

Bryman

COLLEGE

2006 – 2007 Catalog

Bryman 101206

Locations

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

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

www.bryman-college.com

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, 1625 North Market Blvd., Ste S202, Sacramento, CA 95834 (916) 574-7720, Fax (916) 574-8648.

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 K. Smith, Anaheim



Bill Wherritt, Gardena



Tom Azim, West Los Angeles



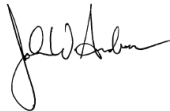
Melody Rider, Alhambra




Michael Ortiz, Los Angeles, Wilshire



Fred Faridian, San Bernardino



John Andrews, City of Industry



Daniel C. Day, Ontario



Sandy Ock, Torrance



Lani Townsend, Reseda

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BRYMAN COLLEGE

EDUCATIONAL PHILOSOPHY

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

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

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

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 who 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	Gardena 1045 W. Redondo Beach Blvd., Suite 275 Gardena CA 90247 (310) 527-7105	San Bernardino 217 E. Club Center Drive, Suite A San Bernardino, CA 92408 (909) 777-3300
Anaheim 511 N. Brookhurst, Suite 300 Anaheim CA 92801 (714) 953-6500	Los Angeles 3460 Wilshire Blvd., Suite 500 Los Angeles CA 90010 (213) 388-9950	Torrance 1231 Cabrillo Avenue, Suite 201 Torrance, CA 90501 (310) 320-3200
City of Industry 12801 Crossroads Pkwy South City of Industry, CA 91746 (562) 908-2500	Ontario 1460 S. Milliken Ave. Ontario, CA 91761 (909) 984-5027	West Los Angeles 3000 S. Robertson Blvd., Third Floor Los Angeles, CA 90034 (310) 840-5777
	Reseda 18040 Sherman Way, Suite 400 Reseda CA 91335 (818) 774-0550	

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.

Bryman College encourages student interaction for learning purposes through the use of library resources and facilities. Tutoring and study assistance are available upon request from the Director of Education at each campus.

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 moved to its current location in 2004 and 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.

Los Angeles - Wilshire

The Los Angeles campus is the original Bryman campus that opened in 1960. The facility has 13,824 square feet containing 12 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 five-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 Learning Resource Center containing reference and reading materials related to the academic programs, a student lounge and restrooms. The College is conveniently located near reliable public transportation including the new Orange Line bus route, 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. The annex building is located on 243 E. Caroline Street, Suite B San Bernardino, CA 92408. 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.

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.

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 Alhambra and Anaheim Vocational Nursing Programs are approved by the California Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Ste. 205, Sacramento, CA 95833, (916) 263-7800, www.bvnpt.ca.gov.
- The Registered Dental Assistant program at the San Bernardino campus has been granted provisional approval by the Committee on Dental Auxiliaries (COMDA). Graduates of the program are eligible to take the RDA licensure examination.
- The Surgical Technology program of the Reseda campus is accredited 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, and San Bernardino 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): Alhambra, Anaheim, City of Industry, Gardena, Ontario, Los Angeles-Wilshire, Reseda, San Bernardino, and West Los Angeles.
- Registered Dental Assisting Programs are approved by the Dental Board of California. 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, Torrance, and 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.
- 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 Career Programs Assessment Test (CPAt), offered by ACT, Inc., 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.

The institution admits students with high school diplomas or a recognized equivalent (such as the GED) or students beyond the age of compulsory school attendance. Students beyond the age of compulsory school attendance who do not have a high school diploma or recognized equivalent are required to apply for admission to the College under the Ability to Benefit Provision.

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.

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 may be required to 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.

Nursing

All prospective students MUST submit ONE of the following:

1. Official high school transcript that reflects graduation from an US high school
2. Transcript from a foreign high school which has been **translated, evaluated and notarized** (see "Course Work Taken at Foreign Institutions," below)
3. Official GED

Criteria	1	2	3	4	5
Previous Education	2.0 – 2.3	2.4 - 2.7	2.8-3.0	3.1 – 3.5	3.6 – 4
• High School GPA					
• College units	6-12 units	13-18 units	19-40 units	41-60 units	A.A./B.A.
• College GPA	2.0-2.4	2.5-2.8	2.9 – 3.1	3.2 – 3.5	3.6 – 4
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination 1. PSB	50- 55%tile 1 X 2 = 2	56-60%tile 2 X 2 = 4	61-70%tile 3 X 2 = 6	71 – 80%tile 4 X 2 =8	Above 80%tile 5 X 2 =10
*** Basic Skills Test – COMPASS Remed RS 58-74 WS: 30-39 PreAl: 30-38	RS 75 - 80 WS 40 - 52 Pre-Alg 39–52 1 x 2 = 2	RS 81 - 85 WS 53 - 65 Pre-Alg 53-65 2 x 2 = 4	RS 86 - 90 WS 66 - 78 Pre-Alg 66-78 3 x 2 = 6	RS 91 - 95 WS 79 - 90 Pre-Alg 79-90 4 x 2 = 8	RS 96 – 100 WS 91 – 100 Pre-Alg 91–100 5 x 2 = 10
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form & content per Grading Rubric
Former or Continuing students of CCI program in good standing*	Enrolled but completed less than 50%	Completed 50% of the modules	Completed everything except externship	Will complete program prior to admission	Successfully completed program

Additional information and explanations of the above

1. A personal interview with the Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant's file prior to this interview. A 150 word, doubled spaced typed essay entitled "Why I want to be a Licensed Practical/Vocational Nurse." is also required. The applicant will need to make an appointment with the nursing department secretary to write the essay. Points will be awarded for the essay according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. Ranking for admission is based on the point system (see point weight at top of the table).
3. Candidates may achieve a maximum of 50 points
4. Candidates will be ranked by the number of points received.
5. Students will be selected from ranked list until approved class size is achieved.

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations

** A 25% tile minimum average in Parts I, II, and III of the PSB, is required for consideration for the nursing program

*** A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial courses (The minimum scores for each category are: Reading Skills 58-74; Writing Skills 30-39; Mathematics /Pre algebra 30-38). Once the remediation is completed this candidate can take the COMPASS again.

The COMPASS can only be repeated one time for the current application period. If the score in the skill area falls below the minimal on the second attempt the applicant can reapply for the next available application period.

Anyone that scores below the remediation values will be referred for a complete course in that area.

Point Ranking:

A candidate who has between 38-50 points, at the time of the interview, will be admitted to the program. A prospective student who has less than 38 points will be placed on the waiting list. The PN class should be selected a minimum of 6 weeks prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number selected will depend on the number approved by the board of nursing in each state.

PSB Information

All CCI vocational nursing programs use the PSB examination – Aptitude for Practical Nursing Examination. This test is a product of Psychological Services Bureau, Inc. Charlottesville, VA.

The PSB - Aptitude for Practical Nursing Examination is comprised of 5 tests and three subtests. These are as follows:

- ◆ Academic Aptitude Part I
 - Verbal
 - Arithmetic
 - Nonverbal
- ◆ Spelling Part II
- ◆ Information in the Natural Sciences Part III
- ◆ Judgment & Comprehension in Practical Nursing Situations Part IV
- ◆ Vocational Adjustment Index Part V

The scores are reported in two ways as a raw score (number correct) and a percentile rank.

The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:

For example

Part I 60%tile	x	4= 240
Part II 75%tile	x	1= 75
Part III 70%tile	x	3.5= 245
Part IV 80%	x	1= 80
Part V 50%	x	.5= 25
665/100		67% tile = the students score

Students are given points on the admission criteria

50 -55%tile	= 2	[1 x 2] points
56-60%tile	= 4	[2 x 2] points
61– 70%tile	= 6	[3 x 2] points
71 – 80%tile	= 8	[4 x 2] points
Above 80%tile	= 10	[5 x 2] points

Points given for admission tests are weighted.

Alternate students:

Alternate students may be admitted to the program if allowed by the State Board of Nursing. Students who are alternate students must be notified that they are being admitted as alternate students. By the first scheduled clinical, the class size must be no larger than the approved number.

Student Requirements

Prior to the start of the program, students are required to have a physical examination along with additional requirements and documentation. These requirements may change per individual facility requirements.

- Current CPR card (AHA Health Care Provider -- recommended)
- Completed Physical Examination and Medical History Form
- Documentation of current immunizations or titers documenting immunity including Hepatitis B
- Negative TB skin test or chest x-ray
- Completed uniform order
- Completed criminal background check application and student disclosure form
- Drug testing

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, \$38 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.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at a foreign institution (excluding secondary school documents that are in English or Canadian or Philippines post-secondary credentials that are in English) must be evaluated for equivalence to coursework taken at a United States institution. FMU accepts the evaluations of foreign course work from the following services:

- ◆ World Education Services, Inc., Bowling Green Station, P.O. Box 5087, New York, New York 10274-5087, (415)-677-9378 (San Francisco office)
- ◆ Josef Silny & Associates, Inc., International Educational Consultants, 7101 SW 102 Avenue, Miami, FL 33173, (305)273-1616, www.jsilny.com
- ◆ Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

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

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.

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.

Experiential Learning

The Experiential Learning program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the office of the Director of Education. The procedures identify the course for which credit may be earned and the application process. Credit for experiential learning will be granted at the discretion of the Director of Education.

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
L	Leave of Absence		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
WD	Withdrawal during drop/add period		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. For Allied Health programs, F (failing) is 69-0%.

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 may 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 14 calendar days may be dropped from the training program.

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

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

Dismissal from a program for failure to meet the attendance rate may be appealed on the basis of unanticipated, extenuating, and mitigating circumstances. Students are to continue in attendance during the appeal process. Should the appeal be granted, the student is reinstated in regular status. Should the appeal not be granted, the student is withdrawn from all classes and will not be charged for any attended while the appeal was pending.

Attendance appeals may be filed prior to the fourteenth calendar day following the end of a session. Unless a student appeals, after the fourteenth day following the end of the session, the attendance records will be considered final.

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. 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.

Attendance Requirements for Vocational Nurse Students

Nursing Attendance Policy - The Vocational Nursing program encompasses 1536 clock hours. Content areas are determined by the California Board of Vocational Nursing and Psychiatric Technicians. All missed competencies must be made-up. Students will have the opportunity to make-up missed hours during the Student Success Program (SSP) which is scheduled three (3) hours per week.

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

A student who is absent from class must call the school to notify of absence no later than (one) 1 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

Clinical/Skills Lab Absences - A student who will be absent from the clinical area must call the clinical site and school and page the clinical instructor to notify of absence no later than (one) 1 hour prior to the scheduled clinical time. The student must state his/her name, the instructor, class and reason for absence. Students who will be more than 10 minutes late must call or page the instructor. (All clinical instructors will distribute their pager numbers to students at the beginning of the clinical rotation. It is the student's responsibility to call this number (page the instructor) prior to the beginning of clinical to inform him or her of an absence).

When a student nurse is absent from the clinical site, important skills are missed. Therefore, if a student is absent from a clinical experience, the student will receive:

Absent **one** clinical day=**Needs Improvement** for attendance

Absent **two** clinical days=**Unsatisfactory** for attendance and **Needs Improvement** for the clinical performance

More than two clinical days=**Unsatisfactory** for attendance and **Unsatisfactory** for clinical performance.

Students cannot miss more than 6 clinical days for the entire program. Students cannot miss more than 2 clinical days per level. After 2 absences in one level the student will be placed on clinical probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

Theory Absences - Students who are absent for theory and lab have the responsibility to acquire information from a fellow student. Students cannot miss more than 6 days for the entire program. Students cannot miss more than 2 days per level. After 2 absences in one level the student will be placed on probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

The deadline for assignments is at the beginning of class on the due date. A two percent (2%) point reduction will be deducted for each *calendar* day (including weekends and holidays) the assignment is late. This policy also applies if the student is absent. If the assignment is not turned in 14 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero. Failure to complete all assignments for a course may result in not having enough points to pass a course. It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or campus nursing director to provide extra credit assignments for the purpose of passing a course.

Students who are absent on testing day must make-up the test on the first day of their return to school for class or lab (tests will not be given at the clinical site). Five percentage (5%) points will be deducted from the score for tests taken at any other time than the scheduled day. The instructor has the option to administer the make-up test in an alternate format.

Tardiness - Tardiness will be calculated into hours missed. Once a student accumulates 2 hours of tardiness they will be counted ½ day absent. 4 hours accumulated tardiness will be a full day absence.

No Call/No Show-Clinical, Classroom or Lab - A student who is absent from clinical, classroom or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical, classroom or lab instruction, without giving prior and proper notification, will result in a written warning. An absence without notification may result in program dismissal.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

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

Re-admission Following a Leave of Absence

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

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the

official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

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

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 Vocational 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.

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 1.5 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 14 days from the last day of their final classroom module.

Students must complete at least 15 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.

Note: Externships or clinical sites may require drug testing

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' Appeals Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeals Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeals Committee are final.

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.

Programs with Externships

Programs with required externships are not eligible for VA benefits. If there is a choice between an externship and a practicum in a program (e.g., Medical Insurance Billing and Coding), the program will be covered by VA benefits only if the student chooses the practicum option. Veteran should contact the Veteran's Benefits coordinator for approval status of the program in which they plan to enroll.

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 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 will 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 within 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.

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

STATISTICAL INFORMATION

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the 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.

DRUG AWARENESS

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

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any 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 School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. 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.

RETENTION OF STUDENT RECORDS

Transcripts will be retained for at least 50 years. Other records will be retained for at least 5 years.

STATEMENT OF NON-DISCRIMINATION

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

MAXIMUM CLASSROOM SIZE

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

Campus	Maximum class size
Alhambra	30 students in lecture and laboratory classes. In the Vocational Nursing program, the lecture size is 40. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors. The maximum size for Massage Therapy laboratory classes is 24 students.
Anaheim	30 students in lecture and laboratory classes. In the Vocational Nursing program the lecture size is 40. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.
City of Industry	The maximum class size is 30 for lecture and lab.
Gardena	30 students in lecture and laboratory classes. In the Vocational Nursing program the lecture size is 40. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.
Los Angeles-Wilshire	30 students in lecture and lab classes.
Ontario	Class size for most programs is a maximum of 24 students. Dental is limited to 14. Massage Therapy is limited to 22.
Reseda	The current ratio of students to teacher for lecture is typically 30 to 1. For the laboratory portion of the program the student/teacher ratio is program specific. For Medical Assisting the laboratory ratio is 24:2, for Dental Assisting the laboratory ratio is 12:1 and Surgical Technologist the Mock Surgery laboratory ratio is 12:1.
San Bernardino	The maximum number of students in Massage Therapy Laboratory is 22. The maximum number of students in Dental Assisting Laboratory is 14 (maximum number of students in Dental Assisting Lecture is 30). The maximum number of students in Medical Assisting, Medical Administrative Assisting, Computer Office Applications and Homeland Security is 30.
Torrance	30 students for Massage Therapy laboratory and lecture classes. 30 students for Pharmacy Technician laboratory and lecture classes.
West Los Angeles	30 students in lecture and laboratory classes. The maximum size for Dental Assisting Laboratory classes is 28 students with 2 instructors.

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.

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the school's 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.

For all Bryman Colleges except San Bernardino, the student may request a copy of the ACCSCT Complaint Form 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.

For the San Bernardino campus, a student who feels that the College has not adequately addressed a complaint or concern can contact 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/>.

Complaints for all schools may also be filed with the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd., Suite S202, Sacramento, CA 95834, (916) 574-7720.

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.

VETERAN STUDENTS

For information or for resolution of specific payment problems, the veteran should call the DVA, a nationwide toll free number, at 1-800-827-1000.

CALIFORNIA BUYERS RIGHT TO CANCEL

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

In addition to the refund calculated under the state policy below, The School will calculate the refund due under the institutional refund policy on the reverse of this agreement. The student will be given the benefit of the refund policy that results in the largest refund to the student.

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).

BUYER'S RIGHT TO CANCEL

Cancellation

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

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

Official Withdrawals

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

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

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

Refund Policies

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

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

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

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

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

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

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

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

Date of Withdrawal versus Date of Determination (DOD)

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

Effect of Leaves of Absence on Refunds

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

Institutional Refund Calculation

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

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

REQUIREMENTS FOR GRADUATION

A student must:

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

SEVERABILITY

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

MISCELLANEOUS

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

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.

"Tuition" means the actual amount charged each student for instruction, instructional materials, equipment costs and any other fee required of the student in order for the student to receive a certificate of completion or diploma attesting to the completion of the instruction required for such certificate or diploma. "Tuition" does not include costs of room and board, supplies, an application fee or transportation. For purposes of calculating assessment under section 94945, tuition does not include the STRF fee.

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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The School closed before the course of instruction was completed.
2. The School's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of The School.
3. The School's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by The School prior to closure in excess of tuition and other cost.
4. The School's breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before The School closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The School committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against The School for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

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 Federal 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/College Loan Corporation Signature Loan Programs (SLM/CLC)

SLM Financial and College Loan Corporation provides customized loan programs 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.

HOUSING

While the school does not offer housing, information on a wide variety of housing options is available from the Coordinator of Student Services.

PROGRAMS BY LOCATION

	Alhambra	Anaheim	City of Industry	Gardena	Los Angeles –Wilshire	Ontario	Reseda	San Bernardino	Torrance	West Los Angeles
DIPLOMA PROGRAMS										
Business Management/ Administrative Assistant			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Business Operations	<input checked="" type="checkbox"/>									
Computer Office Applications								<input checked="" type="checkbox"/> *		
Dental Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Homeland Security Specialist								<input checked="" type="checkbox"/> *		
Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Administrative Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Surgical Technologist							<input checked="" type="checkbox"/>			
Vocational Nursing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>								
DEGREE PROGRAMS										
Criminal Justice								<input checked="" type="checkbox"/>		
Medical Office Management			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				

*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 or (for students at the San Bernardino campus) the Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, DC 20002-4241, (202) 336-6780.

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
GS21B Mathematics; BT06A E-Commerce	72	6
GS22A English	72	6
GS23 Human Resources; BT01A Information Processing I-A	72	6
BT101 BUSINESS TECHNOLOGY I	216	18
BT10A Principles of Business, Laws, Occupational Safety; BT01 B, Information Processing I-B	72	6
BT03A Office Communications I-A; BT02A Information Processing II-A	72	6
BT03B 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 52

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 52

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 52

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, operator 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
DX/TTR 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 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)

v1-0 070104

(At San Bernardino 7 months both day and evening)

560 Clock Hours/48.0 Credit Units

DOT: 372.667-038

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)

v1-0 091605

(At San Bernardino 9 months day and evening, 12 months weekend)

720 Clock Hours/54.0 Credit Units

DOT: Massage Therapist 334.374 010

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is 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

Major Equipment

Massage Tables
CPR Manikins
AV Equipment

Massage Chairs
Anatomical Charts

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

(At San Bernardino 8 months both day and evening)

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

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

Major Equipment

- Calculators
- Personal Computers

Module A – Introduction to Medical Insurance and Managed Care

40/40/6.0

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

Module B – Government Programs

40/40/6.0

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

Module C – Electronic Data Interchange and Modifiers

40/40/6.0

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

Module D – Medical Documentation, Evaluation, and Management

40/40/6.0

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

Module E - Health Insurance Claim Forms

40/40/6.0

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

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

Module F – Practicum**0/160/5.0**

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

Module X – Externship**0/160/5.0**

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

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	Retail Bottles	Prescription Stock Items
Printer	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: 20.0 Lab Hours: 60.0. 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

VOCATIONAL NURSING

Diploma Program - 12 Months (52 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	14	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

Major Equipment

- Manikins – adult, child, infant
- Hospital beds
- Hospital bedside tables, overbed tables, visitor chairs
- Medication carts – Practi-med medications – oral, intramuscular, subcutaneous, intra-dermal accoutrements
- Weight scales
- Bedside toiletries, linens
- Major procedure trays – wound care, in-dwelling catheter, suctioning, naso-gastric tube trays, irrigation trays
- Blood glucose testing
- Eye chart

Vital sign equipment
Wheelchairs
Stretcher
Sharps containers

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 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

CRIMINAL JUSTICE

Associate of Science Degree -96 weeks
970 Clock Hours/96.0 Credit Units

v1-2

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

			Associate’s Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS			10.0
MAJOR CORE REQUIREMENTS			
BUL	2131	Applied Business Law	4.0
CCJ	1017	Criminology	4.0
CCJ	1024	Introduction to Criminal Justice	4.0
CJL	2130	Criminal Evidence	4.0
CJL	2134	Criminal Procedure and the Constitution	4.0
CCJ	1610	Criminal Investigations	4.0
CCJ	2358	Criminal Justice Communications	4.0
CCJ	2306	Introduction to Corrections	4.0
CJD	2250	Introduction to Interviews and Interrogations	4.0
DSC	2002	Introduction to Terrorism	4.0
TOTAL QUARTER CREDIT HOURS			40.0
The students will take 12.0 credits from following courses:			
CJE	2100	Policing in America	4.0
CCJ	2288	Spanish for the Criminal Justice Professional	4.0
CCJ	2679	Introduction to Victims Advocacy	4.0
CCJ	2943	Current Issues in Criminal Justice	4.0
CJE	2670	Introduction to Forensics	4.0
CCJ	1910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS			12.0
GENERAL EDUCATION CORE REQUIREMENTS			
ENC	1101	Composition I	4.0
ENC	1102	Composition II	4.0
SPC	2016	Oral Communications	4.0
SYG	2000	Principles of Sociology	4.0

MAT	1033	College Algebra	4.0
PSY	2012	General Psychology	4.0
SLS	1505	Basic Critical Thinking	2.0
AML	2000	Introduction to American Literature	4.0
EVS	1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS			34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION			96.0

For course descriptions, see page 52

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.

Admission to this program is limited to students who have completed a diploma program at Bryman College or Nova Institute of Health Technology in Massage Therapy or Medical Insurance Billing and Coding on or before March 2, 2005. Students enrolled in the X-Ray Technician (Limited Permit) diploma program on or before January 10, 2005 are also eligible to enroll.

Students wishing to earn the AOS degree in Medical Office Management, and who earned or will earn a diploma in programs and on dates after those listed above MUST successfully complete a minimum of nine quarter units in natural and physical sciences at an accredited college prior to the awarding of the degree.

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

COURSE		QUARTER CREDIT UNITS	CLOCK HOURS
General Education and Applied Studies			
General Studies		Units	
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
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, please see page 52

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

COURSE	QUARTER CREDIT 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
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 52

COURSE DESCRIPTIONS

AML 2000 Introduction to American Literature	4.0 credit units
This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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.	
BUL 2131 Applied Business Law	4.0 credit units
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1017 Criminology	4.0 credit units
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1024 Introduction to Criminal Justice	4.0 credit units
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1610 Criminal Investigations	4.0 credit units
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1910 Career Choices in Criminal Justice	4.0 credit units
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	4.0 credit units
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2288 Spanish for the Criminal Justice Professional	4.0 credit units
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2306 Introduction to Corrections	4.0 credit units
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	4.0 credit units

This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2943 Current Issues in Criminal Justice **4.0 credit units**

This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CGS 2167C Computer Applications **4.0 credit units**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CJD 2250 Introduction to Interviews and Interrogations **4.0 credit units**

Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2100 Policing in America **4.0 credit units**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJE 2670 Introduction to Forensics **4.0 credit units**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence **4.0 credit units**

This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2134 Criminal Procedure and the Constitution **4.0 credit units**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

DSC 2002 Introduction to Terrorism **4.0 credit units**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1101 Composition I **4.0 credit units**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II **4.0 credit units**

This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

EVS 1001 Environmental Science **4.0 credit units**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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	
MAT 1033 College Algebra	4.0 credit units
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
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 MESSAGE 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 MESSAGE 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.

PSY 2012 General Psychology

4.0 credit units

This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1105 Strategies for Success

4.0 credit units

This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SLS 1321 Career Skills

2.0 credit units

A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SLS 1505 Basic Critical Thinking

2.0 credit units

This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

SPC 2016 Oral Communications

4.0 credit units

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYG 2000 Principles of Sociology

4.0 credit units

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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

Ashmead College

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

Bryman College

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

Bryman Institute

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

Everest College

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

Everest Institute

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

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

Florida Metropolitan University

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

Georgia Medical Institute

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

Kee Business College

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

Las Vegas College

Henderson, NV (main campus)

National Institute of Technology

Long Beach, CA (main campus)

National School of Technology

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

Olympia Career Training Institute

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

Olympia College

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

WyoTech

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

STATEMENT OF OWNERSHIP

These campuses are 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.

CORINTHIAN COLLEGES, INC.

DIRECTORS

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

OFFICERS

David G. Moore
Jack D. Massimino
Peter Waller
Kenneth S. Ord
Beth A. Wilson
Mark L. Pelesh
William Buchanan
Stan A. Mortensen
Paul T. Dimeo
Robert C. Owen
Anna Marie Dunlap
Fardad Fateri
Carmella Cassetta
Jim Wade
Stephen Nodal
Teresa O'Sullivan
Steve Patterson
Nancy Alpough

TITLE

Chairman of the Board
Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Executive Vice President, Legislative and Regulatory Affairs
Executive Vice President, Marketing
Senior Vice President, General Counsel and Corporate Secretary
Senior Vice President, Real Estate
Senior Vice President, Chief Accounting Officer and Assistant Secretary
Senior Vice President, Investor Relations & Corporate Communications
Senior Vice President, Academic Affairs
Senior Vice President and Chief Information Officer
Senior Vice President, Human Resources
Vice President, Human Resources
Vice President, Marketing
Vice President, Marketing
Vice President, Financial Services

CORINTHIAN SCHOOLS, INC.

DIRECTORS

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

OFFICERS

Jack D. Massimino
William Murtagh
Kenneth S. Ord
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ALHAMBRA	ONTARIO
Melody Rider Vickie Schemel Rhoda Posey Jamey Collins Suzanne Gomez Jennifer Montoya	Campus President Director of Education Director of Student Finance Director of Admissions Director of Career Services Registrar
	Dan Day Kay Wachuku Martha Escobar Bonnie Cooper Julie Zuvich
	Campus President Director of Education Director of Education Director of Admissions Placement Director
ANAHEIM	RESEDA
Cheryl K. Smith Denise Spurlock Alma Sanchez Herman Whitaker Natalie Fears	Campus President Director of Education Director of Student Finance Director of Admissions Placement Director
	Lani Townsend Dorit Soltanovich Edgar Trovada Leslie Greer Open Paula Delzer
	Campus President Director of Education Director of Student Finance Director of Admissions Director of Career Services Director of Student Accounts
CITY OF INDUSTRY	SAN BERNARDINO
John W. Andrews Joan Yourstone Tina Voong Lillian Gonzalez Ionela DiConti. Ramon Maldonado Jr. Lizet Angulo	Campus President Director of Education Director of Student Finance Director of Admissions Dir. of Career Services Registrar Coor. Of Student Services
	Fred Faridian Open John Cubello Lori Saldana Nancy Barnes
	Campus President Director of Admissions Director of Education Director of Student Finance Director of Career Services
GARDENA	TORRANCE
Bill Wherritt Jody Cohen Zeina Elali Jerry Martinez (Acting) Sophial Menser Reina Madrid	Campus President Director of Education Director of Admissions Dir. of Career Services Registrar Student Services Coor.
	Sandy Ock Duemand Edwards Open Sandy Renteria Chris Cooke
	Campus President Director of Admissions Director of Education Director of Student Finance Career Services Coordinator
LOS ANGELES WILSHIRE	WEST LOS ANGELES
Michael Ortiz Johnny Arellano Monica Delgadillo Sherelle Bowman Chantele Clark	Campus President Director of Admissions Director of Education Director of Education Placement Director
	Tom Azim Erika Carvajal Dina L. Chon Juana Jimenez Bob Buck
	Campus President Director of Admissions Director of Education Director of Education Placement Director

FACULTY
(Asterisk denotes Program Chair)

ALHAMBRA

BUSINESS PROGRAM	
Helen Mathis	Integrated Digital Tech., Pasadena, CA
DENTAL ASSISTING PROGRAM	
Michelle Davis, CDA, RDA, AS, Program Director*	Pasadena City College, Pasadena, CA
Carol Krueger, RDA	Bryman College, Rosemead, CA
Jennifer Riddle, RDA	Citrus College, Glendale, CA
MEDICAL ASSISTING AND MEDICAL ADMINISTRATIVE ASSISTANT PROGRAMS	
Blanca Zepeda, CMA, AA, Program Director*	Everest College, Rancho Cucamonga, CA
Denise Andrijowych	Northwest College, West Covina, CA
Alfred Castaneda	Bryman College, El Monte, CA
Troy Coffey	California Paramedical, Long Beach, CA
Laura Cortez	UEI, Los Angeles, CA
Susana Gonzalez, CMA	Bryman College, Rosemead, CA
Mary Hernandez	Bryman College, El Monte, CA
Maria Gurrola, CMA	Bryman College, Rosemead, CA
Rebecca Marin CMA	Bryman College, Rosemead, CA
Ana Martinez	Bryman College, El Monte, CA
Elizabeth Peregrina	Bryman College, Rosemead, CA
Rosana Wilson	Concorde, San Bernardino, CA
PHARMACY TECHNICIAN PROGRAM	
Emilie Espiritu	Northwest College, Glendale, CA
Jennifer Ogando	UEI, Ontario, CA
MASSAGE THERAPY PROGRAM	
Saharut Nilchavee, DC, MSED, Program Director*	Southern California University of Health Sciences; University of Southern California, Los Angeles, CA
Patricia Perez, LMT	Pacific Institute of Massage Therapy, Anaheim Hills, CA
Angeline Harris	Bryman College, Ontario, CA
VOCATIONAL NURSING PROGRAM	
Allison Whetsel, RN, BS Program Director*	California State University, San Bernardino, CA
Stephanie Stadjuhar, RN, BS	Belford University, Humble, TX
Deidra Turner, RN, AS	Los Angeles Southwest College, Los Angeles, CA

ANAHEIM

DEPARTMENT CHAIRS		
Judi Enlow	Medical Assisting Medical Administrative Assisting Medical Insurance Billing & Coding	BS, Trinity College, Washington, DC. CMA, RT, National Education Center, Anaheim, CA
Lakeysha Murphy	Dental Assisting	RDA, Bryman College, Los Angeles, CA
Debra Stell	Massage Therapy	MA, BA, California State University, Fullerton CMT, American Institute of Massage, Costa Mesa, CA
Drew Jones	Pharmacy Technician	CPhT, BA, University of Minnesota, Minneapolis, MN
Cassie Page-Zalewski	Vocational Nursing	MSN, BSN, University of Tennessee, Knoxville. University of Arkansas, Little Rock., AR
DENTAL ASSISTING INSTRUCTORS		
Debbie Bastreri		RDA, North Orange County Regional Occupational Program, Anaheim, CA.
Angela Sadler		RDA, Orange County Regional Occupational Program, Santa Ana, CA.
Jean Chilton		RDA, Citrus College, Glendora, CA
MASSAGE THERAPY INSTRUCTORS		
Ellen Wedlick-Ortiz		L/CMT California College of Physical Arts, Huntington Beach, CA
Mark Ybarra		L/CMT Phoenix Therapeutic Massage College, Phoenix, AZ. Southwest Institute of Healing Arts, Scottsdale, AZ.
Regina Richardson		BA., Bard College, NY. L/CMT, California Healing Arts College, West Los Angeles, CA
MEDICAL ASSISTING INSTRUCTORS		
Sally Stegmeier		BS, Trinity College, Washington, D.C., CMA, National Education Center Bryman College, Anaheim, CA.
Angela Castillo		CMA, Concorde Career Institute, Anaheim, CA
Dumapias, Jamie		CMA, Pasadena City College, Pasadena, CA
Mukta Patel MD		MD, BJ Medical College, Ahmedabad, India
Debby Galindo		BS Weber State University
Lois Pina		Hunter College of the City University of New York, New York, NY
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS		

Linda Weldon	CMA, Concorde Career College, Anaheim, CA
MEDICAL INSURANCE BILLING & CODING INSTRUCTORS	
Gail Schwed	Hunter College, NY. Mandl School of Medical Assistants, NY
PHARMACY TECHNICIAN INSTRUCTORS	
Carol Meyers	Chapman University, Orange, CA.
VOCATIONAL NURSING INSTRUCTORS	
Carol Metoyer	RN, ADN ,BSHS, Chapman University, Orange, CA.
Leslie Acosta	RN, BSHS, MA, Chapman University, Orange, CA.
Stephanie Stadjuhar	RN, AND, AS, BSN, Belford University, Online University. Humble, TX
Sally Frumkin	RN, MSN, BSN, California State University, Long Beach, CA
Jeanne Caldwell	MSN, BSN, University of Phoenix, Fountain Valley, CA
Arvella Bradford	RN, ADN Long Beach City College, Long Beach, CA.
Kevin Cornett	LVN, BS, University of Phoenix, Pasadena, 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		
Cesar Borie	Diploma, Nova Institute of Health Technology, Medical Assisting	
Irma Gonzalez-Marrufo	Diploma, American Career College, Los Angeles CA Medical Assistant	
Leonor Gonzalez	Diploma, National Education Center Venipuncture Certification, National Education Center	
Selma Kadri	AS, Penn Hall Community College, Chambersburg, PA Licensed Medical Secretary Certifications in Phlebotomy	
Jessica Ochoa	Diploma, Medical Assisting, Bryman College, El Monte, CA	
Amgad Said	BS, Internal Medicine and General Surgery, Cairo University, Cairo Egypt Diploma, X-Ray Technician (Limited Permit), Bryman College, City of Industry, CA	
Jack Thompson	Certificate, Medical Assisting, Regional Occupational Program, Norwalk, CA.	
MASSAGE THERAPY INSTRUCTORS		
Nancy De Lazzaro	Diploma, Citrus College, Glendora, CA	
Nichol Landeros	Diploma, Massage Therapy, Nova Institute of Health, Ontario, CA	
Althea Langevin	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	Diploma, Massage Therapy, Nova Institute of Health Technology/Bryman College, Whittier, CA.	
Debra Rodriguez	Certificate, Massage Therapy, Bryman College, Whittier, CA.	
Robby D. Rodriguez	Certificate, Nova Institute of Health Technology, Whittier, CA.	

DENTAL ASSISTING INSTRUCTORS		
Delia Camacho	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	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	Licensed Pharmacy Technician, State of California	
Rsanna Loya	Licensed Pharmacy Technician, State of California	
Sianturi, Morris	AS Fullerton College (should be under Pharmacy Tech)	
MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS		
Guadalupe Jurado	Certificate, Medical Assisting, Northwest College, Pasadena, CA	
Audra Ortiz	Diploma, Bryman College,, Rosemead	

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

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
COMPUTER APPLICATIONS PROGRAM		
Shanae Booker	Occupational Qualifications	
DENTAL ASSISTING INSTRUCTORS		
Cheryl Peterson, A.A., RDA	El Camino College, SCROC, Torrance, CA	
Elva Solorio, RDA	ROP Dental Program, Fullerton, CA	
MASSAGE THERAPY INSTRUCTORS		
Janon Al-Nafis	Nova Institute of Health Technology, Los Angeles, CA	
Brian Alexander	Nova Institute of Health Technology, Los Angeles, CA	
Monica Lawlor-Fontes	Santa Monica School of Massage, Santa Monica, CA	
Karine Fougoux	Santa Monica School of Massage, Santa Monica, CA	
Greg Jones	Bryman College, Los Angeles, CA	
MEDICAL ASSISTING INSTRUCTORS		
Elizabeth Evans	Bryman College, Gardena, CA American Career College, Los Angeles, CA	
Jennifer Maloy	Saddleback College, Mission Viejo, CA	
Hector Montes	Associated Technical College, Los Angeles, CA	
Shirley Oliver, CMA	Occupational Qualifications	
Doris Owens, AA, CMA	Associated Technical College, Los Angeles, CA ICT College, Los Angeles, CA	
Mischelle Turner BS, PA-C,	California State University, Dominguez Hills, Carson, CA Charles Drew Medical School, Los Angeles, CA	
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS		
Susan Wong, Lead Instructor	National Education Center, Torrance, CA	
Laura Ruiz	Southern California Regional Occupation Center, Cerritos, CA	
MEDICAL INSURANCE BILLING & CODING INSTRUCTORS		
Monique Benn	Larson Training Center, Carson, CA	
Rosa Corrales	Bryman College, Torrance, CA	
Elois Thompson, BA, AA	California State University Dominguez Hills, Carson, CA Los Angeles Harbor College, Harbor City, CA	

ONTARIO

DEPARTMENT CHAIRS		
Bobbi Coleman	Medical Assisting Program	AA Chaffey College, Diploma, MA, Bryman College
Geri Cahoon	Dental Assisting Program	Diploma, DA, Bryman College
Mark Lewis	Pharmacy Tech Coordinator	Diploma, Ohio State University
MEDICAL ASSISTING INSTRUCTORS		
Christy Bocanegra	Diploma, Concorde Career Institute	
Jamie Danforth	Diploma, Ashworth College	
Moheb Youssef	MD University of Cairo	
Pamela Garrett	Diploma, Bryman College	
Vonettia Ferrie	Diploma, Santa Barbara Business College	
MASSAGE THERAPY INSTRUCTORS		
Julie Toston	Diploma, Bryman College	
Jennifer Pavlin	AOS Bryman College	
Lara Zorn	AA Chaffey Community College	
Mary Babashoff	Diploma, Lincoln Institute	
Nancy Morgan	Diploma, Southern California School of Massage	
Scott Christiansen	Diploma, West Coast College	
DENTAL ASSISTING INSTRUCTORS		
Geri Cahoon	AA Riverside Community College	
Patricia Grijalva	Diploma, Bryman College	
Penny Kleibacker	Diploma, Bryman College	

MEDICAL BILLING AND CODING INSTRUCTORS	
Gerí Lee	Diploma
J.P. Capili	BA University of Philippines
Judy Trinidad	Diploma, American Academy of Professional Coders
PHARMACY TECHNICIAN INSTRUCTORS	
Robert Walker	Diploma, Health staff Institute
Jennifer Ogondo	Diploma, North West College
Mark Lewis	Diploma, Ohio State University

RESEDA

EDUCATION DEPARTMENT CHAIRS		
Lori Burch	Dental Assisting	Diploma, National Education Center, Canoga Park, CA Registered Dental Assistant
David M. Pearce	Surgical Technologist	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 and Medical Administrative Assisting	Diploma, Western Medical College, Van Nuys, CA, Certified Medical Assistant
Renee Strong	Massage Therapy	Diploma, Massage School of Santa Monica, Santa Monica, CA
Abe Tannious	Pharmacy Technician	BA, Assiut University, Assiut, Egypt
DENTAL ASSISTING INSTRUCTORS		
Bertha Conchas		Diploma, Bryman College, Winnetka, CA, Registered Dental Assistant
Dominica Barksdale		Diploma, Long Beach College of Medical and Dental, Long Beach, CA AS, Pierce College, Woodland Hills, CA, Registered Dental Assistant
James Goldman		DDS, Loyola Dental School, Los Angeles, CA BA, UC Los Angeles, CA
Julia Letea		MS, University of Bucharest, Romania Diploma, Bryman College, Winnetka, CA, Registered Dental Assistant
MEDICAL ASSISTING INSTRUCTORS		
Teresa Classon		Diploma, UEI, Van Nuys, CA, Medical Assistant
Joji Colley		MD, Cebu Institute of Medicine, Cebu City, Philippines BA, Velez College, Cebu City, Philippines Diploma, Bryman College, San Jose, CA, Medical Assistant
Melinda Covarrubias		Diploma, Bryman College, Reseda, CA, Certified Medical Assistant
Guiliana Defilippi		Diploma, Bryman College, Reseda, CA, Certified Medical Assistant
Mary Moore		Diploma, Lawton School of Medical Assisting, Encino, CA Certified Medical Assistant
Judith Morriss		BS, Temple University, Philadelphia, PA Diploma, Delaware Valley Academy of Medical Assisting Registered Medical Assistant
Christine Spray		Diploma, Medical Assistant's Training Institute, Mission Hills, CA Medical Assistant
MASSAGE THERAPY INSTRUCTORS		
Monte Gullo		Diploma, Institute of Psycho-Structural Balancing of Los Angeles, CA Licensed Massage Therapist
Helena Littner		Diploma, Santa Monica MT School, Santa Monica, CA Licensed Massage Therapist
Karen Noor		Diploma, Utah College of Massage, Utah, Licensed Massage Therapist
Rosa Sementelli		Diploma, Institute of Professional Practical Therapy, Encino, CA Licensed Massage Therapist Bryman College, Reseda, CA, Certified Medical Assistant
SURGICAL TECHNOLOGIST INSTRUCTORS		
Todd Armen		Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Romona Brown		Diploma, Riverside Medical Center, Hampton, VA Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery
Renee Dupont		Diploma, Central DuPage School of Technology, Winfield, IL Certified Surgical Technologist Instructor – CA Certified Technologist in Surgery

Abigail Lorenzana	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Dante E. Mahinan	MD, Far Eastern University, Republic of Philippines BS, Far Eastern University, Republic of Philippines Diploma, Glendale Career College, Glendale, CA Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Sherwin Marquez	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Talita McLemore	Diploma, Glendale Career College, Glendale, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
Jenny Nelson	Diploma, Concorde Career College, North Hollywood, CA, Certified Surgical Technologist Instructor – CA, Certified Technologist in Surgery
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS	
Nahal Parhami	MA, University of LaVerne, LaVerne CA Diploma, Bryman College, Winnetka, CA Diploma, LA Valley College, Sherman Oaks, CA Medical Billing
Cindy Premus-Flores	Diploma, Bryman College, Winnetka, CA
Deborah Sanso	Diploma, Detroit Institute of Commerce, Detroit, MI Medical Administrative Assistant
Christine Spray	Diploma, Medical Assistant's Training Institute, Mission Hills, CA Medical Administrative Assistant
PHARMACY TECHNICIAN INSTRUCTORS	
Abe Tannious	BA, Assiut University, Assiut, Egypt Registered Pharmacy Technician
Norma Toribo	Diploma, Concorde Career College, North Hollywood Registered Pharmacy Technician

SAN BERNARDINO		
DEPARTMENT CHAIRS		
Dora Perez	Medical Assisting and Medical Administrative Assisting Programs	BA, Southern Illinois University Certified Medical Assistant (CMA), National Certification
Pat Pierson	Massage Therapy Program Homeland Security Specialist Program	AA, Mt. San Antonio College, Rancho Cucamonga, CA LMT, Nova Institute, Ontario, CA
Leona Urschel	Dental Assisting Program	AA, Chaffee College, Rancho Cucamonga, CA Registered Dental Assistant (RDA) Certified Dental Assistant (CDA)
MEDICAL ASSISTING INSTRUCTORS		
Judith Cullen	Medical Assistant, Occupational Qualifications	
Regina Dominquez	Medical Assistant, Occupational Qualifications	
Patricia Dubiel	Medical Assistant, Occupational Qualifications	
Julie McCasland	Medical Assistant, Occupational Qualifications	
Donna McCord	Certified Medical Assistant (CMA), National Certification	
Linda Price	Certified Medical Assistant (CMA), National Certification	
Roberta Stanfield	Certified Medical Assistant (CMA), National Certification	
Jonette Yazzie	Certified Medical Assistant (CMA), National Certification	
MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS		
Alicia Kritzer	Medical Assistant, Occupational Qualifications	
Michelle Lotze	Medical Assistant, Occupational Qualifications	
HOMELAND SECURITY SPECIALIST INSTRUCTORS		
James Markham	Federal Agent, Federal Law Enforcement Academy, Little Rock, AR	
DENTAL ASSISTING INSTRUCTORS		
Kimberly Harman	Registered Dental Assistant (RDA)	
Pauline Hamilton	Registered Dental Assistant (RDA)	
Sandra Parker	AA, AS, Riverside City College, Riverside, CA Registered Dental Assistant (RDA)	
Deanna Underwood	Registered Dental Assistant (RDA)	
MASSAGE THERAPY INSTRUCTORS		
Frances Casselli-Day	MT, Southern California School of Massage, Riverside, CA	
Alisia DeLeon	LMT, Boulder School of Massage Therapy, Bolder, CO	
Sara Denz	BA, University of Minnesota HHP, Healing Hands School of Holistic Health, Escondido, CA	
Mark Gray	Doctor of Chiropractic, Los Angeles Chiropractic College, CA	

	MT, Southern California School of Massage, Riverside, CA
Jodie Johnson	AA, Business Management, Bryman College, Ontario, CA MT, Bryman College, Ontario College, CA
Janet Miller	BA, California State University San Bernardino MT, Southern California School of Massage
Roger Perez	MT, Healing Hands School of Holistic Health, Escondido, CA
Chris Roberts	MT, Phoenix Therapeutic Massage College, Phoenix, AZ
Marlene Schwartz	MT, Southern California School of Massage

TORRANCE

DEPARTMENT CHAIRS

Janelle Benson Cheryl Peterson, CMT, RPP	United Educational Institute, Los Angeles, CA Massage Therapist, Shiatsu Massage School Polarity Healing Arts of Southern California
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MASSAGE THERAPY PROGRAM

Dr. Sheila Decora	Massage Therapist, Soma School of Massage Doctor of Chiropractic, Pasadena College of Chiropractic
Khalilah Ealy	Massage Therapist, Georgia Medical Institute – Atlanta, GA
Crystal Rios	Massage Therapist, Texas Massage Institute, Plano, Texas .BA. Cum Laude Theater Arts, University of North Texas, Denton, Texas
Tania Clutter	Massage Therapist, Massage School of Santa Monica, CA BA, Communication and Photography, California State Fullerton, CA

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
Meredith Narcisse	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 Alzawahreh	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
Silvia Duarte, RDA	Dental Assisting Instructor/ Dental Externship Coordinator, Acting Department Chair	Full Creek and Associates, Dental Assisting

MEDICAL ASSISTING INSTRUCTORS

Dr. Pamela Blakely	DPM, Ohio College of Podiatric BS, Mississippi Valley State University
Dr. Ana Fajardo	MD, University of Autonoma of Guadalajara, Mexico
Dr. Ahmed Khourshed (Lead Instructor)	MBChB, Cairo Medical School, Egypt
Dr. Romelia Martini	MD, University of Autonoma of Chihuahua, Mexico

DENTAL ASSISTING INSTRUCTORS

Patricia Melbourne, RDA #51306	
Larice Washington, RDA #32660	

BUSINESS MANAGEMENT AND ADMINISTRATIVE ASSISTING INSTRUCTORS

John Clark	
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MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS

Dr. Paul Valenzuela	Doctor of Chiropractic, Northwestern College of Chiropractic Bachelor of Science, Kinesiology, University of California
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MASSAGE THERAPY INSTRUCTORS

Serena Gardner-Thomas	California Healing Arts College, Santa Monica, CA
Pamela Scott	California State University, Long Beach, CA Institute of Psycho Structural Balancing, LA, CA

PHARMACY TECHNICIAN INSTRUCTORS

Marichu Tabbilos	University of So. Tomas, Espana, Manila
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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	\$11,154	\$27.50	\$743.42	\$11,924.92
Dental Assisting	8 months	47	\$11,404	\$27.50	\$571.98	\$12,003.48
Massage Therapy	9 months	54	\$12,179	\$30.00	\$961.28	\$13,170.28
Medical Administrative Assistant	8 months	47	\$11,154	\$27.50	\$608.44	\$11,789.94
Medical Assisting	8 months	47	\$11,154	\$27.50	\$696.47	\$11,877.97
Medical Insurance Billing/Coding	6 months	35	\$8,772	\$22.50	\$521.89	\$9,316.39
Pharmacy Technician	8 months	47	\$11,373	\$27.50	\$610.41	\$12,010.91
Vocational Nursing	12 months	89	\$26,010	\$65.00	\$1,451.00	\$27,526.00
For programs requiring a background check, \$38 will be charged.						
Books and supplies include 8.25% sales tax.						
*STRF = State of California Student Tuition Recovery Fund fee.						
Special note: Costs above do not include charges for Phlebotomy and EKG certification. Outside vendor used. Federal financial aid not awarded to cover these expenses.						
Effective date: Sept 1, 2006.						

ANAHEIM

Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,404	\$27.50	\$479.42	\$11,910.92
Massage Therapy	9 months	54	\$12,189	\$30.00	\$1140.40	\$13,359.40
Medical Administrative Assistant	8 months	47	\$11,154	\$27.50	\$737.42	\$11,918.92
Medical Assisting	8 months	47	\$11,154	\$27.50	\$822.61	\$12,004.11
Medical Insurance Billing/coding	6 months	35	\$8,772	\$22.50	\$494.82	\$9,289.32
Pharmacy Technician	8 months	47	\$11,373	\$27.50	\$576.64	\$11,977.14
Vocational Nursing	12 months	89	\$26,010	\$65.00	\$1597.39	\$27,672.39
*STRF = State of California Student Tuition Recovery Fund fee.						
Special note: Books and Supplies does not include the \$38 fee charged for the background check in Vocational Nursing.						
Effective date: September 1, 2006.						

CITY OF INDUSTRY

Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Business Management/Administrative Assistant	9 months	54	\$11,554	\$30.00	\$1050.12	\$12,634.12
Dental Assistant	8 months	47	\$11,407	\$27.50	\$655.38	\$12,089.88
Dental Assistant – Evening	10 months	47	\$11,407	\$27.50	\$655.38	\$12,089.88
Massage Therapy	9 months	54	\$12,182	\$30.00	\$1331.37	\$13,543.37
Massage Therapy - Evening	11 months	54	\$12,182	\$30.00	\$1331.37	\$13,543.37
Medical Assisting	8 months	47	\$11,155	\$27.50	\$1004.82	\$12,187.32
Medical Assisting – Evening	10 months	47	\$11,155	\$27.50	\$1004.82	\$12,187.32
Medical Insurance Billing & Coding	6 months	35	\$8,772	\$22.50	\$612.91	\$9,407.41
Medical Insurance Billing & Coding - Evening	7 months	35	\$8,772	\$22.50	\$612.91	\$9,407.41
Pharmacy Technician**	8 months	47	\$11,373	\$27.50	\$761.06	\$12,161.56
Pharmacy Technician** - Evening	10 months	47	\$11,373	\$27.50	\$761.06	\$12,161.56
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
*STRF = California State Student Tuition Recovery Fund fee.						
**For programs requiring a background check, \$38 will be charged.						
***Includes credits, tuition, and textbook/equipment charges from the MTDN program.						
****Includes credits, tuition and textbook/equipment charges from the MBDN program.						
Effective: September 1, 2006						

GARDENA						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,404	\$27.50	\$670.29	\$12,101.79
Massage Therapy	9 months	54	\$12,184	\$30.00	\$1164.89	\$13,378.89
Medical Administrative Assisting	8 months	47	\$11,154	\$27.50	\$1210.69	\$12,392.19
Medical Assisting	8 months	47	\$11,154	\$27.50	\$807.35	\$11,988.85
Medical Insurance Billing & Coding	6 months	35	\$8,772	\$22.50	\$756.53	\$9,551.03
*STRF = California State Tuition Recovery Fund fee.						
Effective date: September 1, 2006						

LOS ANGELES, WILSHIRE						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$11,404	\$27.50	\$702.46	\$12,133.96
Medical Administrative Assistant	8 months	47	\$11,154	\$27.50	\$661.93	\$11,843.46
Medical Assisting	8 months	47	\$11,154	\$27.50	\$844.54	\$12,026.04
Medical Insurance Billing and Coding	6 months	35	\$8,772	\$22.50	\$448.02	\$9,242.52
Pharmacy Technician	8 months	58	\$11,373	\$27.50	\$559.29	\$11,959.79
For programs requiring a background check, \$38 will be charged.						
*STRF = California State Student Tuition Recovery Fund fee.						
Effective date: September 1, 2006.						

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	\$808.55*	\$12,163.05
Dental Assisting	8 months	47	\$12,650	\$32.50	\$515.12*	\$13,197.62
Massage Therapy	9 months	54	\$12,650	\$32.50	\$919.57*	\$13,602.07
Medical Assisting	8 months	47	\$12,650	\$32.50	\$434.87*	\$13,117.37
Medical Insurance Billing and Coding	6 months	35	\$8,600	\$22.50	\$469.50*	\$9,092.00
Pharmacy Technician	8 months	47	\$11,595	\$30.00	\$556.28	\$12,181.28
For programs requiring a background check, \$38 will be charged.						
*STRF = California state Student Tuition Recovery Fund fee.						
Effective date: September 1, 2006						

RESEDA						
Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Dental Assisting	8 months	47	\$12,650.00	\$32.50	\$537.66	\$13,220.16
Massage Therapy	9 months	54	\$12,650.00	\$32.50	\$1,092.48	\$13,774.98
Medical Administrative Assistant	8 months	47	\$12,595.00	\$32.50	\$869.51	\$13,497.01
Medical Assisting	8 months	47	\$12,650.00	\$32.50	\$895.61	\$13,578.11
Pharmacy Technician	8 months	47	\$11,595.00	\$30.00	\$407.51	\$12,032.51
Surgical Technologist	13 months	76.5	\$25,252.00	\$65.00	\$693.52	\$26,010.52
*STRF = California State Tuition Recovery Fund fee.						
Effective date: September 1, 2006						

SAN BERNARDINO

Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Computer Office Applications	9 months	54	\$11,077	\$27.50	\$535.52	\$11,640.02
Dental Assisting	8 months	47	\$12,650	\$32.50	\$607.66	\$13,290.16
Homeland Security Specialist	7 months	48	\$12,000	\$30.00	\$818.16	\$12,848.16
Massage Therapy	9 months	54	\$12,650	\$32.50	\$1175.58	\$13,858.08
Massage Therapy (weekend)	12 months	54	\$12,650	\$32.50	\$1175.58	\$13,858.08
Medical Administrative Assistant	8 months	47	\$12,595	\$32.50	\$991.46	\$13,618.96
Medical Assisting	8 months	47	\$12,650	\$32.50	\$880.80	\$13,563.30
For programs requiring a background check, \$38 will be charged.						
*STRF = State of California Student Tuition Refund Fee.						
Effective date: September 1, 2006						

TORRANCE

Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Massage Therapy	9 months	54	\$12,189.00	\$30.00	\$1188.88	\$13,407.88
Pharmacy Technician	8 months	47	\$11,373.00	\$27.50	\$589.22**	\$11,989.72
*STRF = State of California Student Tuition Recovery Fund fee.						
**Does not include \$38 background check.						
Effective date: September 1, 2006						

WEST LOS ANGELES

Program	Program Length	Credit Units	Tuition	STRF*	Books & Equipment (estimated)	Total
Business Management and Administrative Assistant	9 Modules	54	\$11,554	\$28.00	\$724.14	\$12,306.00
Dental Assisting	8 Modules	47	\$11,404	\$28.00	\$617.00	\$12,049.00
Massage Therapy	9 Modules	54	\$12,182	\$30.00	\$1001.00	\$13,213.00
Medical Assisting	8 Modules	47	\$11,154	\$28.00	\$857.00	\$12,039.00
Medical Insurance Billing and Coding	6 Modules	35	\$8,772	\$22.00	\$448.00	\$9,242.00
Pharmacy Technician	8 Modules	47	\$11,373	\$28.00	\$559.00	\$11,960.00
For programs requiring a background check, \$38 will be charged						
*STRF = California State Student Tuition Recovery Fund fee.						
Effective date: September 1, 2006						

APPENDIX C: START DATES BY CAMPUS

ALHAMBRA

2006 START CALENDAR – All Programs, Days

DA, MA, MAA, MT, MIBC, PT	
Schedule I	
Start Date	End Date
09-11-06	10-06-06
10-09-06	11-03-06
11-07-06	12-06-06
12-08-06	01-22-07

MA, MAA, MT	
Schedule II	
Start Date	End Date
09-19-06	10-16-06
10-18-06	11-15-06
11-16-06	12-15-06

BO, MA, MAA, MT, PT	
Schedule III	
Start Date	End Date
09-28-06	10-25-06
10-30-06	11-29-06
11-30-06	01-11-07

2006 Holiday Schedule	
New Year's Day	01-02-06
Martin Luther King Day	01-16-06
President's Day	02-20-06
Spring Break	04-14-06
Memorial Day	05-29-06
Independence Day	07-03-06 & 07-04-06
Labor Day	09-04-06
Thanksgiving	11-23-06 & 11-24-06
Winter Break	12-18-06 - 01-01-07
Other Holidays	Feb. 6, May 26, Aug 7, Nov 6

MA, MT, MIBC, PT	
Schedule I	
Start Date	End Date
09-11-06	10-05-06
10-09-06	11-02-06
11-07-06	12-05-06
12-07-06	01-22-07

MA	
Schedule II	
Start Date	End Date
09-18-06	10-12-06
10-16-06	11-13-06
11-15-06	12-13-06

DA, MA, MAA, MT	
Schedule III	
Start Date	End Date
10-02-06	10-26-06
10-30-06	11-28-06
11-30-06	01-11-07

2007 START CALENDAR – All Programs, Days

All programs, all days 2007	
Schedule I	
Start Date	End Date
01-24-07	02-21-07
02-26-07	03-26-07
03-28-07	04-25-07
04-26-07	05-24-07
05-29-07	06-25-07
06-27-07	07-25-07
07-30-07	08-27-07
08-29-07	09-26-07
09-27-07	10-25-07
10-29-07	11-27-07
11-28-07	01-03-08

All programs, all days 2007	
Schedule II	
Start Date	End Date
01-02-07	01-30-07
02-01-07	03-01-07
03-06-07	04-02-07
04-03-07	05-02-07
05-03-07	05-31-07
06-04-07	06-29-07
07-02-07	07-30-07
08-01-07	08-29-07
09-04-07	10-01-07
10-03-07	10-31-07
11-01-07	11-30-07
12-04-07	01-09-08

All programs, all days 2007	
Schedule III	
Start Date	End Date
01-16-07	02-12-07
02-14-07	03-15-07
03-19-07	04-16-07
04-17-07	05-15-07
05-17-07	06-14-07
06-18-07	07-16-07
07-18-07	08-15-07
08-16-07	09-13-07
09-17-07	10-15-07
10-17-07	11-13-07
11-15-07	12-14-07
12-17-07	01-23-08

New Year's Day	01-01-07
Martin Luther King Day	01-15-07
President's Day	02-19-07
Spring Break	04-6-07
Memorial Day	05-28-07
Independence Day	07-04-07
Labor Day	09-03-07
Thanksgiving	11-22-07 & 11-23-07
Winter Break	12-24-07 - 01-01-08
Other Holiday	Mar 5, May 1, Aug 13, Oct 8

2007 START CALENDAR – All Programs, Evening

Schedule I	
Start Date	End Date
01-24-07	02-21-07
02-26-07	03-26-07
03-28-07	04-24-07
04-26-07	05-24-07
05-29-07	06-25-07
06-27-07	07-25-07
07-30-07	08-27-07
08-29-07	09-26-07
09-27-07	10-25-07
10-29-07	11-26-07
11-28-07	01-03-08

Schedule II	
Start Date	End Date
01-02-07	01-30-07
02-01-07	03-01-07
03-06-07	04-02-07
04-03-07	04-30-07
05-03-07	05-31-07
06-04-07	06-28-07
07-02-07	07-30-07
08-01-07	08-29-07
09-04-07	10-01-07
10-03-07	10-31-07
11-01-07	11-29-07
12-04-07	01-09-08

Schedule III	
Start Date	Mod End Date
01-16-07	02-12-07
02-14-07	03-15-07
03-19-07	04-12-07
04-17-07	05-15-07
05-17-07	06-14-07
06-18-07	07-16-07
07-18-07	08-15-07
08-16-07	09-13-07
09-17-07	10-15-07
10-17-07	11-13-07
11-15-07	12-13-08
12-17-07	01-23-08

Vocational Nursing

New Year's Day	January 1, 2006
Martin Luther King Day	January 15, 2006
President's Day	February 19, 2006
Good Friday (no students)	April 14, 2006
Memorial Day	May 29, 2006

Independence Day	July 3 & 4, 2006
Labor Day	September 4, 2006
Thanksgiving	November 23 & 24, 2006
Winter Break	December 22 - January 1

Level I	
Course Start Date	Course End Date
Fundamentals 3/27/06	6/19/06
Pharmacology 6/20/06	8/24/06
Geriatric Nsg. 6/27/06	8/7/06
Nutrition 8/15/06	8/21/06
Clinical 4/19/06	8/24/06
Level I Skills 8/16/06	8/17/06

Level II	
Course Start Date	Course End Date
Integumentary System 8/28/06	9/25/06
Respiratory System 8/29/06	10/02/06
Musculoskeletal Sys. 9/25/06	10/17/06
Cardiovascular Sys. 10/09/06	11/13/06
Gastrointestinal Sys. 10/24/06	11/21/06
Neurological Sys. 11/13/06	12/5/06
Clinical 8/30/06	12/07/06
Level II Skills 12/11/06	12/12/06

Level III	
Course Start Date	Course End Date
Maternal/Infant 12/18/06	2/12/07
Pediatric/ G & D 12/20/06	2/13/07
Mental Health 1/23/07	2/26/07
Genitourinary Sys 2/13/07	3/21/07
Endocrine Sys. 3/06/07	3/26/07
Leadership 2/21/07	3/26/07
Clinical 1/3/07	3/15/07
Level III Skills 3/27/07	3/28/07

ANAHEIM

Vocational Nursing, 2006-2007 Winter Class

Start	End
Sept 5, 2006	Sept. 5, 2007

Vocational Nursing Start and end dates for Level I, Level II and Level III for the VN fall class of August 05-06

Level	Start	End
1	August 31, 2005	February 20, 2006
2	February 21, 2006	June 2, 2006
3	June 5, 2006	August 31, 2006

Vocational Nursing Start and end dates for Level I, Level II and Level III for the VN winter class of January 06- 07

Level	Start	End
1	January 17, 2006	June 20, 2006
2	June 21, 2006	October 10, 2006
3	October 11, 2006	January 24, 2007

Vocational Nursing Start and end dates for Level I, Level II and Level III for the VN fall class of September 06- 07

Level	Start	End
1	September 5, 2006	February, 20, 2007
2	February 21, 2007	June 5, 2007
3	June 6, 2007	September 5, 2007

Dental Assisting, Massage Therapy, Medical Assisting, Pharmacy Technician, & Medical Billing/Coding Programs			
Day Schedule I - Five Day Week Monday through Friday			
2006			
Start Dates		End Dates	
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

Massage Therapy, Medical Administrative Assistant, Medical Assisting & Pharmacy Technician			
Day Schedule II - Five Day Week Monday through Friday			
2006			
Start Dates		End Dates	
Sep 25	Mon	Oct 23	Mon
Oct 25	Wed	Nov 21	Tues
Nov 27	Mon	Jan 5 '07	Fri

Medical Assisting, & Medical Billing/Coding Programs			
Evening Schedule I - Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
Sep 25	Mon	Oct 30	Mon
Oct 31	Tues	Dec 5	Tues
Dec 6	Mon	Jan 24 '07	Wed

Dental Assisting, Massage Therapy, Medical Assisting, & Pharmacy Technician Programs			
Evening Schedule II - Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
Oct 10	Tues	Nov 13	Mon
Nov 14	Tues	Dec 19	Tues
2007			
Start Dates		End Dates	
Jan 4	Thurs	Feb 8	Thurs

Student Holidays (All Programs)	2006
In-Service Faculty Day (No Students)	Oct 9
Thanksgiving	Nov 23-24
Winter Recess	Dec 20-Jan 2, '07

(DAY SCHEDULE I) Massage Therapy (8 AM & 1 PM), Medical Insurance Billing/Coding, Dental Assisting & Pharmacy Technician (8 AM), Medical Assisting (8 AM & 10 AM)	
2007	
Start Date	End Date
Jan 25 Thurs	Feb 22 Thurs
Feb 26 Mon	Mar 23 Fri
Mar 26 Mon	Apr 24 Tues
Apr 26 Thurs	May 23 Wed
May 29 Tues	June 25 Mon
June 27 Wed	July 25 Wed
July 27 Fri	Aug 23 Thurs
Aug 27 Mon	Sept 24 Mon
Sept 26 Wed	Oct 24 Wed
Oct 26 Fri	Nov 26 Tues
Nov 28 Wed	Jan 8 Tues '08

(DAY SCHEDULE II) Medical Assisting (6 AM & 8 AM), Massage Therapy (8 AM), Pharmacy Technician (8 AM), Medical Administrative Assistant (10 AM)	
2007	
Start Date	End Date
Jan 8 Mon	Feb 5 Mon
Feb 7 Wed	Mar 7 Wed
Mar 9 Fri	April 9 Mon
Apr 11 Wed	May 8 Tues
May 10 Thurs	June 7 Thurs
June 11 Mon	July 9 Mon
July 11 Wed	Aug 7 Tues
Aug 9 Thurs	Sept 6 Thurs
Sept 10 Mon	Oct 8 Mon
Oct 10 Wed	Nov 6 Tues
Nov 8 Thurs	Dec 7 Fri
Dec 10 Mon	Jan 18 Fri '08

(EVE SCHEDULE I) Medical Insurance Billing/Coding (6 PM), Medical Assisting (6 PM)	
2007	
Start Date	End Date
Jan 29 Mon	Mar 5 Mon
Mar 7 Wed	Apr 11 Wed
Apr 16 Mon	May 17 Thurs
May 21 Mon	June 25 Mon
June 27 Wed	Aug 1 Wed
Aug 6 Mon	Sept 10 Mon
Sept 12 Wed	Oct 16 Tues
Oct 18 Thurs	Nov 26 Mon
Nov 28 Wed	Jan 15 Tues '08

(EVE SCHEDULE II) 6:00 PM Dental Assisting, Medical Assisting, Pharmacy Technician, Massage Therapy	
2007	
Start Date	End Date
Jan 3 Wed	Feb 7 Wed
Feb 12 Mon	Mar 19 Mon
Mar 21 Wed	Apr 25 Wed
Apr 30 Mon	June 4 Mon
June 6 Wed	July 11 Wed
July 16 Mon	Aug 16 Thurs
Aug 20 Mon	Sept 24 Mon
Sept 26 Wed	Oct 30 Tues
Nov 1 Thurs	Dec 10 Mon
Dec 12 Wed	Jan 30 Wed '08

Student Holidays, 2007	
<i>New Year's Day</i>	January 1& 2, 2007
<i>Martin Luther King Day</i>	January 15, 2007
<i>President's Day</i>	February 19, 2007
<i>Spring Break</i>	April 5 & 6, 2007
<i>Memorial Day</i>	May 28, 2007
<i>Independence Day</i>	July 4, 2007
<i>Labor Day</i>	September 3, 2007
<i>Thanksgiving</i>	Nov. 21 EVE ONLY, Nov. 22 & 23
<i>Winter Break</i>	December 20 – 31, 2007
<i>School In-Service & Std. Day Off</i>	Jan. 15, April 5, Oct. 5

CITY OF INDUSTRY

Pharmacy Technician			
Morning Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Feb 10 '06	Fri	Oct 16 '06	Mon
Mar 13 '06	Mon	Nov 14 '06	Tues

Pharmacy Technician			
Evening Schedule I- Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
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

Pharmacy Technician			
Day Schedule – Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Wed	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur
Oct 22	Mon	Nov 16	Fri

Pharmacy Technician			
Evening Schedule - Four-Day Week Monday through Thursday			
2007			
Start Dates		End Dates	
Nov 21	Tue	Jan 17	Wed
Jan 22	Mon	Feb 26	Mon
Feb 27	Tue	Apr 2	Mon
Apr 9	Mon	May 10	Thur
May 16	Wed	June 20	Wed
June 25	Mon	July 30	Mon
July 31	Tue	Sept 4	Tue
Sept 10	Mon	Oct 11	Thur
Oct 16	Tue	Nov 19	Mon

Business Management/ Administrative Assistant/Medical Office Management			
Day Schedule – Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 7	Wed	Mar 7	Wed
Mar 12	Mon	Apr 5	Thur
Apr 11	Wed	May 8	Tue
May 14	Mon	June 11	Mon
June 13	Wed	July 11	Wed
July 16	Mon	Aug 9	Thur
Aug 13	Mon	Sept 10	Mon
Sept 12	Wed	Oct 9	Tue
Oct 15	Mon	Nov 8	Thur
Nov 15	Thur	Dec 13	Thur

Business Management/ Administrative Assistant/Medical Office Management			
Evening Schedule - Four-Day Week Monday through Thursday			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 7	Wed	Mar 7	Wed
Mar 12	Mon	Apr 5	Thur
Apr 11	Wed	May 8	Tue
May 14	Mon	June 11	Mon
June 13	Wed	July 11	Wed
July 16	Mon	Aug 9	Thur
Aug 13	Mon	Sept 10	Mon
Sept 12	Wed	Oct 9	Tue

Dental Assisting			
Afternoon Schedule- Five Day Week Monday through Friday			
2006			
Start Dates		End Dates	
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)			
2006			
Start Dates		End Dates	
Jan 9 '06	Mon	Oct 31 '06	Tues
Feb 15 '06	Wed	Dec 6 '06	Wed
Mar 27 '06	Mon	Jan 31 '07	Wed

Dental Assisting			
Morning Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
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			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Wed	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

Dental Assisting			
Day Schedule - Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Dec 4 '06	Mon	Jan 22	Mon
Jan 24	Wed	Feb 21	Wed
Feb 26	Mon	Mar 23	Fri
Mar 27	Tue	Apr 25	Wed
Apr 27	Fri	May 24	Thur
May 29	Tue	June 25	Mon
June 27	Wed	July 26	Thur
July 30	Mon	Aug 24	Fri
Aug 29	Wed	Sept 26	Wed
Sept 27	Thur	Oct 25	Thur
Oct 29	Mon	Nov 27	Tue

Dental Assisting			
Evening Schedule - Four-Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Nov 16 '06	Thur	Jan 11	Thur
Jan 16	Tue	Feb 20	Tue
Feb 22	Thur	Mar 28	Wed
Mar 29	Thur	May 2	Wed
May 7	Mon	June 11	Mon
June 18	Mon	July 23	Mon
July 25	Wed	Aug 28	Tue
Aug 29	Wed	Oct 3	Wed
Oct 4	Thur	Nov 7	Wed
Nov 8	Thur	Dec 13	Thur

Massage Therapy			
Afternoon Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Jan 19 '06	Thurs	Oct 18 '06	Wed
Feb 17 '06	Fri	Nov 17 '06	Fri
Mar 21 '06	Tues	Jan 4 '07	Thurs

Massage Therapy			
Evening Schedule - Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
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			
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

Massage Therapy			
Day Schedule-Five Day Week (Monday-Friday—8AM)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Wed	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur
Oct 22	Mon	Nov 16	Fri

Massage Therapy			
Day Schedule-Five Day Week (Monday-Friday-Afternoon)			
2007			
Start Dates		End Dates	
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

Massage Therapy			
Day Schedule - Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Nov 20 '06	Mon	Jan 9	Tue
Jan 11	Thur	Feb 8	Thur
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

Massage Therapy			
Evening Schedule-Four-Day Week (Monday-Thursday)			
2007			
START DATES		END DATES	
Nov 21 '06	Tue	Jan 17 '07	Wed
Jan 22 '07	Mon	Feb 26	Mon
Feb 27	Tue	Apr 2	Mon
Apr 9	Mon	May 10	Thur
May 16	Wed	June 20	Wed
June 25	Mon	July 30	Mon
July 31	Tue	Sept 4	Tue
Sept 10	Mon	Oct 11	Thur
Oct 16	Tue	Nov 19	Mon

Massage Therapy			
Evening Schedule-Four-Day Week (Monday-Thursday)			
2007			
START DATES		END DATES	
Dec 04 '06	Mon	Jan 29 '07	Mon
Jan 30 '07	Tue	Mar 6	Tue
Mar 12	Mon	Apr 12	Thur
Apr 16	Mon	May 17	Thur
May 21	Mon	June 25	Mon
June 27	Wed	Aug 1	Wed
Aug 6	Mon	Sept 10	Mon
Sept 12	Wed	Oct 16	Tue
Oct 22	Mon	Nov 26	Mon

Medical Assisting			
Afternoon - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Feb 10 '06	Fri	Oct 16 '06	Mon
Mar 13 '06	Mon	Dec 15 '06	Fri

Medical Assisting			
Evening Schedule - Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
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 Assisting			
Morning Schedule-Five Day Week (Monday through Friday-10AM)			
2007			
Start Dates		End Dates	
Dec 4 '06	Mon	Jan 22	Mon
Jan 24	Wed	Feb 21	Wed
Feb 26	Mon	Mar 23	Fri
Mar 27	Tue	Apr 25	Wed
Apr 27	Fri	May 24	Thur
May 29	Tue	June 25	Mon
June 27	Wed	July 26	Thur
July 30	Mon	Aug 24	Fri
Aug 29	Wed	Sept 26	Wed
Sept 27	Thur	Oct 25	Thur
Oct 29	Mon	Nov 27	Tue

Medical Assisting			
Morning Schedule - Five Day Week Monday through Friday			
2006			
Start Dates		End Dates	
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			
Afternoon Schedule-Five Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Wed	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

Medical Assisting			
Evening Schedule - Four-Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Nov 16 '06	Thur	Jan 11	Thur
Jan 16	Tue	Feb 20	Tue
Feb 22	Thur	Mar 28	Wed
Mar 29	Thur	May 2	Wed
May 7	Mon	June 11	Mon
June 18	Mon	July 23	Mon
July 25	Wed	Aug 28	Tue
Aug 29	Wed	Oct 3	Wed
Oct 4	Thur	Nov 7	Wed
Nov 8	Thur	Dec 13	Thur

Medical Assisting			
Evening Schedule-Four-Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Dec 11	Mon	Feb 5	Mon
Feb 7	Wed	Mar 14	Wed
Mar 19	Mon	Apr 19	Thur
Apr 23	Mon	May 24	Thur
May 29	Tue	July 2	Mon
July 9	Mon	Aug 9	Thur
Aug 15	Wed	Sept 19	Wed
Sept 24	Mon	Oct 25	Thur
Oct 29	Mon	Dec 3	Mon

Medical Assisting			
Day Schedule - Five-Day Week (Monday through Friday-Afternoon)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

Medical Assisting			
Evening Schedule - Four-Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Nov 16 '06	Thur	Jan 11	Thur
Jan 16	Tue	Feb 20	Tue
Feb 22	Thur	Mar 28	Wed
Mar 29	Thur	May 2	Wed
May 7	Mon	June 11	Mon
June 18	Mon	July 23	Mon
July 25	Wed	Aug 28	Tue
Aug 29	Wed	Oct 3	Wed
Oct 4	Thur	Nov 7	Wed
Nov 8	Thur	Dec 13	Thur

Medical Assisting			
Day Schedule - Five-Day Week (Monday through Friday-6AM)			
2007			
Start Dates		End Dates	
Dec 4 '06	Mon	Jan 22	Mon
Jan 24	Wed	Feb 21	Wed
Feb 26	Mon	Mar 23	Fri
Mar 27	Tue	Apr 25	Wed
Apr 27	Fri	May 24	Thur
May 29	Tue	June 25	Mon
June 27	Wed	July 26	Thur
July 30	Mon	Aug 24	Fri
Aug 29	Wed	Sept 26	Wed
Sept 27	Thur	Oct 25	Thur
Oct 29	Mon	Nov 27	Tue

Medical Assisting			
Day Schedule-Five Day Week (Monday-Friday-8AM)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 5	Mon
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Wed	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur
Oct 22	Mon	Nov 16	Fri

Medical Insurance Billing and Coding			
Evening Schedule - Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
Mar 2 '06	Thurs	Oct 12 '06	Thurs
Apr 10 '06	Mon	Nov 16 '06	Thurs
May 16 '06	Tues	Jan 11 '07	Thurs

Medical Insurance Billing and Coding			
Day Schedule - Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Nov 20 '06	Mon	Jan 9	Tue
Jan 11	Thur	Feb 8	Thur
Feb 12	Mon	Mar 12	Mon
Mar 14	Wed	Apr 12	Thur
Apr 16	Mon	May 11	Fri
May 16	Wed	June 13	Wed
June 18	Mon	July 17	Tue
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thur	Oct 18	Thur

Medical Insurance Billing and Coding			
Evening Schedule - Four-Day Week Monday through Thursday			
2007			
Start Dates		End Dates	
Nov 21	Tue	Jan 17	Wed
Jan 22	Mon	Feb 26	Mon
Feb 27	Tue	Apr 2	Mon
Apr 9	Mon	May 10	Thur
May 16	Wed	June 20	Wed
June 25	Mon	July 30	Mon
July 31	Tue	Sept 4	Tue
Sept 10	Mon	Oct 11	Thur
Oct 16	Tue	Nov 19	Mon

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All Programs AM/PM Class Start/End Schedule	
Mod Start Date	Mod End Date
1/9/07	2/6/07
2/8/07	3/8/07
3/12/07	4/9/07
4/11/07	5/8/07
5/10/07	6/7/07
6/11/07	7/9/07
7/11/07	8/7/07
8/9/07	9/6/07
9/10/07	10/5/07
10/11/07	11/7/07
11/9/07	12/10/07
12/12/07	1/18/08

All Programs PM/AM Class Start/End Schedule	
Mod Start Date	Mod End Date
1/29/07	2/26/07
2/28/07	3/27/07
3/29/07	4/26/07
4/30/07	5/25/07
5/29/07	6/25/07
6/26/07	7/24/07
7/26/07	8/22/07
8/24/07	9/21/07
9/24/07	10/22/07
10/24/07	11/20/07
11/26/07	12/21/07

All Programs EVE Class Start/End Schedule	
Mod Start Date	Mod End Date
1/10/07	2/14/07
2/20/07	3/26/07
3/28/07	5/1/07
5/3/07	6/7/07
6/11/07	7/16/07
7/18/07	8/21/07
8/23/07	9/27/07
10/1/07	11/5/07
11/7/07	12/12/07
12/13/07	1/29/08

2007 Holiday Schedule	
<i>New Year's Day</i>	Mon, Jan 1 – Tues, Jan 2, 2007
<i>Martin Luther King Day</i>	Monday, January 15, 2007
<i>President's Day</i>	Monday, February 19, 2007
<i>Spring Break</i>	Fri., April 6, 2007
<i>Memorial Day</i>	Monday, May 28, 2007
<i>Independence Day</i>	Wednesday, July 4, 2007
<i>Labor Day</i>	Monday, September 3, 2007
<i>Thanksgiving</i>	Wed., Nov. 21 (evening classes only), Thur., Nov. 22 & Fri., Nov. 23, 2007
<i>Winter Break</i>	Mon., December 24 – Mon., Dec. 31, 2007
<i>Other Holidays</i>	Wed., Oct. 10, 2007

LOS ANGELES, WILSHIRE

Dental Assisting Day					
8:00am Class Start/End Schedule			10:00am Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/20/06	10/17/06	9/8/06	10/5/06		
10/23/06	11/17/06	10/9/06	11/3/06		
11/20/06	12/19/06	11/7/06	12/6/06		
		12/8/06	1/18/07		

Dental Assisting Evenings		
6:00pm EVE Class Start/End Schedule		
Start Date	End Date	Start Date
9/26/06	10/30/06	
11/1/06	12/6/06	
12/7/06	1/24/07	

Medical Assisting Evenings		
6:00pm EVE Start/End Schedule		
Start Date	End Date	Start Date
9/27/06	10/31/06	
11/1/06	12/6/06	
12/13/06	1/30/07	

Medical Administrative Assisting					
8:00 am Class Start/End Schedule			6:00pm EVE Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date
7/24/06	8/18/06	10/11/06	11/14/06		
8/21/06	9/18/06	11/15/06	12/20/06		
9/20/06	10/17/06				
10/23/06	11/17/06				
11/20/06	12/19/06				

Medical Assisting					
8:00am & 12:20pm Class Start/End Schedule			8:00am Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date
9/13/06	10/10/06	9/20/06	10/17/06		
10/12/06	11/8/06	10/23/06	11/17/06		
11/13/06	12/12/06	11/20/06	12/19/06		
12/14/06	1/24/07				

Medical Insurance Billing and Coding					
8:00am Class Start/End Schedule			6:00 pm EVE Class Start/End Schedule		
Start Date	End Date	Start Date	End Date	Start Date	End Date
7/13/06	8/9/06	9/20/06	10/24/06		
8/14/06	9/11/06	10/26/06	11/30/06		
9/13/06	10/10/06	12/4/06	1/18/07		
10/12/06	11/8/06				
11/13/06	12/12/06				
12/14/06	1/24/07				

Pharmacy Technician					
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
8/21/06	9/18/06	9/27/06	10/31/06		
9/20/06	10/17/06	11/2/06	12/7/06		
10/23/06	11/17/06	12/11/06	1/25/07		
11/20/06	12/19/06				

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Massage Therapy 2 & Medical Assisting & Dental Assisting			
Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Sept 26	Tuesday	Oct 24	Tuesday
Oct 25	Wednesday	Nov 21	Tuesday
Nov 22	Wednesday	Dec 21	Thursday
Massage Therapy 2 & Medical Assisting & Dental Assisting & Medical Insurance Billing and Coding Morning Schedule – 8:00 AM – 1:00 PM (4-Day Wk)			
Evening Schedule - Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
Sept 27	Wednesday	Oct 25	Wednesday
Oct 26	Thursday	Nov 22	Wednesday
Nov 27	Monday	Dec 21	Thursday

Massage Therapy 1 - Medical Insurance Billing and Coding - Business Management/Administrative Assistant - Pharmacy Technician - Medical Assisting - Dental Assisting			
Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Sept 13	Wednesday	Oct 10	Tuesday
Oct 12	Thursday	Nov 8	Wednesday
Nov 10	Friday	Dec 11	Monday
Dec 12	Tuesday	Jan 23	Tuesday
Massage Therapy 1 - Medical Insurance Billing and Coding - Business Management/Administrative Assistant - Pharmacy Technician - Medical Assisting - Dental Assisting			
Four Day Week (Monday through Thursday)			
Start Dates		End Dates	
Sept 14	Thursday	Oct 12	Thursday
Oct 16	Monday	Nov 9	Thursday
Nov 14	Tuesday	Dec 12	Tuesday
Dec. 13	Wednesday	Jan 23	Tuesday

New Year's Day	1/2/06
Martin Luther King Day	1/16/06
President's Day	2/20/06
In-Service	3/09/06
Spring Holiday	4/14/06
Memorial Day	5/29/06

In-Service	6/08/06
Summer Break	7/3/06 – 7/7/06
Labor Day	9/4/06
In-Service	10/11/06
Thanksgiving	11/23/06-11/24/06
Winter Break	12/22/06-01/08/07

2006 Holiday Calendar

New Year's Day	January 2	Monday
President's Day	February 20	Monday
Memorial Day	May 29	Monday
Independence Day	July 4	Tuesday
Labor Day	September 4	Monday
Thanksgiving Day	November 23	Thursday
Day After Thanksgiving	November 24	Friday
Day Before Christmas Eve	December 23	Friday
Christmas Day	December 25	Monday

FLOATING HOLIDAYS

Day before Independence Day	July 3 (campus holiday for all staff)	Monday
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Massage Therapy 2 & Medical Assisting & Dental Assisting			
Day Schedule - Five Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 8	Monday	Feb 5	Monday
Feb 7	Wednesday	March 7	Wednesday
March 9	Friday	April 5	Thursday
April 9	Monday	May 4	Friday
May 7	Monday	June 4	Monday
June 7	Wednesday	July 11	Wednesday
July 13	Friday	August 9	Thursday
August 13	Monday	Sept 10	Monday
Sept 12	Wednesday	Oct 9	Tuesday
October 12	Friday	Nov 8	Thursday
Nov 12	Monday	Dec 11	Tuesday
Dec 13	Thursday	Jan 24	Thursday

Massage Therapy 2 & Medical Assisting & Dental Assisting MIBC 2 – AM, (8am – 1pm) Mon. thru Thur.			
Evening Schedule - Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Jan 8	Monday	Feb 5	Monday
Feb 7	Wednesday	March 7	Wednesday
March 12	Monday	April 5	Thursday
April 9	Monday	May 3	Thursday
May 7	Monday	June 4	Monday
June 7	Wednesday	July 11	Wednesday
July 16	Monday	Aug 9	Thursday
Aug 13	Monday	Sept 10	Monday
Sept 12	Wednesday	Oct 9	Tuesday
Oct 15	Monday	Nov 8	Thursday
Nov 12	Monday	Dec 10	Monday
Dec 12	Wednesday	Jan 23	Wednesday

Holidays	
Winter Break	1/01/07-1/05/07
Martin Luther King Day	1/15/07
President's Day	2/20/07
In-Service	3/8/07
Spring Holiday	4/6/07
Memorial Day	5/28/07

In-Service	6/6/07
Summer Break	7/2/07-7/6/07
Labor Day	9/3/07
In-Service	10/11/07
Thanksgiving	11/22/07-11/23/07
Winter Break	12/24/07-1/4/08

Massage Therapy 1 - Medical Insurance Billing and Coding - Business Management/Administrative Assistant - Pharmacy Technician - Medical Assisting - Dental Assisting			
Evening Schedule - Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Jan 25	Thursday	Feb 22	Thursday
Feb 26	Monday	March 26	Monday
March 28	Wednesday	April 24	Tuesday
April 26	Thursday	May 23	Wednesday
May 29	Tuesday	June 26	Tuesday
June 28	Thursday	Aug 1	Wednesday
Aug 6	Monday	Aug 30	Thursday
Sept 4	Tuesday	Oct 1	Monday
Oct 3	Wednesday	Oct 31	Wednesday
Nov 5	Monday	Dec 3	Monday
Dec 5	Wednesday	Jan 16	Wednesday

Massage Therapy 1 - Medical Insurance Billing and Coding - Business Management/Administrative Assistant - Pharmacy Technician - Medical Assisting - Dental Assisting Pharmacy Technician – 10:00 AM to 2:00 PM			
Day Schedule - Five Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 25	Thursday	Feb 22	Thursday
Feb 26	Monday	March 26	Monday
March 28	Wednesday	April 25	Wednesday
April 27	Friday	May 24	Thursday
May 29	Tuesday	June 26	Tuesday
June 28	Thursday	Aug 1	Wednesday
Aug 3	Friday	Aug 30	Thursday
Sept 4	Tuesday	Oct 1	Monday
Oct 3	Wednesday	Oct 31	Wednesday
Nov 2	Friday	Dec 3	Monday
Dec 5	Wednesday	Jan 16	Wednesday

HOLIDAY SCHEDULE - 2007
New Year's Day Mon, Jan 1
President's Day Mon, Feb 19
Memorial Day Mon, May 28
Independence Day Wed, July 4
Labor Day Mon, Sept 3
Thanksgiving Day Thur., Nov 22

Day after Thanksgiving Fri, Nov 23
Christmas Eve Mon, Dec 24
Christmas Day Tues, Dec 25
FLOATING HOLIDAY
New Year's Eve Mon, Dec 31

RESEDA

Medical Assisting Days 6am, 8am, 9am, 10am	
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	
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Surgical Technology Days 8am	
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	
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Dental Assisting Days 6am, 8am, 10am	
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	
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	
9/13/2006	10/10/2006
10/12/2006	11/8/2006
11/10/2006	12/11/2006

Massage Therapy Eve 6pm	
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Medical Administrative Assisting Days 8am	
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	
9/13/2006	10/17/2006
10/19/2006	11/22/2006
11/27/2006	1/10/2007

Pharmacy Technician Days			Pharmacy Technician Evenings		
Start Date	End Date	Grad Date	Start Date	End Date	Grad Date
9/5/2006	10/2/2006	5/11/2007	9/13/2006	10/17/2006	7/19/2007
10/4/2006	10/31/2006	6/12/2007	10/19/2006	11/22/2006	8/29/2007
11/2/2006	12/1/2006	7/12/2007	11/27/2006	1/10/2007	10/3/2007
12/4/2006	1/10/2007	8/10/2007			
Graduation dates are estimated.					

Medical Assisting, Medical Admin. Assisting, Dental Assisting, Surgical Tech., Pharmacy Tech.	
Day Schedule I - Five Day Week (Monday through Friday)	
2007	
Start Dates	End Dates
Jan 16	Feb 12
Feb 14	Mar 14
Mar 16	Apr 13
Apr 17	May 14
May 16	Jun 13
Jun 15	Jul 13
Jul 17	Aug 13
Aug 15	Sep 12
Sep 14	Oct 11
Oct 15	Nov 9
Nov 13	Dec 12
Dec 14	

Massage Therapy	
Day Schedule II - Five Day Week (Monday through Friday)	
2007	
Start Dates	End Dates
Dec 13	Jan 22
Jan 24	Feb 21
Feb 23	Mar 22
Mar 26	Apr 23
Apr 25	May 22
May 24	Jun 21
Jun 25	Jul 23
Jul 25	Aug 21
Aug 23	Sep 20
Sep 24	Oct 19
Oct 23	Nov 19
Nov 26	Dec 21

Dental Assisting, Medical Assisting, Medical Admin. Assisting, Surgical Tech., Massage Therapy, Pharmacy Tech.	
Evening Schedule I- Four Day Week (Monday through Thursday)	
2007	
Start Dates	End Dates
Jan 16	Feb 20
Feb 22	Mar 28
Apr 2	May 3
May 8	Jun 12
Jun 14	Jul 19
Jul 24	Aug 27
Aug 29	Oct 3
Oct 8	Nov 8
Nov 13	Dec 18

Medical Assisting	
Evening Schedule II- Four Day Week (Monday through Thursday)	
2007	
Start Dates	End Dates
Jan 24	Feb 28
Mar 5	Apr 5
Apr 10	May 14
May 16	Jun 20
Jun 25	Jul 30
Aug 1	Sep 5
Sep 10	Oct 11
Oct 16	Nov 19
Nov 26	

Student Holidays-Reseda - Effective January 01, 2007		
	2006	2007
New Year's Day	Jan 1-2, 2006	Jan 1-2, 2007
Martin Luther King Day	Jan 16	Jan 15
President's Day	Feb 20	Feb 19
Spring Recess	Apr 14	Apr 6
Memorial Day	May 29	May 28
Independence Day	July 3-4	Jul 4
Labor Day	Sep 4	Sep 3
Thanksgiving	Nov 23-24	Nov 22-23
Winter Recess	Dec 22 - Jan 03, 2007	Dec 24-Jan 2, 2008

SAN BERNARDINO

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting	
Day Schedule - Track #1 Days (Five-Day Week) (Monday - Friday)	
2006/2007	
Start Dates	End Dates
9/28/2006	10/25/2006
10/30/2006	11/28/2006
11/30/2006	1/11/2007
1/16/2007	2/12/2007

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting	
Evening Schedule - Track #1 Nights (Four-Night Week) (Monday - Thursday)	
2006/2007	
Start Dates	End Dates
9/28/2006	10/25/2006
10/30/2006	11/27/2006
11/30/2006	1/10/2007
1/16/2007	2/12/2007

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting	
Day Schedule - Track #2 Days (Five-Day Week) (Monday - Friday)	
2006/2007	
Start Dates	End Dates
9/18/2006	10/16/2006
10/17/2006	11/13/2006
11/14/2006	12/13/2007
12/14/2006	1/26/2007

Medical Adm. Assistant Massage Therapy Medical Assisting Dental Assisting	
Evening Schedule - Track #2 Nights (Four-Night Week) (Monday - Thursday)	
2006/2007	
Start Dates	End Dates
9/18/2006	10/12/2006
10/16/2006	11/9/2006
11/14/2006	12/12/2007
12/14/2006	1/25/2007

Homeland Security Specialist	
Evening Schedule - Track #2 Nights (Four-Night Week) (Monday - Thursday)	
2006/2007	
Start Dates	End Dates
9/28/2006	10/25/2006
10/30/2006	11/27/2006
11/30/2006	1/10/2007
1/16/2007	2/12/2007

Massage Therapy	
Weekend Course Weekend Sched.-Track #3 Friday, Saturday & Alternating Sunday	
2006/2007	
Start Dates	End Dates
9/15/2006	10/20/2006
10/21/2006	11/19/2006
12/2/2006	1/14/2007
1/19/2007	2/23/2007

Student Holidays	
2006-2007	
New Year's Day	1/2/06 & 1/3/06
Martin Luther King	1/16/2006
President's Day	2/20/2006
Faculty In-service	3/24/2006
Spring Holiday	4/14/2006
Memorial Day	5/29/2006
Faculty In-service	6/23/2006
Day Before Independence	7/3/2006
Independence Day	7/4/2006
Labor Day	9/4/2006
Faculty In-service	9/22/2006
Thanksgiving Day	11/23/2006
Day After Thanksgiving	11/24/2006
Winter Break	12/22/06-1/5/07

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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	
09/29/06	Fri	10/27/06	Fri
10/31/06	Tues	11/29/06	Wed
12/01/06	Fri	01/16/07	Tues
01/18/07	Thurs	02/14/07	Wed
02/16/07	Fri	03/16/07	Fri
03/20/07	Tues	04/17/07	Tues
04/19/07	Thurs	05/16/07	Wed
05/21/07	Mon	06/18/07	Mon
06/20/07	Wed	07/20/07	Fri
07/24/07	Tues	08/21/07	Tues
08/23/07	Wed	09/20/07	Tues
09/24/07	Mon	10/22/07	Mon
10/24/07	Wed	11/20/07	Tues
11/26/07	Mon	01/09/08	Wed

Pharmacy Technician			
Morning II (8:00 AM – 12:00 PM)			
Afternoon I (1:00 PM – 5:00 PM)			
(Monday – Friday)			
Start Dates		End Dates	
09/26/06	Tues	10/24/06	Tues
10/26/06	Thurs	11/22/06	Wed
11/27/06	Mon	01/09/07	Tues
01/11/07	Thurs	02/08/07	Thurs
02/12/07	Mon	03/12/07	Mon
03/14/07	Wed	04/12/07	Thurs
04/16/07	Mon	05/11/07	Fri
05/15/07	Tues	06/12/07	Tues
06/14/07	Thurs	07/16/07	Mon
07/18/07	Wed	08/15/07	Wed
08/17/07	Fri	09/14/07	Fri
09/18/07	Tues	10/16/07	Tues
10/17/07	Wed	11/13/07	Tues
11/14/07	Fri	12/13/07	Tues
12/14/07	Fri	01/30/08	Wed

Pharmacy Technician			
Morning III (10:00 AM – 2:00 PM)			
(Monday – Friday)			
Start Dates		End Dates	
09/29/06	Fri	10/27/06	Fri
10/31/06	Tues	11/29/06	Wed
12/01/06	Fri	01/16/07	Tues
01/18/07	Thurs	02/14/07	Wed
02/16/07	Fri	03/16/07	Fri
03/20/07	Tues	04/17/07	Tues
04/19/07	Thurs	05/16/07	Wed
05/21/07	Mon	06/18/07	Mon
06/20/07	Wed	07/20/07	Fri
07/24/07	Tues	08/21/07	Tues
08/23/07	Wed	09/20/07	Tues
09/24/07	Mon	10/22/07	Mon
10/24/07	Wed	11/20/07	Tues
11/26/07	Mon	01/09/08	Wed

Massage Therapy			
Evening I (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
09/20/06	Wed	10/25/06	Wed
10/30/06	Mon	12/04/06	Mon
12/06/06	Wed	01/29/07	Mon
01/31/07	Wed	03/07/07	Wed
03/12/07	Mon	04/16/07	Mon
04/19/07	Thurs	05/23/07	Wed
05/29/07	Tues	07/03/07	Tues
07/09/07	Mon	08/09/07	Thurs
08/14/07	Tues	09/18/07	Tues
09/24/07	Mon	10/29/07	Mon
10/31/07	Wed	12/05/07	Wed
12/06/07	Thurs	01/30/08	Wed

Massage Therapy			
Evening II (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
08/31/06	Thurs	10/05/06	Thurs
10/10/06	Tues	11/13/06	Mon
11/15/06	Mon	01/08/07	Mon
01/11/07	Thurs	02/15/07	Thurs
02/21/07	Wed	03/28/07	Wed
03/29/07	Thurs	05/02/07	Wed
05/07/07	Mon	06/11/07	Mon
06/13/07	Wed	07/23/07	Mon
07/25/07	Wed	08/29/07	Wed
08/30/07	Thurs	10/04/07	Thurs
10/09/07	Tues	11/12/07	Mon
11/14/07	Wed	01/08/08	Tues

Pharmacy Technician			
Evening I (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
09/20/06	Wed	10/25/06	Wed
10/30/06	Mon	12/04/06	Mon
12/06/06	Wed	01/29/07	Mon
01/31/07	Wed	03/07/07	Wed
03/12/07	Mon	04/16/07	Mon
04/19/07	Thurs	05/23/07	Wed
05/29/07	Tues	07/03/07	Tues
07/09/07	Mon	08/09/07	Thurs
08/14/07	Tues	09/18/07	Tues
09/24/07	Mon	10/29/07	Mon
10/31/07	Wed	12/05/07	Wed
12/06/07	Thurs	01/30/08	Wed

Pharmacy Technician			
Evening II (6:00 PM – 10:00 PM)			
(Monday – Thursday)			
Start Dates		End Dates	
08/31/06	Thurs	10/05/06	Thurs
10/10/06	Tues	11/13/06	Mon
11/15/06	Wed	01/08/07	Mon
01/11/07	Thurs	02/15/07	Thurs
02/21/07	Wed	03/28/07	Wed
03/29/07	Thurs	05/02/07	Wed
05/07/07	Mon	06/11/07	Mon
06/13/07	Wed	07/23/07	Mon
07/25/07	Wed	08/29/07	Wed
08/30/07	Thurs	10/04/07	Thurs
10/09/07	Tues	11/12/07	Mon
11/14/07	Wed	01/08/08	Tues

Student Holidays	
Thanksgiving Day	November 23, 2006
Day after Thanksgiving	November 24, 2006
Winter Break	December 18 – December 29, 2006
New Year's Day	January 1-2, 2007
ML King Jr.'s Day	January 15, 2007
President's Day	February 19, 2007
Spring Holiday	April 6, 2007
Memorial Day	May 28, 2007
Independence Day	July 4 and July 5, 2007
Labor Day	September 3, 2007
Thanksgiving Day	November 22, 2007
Day after Thanksgiving	November 23, 2007
Winter Break	December 17- January 2, 2008

WEST LOS ANGELES

Medical/Dental Assisting, Massage Therapy, Pharmacy Technician	
Day Schedule - Four Day Week (Monday through Thursday)	
2006	
Start Dates	End Dates
Oct 4	Oct 31
Nov 1	Nov 29
Dec 4	Jan 16

Medical/Dental Assisting, Massage Therapy, Pharmacy Technician	
Day Schedule - Five Day Week (Monday through Friday)	
2006	
Start Dates	End Dates
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
Sep 27	Oct 31
Nov 2	Dec 7
Dec 11	Jan 30

Business Management and Administrative Assistant	
Day Schedule - Five Day Week (Monday through Friday)	
2006	
Start Dates	End Dates
Oct 5	Nov 1
Nov 3	Dec 4
Dec 5	Jan 18

Business Management and Administrative Assistant	
Evening Schedule I- Four Day Week Monday through Thursday	
2006	
Start Dates	End Dates
Sep 27	Oct 31
Nov 2	Dec 7
Dec 11	Jan 30

Business Management/Administrative Assistant			
Day Schedule - Four-Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Jan 17	Wed	Feb 13	Tue
Feb 14	Wed	Mar 14	Wed
Mar 19	Mon	April 12	Thu
April 16	Mon	May 10	Thu
May 14	Mon	June 11	Mon
June 13	Wed	July 11	Wed
July 16	Mon	Aug 09	Thu
Aug 13	Mon	Sept 10	Mon
Sept 12	Wed	Oct 09	Tue
Oct 10	Wed	Nov 06	Tue
Nov 07	Wed	Dec 05	Wed
Dec 06	Thu	Jan 22	Tue

Medical Assisting, Dental Assisting & Pharmacy Technician			
Day Schedule - Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 8	Mon	Feb 05	Mon
Feb 7	Wed	Mar 07	Wed
Mar 12	Mon	April 10	Tue
April 12	Thu	May 09	Wed
May 11	Fri	June 08	Fri
June 11	Mon	July 10	Tue
July 12	Thu	Aug 08	Wed
Aug 10	Fri	Sept 07	Fri
Sept 11	Tue	Oct 09	Tue
Oct 11	Thu	Nov 07	Wed
Nov 09	Fri	Dec 11	Tue
Dec 12	Wed	Jan 25	Fri

Massage Therapy, Medical Assisting, Dental Assisting, & Medical Insurance Billing and Coding			
Day Schedule - Five-Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Jan 22	Mon	Feb 16	Fri
Feb 20	Tue	Mar 19	Mon
Mar 20	Tue	April 18	Wed
April 20	Fri	May 17	Thu
May 21	Mon	June 18	Mon
June 20	Wed	July 19	Thu
July 23	Mon	Aug 17	Fri
Aug 21	Tue	Sept 18	Tue
Sept 20	Thu	Oct 18	Thu
Oct 22	Mon	Nov 16	Fri
Nov 19	Mon	Jan 7	Mon

Massage Therapy, Medical Assisting, Dental Assisting, Medical Insurance Billing and Coding & Pharmacy Technician			
Eve Schedule - Four-Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Jan 31	Wed	Mar 07	Wed
Mar 12	Mon	April 12	Thu
April 16	Mon	May 17	Thu
May 21	Mon	June 25	Mon
June 27	Wed	Aug 01	Wed
Aug 06	Mon	Sept 10	Mon
Sept 12	Wed	Oct 16	Tue
Oct 18	Thu	Nov 21	Wed
Nov 26	Mon	Jan 16	Wed

Student Holidays (All Programs)	2006
New Year's Day	Jan 2, 3
Martin Luther King, Jr. Day	Jan 16
President's Day	Feb 20
Spring Break	April 14
Memorial Day	May 29
Independence Day	July 3, 4
Labor Day	Sept 4
Thanksgiving	Nov 23,24
Winter Break	Dec 18-January 2 '07
Instructor In-Service Dates (no students)	03/24, 06/23, 09/22, 12/08

Student Holidays (All Programs)	2007
New Year's Day	Jan 1-2
Martin Luther King, Jr. Day	Jan 15
President's Day	Feb 19
Spring Break	April 6
Memorial Day	May 28
Independence Day	July 4
Labor Day	Sept 3
Thanksgiving	Nov 22-23
Winter Break	Dec 17-Jan 2 '08
Instructor In-Service Dates (no students)	03/23, 06/22, 09/21, 12/07

APPENDIX D: OPERATING HOURS BY CAMPUS

ALHAMBRA

Office: <u>Monday through Thursday</u> 8:00 am to 9:00 pm <u>Friday</u> 8:00am to 5:00pm	Business Operations Program <u>Monday through Friday</u> 8:00 am to 11:50 am Morning	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 12:20 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
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ANAHEIM

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

Office: <u>Monday through Thursday:</u> 7:30am-8:00pm <u>Friday:</u> 7:30am-5:00pm	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. 10:00AM-2:00 PM: Medical Assisting, Dental Assisting, Pharmacy Technician 12:45pm-4:45pm: Medical Assisting, Dental Assisting, Massage Therapy.	<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
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GARDENA

Office: <u>Monday through Thursday</u> 7:30 am to 7:00 pm <u>Friday</u> 7:30 am to 6:00 pm	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	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
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LOS ANGELES, WILSHIRE

Office: <u>Monday through Friday</u> 8:00 am to 6:00 pm	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	<u>Monday through Thursday</u> 5:45 pm to 10:45 pm Evening 6:00 pm to 10:00 pm Evening (MIBC only)
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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 Thursday</u> 6:00 am to 10:00 pm <u>Friday</u> 6:00 am to 5:00 pm
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SAN BERNARDINO

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 Thursday</u> 6:00 am to 10:30 pm <u>Friday</u> 6:00 am to 5:00 pm Sat/Alternate Sundays 8:00 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 12:30 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 Homeland Security Specialist 5:30 pm to 10:30 pm Monday through Thursday Evening	

TORRANCE

Office: <u>Monday through Thursday</u> 8:00 am to 7:00 pm <u>Friday</u> 7:30 am to 5:00 pm	School: <u>Monday through Friday:</u> 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 Friday</u> 6:00 AM to 10:00 AM Morning 8:00 AM to 12:00 AM Morning 10:00 AM to 2:00 PM Morning 1:00 PM to 5:00 PM Afternoon <u>Monday through Thursday</u> 8:00 AM to 12:30PM Morning (Business Management/Administrative Assisting only) 6:00 PM to 10:00 PM Evening
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