2002-2003 CATALOG

Georgia Medical Institute

Atlanta GMI Dekalb 0702

1706 Northeast Expressway
Atlanta, GA 30329
(404) 327-8787
www.cci.edu

This campus is a branch of:
National Institute of Technology
5514 Big Tyler Road
Cross Lanes, West Virginia 25313
(304) 776-6290
(800) 626-8379

Accredited by the Accrediting Commission of Career Schools and
Colleges of Technology and
Approved and Regulated by the Nonpublic Postsecondary
Education Commission, Tucker, GA.

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.

School President

Table of Contents

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 and Description

The Georgia Medical Institute campus in Atlanta, GA, on the east side of the Atlanta metroplex, began classes in May 2000 under the name National Institute of Technology. In July 2002, the school name was changed to Georgia Medical Institute. It occupies approximately 18,000 square feet comprised of classrooms, laboratories, student lounge, resource center, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The campus is conveniently located on the frontage road on the west side of the Northeast Expressway (Interstate 85) just south of Clairmont Road. The school occupies the first and second floors of its own stand-alone building. Ample parking is available on-site. In addition public transportation is available on the frontage road.

Educational Philosophy

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

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

Statement of Non-Discrimination

Corinthian 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 IV - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the School President. The School President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

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.
- Approved and regulated by the Nonpublic Postsecondary Education Commission, Tucker, GA.
- Eligible institution under Federal Stafford Federal Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work- Study (FWS) programs.

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

Administration

Tony Galang	Campus President	BS in Zoology (pre-medicine) Licensed Financial Planner and Investment Advisor
John A. England	Director of Education	Ph.D. in Business Administration MBA in Business Administration
Preston King	Director of Admissions	BS in Marketing
Krista E. Eckhart	Director of Placement	BA in Psychology
Donna Johnson-Smith	Director of Finance	BS in Management
Sherry Lee	Registrar	
Tanji N. Gibson	Librarian	MLS in Library Science BA in Business Administration Certified Librarian
Randall D. Sisk	Externship Coordinator	Certified Phlebotomist Certified Orthopedic Technician
Lisa D. Newby	Student Services Coordinator	
Larry Johnson	Senior Admissions Representative	
Carrie M. Hill	Admissions Representative	BA in Communications
Joan Kober	Admissions Representative	
Elena Panchana	Admissions Representative	BS in Computer Information Systems
Eunice Pickett	Admissions Representative	
Charlotte Green	Financial Aid Officer	
Plexda Wilson	Financial Aid Officer	BS in Business Management
Nikeshia Huston	Bookkeeper	AS in Accounting

Faculty

Computer Office Technologies and Applications Program

* Wm. Terry Freeland	MBA in Business Administration BBA in Business Administration AAT in Automated Manufacturing/Robotics
Sherri L. Harris	BS in Computer Science AAS in Computer Science Certified Reading and Mathematics Instructor
Jeffrey A. Martinez	AAS in Electronic Engineering A+ Certification Network+ Certification Microsoft Certified Professional (MCP) Certified Microsoft Office User Specialist (MOUS)
William N. Jamerson, Jr.	MBA in Accounting BA in Political Science Certified Public Accountant (CPA) A+ Certification

* Department Chair

Dialysis Technician Program

* Marilyn V. Pittman-Gray	BS in Adult Education Licensed Practical Nurse (LPN) Bonent Certification (Dialysis)
Victoria A. Coburn	AAS degree in Nursing Licensed Practical Nurse (LPN) Registered Professional Nurse (RN)
Christine M. McClure	Licensed Practical Nurse (LPN)
Henrietta Hutton	AS in Photography Art Diploma in Medical Assistant Patient Care Technician (PCT) Bonent Certification (Dialysis)
Nelia Reid	Certificate in Medical Assistant Patient Care Technician (PCT)

* Program Director

Medical Insurance Billing/Coding Program

* Maya I. Patterson	Certified Professional Coder (CPC) Certificates in Computerized Medical Billing, Coding, Physician Billing/Reimbursement
Wanda Feaster	BS in Health Information Management Certified Coding Specialist (CCS-P) Certified Professional Coder
Ivy Harris	Certified Patient Account Technician (CPAT)
Darlene Singleton-Headley	Certified Insurance Coding Specialist (CICS)

* Lead Instructor

Network Administration Program

Richard J. Hart	BS in Business Administration Microsoft Certified Professional (MCP) Microsoft Certified Trainer (MCT) Microsoft Certified Systems Engineer (MCSE, MCP+I, MCSA) A+ Certification Network+ Certification Certified Purchasing Manager (CPM)
William H. Moore	BIS in Business Management Microsoft Certified Systems Engineer (MCSE, MCP+I) A+ Certification Cisco Certification (CCNA) Certified Internet Webmaster (CIA)
Roland M. Robinson	Microsoft Certified Professional (MCP) Microsoft Certified Systems Engineer (MCSE, MCP+I) A+ Certification Network+ Certification Citrix Certified Instructor Citrix Certified Administrator Cisco Certification (CCNA)

Respiratory Care Program

* Terri L. McQuiddy	BS in Cardiopulmonary Sciences AS in Respiratory Care AA in General Studies Registered Respiratory Therapist (RRT)
Keith Avant	AS in Respiratory Therapy Registered Respiratory Therapist (RRT)
Victoria Ayers-Hohn	BS in Respiratory Therapy Registered Respiratory Therapist (RRT)
Brenda K. Batts	MPH in Public Health BS in Cardiopulmonary Sciences Registered Respiratory Therapist (RRT)
Lisa M. Hardy	BS in Exercise Science BS in Respiratory Therapy Registered Respiratory Therapist (RRT)
Nitalia J. Harris	AS in Respiratory Therapy AAS in Applied Sciences Registered Respiratory Therapist (RRT)
Kimberly C. LeDay	BS in Respiratory Therapy AAS in Respiratory Therapy Registered Respiratory Therapist (RRT)

* Program Director

Respiratory Care Program (continued)

Michael R. Tissue	MS in Respiratory Therapy BS in Respiratory Therapy AAS in Echocardiography AAS in Respiratory Therapy AAS in Pulmonary Diagnostics AAS in Invasive Cardiology Registered Cardiovascular Invasive Specialist (RCIS) Registered Cardiac Sonographer (RCS) Registered Pulmonary Function Technologist (RPFT) Registered Respiratory Therapist (RRT) Perinatal/Pediatric Specialist
Akisa T. Weaver	MA in Public Administration BS in Cardiopulmonary Sciences Registered Respiratory Therapist (RRT)
Anthony L. Wright	AS in Respiratory Therapy Registered Respiratory Therapist (RRT)
Yolanda A. Yates	AAS in Respiratory Therapy Registered Respiratory Therapist (RRT) Certified Personal Trainer

Hours of Operation

Office:

8:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School:

Computer Office Technologies and Applications		
Morning Schedule	Afternoon Schedule	Evening Schedule
Monday - Friday	Monday - Thursday	Monday - Thursday
9:00am - 12:50pm	1:00pm - 5:50pm	6:00pm - 10:50pm

Dialysis Technician		
Morning Schedule	Afternoon Schedule	Evening Schedule
Monday - Friday	Monday - Thursday	Monday - Thursday
8:00am - 12:00pm	12:30pm - 5:20pm	6:00pm - 10:50pm

Medical Insurance Billing/Coding		
Morning Schedule	Afternoon Schedule	Evening Schedule
Monday - Friday	Monday - Thursday	Monday - Thursday
8:00am - 12:00pm	12:30pm - 5:20pm	6:00pm - 10:50pm

Network Administration		
Morning Schedule	Afternoon Schedule	Evening Schedule
Monday - Thursday *	Monday - Thursday *	Monday - Thursday *
9:00am - 12:50pm	1:00pm - 5:50pm	6:00pm - 9:50pm

* Lab Hours:
    Friday 9:00am - 12:50pm   Monday - Thursday 9:50 - 10:50pm

Respiratory Care		
Morning Schedule	Afternoon Schedule	Evening Schedule

General Education/General Studies Courses
    Monday – Friday   Monday - Thursday
    9:00am - 12:50pm   6:00pm - 10:50pm

Major Core Courses
    Monday – Thursday *   Monday - Thursday *
    9:00am - 12:50pm   6:00pm – 9:50pm

Major Core Courses during Clinical Rotation
                      Monday – Thursday *
                      12:00pm - 5:00pm

* Lab Hours/Tutorials/Remediation Training:
    Friday 10:00am - 12:00pm

Exceptions (All Programs)
Externship Training and Clinical Rotation Hours of Instruction vary by the program of study and the site to which the student has been assigned. [Students must be available for any shift assignment – AM, PM, Night or

Weekend and have the ability to travel to any clinical or externship assignment within a 75-mile radius of the campus.]

Hours of Instruction for Campus Practice and Review, Remediation, Field Trips and Tutorials will be established by the applicable Program Director and will vary by program and training specifics.

Standard Hours for Class Breaks		
Morning Schedule	Afternoon Schedule	Evening Schedule
8:50 - 9:00	1:20 - 1:30	6:50 - 7:00
9:50 - 10:10	2:20 - 2:40	7:50 - 8:10
11:00 - 11:10	3:30 - 3:40	9:00 - 9:10

Note:
Class breaks may vary depending on the hours of instruction, course of study, scheduled class/course calendar of events, lab and class assignments, testing, etc.

Instructors will advise students of changes in class breaks as applicable to assure the effective and efficient delivery of course curriculum and maintain compliance with program objectives.

Academic Calendars

Computer Office Technologies and Applications			
2002			
Start Dates		**End Dates ***	
Apr 29	Mon	Jun 7	Fri
Jun 10	Tue	Jul 26	Fri
Jul 29	Mon	Sep 6	Fri
Sep 9	Mon	Oct 18	Fri
Oct 21	Mon	Nov 27	Wed
Dec 2	Mon	Jan 24 '03	Fri
2003			
Start Dates		**End Dates***	
Jan 27	Mon	Mar 7	Fri
Mar 10	Mon	Apr 25	Fri
Apr 28	Mon	Jun 6	Fri
Jun 9	Mon	Jul 25	Fri
Jul 28	Mon	Sep 5	Fri
Sept 8	Mon	Oct 17	Fri
Oct 20	Mon	Nov 26	Fri
Dec 1	Mon	Jan 23 '04	Fri

Network Administration and Respiratory Care			
2002			
Start Dates		**End Dates**	
Apr 29	Mon	Jul 25	Thu
Jul 29	Mon	Oct 17	Thu
Oct 21	Mon	Jan 23 '03	Thu
2003			
Start Dates		**End Dates***	
Jan 27	Mon	Apr 25	Fri
Apr 28	Mon	Jul 25	Fri
Jul 28	Mon	Oct 17	Fri
Oct 20	Mon	Jan 23'04	Fri

Dialysis Technician and Medical Insurance Billing/Coding			
2002			
Start Dates		**End Dates***	
Apr 29	Mon	May 24	Fri
May 28	Tue	Jun 21	Fri
Jun 24	Mon	Jul 26	Fri
Jul 29	Mon	Aug 23	Fri
Aug 26	Mon	Sept 20	Fri
Sept 23	Mon	Oct 18	Fri
Oct 21	Mon	Nov 15	Fri
Nov 18	Mon	Dec 13	Fri
Dec 16	Mon	Jan 24 '03	Fri
2003			
Start Dates		**End Dates***	
Jan 27	Mon	Feb 21	Fri
Feb 24	Mon	Mar 21	Fri
Mar 24	Mon	Apr 25	Fri
Apr 28	Mon	May 23	Fri
May 27	Tue	Jun 20	Fri
Jun 23	Mon	Jul 25	Fri
Jul 28	Mon	Aug 22	Fri
Aug 25	Mon	Sept 19	Fri
Sept 22	Mon	Oct 17	Fri
Oct 20	Mon	Nov 14	Fri
Nov 17	Mon	Dec 12	Fri
Dec 15	Mon	Jan 23 '04	Fri

Student Holidays

	2002	2003
New Year's Day	Jan 1	Jan 1
Martin Luther King, Jr. Day	Jan 21	Jan 20
President's Day	Feb 18	Feb 17
Spring Recess	Apr 8 - 12	Apr 7 - 11
Memorial Day	May 27	May 26
Summer Recess	Jul 1 - 5	Jun 30 - Jul 4
Labor Day	Sep 2	Sep 1
Thanksgiving	Nov 28 - 29	Nov 27 - 28
Winter Recess	Dec 23 - Jan 3 '03	Dec 22 - Jan 2 '04

* Afternoon/Evening Programs end on Thursday

New Student Orientation Schedule

	2002	2003
All Programs of Study	Jan 24	Jan 23
Dialysis Technician & Medical Insurance Billing/Coding	Feb 21	Feb 20
Computer Office Technologies and Applications	Mar 7	Mar 6
Dialysis Technician & Medical Insurance Billing Coding	Mar 21	Mar 20
All Programs of Study	Apr 25	Apr 24
Dialysis Technician & Medical Insurance Billing/Coding	May 23	May 22
Computer Office Technologies and Applications	Jun 6	Jun 5
Dialysis Technician & Medical Insurance Billing Coding	Jun 20	Jun 19
All Programs of Study	Jul 25	Jul 24
Dialysis Technician & Medical Insurance Billing/Coding	Aug 22	Aug 21
Computer Office Technologies and Applications	Sep 5	Sep 4
Dialysis Technician & Medical Insurance Billing Coding	Sep 19	Sep 18
All Programs of Study	Oct 17	Oct 16
Dialysis Technician & Medical Insurance Billing/Coding	Nov 14	Nov 13
Computer Office Technologies and Applications	Nov 27	Nov 25
Dialysis Technician & Medical Insurance Billing Coding	Dec 12	Dec 11
All Programs of Study		Jan 22 '04

Modular Programs

The Computer Office Technologies and Applications, Dialysis Technician and Medical Insurance Billing/Coding Programs are modular programs. A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

Computer Office Technologies and Applications Program

Diploma Program – 9 Months
720 Clock Hours/56.0 Credit Units
DOT:

Word Processing	203.382-030
Computer Operator	213.362-010

The Computer Office Technologies and Applications program provides both technical and practical training that will enable the office professional to function as a competent assistant to management staff. The program provides the student with the basic knowledge of and practice in computer skills, writing and math skills. The focus of the program is to prepare graduates to utilize the various programs of the Microsoft Office software suite of applications to their utmost capabilities, thus increasing the level of productivity and value of the graduate to the office team. Graduates will qualify for the wide range of entry level administrative assistant occupations such as office tech, administrative assistant, executive assistance, administrative support tech, data entry clerks, sales support assistant, accounting support assistant, and internal help desk.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Computer Fundamentals and Business Math	120	9.0
Module B	Word Processing Skills	120	9.0
Module C	English Composition and Office Skills	120	11.0
Module D	Spreadsheet Skills	120	9.0
Module E	Presentation Skills	120	9.0
Module F	Database Management and Electronic Communication	120	9.0
	Program Total	**720**	**56.**0

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, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

Module A Computer Fundamentals and Business Math
60/60/9.0
In this module, students will be introduced to the fundamentals of computers, keyboarding skills, and mathematics as it relates to business use. Subjects covered include, but are not limited to:

- The history of microcomputers
- Interacting with your computer
- Exploring the Windows 98 desktop
- Exploring disk organization
- Working with percents
- Interest and discounts
- How microcomputers work
- Storing information in a computer
- Investigating your computer
- Working with fractions
- Business and consumer math
- Alphabet practice

- Word-level keyboarding practice
- Horizontal/vertical reaches
- Frequently-used words practice

Module B Word Processing Skills
60/60/9.0
In this module, students will become proficient in word processing and office procedures. Subjects covered include, but are not limited to:
- Producing and printing documents
- Applying character, paragraph, and document formatting
- Mail merge
- Creating and manipulating graphics
- Using advanced features of Microsoft Word
- Electronic file organization
- Creating, editing, and printing tables
- Constructing tables
- Creating and using templates

Module C English Composition and Office Skills
100/20/11.0
In this module, students will become proficient in writing documents. Subjects covered include, but are not limited to:
- Identifying parts of speech
- Proofreading accurately
- Writing effective business communications
- Working with office technology
- Preparing travel arrangements
- Assisting in meeting preparation
- Composing grammatically-correct sentences, paragraphs, and documents
- Developing report planning and research skills
- Utilizing the world wide web for research/information gathering
- Communicating effectively

Module D Spreadsheet Skills
60/60/9.0
In this module, students will become proficient in computerized accounting using Microsoft Excel spreadsheets. Subjects covered include, but are not limited to:
- Creating spreadsheet cells, columns and rows
- Working with multiple workbooks
- Creating and editing charts within a spreadsheet
- Entering numbers and tables and creating simple formulas
- Using advanced features of Microsoft Excel

Module E Presentation Skills
60/60/9.0
In this module, students will become proficient in Microsoft PowerPoint and gain experience in the planning and practice of delivering an effective speech. Subjects covered include, but are not limited to:
- Creating, editing, presenting, saving, and printing a presentation.
- Creating and manipulating graphics for use in a presentation
- Delivering an effective speech
- Adding special features and animation to presentations.
- Planning effective presentation timing using slide transitions

Module F Database Management & Electronic Communication
60/60/9.0
In this module, students will become proficient in database fundamentals using Microsoft Access and email through the use of Microsoft Outlook. Subjects covered include, but are not limited to:
- Database fundamentals
- Working with records, tables, data, and other database components
- Using templates and wizards in creating a database
- Using advanced features of Outlook
- Using advanced features in Access
- Electronic communication fundamentals
- Creating, editing, sending, saving, and organizing email
- Using the calendar, address book, and contacts features in Outlook

Dialysis Technician Program

Diploma Program - 8 Months
720 Clock Hours/46.0 Credit Units
DOT: Dialysis Technician   078.362-014

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

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

The Dialysis Technician Program is a 720 Clock Hour/46 Credit Unit course of study, consisting of eight individual self-contained learning units, called modules. Students are required to complete modules A through G, beginning with any module and continuing in any sequence until all seven modules have been completed. These seven modules stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G, students participate in the eighth module, called an externship, which consists of 160 Clock Hours of hands-on experience working in the field of hemodialysis.

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

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	The Dialysis Environment	80	7.0
Module B	Principles of Dialysis and Renal Failure	80	7.0
Module C	Hemodialysis Devices	80	6.0
Module D	Hemodialysis Procedures	80	5.0
Module E	Dialyzer Reprocessing	80	5.0
Module F	Water Treatment	80	5.0
Module G	Vascular Access	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**46.0**

Major Equipment

Classroom model of kidney
Portable CPR manikins
Venipuncture training arm
Mayo stand

IV pole with table attachment
Sphygmomanometers with B/P cuffs
Dialysis machine

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, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

Module A The Dialysis Environment
60/20/7.0
Most beginning students lack an overall sense of the context of dialysis. This introductory module describes the history of dialysis, including the development of the technology and the Medicare End-stage Renal Disease Program. This module also introduces issues in quality of dialysis care and ways to measure that quality, including continuous quality improvement and the development of clinical practice guidelines. Finally, this module describes three national professional organizations for dialysis technicians, and discusses professionalism in the dialysis setting.

Module B Principles of Dialysis and Renal Failure
60/20/7.0
Although many of the aspects of dialysis treatment involve equipment and technical devices, every new technician must learn that the patient is the most important aspect of his or her job. By understanding both the principles of dialysis and the patient's experiences, the technician will be better able to communicate causes of the patient's symptoms and/or complications. In addition to studying the scientific principles behind dialysis at a basic level, in this module the student will learn about normal renal function and what happens when the kidneys no longer work. How dialysis removes excess fluid and waste from the patient's body is addressed. Also discussed is the application of the dialysis prescription in order to describe how the elements of the prescription work together to provide adequate dialysis. Finally, this module compares the functions of dialysis to the functions of the kidneys to help the student understand why dialysis cannot replace all the functions of healthy kidneys and why following the dialysis prescription is vitally important to the patient's well-being.

Module C Hemodialysis Devices
40/40/6.0
Impressive technical advances over the past half century have combined to make dialysis an increasingly safe, effective, and efficient treatment for patients with renal failure. Dialyzers and dialyzer effectiveness, dialysate, and hemodialysis delivery systems are described as the vital aspects of dialysis equipment. Monitoring devices are described, and the importance of careful monitoring is emphasized, with the technician being described as the most important monitor of a patient's hemodialysis treatment. Measuring dialysis adequacy and factors that can affect the hemodialysis treatment are also discussed.

Module D Hemodialysis Procedures and Complications
20/60/5.0
Every facility has developed preferred methods for performing dialysis-related tasks. The specific techniques used at a given facility for individual steps in a procedure should be passed on to the new technician by a preceptor or teacher who can demonstrate step-by-step processes. This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to equipment clean-up. Each procedure is named and defined, with a description and purpose providing the reason for the procedure and key points offering suggestions, tips, cautions, and guidelines. In addition to treatment procedures, this module covers patient and staff safety issues including moving a patient, dealing with emergency situations, and preventing infection and disease in the unit. General issues, such as medication administration, laboratory tests, and documentation, are also covered in detail. This module also contains detailed charts describing complications that can occur during dialysis, how to recognize them, how to treat them, and how to prevent them.

Module E Dialyzer Reprocessing
20/60/5.0
Performed correctly, dialyzer reprocessing can mean economic savings and increased patient well-being. This module describes the history of dialyzer reprocessing and the benefits and risks for patients and staff. Safe handling of cleaning solutions and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation of a new dialyzer to documenting every step of the process. National regulations and guidelines on dialyzer reprocessing are discussed, including AAMI, FDA, and OSHA.

Module F Water Treatment
20/60/5.0
The large volume of water used in dialysis means that dialysis water quality is vitally important to patient safety. This module explains the purpose of water treatment and the contaminants that must be removed to prevent harm to patients. The components of the water treatment system are described, and the student will learn how to monitor each piece of equipment to ensure that it is functioning correctly. AAMI and EPA regulations regarding water quality and water treatment are described.

Module G Vascular Access
40/40/6.0
The patient's vascular access is his or her lifeline-without a properly functioning access, the patient cannot receive adequate dialysis. This module describes historic and modern types of vascular access and the risks and benefits of each. Management and care of the access is an important aspect of technician training, as is an understanding of complications that can occur with a vascular access; both topics are discussed in detail. Guidelines for access care and improvement of vascular access outcomes are covered to stress the importance of good access care by both patients and staff.

Module X Externship
00/160/5.0
Upon successful completion of classroom training, Dialysis Technician students participate in a 160-hour externship. Serving in an externship at an approved facility, gives externs an opportunity to work with the principles and practices obtained in the classroom. During this phase of training, students work under the direct supervision of a Registered Nurse, who will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the student's permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Medical Insurance Billing/Coding

Diploma Program - 5 Months
480 Clock Hours/29.0 Credit Units
DOT: Health Claims Examiner/Medical Billing   214.362-022

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

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

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

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

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

Program Outline

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

Major Equipment

Calculators
Personal Computers

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, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

Module A Medical Insurance
40/40/6.0
Module A develops proficiency in preparing and processing insurance claims. Students are introduced to various types of health care plans. Students will be introduced to and practice skills in obtaining correct ICD-9 and CPT codes. Students will also practice obtaining information from patient charts, this includes interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module B Claims Processing and Financial and Legal Management
40/40/6.0
Module B prepares the student by identifying information necessary for accurate documentation to the patient's financial records. Students practice posting to the patient's financial record by computer and manual systems. Application of deductibles, co-pays and other benefit calculations are introduced. Legal considerations including confidentiality, error coding and insurance fraud are studied. Students practice their communications skills as it pertains to their field. This will include telephone management of insurance claim inquiries, authorization, applications to FAX and Internet communication. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module C Current Procedural Coding / CPT Codes
40/40/6.0
Students will practice using the correct application of CPT codes as they relate to common medical procedures using the CPT Manual. HCPCS applications and HCFA are also covered, as well as the use of modifiers and other reimbursement topics. Students will review case studies, preparing insurance claims using CPT codes. Special emphasis is placed on procedural and diagnostic terminology as well as the proper code for each term. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module D Diagnostic Coding / ICD-9
40/40/6.0
Module D will prepare students in the proper selection and use of ICD-9 codes as they relate to common medical disorders and diseases. Students will practice with case studies determining patient benefits and financial responsibilities. Compatibility between ICD-9 and CPT coding is stressed. DRGs are also reviewed. Special emphasis is placed on procedural and diagnostic terminology for specialists, as well as the proper code for each term. Students will also become familiar with essential medical terminology. Students will develop speed and accuracy on the computer keyboard throughout the program. Professionalism in dress, behavior and attitude are presented throughout the program.

Module X Externship
0/160/5.0
Upon successful completion of classroom training, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Quarter Programs

The Respiratory Care and Network Administration Programs are quarter-based programs. A quarter is a term approximately 12 weeks in length. All programs are measured in Quarter Credit Units.

Network Administration (NA) Program

Diploma Program - 15 Months (5 Quarters)
920 Clock Hours/72.0 Credit Units
DOT:
Business Systems Networking and Telecommunications   52.1204

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level systems engineer or network administrator.

Upon successful completion of all areas of the 15-month program, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours	Credit Hours
CGS 1270	Introduction to Desktop Computing	50	4.0
CGS 1275	Computer Operating Systems	50	4.0
CGS 1280	Computer Hardware Concepts	50	4.0
CEN 1800	Diagnostics and Troubleshooting	30	2.0
CGS 1300	Computer Networking Fundamentals	30	2.0
CEN 1335	UNIX Operating System	50	4.0
CEN 2100	Linux Operating System	50	4.0
CEN 1505	Novell Administration I	50	4.0
CEN 2505	Novell Administration II	50	4.0
CET 1600C	Cisco Routers I	50	4.0
CEN 2531	Cisco Routers II	50	4.0
CGS 2210	Windows 2000 Professional	50	4.0
CEN 2306	Windows 2000 Server	50	4.0
CEN 2320	Windows 2000 Network Infrastructure	50	4.0
CEN 2600	Windows 2000 Directory Services Infrastructure I	30	2.0
CEN 2650	Windows 2000 Directory Services Infrastructure II	50	4.0
CEN 2700	Windows 2000 Directory Services Design	50	4.0
CEN 2711	Implementing and Supporting Microsoft Proxy Server	50	4.0
CEN 2720	Implementing and Supporting Microsoft Exchange Server	50	4.0
SLS 1341	Professional Development	30	2.0
	Program Total	**920**	**72.0**

Course Descriptions

Course descriptions include the course 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 course consists of 40 hours of lecture/theory, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

CEN 1800 Diagnostics and Troubleshooting
10/20/2.0
This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1280 and CGS 1275.

CEN 1335 UNIX Operating System
30/20/4.0
This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO.

CEN 2100 Linux Operating System
30/20/4.0
This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs.

CEN 1505 Novell Administration I
30/20/4.0
This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300.

CEN 2306 Windows 2000 Server
30/20/4.0
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Other topics to be covered include administering Active Directory, monitoring system performance, administering remote access, and managing access to Web-based resources. Prerequisite: CGS 1300.

CEN 2320 Windows 2000 Network Infrastructure
30/20/4.0
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Specific topics include using WINS and DNS, deploying DHCP, installing remote access services, and Internet protocol security. Prerequisites: CGS 2210 and CEN 2306.

CEN 2505 Novell Administration II
30/20/4.0
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505.

CEN 2530 Cisco Routers I
30/20/4.0
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300.

CEN 2531 Cisco Routers II
30/20/4.0
This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CEN 2530.

CEN 2600 Windows 2000 Directory Services Infrastructure I
10/20/2.0
Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, administration of Group and User accounts, and planning and installing Domains in a Windows 2000 network. Prerequisite: CEN 2320.

CEN 2650 Windows 2000 Directory Services Infrastructure II
30/20/4.0
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600.

CEN 2700 Windows 2000 Directory Services Design
30/20/4.0
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650.

CEN 2711 Implementing and Supporting Microsoft Proxy Server
30/20/4.0
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy Server. Topics discussed in class include installing Proxy and configuring clients, planning security, designing ASP applications, creating virtual directories and servers, and the Microsoft Management Console (MMC). Prerequisites: CEN 2306 and CEN 2320.

CEN 2720 Implementing and Supporting Microsoft Exchange Server
30/20/4.0
This course provides students the ability to set up and support Microsoft Exchange Server. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server. Specific topics include configuring Exchange Server clients, configuring public folders, optimizing Exchange Server, remote access and connectivity, and communication with different email systems. Prerequisites: CEN 2306 and CEN 2320.

CGS 1270 Introduction to Desktop Computing
30/20/4.0
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills.

CGS 1275 Computer Operating Systems
30/20/4.0
This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270.

CGS 1280 Computer Hardware Concepts
30/20/4.0
This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS 1270.

CGS 1300 Computer Networking Fundamentals
10/20/2.0
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network.

CGS 2210 Windows 2000 Professional
30/20/4.0
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience in a Windows 2000 Professional desktop environment. Topics to be covered include: installing, configuring and administering Windows 2000 Professional, implementing the TCP/IP protocol, and network security concepts. Prerequisite: CGS 1300.

SLS 1055 Professional Development
10/20/2.0
This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers.

Respiratory Care

Associate Degree Program – 21 Months (7 Quarters)
1,670 Clock Hours / 108.0 Credit Units
DOT:
Respiratory Therapist   076.361-014

This program is designed to provide graduates with the knowledge and practical skills needed for employment as a Respiratory Therapist in an acute care hospital or other facility.

The Respiratory Care Practitioner (RCP) is a key member of the medical team, specializing in diagnostics, treatments and procedures in the care of patients with respiratory problems. The graduate will be prepared to take the entry-level certification examination of the National Board for Respiratory Care. The program combines relevant academic studies in the classroom with clinical training in hospitals.

Completion of the Respiratory Care program is acknowledged by the awarding of an Associate of Science Degree with a major in Respiratory Therapy.

Program Outline

Course Number		Course Title	Clock Hours	Credit Units
General Education Requirements				
BIO	101	Anatomy and Physiology	40	4
ENC	1108	English Composition I	40	4
ENC	1109	English Composition II	40	4
MAC	1000	College Business Mathematics	40	4
PSY	2015	General Psychology	40	4
SPC	2016	Oral Communication	40	4
College Core Requirements				
CGS	1503	Introduction to Windows	50	4
OST	1145A	Speed-Building Skills	40	2
MEA	1239	Medical Terminology	40	4
Major Core Requirements				
BIO	102	Microbiology	40	4
CHM	101	General Chemistry	40	4
PHY	101	Physics Mechanics	40	4
RT	101	Integrated Sciences	80	7
RT	102	Medical Gas Therapy	80	7
RT	103	Clinical Applications/Therapeutics	80	7
RT	201	Clinical Medicine I	140	6
RT	202A	Clinical Medicine II	120	6
RT	301	Pulmonary Functions and Cardiopulmonary Pathophysiology	140	6
RT	302A	Continuous Mechanical Ventilation I	170	6
RT	303A	Continuous Mechanical Ventilation II	170	6
RT	304A	Clinical Medicine III and Prof. Dev.	180	9
RT	305	Respiratory Care Review	20	2
		Program Total	**1,670**	**108**

Course Descriptions

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

BIO 101 Anatomy and Physiology
40/0/4.0
This course focuses on the basic normal structure and function of the human body. Topics include an overview of each body system, how systems coordinate activities to maintain a balanced state, recognizing deviations from the normal, and medical terminology including word structure and terms related to body structure and function. Prerequisite: MEA 1239

BIO 102 Microbiology
40/0/4.0
This course provides an introduction to infectious disease agents of significance in individual and community health settings. The course also reviews the characteristics, symptoms, diagnosis, control, and treatment of infectious diseases. Prerequisite: None

CGS 1503 Introduction to Windows
30/20/4.0
This course provides an introduction to desktop computing. There is an emphasis on learning the software applications and accessories that is a part of the Microsoft windows operating system. Essential computing skills such as using icons, creating desktop shortcuts, performing system checkups and completing minor system diagnostics will be covered. Other topics that will be discussed include computer system architecture, virus protection software, multimedia software, and the Internet. Prerequisite: None

CHM 101 General Chemistry
40/0/4.0
This course covers the basic principles of general, organic, and biochemistry designed for allied health profession majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Prerequisite: None

ENC 1106 English Composition I
40/0/4.0
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None

ENC 1107 English Composition II
40/0/0/4.0
This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the student's skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106

MAC 1000 College Business Mathematics
40/0/4.0
This course instructs students on a variety of calculations commonly used in business. The course includes a review of basic mathematics such as whole numbers, decimals and fractions. Emphasis is placed on business problem solving, use equations, formulas, percentages, and other business math tools. This course will combine lecture, demonstration, discussions, and problem solving. Prerequisite: None

MEA 1239 Medical Terminology
40/0/4.0
This course provides the student with a fundamental knowledge of medical terminology by providing spelling, construction, and definitions of an exhaustive list of medical terms through practice, repetition, and detailed explanation. Topics include word origins, word building, abbreviations and symbols, and medical, surgical, diagnostic, and additional terms related to specific body systems. Prerequisite: None

OST 1145A Speed-Building Skills
0/40/2.0
This course develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, random letter, symbol, and number drills. Focus of the course will be on practices such as punctuation, numbers, symbol, keypad, and word family practice. Prerequisite: None

PSY 2014 General Psychology
40/0/4.0
This course is designed to provide students with an understanding of the general principles and theories underlying modern psychology. Prerequisite: None

PHY 101 Physics Mechanics
40/0/4.0
This course covers statics, motions of particles and rigid bodies, vibratory motion, gravitation, properties of matter, flow of fluids. Prerequisite: None

SPC 2016 Oral Communications
40/0/4.0
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: ENC 1106

RT 101 Integrated Sciences
60/20/7.0
This course introduces the students to college policy, the role of the RCP, and hospital organization. In addition students learn medical terminology and the metric conversions required in respiratory therapy. Cardiopulmonary anatomy and physiology and pulmonary mechanics are studied. Prerequisite: None

RT 102 Medical Gas Therapy
60/20/7.0
In this course students learn to recognize normal and abnormal arterial blood gas results, gas physics, oxygen, aerosol and humidity therapy. Students learn the conditions that indicate the use of oxygen therapy, the potential hazards, the different oxygen delivery devices, and how to assemble and troubleshoot all necessary equipment. Prerequisite: RT 101

RT 103 Clinical Applications & Therapeutics
60/20/7.0
In this course the student learns to describe, define and calculate drugs used in Respiratory Care. The student learns the mechanics of bronchodilation and specific bronchodilators used, their receptor sites, duration and dosage. An understanding of the indications, dosages and effects of Xanthines, Parasympatholytics, Steroids, and Cromolyn Sodium are presented. The types and uses of mucokinetics are studied. The student will learn to perform and know indications and contraindications for hyperinflation therapy along with equipment utilized. The student will learn theory and perform CPR. Students also learn to perform patient assessment and auscultation, and are able to describe various sounds. Prerequisite: RT 102

RT 201 Clinical Medicine I
20/120/6.0
This course is designed for students to work in both a classroom and clinical site environment. Students learn to perform patient assessments including the need for and application of secretion removal techniques. Students also learn to identify common pathogenic organisms and the various isolation and sterilization techniques. Prerequisite: RT 103

RT 202A Clinical Medicine II
30/90/6.0
In this course students learn to maintain and manage patient's artificial airway. An understanding of the techniques of analysis of arterial blood gas samples and the physiology involved with various arterial blood gas states is presented. Prerequisite: RT 201

RT 301 Pulmonary Functions and Cardiopulmonary Pathophysiology
20/120/6.0

This course is designed to assist students to identify various types of pulmonary function tests required to render a specific diagnosis, perform testing and determine accurateness. Instruction is given in the various pathologies of the cardiopulmonary systems, and the manifestations and symptoms involved in both restrictive and obstructive pulmonary diseases. Prerequisite: RT 202A

RT 302A Continuous Mechanical Ventilation I
12/158/6.0
In this course the student learns the various mechanical ventilators used, examines indications for continuous mechanical ventilation, and learns how to set-up a ventilator. The student learns how to monitor a ventilator patient, apply PEEP/CPAP and apply intermittent mandatory ventilation. Prerequisite: RT 301

RT 303A Continuous Mechanical Ventilation II
12/158/6.0
In this course students learn to apply advanced techniques and proper maintenance in continuous mechanical ventilatory care and long term life support systems. Students learn the needs and application of ventilatory discontinuation techniques, the various pulmonary disease states associated with ventilator patients, and how to evaluate patient status and response to therapy. Prerequisite: RT 302A

RT 304A Clinical Medicine III and Professional Development
40/140/9.0
In this course an overview of the anatomy, physiology, and respiratory care of the pediatric and neonatal patient is presented. The student learns the pharmacological agents utilized in the critical areas and its administration, as well as the goals and objectives of pulmonary rehabilitation and patient education. Case studies will be assigned and presented to the class. Prerequisite: RT 303A

RT 305 Respiratory Care Review
20/0/2.0
This course is a comprehensive review of material presented in the respiratory classes taken to date. It is intended to prepare the student for the NBRC entry-level exam. The course will combine the use of preparatory texts, computer simulated programs and audiotapes with accompanying workbooks. Prerequisite: RT 304A

Admissions

Requirements and Procedures

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

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

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

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:
•   Administration and evaluation of an applicable entrance examination; and
•   Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).

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

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:
1.   Furnish proof of high school completion by providing the school with a copy of the high school diploma, official high school transcript a copy of a recognized equivalency certificate (GED), which will be placed in the student file, **OR**
2.   Furnish proof of graduation from an accredited college or university by the school with a copy of the degree or an official college/university transcript, which will be placed in the student file, **AND**
3.   Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a second time, the applicant must wait for 30 days prior to being re-tested. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

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

Students entering allied health programs are required to have a physical examination including their records of immunizations. Students are also required to have a series of three Hepatitis B vaccines. Students must complete their physical examinations, provide their records of immunization, and begin the Hepatitis B series prior to beginning their first clinical rotation or externship.

 Respiratory Care applicants must be interviewed and accepted by the Respiratory Care Program Director as part of the acceptance procedures. Program requirements include the completion of studies in a clinical or extern environment. It is essential that all applicants be available for any shift assignment (AM, PM, Night or

Weekend). It is also essential that all applicants have the ability to travel to any clinical or externship assignment within a 75 mile radius of the campus. Assignment to any specified shift or site cannot be guaranteed. **Each student must be willing and able to accept whatever assignment is given**.

Credit for Previous Education or Training

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

Administrative Policies

Grading

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

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

Student Awards

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

Graduation Requirements

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

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

To be eligible for graduation, students in allied health programs (except Respiratory Care) must:
▪ Complete all required classroom modules with a grade of at least 70 percent;
▪ Meet the grade requirements for the module components, if applicable; and
▪ Complete all program requirements.
▪ Successfully complete all extern requirements.

To be eligible for graduation, students in the Respiratory Care Program must:
▪ Complete all required courses with a grade of at least 70 percent;
▪ Meet all requirements described under the section on "Repeat Policy";
▪ Meet the grade requirements for the course components, as applicable;
▪ Successfully complete required clinical activities;
▪ Receive satisfactory evaluations from the clinical facility; and
▪ Complete all program requirements.

Satisfactory Academic Progress

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

In order to maintain satisfactory academic progress, students in allied health programs must:
- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) 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.

In order to maintain satisfactory academic progress, students in business programs must:
- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0 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 70 percent in allied health or below 2.0 in business programs are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

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

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

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

Reinstatement Policy
Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next 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 70 percent or 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 Director of Education'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 or course, students must request approval from the instructor. Requests for withdrawal must then be approved by the Department Head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

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

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

Exit Interviews

Graduates must schedule an exit interview with the Placement Director.

Students who want to discontinue their training for any reason are required to schedule an exit interview with the Director of Education or the School President. 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 or course must retake that module or course. 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 or course 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 or course, the last grade received for that module or course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module or course will replace the attendance for the original module or course.

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), but they may repeat a completed module or course only once.

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 or clinical rotation 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.

Externship Training
Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program (if applicable). The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 20 clock hours, but no more than 40 clock hours per week at an approved externship site. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Externships are scheduled primarily during normal business hours. All students must be prepared to adjust their schedules to complete their extern hours when the sites are available. Particularly in the Medical Insurance Billing and Coding program, students must plan in advance to complete their externships on weekdays between 8 am and 6 pm.

It is essential that all applicants be available for any shift assignment. It is also essential that all applicants have the ability to travel to any clinical or externship assignment within a 75 mile radius of the campus. Assignment to any specified shift or site cannot be guaranteed. Each student must be willing and able to accept whatever assignment is given.

Students who interrupt their externship training for more than seven days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the school. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the School President. Students may only be reinstated once due to extenuating circumstances.

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

Student Appeal Process

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the Director of Education or the School President.

Students will not be entitled to appeal if they are terminated for the following reasons:
- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

Required Study Time

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

Unit of Academic Credit

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

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 20 students. The maximum class size for laboratories is 24 students.

Attendance Requirements

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 7 consecutive school days or 21 consecutive calendar days (whichever is less) 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 are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

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

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

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. Students who are absent on test day will receive a zero for the missed test. If there are extenuating circumstances that caused the absence, students may petition the Program Director for approval to make-up the missed test.

Veteran Students
The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

Leave of Absence Policy

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

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

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

Re-admission Following a Leave of Absence
Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence. The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure

that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress
Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:
•   Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
•   They may have to wait for the appropriate module to be offered.
•   They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
•   Tuition costs may be affected.

Weather Emergencies

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

Clothing and Personal Property

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

Disabled Students

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

Code of Conduct

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Students should not interfere with

other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:
1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

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

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

Dress Code

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

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing - such as shorts and open shoes - are not acceptable for obvious safety reasons. Dress code for externship may be determined by the site. Compliance with the externship site's dress code is required.

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

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

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

Academic Advisement and Tutoring

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for

students who are experiencing difficulties with their classwork. Students are encouraged to seek academic assistance through the Education Department.

Health/Medical Care

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

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

Transcripts and Diplomas

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

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

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

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

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their 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.

Information Technology Program Student Disclosure

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma.   Program completion does not necessarily lead to or guarantee any form of vendor certification.

Termination Procedures

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

Students to be terminated are notified in writing and may appeal to the Director of Education.

Transferability of Credits

The School President's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this

catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

Policy and Program Changes

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

Student Complaint/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the School President. Written responses will be given to the student by the School President within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255. Requests for further action should be made to: Nonpublic Postsecondary Education Commission, 2189 Northlake Parkway, Building 10, Suite 100, Tucker, Georgia 30084, (770) 414-3300.

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.

Financial Information

Tuition and Fees

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

Program	Program Length	Credit Units	Textbooks (estimated)	Tuition
Computer Office Technologies and Applications	6 Modules	56	$420	$10,500
Dialysis Technician	8 Modules	46	$300	$8,450
Medical Insurance Billing/Coding	5 Modules	29	$600	$6,250
Network Administration	5 Quarters	72	$842	$18,000
Respiratory Care Associate Degree	7 Quarters	108	$1,120	$18,990

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

Students entering the Respiratory Therapy program are required to have a physical examination including routine health screening, laboratory tests and a series of three Hepatitis B injections.

Graduates wishing to attend the Graduation Ceremony must pay a graduation fee estimated at $40.00. The graduation fee includes the graduate's ceremonial gown and cap and five (5) invitations.

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

Cancellation/Refund Policy

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

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

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. 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 will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will refund any monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session. Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days (weekends and legal holidays excluded) following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation, change or discontinuance of the program, and for whom mutually satisfactory alternative arrangements cannot be made, will receive a refund of all monies paid.

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 case 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 20 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 20 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

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 institution during a payment period or a period of enrollment in which the recipient began attendance, the institution 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 school must return the lesser of:
- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

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

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the institution 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 Financial Aid 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) (or 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.

Nonpublic Postsecondary Education Commission Refund Policy (For All Students)

For purposes of determining a refund, computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or Is Terminated…	Is Entitled to a Refund of…	The Institution Is Eligible to Retain…
During the first week or 5%, whichever is less, of program	100% Tuition	0
After first week or 5%, whichever is less, of program but before 10% of program is exceeded	90% Tuition	10% Tuition
After first 10%, but before 25% of program is exceeded	75% Tuition	25% Tuition
After 25%, but before 50% of program is exceeded	50% Tuition	50% Tuition
After 50% of program is exceeded	0	100% Tuition

For programs longer than one year (12 calendar months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be canceled and/or refunded when students terminate during the first year.

Institutional Refund Calculation

The school will calculate refunds using the Nonpublic Postsecondary Education Commission Refund Policy and the following Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Institutional Refund Calculation, for students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed $100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

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

Financial Assistance

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

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

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

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

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

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

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

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Federal Work Study (FWS)

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

High School Scholarship Program

There is a total of $30,000 available in High School Scholarships (maximum $2,500 per student) for graduating seniors, age 17 or older. The Scholarships that will be awarded are as follows:

- Four scholarships valued at $2,500 = $10,000
- Ten Scholarships valued at $1,000 = $10,000
- Twenty Scholarships valued at $500 = $10,000

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the SRA examination, which measures competency in reading, language and mathematics. The top 20 scorers will become the finalists.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program, two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

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

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by GMI.

Student Services

Placement Assistance

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers.

While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:
- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Placement assistance for in-school students will be in the form of job postings of unskilled part time and full time positions. Graduates may continue to utilize the school's placement assistance program at no additional cost.

Student Activities

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

Transportation Assistance

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

Field Trips

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

Special Lectures

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

Drug Abuse Prevention

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

Advising

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

Corinthian Schools, Inc.

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

Bryman College

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

Bryman Institute
Brighton, MA

Computer Training Academy
San Jose, CA

Georgia Medical Institute

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

Harbor Medical College
Torrance, CA

Kee Business College

Chesapeake, VA	Newport News, VA

National Institute of Technology

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

Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI

Olympia College

Merrillville, IN	Skokie, IL

Skadron College
San Bernardino, CA

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.

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