

Bryman

COLLEGE

2003-2004
CATALOG

Ontario0403

520 N. Euclid Ave.
Ontario, CA 91762
(909) 984-5027

Accredited by the Accrediting Commission of Career
Schools and Colleges of Technology (ACCSC) and
Approved to Operate by the Bureau for Private
Postsecondary and Vocational Education.

2003-2004 CATALOG

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

The Bryman College at 520 N. Euclid Ave., Ontario, CA 91762 was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section §94310. The Bureau's approval means that the institution and its operation comply with the minimum state standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the state or Bureau.

Approved programs are:

DEGREE PROGRAM:

ASSOCIATE OF OCCUPATIONAL STUDIES IN MEDICAL OFFICE MANAGEMENT

DIPLOMA PROGRAMS:

DIPLOMA IN X-RAY TECHNICIAN - LIMITED PERMIT (D.O.T. 078362026)

DIPLOMA IN MEDICAL ASSISTANT (D.O.T.079367010)

DIPLOMA IN DENTAL ASSISTANT (D.O.T. 079371010)

DIPLOMA IN MEDICAL INSURANCE BILLER (D.O.T. 079367014)

DIPLOMA IN MASSAGE THERAPIST (D.O.T. 334374010)

DIPLOMA IN BUSINESS MANAGEMENT / ADMINISTRATIVE ASSISTANT (D.O.T. 237367038, D.O.T. 216482010, D.O.T. 195367014)

The College does not offer classes in ESL "English as a Second Language".

Instruction is in residence with facility occupancy level accommodating 150 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective students are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. 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 education director or school president. Complaints not resolved within thirty days may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027 10th Street, 4th Floor, Sacramento, CA 95814, telephone (916) 445-3427.

All information in the content of this school catalog is current and correct and is so certified as true by



School President

TABLE OF CONTENTS

| | |
|--|----------|
| ABOUT CORINTHIAN SCHOOLS, INC. | 1 |
| SCHOOL HISTORY | 1 |
| EDUCATIONAL PHILOSOPHY | 1 |
| STATEMENT OF NON-DISCRIMINATION | 1 |
| FACILITY | 1 |
| STUDENT DISABILITY SERVICES/ ACCOMMODATIONS | 2 |
| ADDITIONAL LOCATIONS..... | 2 |
| LIBRARY | 2 |
| COMPUTER LAB | 2 |
| ACCREDITATIONS, APPROVALS AND MEMBERSHIPS | 2 |
| ADMISSIONS | 4 |
| ADMISSION REQUIREMENTS..... | 4 |
| ADMISSION PROCEDURES | 4 |
| ADMINISTRATIVE POLICIES | 5 |
| ACADEMIC SCHEDULE | 5 |
| MODULAR PROGRAM | 5 |
| GRADING SYSTEM | 5 |
| CLOCK HOURS/CREDIT HOURS..... | 5 |
| TRANSFER CREDIT POLICY | 5 |
| FROM OTHER INSTITUTIONS..... | 5 |
| CREDIT BY EXTERNAL EXAMINATION | 6 |
| COMPARABILITY OF PROGRAMS | 6 |
| PRIOR LEARNING ASSESSMENT | 6 |
| DEGREE PROGRAMS..... | 6 |
| VOCATIONAL PROGRAMS | 7 |
| ATTENDANCE..... | 7 |
| TARDINESS/EARLY DEPARTURE..... | 7 |
| REENTRY POLICY | 7 |
| MAKE-UP WORK | 8 |
| SATISFACTORY ACADEMIC PROGRESS..... | 8 |
| REQUIREMENTS | 8 |
| ACADEMIC PROBATION..... | 8 |
| REINSTATEMENT POLICY | 8 |
| INCOMPLETES | 8 |
| WITHDRAWALS | 9 |
| EXIT INTERVIEWS..... | 9 |
| REPEAT POLICY..... | 9 |
| MAXIMUM PROGRAM COMPLETION TIME..... | 9 |
| ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS | 10 |
| GRADUATION REQUIREMENTS..... | 10 |
| COMMENCEMENT | 10 |
| LEAVE OF ABSENCE POLICY..... | 10 |
| CONDUCT POLICY | 11 |
| BACKGROUND | 11 |
| STUDENT CONDUCT CODE..... | 11 |
| STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE..... | 11 |
| FIRST OFFENSE | 11 |
| SECOND OFFENSE | 12 |
| THREATS TO HEALTH/SAFETY..... | 12 |
| APPEALS..... | 12 |
| ALCOHOL AND SUBSTANCE ABUSE STATEMENT | 12 |
| SEXUAL HARASSMENT POLICY..... | 12 |

| | |
|---|-----------|
| DRESS CODE POLICY | 12 |
| STUDENT RECORDS..... | 13 |
| TRANSCRIPTS AND DIPLOMAS..... | 13 |
| STUDENT COMPLAINT/GRIEVANCE PROCEDURE | 14 |
| STUDENT ACTIVITIES AND SERVICES | 15 |
| ORIENTATION..... | 15 |
| ADVISING | 15 |
| TUTORING PROGRAM | 15 |
| PLACEMENT ASSISTANCE & CAREER DEVELOPMENT | 15 |
| STUDENT LOUNGE | 15 |
| STUDENT HANDBOOK | 15 |
| HOUSING AND CHILD CARE ACCOMMODATIONS | 15 |
| FINANCIAL INFORMATION..... | 16 |
| TUITION AND FEES..... | 16 |
| MISCELLANEOUS FEES AND EXPENSES | 16 |
| CANCELLATION/REFUND POLICY | 16 |
| CANCELLATIONS | 16 |
| REFUNDS..... | 17 |
| FINANCIAL ASSISTANCE..... | 20 |
| FEDERAL PELL GRANT | 20 |
| FEDERAL STAFFORD LOAN (FSL)..... | 21 |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)..... | 21 |
| FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)..... | 21 |
| CAL GRANTS..... | 21 |
| CALIFORNIA ASSOCIATION OF PRIVATE POSTSECONDARY SCHOOLS (CAPPS) SCHOLARSHIPS..... | 21 |
| VETERAN'S BULLETIN | 22 |
| DIPLOMA PROGRAMS | 23 |
| BUSINESS MANAGEMENT/ ADMINISTRATIVE ASSISTANT..... | 23 |
| DENTAL ASSISTANT (R.D.A) | 24 |
| MASSAGE THERAPIST..... | 25 |
| MEDICAL ASSISTING PROGRAM..... | 26 |
| MEDICAL INSURANCE BILLER..... | 29 |
| X-RAY TECHNICIAN - LIMITED PERMIT | 30 |
| DEGREE PROGRAM | 31 |
| ASSOCIATE OF OCCUPATIONAL STUDIES IN..... | 31 |
| MEDICAL OFFICE MANAGEMENT | 31 |
| MEDICAL OFFICE MANAGEMENT COURSE LISTING | 32 |
| COURSE DESCRIPTIONS | 33 |
| ADMINISTRATION | 36 |
| Admissions Staff | 36 |
| Finance Staff | 36 |
| Placement Staff | 36 |
| Administrative Staff | 36 |
| FACULTY..... | 36 |
| CORINTHIAN SCHOOLS, INC. | 37 |
| STATEMENT OF OWNERSHIP | 37 |
| ACADEMIC CALENDARS..... | 38 |

ABOUT CORINTHIAN SCHOOLS, INC.

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

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

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

SCHOOL HISTORY

The College 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 1994 the school was granted approval by the Bureau for Private Postsecondary and Vocational Education as a degree granting institution under Section 94310 of Education Code. The school received initial accreditation from NATTS (ACCSCCT) in September 1986, and was accredited most recently in October 1998.

EDUCATIONAL PHILOSOPHY

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

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

STATEMENT OF NON-DISCRIMINATION

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

FACILITY

The College occupies two floors of an office building consisting of 3,000 square feet of classroom space and 2,000 square feet of laboratory space with a total area of 7,500 square feet. The facilities are modern and air-conditioned.

Each classroom is equipped with supportive materials to enrich and broaden the students' knowledge and training. Classroom and laboratories are equipped for a maximum class size of 30 students and usually average between 20 and 25 students for theory and 15-20 students for laboratory. The facility can accommodate 150 students at any one time.

The campus provides facilities for registrar/student services, financial aid, admissions & placement assistance and other offices. Ample parking is also available for students with accessible handicap services provided.

The facility is in full compliance with the Federal, State, and Local Ordinances and Regulations, including the requirements pertaining to Health, Fire and Building Safety. Smoking is not permitted at any time inside the campus.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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.

ADDITIONAL LOCATIONS

An additional classroom facility (2,000 sq. ft.) is at 601 N. Euclid Avenue, located 85 feet from the main building. The additional facility is air-conditioned, with the necessary fixtures, and complies with city and fire building codes.

Medical Assistant Diploma core courses take place at 9616 Archibald Avenue, Rancho Cucamonga, CA 91730.

LIBRARY

The library contains an ever-growing collection of publications, periodicals and audiovisual materials. Access to the World Wide Web and a variety of Colleges and Universities libraries are available through the Internet during library hours. All students have access to the library during the library hours and can borrow books.

COMPUTER LAB

The college has over 87 computers and a variety of software directly related to the various courses in addition to general applications such as typing tutors, ten-key, word processing, spreadsheet/database, interactive training software for Windows and Microsoft Office.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC).
- Approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This school is not a public institution.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, and Cal Grant programs.

- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Offer programs for eligible participants under the Workforce Investment Act (WIA).
- Member of the California Association of Private Postsecondary Schools.
- Approved by the State of California Department of Health, Radiologic Health Branch for the X-Ray Course in Limited Permit Radiology.
- Approved by the California Board of Dental Examiners for the Dental Radiography Course.

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

ADMISSIONS

ADMISSION REQUIREMENTS

NON-DEGREE PROGRAMS

Applicants who possess a high school diploma or equivalent take the PAR Aptitude Test published by the Irwin Corporation. The PAR test passing score is 24.

Applicants who do not possess a high school diploma or equivalent and are at least 18 years of age may be able to enroll by demonstrating the "Ability to Benefit" from the training. The Ability to Benefit will be determined by passing the admission examination and by a personal interview with the school administrator. The number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants applying under the Ability to Benefit provision must take the Career Programs Assessment Test (CPAt) offered by ACT, Inc. and achieve a minimum score of 43 in Language Usage, 44 in Reading Skills and 42 in Numeric Skills. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Applicants may apply for Diploma or Certificate Programs.

DEGREE PROGRAMS

All applicants must have high school diploma or equivalent.

ADMISSION PROCEDURES

All applications are taken in person. An appointment is necessary. Successful completion of an entrance examination is necessary, the admissions office will arrange for the exam to be administered. The admissions office is open from 9 AM to 6 PM - Monday through Thursday, and Fridays from 8 AM to 4 PM. Students may enroll daily for upcoming start dates providing seat availability. All applicants will be given a tour of the facility before their enrollment.

INTERNATIONAL STUDENTS

Bryman College is approved for attendance by non-immigrant foreign students. Information on Foreign Student Application Procedure is available at the Admission Office and will be sent to the foreign applicants in addition to this catalog. The College certifies the student's enrollment status on Visa applications, no other Visa or Housing services are provided.

Since all the instruction is in English, the academic success at the College is strongly dependent upon the student's ability to communicate in English. Every effort should be made to perfect English proficiency prior to entering the College.

The College does not offer classes in ESL "English as a Second Language".

International Students Applying to the Degree Programs

All admitted international students whose first language is not English are required to take TOEFL (Test of English as a Foreign Language) with minimum score of 450.

ADMINISTRATIVE POLICIES

ACADEMIC SCHEDULE

The academic year is divided into four quarters, each quarter consists of 12 weeks. Students may enroll in either day or evening courses, but must follow the proper course sequence in terms of prerequisites.

Bryman College is open five days a week. Classes start monthly. A complete school calendar with all start dates is included at the end of this catalog.

MODULAR PROGRAM

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction called Modules each of which is approximately four weeks in length.

GRADING SYSTEM

The College utilizes an absolute grading system as follows:

| Grade | Meaning | Percentage | Point Value |
|--------------|----------------|-------------------|--------------------|
| A | Excellent | 100-90 | 4.0 |
| B | Very Good | 89-80 | 3.0 |
| C | Good | 79-70 | 2.0 |
| F | Failing | 69-0 | 0.0 |

Students are graded on objective written tests based on class lectures and reading assignments and on the acquisition of practical demonstrable skills. Any assignment not submitted as due or any test missed will be awarded a zero. Students will have ten (10) days to make up the required work or the zero will be included on the student's permanent record.

CLOCK HOURS/CREDIT HOURS

The school uses a Quarter Hour Credit Unit System.

The following ratios apply to all programs offered at the College:

- 1 Quarter Hour Credit Unit for every 10 lecture clock hours.
- 1 Quarter Hour Credit Unit for every 20 laboratory clock hours.
- 1 Quarter Hour Credit Unit for every 30 externship clock hours.

For programs whose credits are not acceptable towards a degree offered at the College and for Financial Aid purposes only, the following ratios apply:

- 1 Quarter Hour Credit Unit for every 20 clock hours.
- A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.
- An academic year is equivalent to 36 weeks with a minimum of 36 Quarter Credit Units.

TRANSFER CREDIT POLICY

FROM OTHER INSTITUTIONS

(For Degree Programs Only)

- A. Bryman College reserves the right to determine if a transcript is official, and which courses may be accepted for transfer credit. It is the official policy of the Office of Admissions and Records to transfer accepted credit into the student's file, and retain the original document. These documents cannot be returned to the applicant or forwarded to another institution or agency.

- B. Evaluation Process: Education Director, upon receiving an official transcript will determine if any transferable course(s) have essentially the same content and credit/hours as courses offered by this institution. For this determination, the education office may request the course description/outline and any other document establishing equivalency of the transferable course(s). All the transferable course(s) will be documented on the transfer credit form and must be approved. Upon approval the acceptable credit will transfer into the student file and official transcript.

The Education Director is responsible for transfer evaluation.

1. Transfer credit will be awarded for coursework or relevant training experiences documented by official transcript that indicates the units or hours of training in each subject.
2. Transferred credits cannot exceed 50 percent of the required credits for the AOS Degree.
3. Students transferring from another Corinthian College are exempt from the 50 percent limitation in item 2.
4. Transferable courses must have essentially the same content as Bryman college courses for which transfer credit is being applied. The Education Director will determine transferability of credits.
5. A grade of "C" (2.0) or above is required for transfer.
6. Transfer credit is granted only when the total hours for any given course have been documented.
7. Course work taken at another institution after admission to Bryman College is not transferable unless approved in advance in writing by the Education Director.
8. It is an Official Policy of the Office of Admissions and Records to transfer accepted credit into the student's file, student's official transcript and retain the original document.
9. Course work transferred into the degree programs is not included when computing Grade Point Average.

CREDIT BY EXTERNAL EXAMINATION

College Level Examination Program

Bryman College accepts CLEP credit for mathematics, American History, Social and Natural Sciences and Humanities.

Advanced Placement Examination

Bryman College 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 the Mathematics, History and Biology.

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.

PRIOR LEARNING ASSESSMENT

DEGREE PROGRAMS

Applicants with extensive documented life experience directly related to the Associate of Occupational Studies Degree Emphasis offered by the College may establish equivalency through the Prior Learning Assessment Program in order to apply in satisfaction of some of the degree requirements.

The Prior Learning must be equivalent to a College or a University level of learning and demonstrates a balance between theory and practice.

Applicants must submit in writing to the Education Director a list of his/her relevant experiences, requesting to participate in PLA program. If sufficiency of the experiences is evident, the applicant will be able to submit a portfolio, documenting each College or University level learning experience.

Each College or University level learning experience documented in the portfolio will be evaluated by a faculty qualified in that specific subject area to determine the equivalency of the student's prior experiences to the College or University level and the amount of credit for that experience.

The subject expert evaluating the prior learning assessment portfolio, shall prepare a written report indicating his assessment methods and the nature of the student's prior experience, the bases for his/her determination that the prior experiences is equivalent to College/University level learning and the balance between theory and practice. This report must show: to what College or University level the experience is equivalent, and the number of credits to be awarded.

The Education Director will review the faculty determinations and report the final assessment to the admissions office to be placed on the student's transcript.

Prior experience learning credit applied toward a degree shall be limited to 18 credits. The combined credits by transfer or awarded by prior learning experience shall not exceed 54 units.

VOCATIONAL PROGRAMS

The school does not accept prior learning assessment.

ATTENDANCE

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students with three weeks of consecutive absences will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

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

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

TARDINESS/EARLY DEPARTURE

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

REENTRY POLICY

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

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

MAKE-UP WORK

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

SATISFACTORY ACADEMIC PROGRESS

REQUIREMENTS

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

- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next module. Students on academic probation are considered to be making satisfactory academic progress.

ACADEMIC PROBATION

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

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

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

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

INCOMPLETES

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

WITHDRAWALS

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Education Director. Extreme academic, personal hardship or immediate call to Active Duty Military Service (WZ) is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

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

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

EXIT INTERVIEWS

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

REPEAT POLICY

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

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

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

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

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

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

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

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

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

Veterans are required to complete their program within the published program length in order to retain eligibility for VA benefits.

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

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

GRADUATION REQUIREMENTS

To qualify for graduation and a diploma, a student must complete a prescribed course of study with a minimum average of 70 percent (C), meet the credit-hour and skill requirements for the program, meet the school's attendance and conduct policies and satisfy his/her financial obligations to the school.

COMMENCEMENT

Commencement exercises are held twice a year. Commencement is an impressive tradition and members of the graduating class are expected to participate in the event.

LEAVE OF ABSENCE POLICY

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

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

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

RE-ENTRY FOLLOWING A LEAVE OF ABSENCE

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

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

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

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

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

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

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

CONDUCT POLICY

BACKGROUND

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 Colleges maintains the right to discipline students found in violation of college policies.

- Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

STUDENT CONDUCT CODE

Students must show respect towards 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 which 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 which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the college or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the 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 violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the College may decide to conduct academic advising and issue a verbal reminder of the Student Conduct Code, or to provide the student with written notice, as the college deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of Student Conduct Code violations or as a form of corrective action short of dismissal from the college.

FIRST OFFENSE

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

SECOND OFFENSE

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

THREATS TO HEALTH/SAFETY

Immediate dismissal with dismissal letter

APPEALS

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

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

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

SEXUAL HARASSMENT POLICY

It is the policy of the Institution to provide a work and study environment free of sexual harassment. All students and employees should be aware that the Institution strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken.

Managers and supervisors have an obligation to maintain a positive and productive work environment for students. They are expected to halt any harassment by calling attention to this policy or, if necessary, by taking more direct disciplinary action. When a situation involving sexual harassment is discovered, corrective action must be taken immediately. All sexual assaults must be reported to the School President immediately.

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 either explicitly or implicitly a term or condition of a student's continuation or a grade in a class or other activity, (2) submission to or rejection of such conduct by an individual is used as the basis for an employee's decision affecting such an individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive study environment.

The written procedures containing the following items are available at the office of the School President:

- Reporting requirements and options available to victims.
- Services available to victims.
- Procedures for ongoing case management, including procedures for keeping the victim informed of the status of any student disciplinary proceeding in connection with the sexual assault, and the results of any disciplinary action or appeal, and helping the victim deal with academic difficulties that may arise because of the victimization and its impact.
- Procedures for guaranteeing confidentiality and appropriately handling requests for information from the press, concerned students, and parents.

DRESS CODE POLICY

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

Dress and grooming should be appropriate for the area of study. Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

BUSINESS PROGRAMS

Students enrolled in business programs are required to wear professional business attire.

ALLIED HEALTH PROGRAMS

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

STUDENT RECORDS

Student records are maintained under the student's Social Security Number (SSN). Please notify the Registrar's Office if you do not wish your SSN used and the Registrar will assign an alternate number that is based on your SSN.

CHANGE OF ADDRESS

A change of address must be reported immediately to the Registrar's Office

TRANSCRIPTS AND DIPLOMAS

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

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

STUDENT ACTIVITIES AND SERVICES

The faculty and staff are available to help advise students on any problem that could have an adverse effect on their ability to successfully complete the course. Problems that are beyond the scope of the staff will be handed on a referral basis to various agencies specializing in that area. Assistance in locating housing is not available.

ORIENTATION

All new students are required to attend orientation prior to the first day of school. In this orientation, students will be welcomed by the staff and become familiar with the school's policies and expectations, financial aid regulations and student services.

ADVISING

To help you achieve your fullest personal development and make the best use of the instruction offered, the school offers guidance and advising beginning with your first admission's interview. Once enrolled as a student, you may expect to receive continuing guidance as needed from the faculty as well as administrative staff.

TUTORING PROGRAM

The school supports an active and effective tutoring program. This program is available to students upon approval of their request by their instructor. Tutoring schedule is confirmed by the Education Director.

The school also encourages group study. Students may use the school's facility (classrooms, laboratories or library) for a convening group study. Group studies may convene during school hours and based on availability of rooms and non-conflicting class schedules.

PLACEMENT ASSISTANCE & CAREER DEVELOPMENT

The College maintains a policy of placement assistance to all our graduates. Although we cannot make job promises or guarantees, the placement office attempts to place every graduate. We offer assistance with resume writing, interviewing techniques, job search techniques, and arrangement of interviews. There is never a charge to graduates for placement assistance or testing.

STUDENT LOUNGE

The student lounge is located inside the campus providing students with a break area and vending machines.

STUDENT HANDBOOK

A student Handbook is published annually and is distributed to all new students at orientation. The Handbook contains all pertinent information regarding the school, including operations and special services available.

HOUSING AND CHILD CARE ACCOMMODATIONS

The College does not provide housing or childcare assistance. However, student housing accommodations are readily available in the area.

FINANCIAL INFORMATION

TUITION AND FEES

| | Program Length | Total Hours | Credit Units | Tuition | Textbooks & Equipment |
|--|-----------------------|--------------------|---------------------|----------------|----------------------------------|
| Degree Program | | | | | |
| Medical Office Management (AOS Degree) | | | | | |
| Dental Assistant Emphasis | 21 Months | 1,582 | 119.2 | \$19,965 | \$994.43 |
| Massage Therapist Emphasis | 18 Months | 1,296 | 108 | \$20,495 | \$1,533.52 |
| Medical Insurance Biller Emphasis | 18 Months | 1,296 | 108 | \$19,970 | \$1,254.48 |
| X-Ray Technician - Limited Permit Emphasis | 21 Months | 1,548 | 111 | \$21,025 | \$1,072.53 |
| Medical Assisting | 18 Months | 1,368 | 101 | \$19,475 | \$1,044.45 |
| Diploma Programs | | | | | |
| Business Management/Administrative Assistant | 9 Months | 648 | 54 | \$9,500 | \$ 696.53 |
| Dental Assistant | 9 Months | 718 | 47.2 | \$9,990 | \$297.90 |
| Massage Therapist | 9 Months | 648 | 54 | \$9,500 | \$836.99 |
| Medical Assisting | 8 Months | 720 | 47 | \$9,500 | \$347.95 |
| Medical Insurance Biller | 9 Months | 648 | 54 | \$9,500 | \$557.95 |
| X-Ray Technician - Limited Permit | 9 Months | 684 | 39 | \$10,500 | \$376.00 |

Additionally, each student will be charged a \$25 Lab Fee.

MISCELLANEOUS 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.

Prospective students who do not provide the school with a high school diploma, official transcript or a recognized equivalency certificate (GED) are required to pay a processing fee of \$5 (\$20 for prospective students whose high school diploma was earned outside the United States).

CANCELLATION/REFUND POLICY

CANCELLATIONS

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

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

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

Students who received equipment from the school must return any equipment received with 30 days following the Notice of Cancellation. Students who have not visited the school prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of the school and inspection of the equipment.

REFUNDS

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

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

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury. Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

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

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

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

Return of Unearned SFA Program Funds

The College must return the lesser of

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

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

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

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

Remittance to the Federal Government

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

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

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

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

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.

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

Sample Calculation:

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

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

Bureau for Private Postsecondary and Vocational Education Refund Policy for Degree Programs

Prior to the completion of 60% of the course of instruction, refunds are based on the total number of clock hours in the period of enrollment. Refunds for students completing 60% or less of the period of enrollment will be calculated as follows:

1. Add the registration fee, not to exceed one hundred dollars (\$100), to the total charges for the period in which the student is enrolled.
2. Divide this figure by the total number of hours for the courses taken during the enrollment period.
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.

The College may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60% of the enrollment period.

Sample Calculation:

A student enrolled in three courses for a given quarter. The three courses totaled 12 credits and 120 clock hours. The student was charged \$2,352 in tuition, a \$25 Registration Fee and \$250 for books and equipment. The student withdrew from school after attending 36 hours (3 weeks at 12 hours per week) and did not return the books and equipment. The student had paid the school \$1,250 for that quarter's tuition and fees.

1. The student is entitled to a refund since he/she completed less than 60% of the quarter (36 hours divided by 120 hours equals 30%).
2. The total tuition charges for the quarter are \$2,377 (\$2,352 plus \$25).
3. The hourly charge for instruction is \$19.81 (\$2,377 divided by 120).
4. The amount owed by the student is \$713.16 (\$19.81 multiplied by 36) plus \$250 for books and equipment (\$963.16 total).
5. The refund is \$286.84 (\$1,250 less \$963.16).

State of California Student Tuition Recovery Fund

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

To qualify for an STRF reimbursement, applicants must be California residents and must have resided in California at the time the enrollment agreement was signed, or when they received lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of receiving an education, specifically those who hold student visas, are not considered California residents.

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

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

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

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

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

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

FINANCIAL ASSISTANCE

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

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

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

FEDERAL PELL GRANT

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

FEDERAL STAFFORD LOAN (FSL)

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

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

FEDERAL 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.

CAL GRANTS

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

CALIFORNIA ASSOCIATION OF PRIVATE POSTSECONDARY SCHOOLS (CAPPS) SCHOLARSHIPS

Two full (maximum tuition and fees for one program) scholarships, which include cost of books and supplies, will be awarded each year by an independent selection committee. The committee, appointed each year by CAPPS, will review applications and award scholarships on the basis of merit and career interest. Adults and graduating high school seniors are eligible to participate. Applications and more information can be obtained directly from the CAPPS Scholarship Committee, 3020 Old Ranch Parkway, Suite 300, Seal Beach, CA, 90740, (310) 799-5525, or by contacting the Admissions Department or a local high school guidance counselor.

VETERAN'S BULLETIN

LEAVE OF ABSENCE

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

ABSENCE/CLASS CUTS/MAKE-UP WORK

Veterans will be granted excused absences due to illness, death in immediate family, or other unavoidable circumstances. The school 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 days absence, as well as partial days 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.

ADMINISTRATIVE CERTIFYING OFFICIALS

Ruth Darton, President
Martha Escobar, Finance Director
Keisha Downey, Admissions Director

ENROLLMENT POLICY

Students may enroll any day the school is in session. Classes start monthly.

CREDIT EVALUATION POLICY

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based on either a written exam, an oral exam, or both. Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. (NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)

CONDITION FOR RE-ENROLLMENT

Re-enrollment or re-entrance for students who have been dropped, will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

MAXIMUM CAPACITY BY COURSE

| | |
|---|-----|
| MEDICAL ASSISTANT | 216 |
| X-RAY TECHNICIAN | 32 |
| MEDICAL INSURANCE BILLING | 52 |
| DENTAL ASSISTANT | 45 |
| MASSAGE THERAPY | 120 |
| BUSINESS MANAGEMENT/ ADMINISTRATIVE ASSISTANT | 20 |
| AOS MEDICAL OFFICE MANAGEMENT | 20 |

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the Veteran should call the DVA nationwide toll free number 1-888-442-4551.

DIPLOMA PROGRAMS

BUSINESS MANAGEMENT/ADMINISTRATIVE ASSISTANT

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 | QUARTER UNITS | CLOCK HOURS |
|--|------------------|----------------|
| GS102 GENERAL SCIENCE II | 18 | 216 |
| GS21 Mathematics, GS21B; MG101 E-Commerce 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. | 6 | 72 |
| GS22 English, GS22 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. | 6 | 72 |
| GS23 Human Resources, GS23; Information Processing I-A, BT01A 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. | 6 | 72 |
| BT101 BUSINESS TECHNOLOGY I | 18 | 216 |
| BT10 Principles of Business, BT10; Information Processing I-B, BT01B Principles of Business is a survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues. Information Processing I-B is the study of Microsoft Word on the Web and Microsoft Excel. | 6 | 72 |
| BT20 Office Communications I-A, BT03A; Information Processing II-A, BT02A 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. | 6 | 72 |
| BT30 Office Communications I-B, BT03B; Information Processing II-B, BT02B 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. | 6 | 72 |
| BT102 BUSINESS TECHNOLOGY II | 18 | 216 |
| BT04 Principles of Accounting, BT04 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. | 6 | 72 |
| BT05 Advanced and Computerized Accounting, BT05 Prerequisite: BT04 This course introduces accounting applications on the personal computer, information input, accounts receivable, payables, general ledger system, and financial statements. Students will also become familiar with the CA Simply Accounting Software. | 6 | 72 |
| BT06 Business/Office Management, BT06 Principles of operating a small business, management, administrative assisting techniques, business forms and documents, principles of filing and record keeping, business office technologies. | 6 | 72 |

SCHEDULE

A3 05:30 pm - 10:00 pm Monday - Thursday

MAJOR EQUIPMENT

25 computers, Accounting Software, television, VCR, overhead projector, PC-to-VGA Projector.

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

DENTAL ASSISTANT (R.D.A)

The course of study in Dental Assisting prepares graduates for entry level work as both administrative and clinical assistants working directly with dentists as they examine and treat patients. Properly trained dental assistants are vitally needed to act as the dentist's "third hand" in chairside assisting.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma in Dental Assisting the student must successfully complete 3 quarters of DA101, DA102 and DA103A

| COURSE | UNITS | QUARTER HOURS | CLOCK |
|---------------|---|--------------------------|--------------|
| DA101 | DENTAL ASSISTANT I | 16.8 | 216 |
| 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. | 5.6 | 72 |
| DA02M | Chairside Assisting Assisting for general and specialty dentistry to include infection control, sterilization and tray setup. | 5.6 | 72 |
| DA03M | Dental Materials & Prevention Manipulation of impressions and restorative materials. Introduction to oral hygiene, Pharmacology and medical emergencies. | 5.6 | 72 |
| DA102 | DENTAL ASSISTANT II | 16.8 | 216 |
| DA04M | California Dental Assisting/RDA Duties California regulations regarding Dental Assisting; Demonstration of all RDA duties. Students cannot enter the Dental Assistant (R.D.A.) program with DA04M as their first class. | 5.6 | 72 |
| DA05M | Dental Radiology Theory and application of all aspects of Dental Radiography including patient management and protection. | 5.6 | 72 |
| DA06M | CPR, First Aid, & Practice Management Routine of medical emergencies; CPR and First Aid; Introduction to computer, word processing, database and insurance billing. | 5.6 | 72 |
| DA103A | DENTAL ASSISTANT III/EXTERNSHIP AND LAB Prerequisites: DA101 & DA102 | 13.6 | 286 |
| DA07M | California Dental Assisting & Dental Specialties Review of California Registered Dental Assisting regulations and duties; Completion of all practicals. | 5.6 | 72 |
| DA08AX | Externship and Lab | 3.7 | 86 |
| DA09AX | Externship | 4.3 | 128 |

SCHEDULES

| | | |
|-----------|---------------------|-------------------|
| A1 | 08:00 am - 12:30 pm | Monday - Thursday |
| A2 | 12:45 pm - 05:15 pm | Monday - Thursday |
| A3 | 05:30 pm - 10:00 pm | Monday - Thursday |

Externships are conducted in affiliated clinics for 5 weeks, 32 hours per week; during working hours 8:00 a.m. to 6:00 p.m.

MAJOR EQUIPMENT

Dental stations with Doctor & Assistant chairs, Dental X-Ray units attached to the stations, Automatic processor (for x-ray film development), Manual Processor (for x-ray film development), Autoclave for sterilization of the instruments, Hand instruments needed in the dental practice, Dental typodonts, X-ray manikins, Coronal Polish manikin, x-ray badges, protective aprons, Model trimmer for laboratory procedures, Dental lathe machine, Computers, Printer, Impression material, Computer Lab to demonstrate the automated use in the Dental office.

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

MASSAGE THERAPIST

The course of study in massage therapy provides students with various massage techniques and prepares graduates for entry level work as massage therapists in their private practice or in the offices of physicians, chiropractors, acupuncturists and physical therapists.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma in massage therapy, student must complete 3 Quarters of GS101, MT101 and MT102 of the following courses in massage therapy.

| COURSE | QUARTER UNITS | CLOCK HOURS |
|---|--------------------------|------------------------|
| GS101 GENERAL STUDIES (FOR DIPLOMA PROGRAMS) | 18 | 216 |
| GS01M General Biology, Medical Terminology (GE016) and Computer Basics I (GE026a) An introduction to general biology. General description of the body and its planes, cavities and organs. Explanation of basic medical terminology and basic math. Personal computing basics and word processing. | 6 | 72 |
| GS02M Body Systems (GE011) An introduction to different body systems with emphasis on medical terminology. | 6 | 72 |
| GS03M General Psychology (GE015), and Computer Basics II (GE026b) Introduction to general psychology and customer service. Medical terminology and coding. Computer basics, spreadsheet, database and computer applications in the medical office. | 6 | 72 |
| MT101 MASSAGE THERAPIST I | 18 | 216 |
| MT01M Introduction to Massage and Anatomy/Physiology Study of massage history, modern massage techniques, physiological and psychological benefits of massage. Introduction to general concepts of massage therapy, aromatherapy, related structure and function of the human body. Demonstration of swedish strokes and muscular palpation techniques. | 6 | 72 |
| MT02M Therapeutic Massage Discussion on various massage techniques, theories and application, such as therapeutic massage, foot reflexology, pregnancy massage, trepidations and extensions. | 6 | 72 |
| MT03M Deep Tissue Sculpting Study of deep tissue sculpting, indications and contra-indications. Demonstrations of deep tissue and connective tissue strokes, cranial holds and trigger points. Students cannot enter the Massage Therapist program with MT03M as their first class. | 6 | 72 |
| MT102 MASSAGE THERAPIST II | 18 | 216 |
| 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 its effect on the body. | 6 | 72 |
| MT05M Acupressure Study of acupressure technique utilizing fingers and acupuncture points. | 6 | 72 |
| 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. | 6 | 72 |

SCHEDULES

| | | |
|-----------|---------------------|-------------------|
| A1 | 08:00 am - 12:30 pm | Monday - Thursday |
| A2 | 12:45 pm - 05:15 pm | Monday - Thursday |
| A3 | 05:30 pm - 10:00 pm | Monday - Thursday |

MAJOR EQUIPMENT

10 massage tables, 2 massage chairs, television, VCR, overhead projector, CPR dummy, massage oil, skeleton and charts.

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

MEDICAL ASSISTING PROGRAM

Diploma Program - 8 Months
720 Clock Hours/47.0 Credit Units
DOT: 079.367-010 Medical Assistants

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

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

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

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

Program Outline

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

Major Equipment

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

Module Descriptions

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

Module A - Patient Care and Communication

40/40/6.0

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

Module B - Clinical Assisting and Pharmacology

40/40/6.0

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

Module C - Medical Insurance, Bookkeeping, and Health Sciences

40/40/6.0

Module C introduces students to office emergencies and first aid, with an emphasis on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build their keyboarding, and word processing skills, and become familiar with the self-directed job search process.

Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course 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 keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module E - Laboratory Procedures

40/40/6.0

Module E introduces laboratory procedures commonly performed in a physician's office or 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. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module F - Endocrinology and Reproduction

40/40/6.0

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

Module G – Medical Law, Ethics, and Psychology

40/40/6.0

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

Module X - Externship

0/160/5.0

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

SCHEDULES

| | |
|---------------------|-------------------|
| 06:00 am - 10:00 am | Monday - Friday |
| 12:00 pm - 04:00 pm | Monday - Friday |
| 05:30 pm - 10:30 pm | Monday – Thursday |
| 08:00 am - 12:00 pm | Monday - Friday |
| 10:30 am - 02:30 pm | Monday - Friday |

MEDICAL INSURANCE BILLER

The course prepares graduates for entry-level work in clinics, hospitals and medical offices as billers and coders. The Medical Biller prepares bills, itemizes, calculates and codes the insurance claims both manually and electronically.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma the student must successfully complete 3 quarters of GS101, MB101 and MB102.

| COURSE | QUARTER | CLOCK |
|---|----------------|--------------|
| | UNITS | HOURS |
| GS101 GENERAL SCIENCES (FOR DIPLOMA PROGRAMS) | 18 | 216 |
| GS01M General Biology, Medical Terminology (GE016) and Computer Basics I (GE026a) An introduction to general biology. General description of the body and its planes, cavities and organs. Explanation of basic medical terminology and basic math. Personal computing basics and word processing. | 6 | 72 |
| GS02M Body Systems (GE011) Introduction to different body systems with emphasis on medical terminology. | 6 | 72 |
| GS03M General Psychology (GE015), Customer Service and Computer Basics II (GE026b) Introduction to general psychology and customer service. Medical terminology and coding. Word processing, spreadsheet, database and computer applications in the medical office. | 6 | 72 |
| MB101 MEDICAL INSURANCE BILLING I | 18 | 216 |
| MB01M Insurance Specialist, Legal Issues, Front Office, Customer Service, The Health Insurance Claim Form Introduction to general responsibilities of the insurance specialist, including legal issues affecting insurance claims and medical records. Introduction to the front office administration, including filing and scheduling appointments. Customer service involves developing good patient relationship skills. Understanding and learning the proper completion of an insurance claim form. | 6 | 72 |
| MB02M Private Insurance Plans (Blue Cross / Blue Shield), Medicare Learning all aspects of the Blue Cross and Blue Shield insurance. Learning Medicare and its related programs, including Medigap, Medi/Medi, and MSP and its rules and regulations. | 6 | 72 |
| MB03M Medi-Cal, Hospital Billing, Electronic Billing Introduction to Medicaid's (Medi-Cal) rules, regulations and programs. Hospital billing with introduction to the UB92 billing form. Introduction to electronic billing, including hands-on electronic billing. | 6 | 72 |
| MB102 MEDICAL INSURANCE BILLING II | 18 | 216 |
| MB04M TRICARE/CHAMPVA, Managed Care, Dental Billing Learning all aspects of TRICARE/CHAMPVA insurance programs. Introduction to Managed Care including HMO, PPO, POS and their related forms. Dental billing including coding dental terminology. | 6 | 72 |
| MB05M Workers' Compensation / Disability Insurance Learning all aspects of Workers' Compensation including disputed claims and its various forms. Introduction to various disability insurances including federal and state. | 6 | 72 |
| MB06M Office Administration, Management Reporting, Tracing Delinquent Claims, Insurance Problem Solving Introduction to various aspects of Medical Office Administration, and Management Reporting. Including organization, ordering systems, personnel management, Cal-OSHA, aging reports, bookkeeping on a daily and monthly basis. Tracing and handling delinquent claims, solving insurance problems and collection techniques are discussed. Completion of job applications and preparing for job interviews is also discussed. CPR is included in this course. | 6 | 72 |

SCHEDULES

| | | |
|-----------|---------------------|-------------------|
| A1 | 08:00 am - 12:30 pm | Monday - Thursday |
| A2 | 12:45 pm - 05:15 pm | Monday - Thursday |
| A3 | 05:30 pm - 10:00 pm | Monday - Thursday |

MAJOR EQUIPMENT

Television, VCR, 25 Station computer lab, Overhead projector, reference books (ICD-9, CPT, etc.), Medical Billing forms, "Medisoft" Medical administrative and billing software.

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

X-RAY TECHNICIAN - LIMITED PERMIT

The course of study in X-Ray prepares graduates to perform entry-level limited permit radiography in clinics and doctors' offices. The program provides didactic training in physics and anatomy as well as hands-on-training in taking x-rays in THREE limited permit categories. The program is followed by a 12 week externship. Graduates of the Diploma program can take the Limited Permit X-Ray License Exam administered by the State of California Department of Health. The exam can be taken for the Categories completed during the Clinical Training, no more than three categories could be applied for each time the exam is given. The school will cover the cost of one exam if the graduate applies for the State Exam within 30 days of completion of the externship.

ADMISSION REQUIREMENTS

In addition to Bryman College's admission requirements, one of the following is required:

- Completion of a recognized Medical Assisting training program consisting of at least six (6) months and passing score on the X-Ray Entrance Examination

OR

- Verified Medical Assisting clinical work experience and passing score on the X-Ray Entrance Examination

Documentation of eligibility is required in all cases.

GRADUATION REQUIREMENTS

Diploma Program: To receive a diploma, the student must successfully complete 3 quarters of XR101, XR102 and XR103.

| <i>COURSE</i> | <i>QUARTER UNITS</i> | <i>CLOCK HOURS</i> |
|--|---------------------------------|-------------------------------|
| <i>XR101 X-RAY TECHNICIAN I</i> | <i>13.5</i> | <i>162</i> |
| <i>XR01N Radiologic Physics, Equipment & Darkroom Procedures</i> Introduction to radiologic concepts and atomic structures; Equipment operation and care, darkroom procedures | <i>4.5</i> | <i>54</i> |
| <i>XR02N X-Ray Technical Factors, Anatomy Overview</i> Technical factors, Nursing procedures, Ethics & terminology, Structure and function of the human body and body planes | <i>4.5</i> | <i>54</i> |
| <i>XR03N Radiation Protection and Safety 1, 2, 3</i> Protection and safety measures related to the radiographic field, Film critique. | <i>4.5</i> | <i>54</i> |
| <i>XR102 X-RAY TECHNICIAN II</i> | <i>13.5</i> | <i>162</i> |
| <i>XR10N Chest Anatomy & Positioning</i> Anatomy and landmarks of the chest. Positioning of the patient. | <i>4.5</i> | <i>54</i> |
| <i>XR05N Torsoskeletal: Anatomy & Positioning</i> Anatomical parts, landmarks, and positioning of torsoskeletal parts. | <i>4.5</i> | <i>54</i> |
| <i>XR11N Extremities: Anatomy & Positioning</i> Anatomical landmarks and positioning of extremities. Anatomy, positioning and types of radiographs used to visualize the genitourinary system. | <i>4.5</i> | <i>54</i> |
| <i>XR103 EXTERNSHIP</i> Pre-requisite: Successful completion of XR101 and XR102 | <i>12</i> | <i>360</i> |
| <i>XR07NX Externship</i> | | |
| <i>XR08NX Externship</i> | | |
| <i>XR09NX Externship</i> | | |

SCHEDULES

A1 12:45 pm - 05:15 pm Monday, Tuesday, Wednesday

A3 05:30 pm - 10:00 pm Monday, Tuesday, Wednesday

XR103 (Externship) is conducted in affiliated clinics for 12 weeks, 30 hours per week minimum; during daytime working hours 8:00 a.m. to 6:00 p.m.

MAJOR EQUIPMENT

Anatomical Charts, Control panel, View box, X-Ray tube, Instructional tapes, Instructional slides, Slide projector, Skeleton, Phantom Skeleton parts, Teaching X-Ray films, X-Ray Badges, X-Ray machine, Table & Bucky, protective garment, Gonadal shielding, Caliper, Primary barrier, Secondary barriers, Phantom, Positioning aids (sponges), Sandbags, Technique chart, Apron holder, Films, Cassettes, Processor, Safe light, Flasher identification cards.

DEGREE PROGRAM
ASSOCIATE OF OCCUPATIONAL STUDIES IN
MEDICAL OFFICE MANAGEMENT

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:

| | <i>Hours</i> | <i>Quarter Units</i> |
|--|--------------|----------------------|
| Dental Assistant Emphasis | 1,582 | 119.2 |
| Diagnostic Medical Sonographer Emphasis | 1,512 | 130.8 |
| Echocardiographer Emphasis | 1,512 | 130.8 |
| Massage Therapist Emphasis | 1,296 | 108 |
| Medical Insurance Biller Emphasis | 1,296 | 108 |
| Medical Lab Technician Emphasis | 1,296 | 108 |
| X-Ray Technician - Limited Permit Emphasis | 1,512 | 113.4 |

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

| | | <i>Quarter</i> | |
|---|--|----------------|--------------|
| | | <i>Units</i> | <i>Hours</i> |
| <i>General and Applied Studies</i> | | | |
| <i>General Studies</i> | | | |
| MG101 | E-Commerce | 3 | 36 |
| GS22 | English | 6 | 72 |
| GS21B | Mathematics (GEO10a + GEO10b) | 3 | 36 |
| GE015 | General Psychology | 3 | 36 |
| GE026 | Intro to Computer (GE026a + GE026b) | 6 | 72 |
| <i>Applied Related Education</i> | | | |
| GE011 | Anatomy/Physiology | 6 | 72 |
| GE016 | Biology/Terminology | 3 | 36 |
| <i>Total</i> | | 27 | 324 |
| <i>Core Courses</i> | | | |
| 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 |
| <i>Total</i> | | 45 | 540 |
| <i>Degree emphasis</i> | | | |
| <i>For degree emphasis, the student must complete the following hours/credit units of the courses from one of the following disciplines:</i> | | | |
| <i>Medical Assistant Emphasis</i> | | | |
| MA101 | Medical Assistant I | 18 | 216 |
| MA102 | Medical Assistant II | 18 | 216 |
| <i>Dental Assistant Emphasis</i> | | | |
| DA101 | Dental Assistant I | 16.8 | 216 |
| DA102 | Dental Assistant II | 16.8 | 216 |
| DA103A | Dental Assistant III/Externship and Lab | 13.6 | 286 |
| <i>Medical Insurance Biller Emphasis</i> | | | |
| MB101 | Medical Insurance Billing I | 18 | 216 |
| MB102 | Medical Insurance Billing II | 18 | 216 |
| <i>X-Ray Technician - Limited Permit Emphasis</i> | | | |
| XR101 | X-Ray Technician I | 14.7 | 162 |
| XR102 | X-Ray Technician II | 14.7 | 162 |
| XR103 | Externship | 12 | 360 |
| <i>Massage Therapist Emphasis</i> | | | |
| MT101 | Massage Therapist I | 18 | 216 |
| MT102 | Massage Therapist II | 18 | 216 |

COURSE DESCRIPTIONS

| | |
|--|------------------|
| BT01A Information Processing I-A (3 units) Study of Windows 95, Microsoft Word 97 and WordPerfect with desktop publishing. | 36 Hours |
| BT01B Information Processing I-B (3 units) Study of Microsoft Word on the Web and Microsoft Excel. | 36 Hours |
| BT02A Information Processing II-A (3 units) Study of Microsoft Access 97 and computer keyboarding including keypad. | 36 Hours |
| BT02B Information Processing II-B (3 units) Study of Microsoft PowerPoint 97, Microsoft Outlook and the Internet. | 36 Hours |
| BT03A Office Communications I-A (3 units) In this course students become familiar with the composition of business letters, memos and business messages. | 36 Hours |
| BT03B Office Communications I-B (3 units) In this course students become familiar with writing reports including the use of graphics and oral and non-verbal communications. | 36 Hours |
| BT04 Principles of Accounting (6 Units) 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. | 72 Hours |
| BT05 Advanced and Computerized Accounting (6 Units) This course introduces students to accounting applications on the personal computer, information input, accounts receivable, accounts payable, general ledger systems and financial statements. Students will also become familiar with the CA Simply Accounting Software. Prerequisite: BT04 | 72 Hours |
| BT06 Business Management (6 Units) Principles of Operating a Small Business, Management, Administrative Assisting Techniques, Business Forms and Documents, Principles of Filing and Record Keeping, Business Office Technologies | 72 Hours |
| BT10 Principles of Business, Laws, Occupational Safety (3units) Survey of business principles, problems, practices and procedures. This course will also discuss the laws and occupational safety issues. | 36 Hours |
| DA101 DENTAL ASSISTANT I (16.8 Units) 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. | 216 Hours |
| DA102 DENTAL ASSISTANT II (16.8 Units) 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. | 216 Hours |
| DA103A DENTAL ASSISTANT III/EXTERNSHIP AND LAB (13.6 Units) 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 | 286 Hours |
| GE015 General Psychology (3 units) A study of the various systems, terminology and concepts of modern psychology. | 36 Hours |
| GE016 General Biology and Medical Terminology (3 Unit) Study of General Biology and the Fundamentals of Medical Terminology. | 36 Hours |

| | |
|---|------------------|
| GE026 Computer Basics I & II (GE026a + GE026b) (6 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). | |
| GS21B Mathematics (3 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 (6 units) | 72 Hours |
| This introductory course emphasizes on clear, effective communication by utilizing vocabulary expansion | |
| GS23 Human Resources (3 units) | 36 Hours |
| This course provides students with the issues related to the human resources in the development of business. | |
| 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. | |
| 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. | |
| MT101 MASSAGE THERAPIST I (18 Units) | 216 Hours |
| MT01M Introduction to Massage and Anatomy/Physiology - Introduction to general concepts of the Massage Therapy, Aromatherapy, related structure and function of the human body. Demonstration of Swedish strokes and muscular palpation techniques. | |
| MT02M Therapeutic Massage - Study of massage history, modern massage techniques, physiological and psychological benefits of massage. Discussion on various massage techniques, theories and application, such as Therapeutic Massage, Foot reflexology, Pregnancy Massage, Trepidations and Extensions. | |
| MTO3M Deep Tissue Sculpting - Study of deep tissue sculpting, definition indications and counter-indications. Demonstrations of Deep Tissue and connective tissue strokes, cranial holes and trigger points. | |

MT102 MASSAGE THERAPIST II (18 Units)

216 Hours

MT04M Sports Massage, Traumatology, Personal Fitness and Nutrition - In this course student will learn the appropriate sports massage technique for use before and during athletic events, as well as, post event, care of muscle ache, fatigue, soreness. This course provides the basics of proper diet and their effects on the body.

MT05M Acupressure - Study of Acupressure Technique utilizing fingers and Acupuncture Points.

MT06M Public Health, Ethics and Practice Management/C.P.R. and First Aid - Study of business ethics and management. Study of major concerns in public health and hygiene for the health care Practitioner. Study of cardiopulmonary resuscitation and first aid.

XR101 X-RAY TECHNICIAN I (14.7 Units)

162 Hours

XR01M Radiologic Physics, Equipment & Darkroom Procedures- Introduction to radiologic concepts and atomic structures; Equipment operation and care, darkroom procedures.

XR02M X-Ray Technical Factors- General Anatomy technical factors, Nursing procedures, Ethics & terminology, Structure and function of the human body and body planes.

XR03M Radiation Protection and Safety Factors- Protection and safety measures related to the radiographic field, Film critique.

XR102 X-RAY TECHNICIAN II (14.7 Units)

162 Hours

XR04M Chest and Torso Skeletal Anatomy & Positioning- Anatomy and landmarks of the chest and the torso skeletal parts, Positioning of the patient

XR05M Extremities and Gastrointestinal Anatomy & Positioning- Anatomical parts, landmarks, and positioning of all extremities (upper & lower), the abdomen and the gastrointestinal system

XR06M Skull and Genitourinary Anatomy & Positioning- Anatomical landmarks and positioning of the skull. Anatomy, positioning and types of radiographs used to visualize the genitourinary system.

XR103 EXTERNSHIP (12 Units)

360 Hours

Pre-requisite: Successful completion of XR101 and XR102

XR07X Externship

XR08X Externship

XR09X Externship

ADMINISTRATION

Ruth Darton, B.V.E.

School President

Admissions Staff

Keisha Downey, B.A.
Edna Advincola
Donnie Ashford
Sonia Ibarra
Melissa Povey
Shanette Stokes
Jennifer Vulyak
Nancy Zaldivar

Admissions Director

Finance Staff

Martha Laura Escobar
Emily Bray, M.B.
Aneida Smith-Stuart
Becky Verduzco
Zulema Alfonso

Finance Director
Bookkeeper

Placement Staff

Julie Zuvich
Lisa Castro, A.A.
Valorie Rangle

Placement Director

Administrative Staff

Amanda Darton
Stanley Walker
Francisco Uribe
Marilou Serrano
Jesshena Williams
Nancy Zaldivar

Evening Receptionist
Resource Center
Security
Registrar
Receptionist
Receptionist

FACULTY

Lisa Hausladen, M.D., Director of Education
Jacqueline Sapp, Associate Director of Education
Nabil Aaltalla, M.D.
Yvonne Burbrink, C.M.A.
Halette Cast, C.M.A.
Geri Cahoon, R.D.A.
Scott Christiansen, C.M.T.
Roberta Coleman, A.A., C.M.A.
Kathy Cumplido, C.M.A.
Maria Enriquez, C.M.T.
Maryanne Hishmeh, C.X.R.T.
Antonio Hernandez, M.D.
Geraldine Lee, L.P.N., C.M.B.S.

Nancy Morgan, C.M.T.
Heidi Myers, C.M.A.
Beatriz Pacheco, C.M.T.
Lori Page, R.D.A.
Ana Pari, R.D.A.
Dr. Ramiro Rodriguez, D.C.
Vickie Schemel
James Smith, M.B.A., B.S.
William Stokes
Patricia Trinidad
Duane Wood, C.X.R.T.
Moheb Youssef, M.D.

CORINTHIAN SCHOOLS, INC.

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| Ontario, CA | Renton, WA | Reseda, CA |
| San Francisco, CA | San Jose, CA | West Los Angeles, CA |
| Whittier, CA | San Bernardino, CA | Lynnwood, WA |

Bryman Institute

Brighton, MA

Computer Training Academy

San Jose, CA

Georgia Medical Institute

| | | |
|-------------|---------------|--------------|
| Atlanta, GA | Jonesboro, GA | Marietta, GA |
| Dekalb, GA | | |

Harbor Medical College

Torrance, CA

Kee Business College

| | |
|----------------|------------------|
| Chesapeake, VA | Newport News, VA |
|----------------|------------------|

National Institute of Technology

| | | |
|------------------------|---------------------------|---------------------|
| Atlanta, GA | Cross Lanes, WV | Dearborn, MI |
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| Long Beach, CA | San Antonio, TX | Southfield, MI |

Olympia Career Training Institute

| | |
|------------------|---------------|
| Grand Rapids, MI | Kalamazoo, MI |
|------------------|---------------|

Olympia College

| | |
|------------------|------------|
| Merrillville, IN | Skokie, IL |
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STATEMENT OF OWNERSHIP

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

Officers

| | |
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| David G. Moore | Chairman of the Board and Chief Executive Officer |
| Bruce Deyong | President and Chief Operating Officer |
| Paul St. Pierre | Executive Vice President, Marketing and Admissions |
| Dennis N. Beal | Executive Vice President, Chief Financial Officer and Treasurer |
| Dennis Devereux | Executive Vice President, Human Resources and Assistant Secretary |
| Beth A. Wilson | Executive Vice President, Operations |
| Mary H. Barry | Vice President, Education |
| Nolan Miura | Senior Vice President, Strategic Planning & Business Development and Assistant Treasurer |
| Stan A. Mortensen | Vice President, General Counsel and Corporate Secretary |

ACADEMIC CALENDARS

2003 CLASS SCHEDULE

| | BEGINS | ENDS | HOLIDAYS |
|----------------|--------|----------|------------------------|
| WINTER QUARTER | 01/06 | 03/28 | 01/01 NEW YEARS DAY |
| MONTH1 | 01/06 | 01/31 | 01/20 M. L. KING DAY |
| MONTH2 | 02/03 | 02/28 | 02/17 PRESIDENT'S DAY |
| MONTH3 | 03/03 | 03/28 | |
| SPRING BREAK | 03/29 | 04/06 | |
| SPRING QUARTER | 04/07 | 06/27 | |
| MONTH4 | 04/07 | 05/02 | 04/18 GOOD FRIDAY |
| MONTH5 | 05/05 | 05/30 | 05/26 MEMORIAL DAY |
| MONTH6 | 06/02 | 06/27 | |
| SUMMER BREAK | 06/28 | 07/06 | 07/04 INDEPENDENCE DAY |
| SUMMER QUARTER | 07/07 | 09/26 | |
| MONTH7 | 07/07 | 08/01 | |
| MONTH8 | 08/04 | 08/29 | |
| MONTH9 | 09/02 | 09/26 | 09/01 LABOR DAY |
| FALL QUARTER | 09/29 | 12/19 | |
| MONTH10 | 09/29 | 10/24 | |
| MONTH11 | 10/27 | 11/21 | |
| MONTH12 | 11/24 | 12/19 | 11/27 THANKSGIVING |
| WINTER BREAK | 12/20 | 01/04/04 | 12/25 CHRISTMAS |

2003 Medical Assisting DAY CLASSES

| START DATE | END DATE |
|------------|----------|
| 1/30 | 2/27 |
| 2/28 | 3/27 |
| 4/7 | 5/3 |
| 5/7 | 6/4 |
| 6/5 | 7/9 |
| 7/10 | 8/6 |
| 8/7 | 9/4 |
| 9/8 | 10/3 |
| 10/6 | 10/31 |
| 11/3 | 12/2 |
| 12/4 | |

2003 Medical Assisting EVENING CLASSES

| START DATE | END DATE |
|------------|----------|
| 1/29 | 2/26 |
| 3/3 | 3/27 |
| 4/7 | 5/1 |
| 5/5 | 6/2 |
| 6/4 | 7/8 |
| 7/9 | 8/5 |
| 8/6 | 9/3 |
| 9/8 | 10/2 |
| 10/6 | 10/30 |
| 11/3 | 12/1 |
| 12/2 | |

| 2003 HOLIDAY SCHEDULE | |
|------------------------------|--------------------|
| January 20, 2003 | Martin Luther King |
| February 17, 2003 | President's Day |
| March 29 - April 6, 2003 | Spring Break |
| April 18, 2003 | Good Friday |
| May 26, 2003 | Memorial Day |
| June 28, 2003 - July 6, 2003 | Summer Break |
| September 1, 2003 | Labor Day |
| November 27, 2003 | Thanksgiving |
| December 25, 2003 | Christmas |

* Holidays will be made up the first available Friday

**2004 Start Schedule
Nova Classes
All Shifts**

| | |
|-----------------------|----------|
| First Quarter | |
| 1/5/04 | 1/30/04 |
| 2/2/04 | 2/27/04 |
| 3/1/04 | 4/2/04 |
| Second Quarter | |
| 4/5/04 | 4/30/04 |
| 5/3/04 | 5/28/04 |
| 6/1/04 | 6/25/04 |
| Third Quarter | |
| 6/28/04 | 7/30/04 |
| 8/2/04 | 8/27/04 |
| 8/30/04 | 9/24/04 |
| Fourth Quarter | |
| 9/27/04 | 10/22/04 |
| 10/25/04 | 11/19/04 |
| 11/22/04 | 12/17/04 |

Spring Break March 15th to March 19th

Summer Break July 12th to July 16th

**2004 Start Schedule
Medical Assisting
DAY CLASSES**

| DAY SCHEDULE | |
|---------------------|----------|
| START DATE | END DATE |
| 12/04/03 | 1/14/04 |
| 1/15/04 | 2/12/04 |
| 2/13/04 | 3/12/04 |
| SPRING BREAK | |
| 3/22/04 | 4/19/04 |
| 4/21/04 | 5/18/04 |
| 5/20/04 | 6/17/04 |
| 6/18/04 | 7/16/04 |
| SUMMER BREAK | |
| 7/26/04 | 8/20/04 |
| 8/24/04 | 9/21/04 |
| 8/24/04 | 9/21/04 |
| 9/22/04 | 10/19/04 |
| 10/20/04 | 11/16/04 |
| 11/18/04 | 12/17/04 |

**2004 Start Schedule
Medical Assisting
EVENING CLASSES**

| START DATE | END DATE |
|--------------|----------|
| 12/03/03 | 1/13/04 |
| 1/14/04 | 2/11/04 |
| 2/12/04 | 3/11/04 |
| Spring Break | |
| 3/22/04 | 4/15/04 |
| 4/19/04 | 5/13/04 |
| 5/17/04 | 6/14/04 |
| 6/16/04 | 7/14/04 |
| Summer Break | |
| 7/26/04 | 8/19/04 |
| 8/23/04 | 9/20/04 |
| 9/22/04 | 10/19/04 |
| 10/20/04 | 11/16/04 |
| 11/18/04 | 12/16/04 |

2004 HOLIDAY SCHEDULE

| | |
|-------------------------------------|--------------------|
| January 19, 2004 | Martin Luther King |
| February 16, 2004 | President's Day |
| April 9, 2004 | Spring Holiday |
| May 31, 2004 | Memorial Day |
| July 5, 2004 | Independence Day |
| September 6, 2004 | Labor Day |
| November 25,26 | Thanksgiving |
| December 20, 2004 – January 5, 2005 | Christmas Break |

* Holidays will be made up the first available Friday.