evening</p>
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HAYWARD

<p>Office: <u>Monday through Thursday</u> 9:00 am to 7:00 pm <u>Friday</u> 9:00 am to 5:00pm</p>	<p>School: <u>Monday through Thursday</u> 6:00 am to 11:00 pm 5:45 pm to 10:45 pm</p>	<p><u>Monday through Friday</u> 6:00 am – 10:00 am 10:30 am – 2:30 pm</p>
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LOS ANGELES, WILSHIRE

<p>Office: <u>Monday through Friday</u> 8:00 am to 6:00 pm</p>	<p>School: <u>Monday through Friday</u> 6:00 am to 10:00 am Morning 8:00 am to 12:00 pm Morning 10:00 am to 2:00 pm Morning 12:20 pm to 4:20 pm Afternoon 2:00 pm to 6:00 pm Afternoon</p>	<p><u>Monday through Thursday</u> 4:30 pm to 8:30 pm Evening 6:00 pm to 10:00 pm Evening</p>
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ONTARIO

Office: <u>Monday through Thursday</u> 8:00 am to 8:00 pm	<u>Friday</u> 8:00 am to 5:00pm	<u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday through Friday</u> 6:00 am to 10:30 pm
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RESEDA

Office: <u>Monday through Thursday</u> 8:00 am to 8:00 pm <u>Friday</u> 8:00 am to 5:00 pm <u>Saturday</u> 9:00 am to 1:00 pm	School: <u>Monday through Friday</u> 6:00 am to 10:00 am Day classes 8:00 am to 12:00 pm Day classes 9:00 am to 1:00 pm Day classes 10:00 am to 2:00 pm Day classes 12:30 PM to 4:30 pm Afternoon classes <u>Monday through Thursday</u> 6:00 pm to 10:00 pm Evening classes
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SAN BERNARDINO

Office: Monday through Thursday 7:00 am to 8:00 pm Friday 7:30 am to 4:00 pm			
School: Allied Health Programs 6:00 am to 10:00 am Monday through Friday Morning 8:00 am to 12:00 am Monday through Friday Morning 8:30 am to 12:30 pm Monday through Friday Morning 9:00 am to 1:00 pm Monday through Friday Morning 12:10 pm to 4:00 pm Monday through Friday Afternoon 12:30 pm to 4:30 pm Monday through Friday Afternoon 5:30 pm to 10:30 pm Monday through Thursday Evening Massage Therapy Weekend Program 5:30 pm to 10:30 pm Fridays Evening 8:00 am to 4:30 pm Saturday Day 8:00 am to 4:30 pm Alternating Sundays Day		Dental Assisting Program 8:00 am to 12:00 pm Monday through Friday Morning 10:00 am to 2:00 pm Monday through Friday Morning 5:30 pm to 10:30 pm Monday through Thursday Evening Business Programs Computerized Office Applications Program 8:00 am to 12:00 pm Monday through Friday Morning 12:10 pm to 4:00 pm Monday through Friday Afternoon 5:30 pm to 10:30 pm Monday through Thursday Evening Homeland Security Specialist 5:30 pm to 10:30 pm Monday through Thursday Evening	

SAN FRANCISCO

Office: <u>Monday through Friday</u> 8:00 am to 7:00 pm	School: <u>Monday through Friday</u> 8:00 am to 12:00 pm Day classes 12:00 pm to 4:00 pm Afternoon classes	<u>Monday through Thursday</u> 6:00 pm to 10:00 pm Evening
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SAN JOSE

Office: <u>Monday through Friday</u> 8:00 am to 7:30 pm	School: Massage Therapy Program <u>Monday through Friday</u> 10:00 am to 2:00 pm Morning <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening	Dental Assisting Program <u>Monday through Friday</u> 7:30 am to 11:30 am Morning 12:00 pm to 4:00 pm Afternoon <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening
Medical Assisting Program <u>Monday through Friday</u> 6:00 am to 10:00 am Morning 7:30 am to 11:30 am Morning 10:00 am to 2:00 pm Morning 12:00 pm to 4:00 pm Afternoon <u>Monday through Thursday</u> 4:00 pm to 9:00 pm Evening 5:45 pm to 10:45 pm Evening	Medical Administrative Assistant Program <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening	Medical Administrative Assistant Program <u>Monday through Friday</u> 8:00 am to 12:00 pm Morning <u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening

Medical Insurance Billing/Coding <u>Monday through Thursday</u> 9:00 am to 2:00 pm 10:00 am to 3:00 pm 5:45 pm to 10:45 pm	Homeland Security Specialist <u>Monday through Thursday</u> 12:00 p.m. to 5:00 p.m. Afternoon 5:30 p.m. to 10:30 p.m. Evening	Surgical Technology <u>Monday through Thursday</u> 11:00 am to 4:00 pm 5:45 pm to 10:45 pm
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TORRANCE

Office: <u>Monday through Thursday</u> 8:00 am to 7:00 pm <u>Friday</u> 8:00 am to 5:00 pm	School: <u>Monday through Friday:</u> 6:00 am to 10:00 pm Early AM Classes 8:00 am to 12:00 pm Day Classes 10:00 am to 2:00 pm Late AM Classes 1:00 pm to 5:00 pm Afternoon Classes <u>Monday through Thursday:</u> 6:00 pm to 10:00 pm Evening Classes
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WEST LOS ANGELES

Office: <u>Monday through Thursday</u> 7:30 am to 8:00 pm <u>Friday</u> 7:30 am to 5:00 pm	School <u>Monday through Wednesday</u> 8:00 am to 12:30 pm Morning 5:30 pm to 10:00 pm Evening <u>Monday through Thursday</u> 8:00 am to 12:30 pm Morning
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