

**1998-99 CATALOG**  
**National Institute of**  
**Technology**

Southfield0299

26555 Evergreen Road, Suite 500  
Southfield, Michigan 48076-4206  
(248) 799-9933

Accredited by the Accrediting Commission of Career Schools  
and Colleges of Technology and  
Licensed by the Michigan Department of Education.

---

---

Publishing Date April, 1998  
Revised June, 1998  
Revised February, 1999  
Copyright © 1998 by Corinthian Schools, Inc., Santa Ana, California

Effective February 10, 1998 through December 31, 1999

---

---

---

## Table of Contents

<b>About Corinthian Schools, Inc.</b> .....	1
School History and Description.....	1
Educational Philosophy.....	1
Statement of Non-Discrimination.....	2
Accreditations, Approvals and Memberships.....	2
<b>Administration</b> .....	2
<b>Faculty</b> .....	3
<b>Hours of Operation</b> .....	3
<b>Academic Calendars</b> .....	3
Student Holidays.....	5
<b>Modular Programs</b> .....	5
Medical Assisting Program.....	6
Diploma Program.....	6
Program Outline.....	6
Major Equipment.....	7
Module Descriptions.....	7
Medical Administrative Assistant Program.....	9
Diploma Program.....	9
Program Outline.....	9
Major Equipment.....	10
Module Descriptions.....	10
<b>Quarter Programs</b> .....	12
Electronics & Computer Technology Program.....	12
Diploma Program.....	12
Program Outline.....	12
Major Equipment.....	13
Course Descriptions.....	13
<b>Admissions</b> .....	16
Requirements and Procedures.....	16
Allied Health Programs.....	17
Credit for Previous Education or Training.....	17
<b>Administration Policies</b> .....	17
Academic Achievement.....	17
Grading.....	17
Student Awards.....	17
Graduation Requirements.....	17
Satisfactory Academic Progress.....	18
Requirements.....	18
Academic Probation.....	18
Reinstatement Policy.....	18
Incompletes.....	19
Withdrawals.....	19
Exit Interviews.....	20
Repeat Policy.....	20
Maximum Program Completion Time.....	21
Additional Information on Satisfactory Academic Progress.....	21

---

Student Appeal Process .....	22
Required Study Time .....	22
Unit of Credit .....	22
Academic .....	22
Financial Aid .....	22
Class Size .....	22
Attendance Requirements .....	22
Tardiness/Early Departure .....	23
Reentry Policy .....	23
Make-up Work .....	23
Veteran Students .....	23
Leave of Absence Policy .....	23
Effects of Leave of Absence on Satisfactory Academic Progress .....	24
Weather Emergencies .....	24
Clothing and Personal Property .....	24
Code of Conduct .....	24
Dress Code .....	24
Academic Advisement and Tutoring .....	25
Disabled Students .....	25
Health/Medical Care .....	25
Termination Procedures .....	25
Transferability of Credits .....	26
Comparability of Programs .....	26
Student Complaint/Grievance Procedure .....	26
Policy and Program Changes .....	26
<b>Financial Information .....</b>	<b>26</b>
Tuition and Fees .....	26
Voluntary Prepayment Plan .....	27
Cancellation/Refund Policy .....	27
Cancellations .....	27
Refunds .....	28
Textbook Policy .....	29
Financial Assistance .....	29
<b>Student Services .....</b>	<b>31</b>
Placement Assistance .....	31
Student Activities .....	32
Housing Assistance .....	32
Transportation Assistance .....	32
Field Trips .....	32
Special Lectures .....	32
Drug Abuse Prevention .....	32
Advising .....	32
<b>Family Educational Rights and Privacy Act .....</b>	<b>32</b>
<b>Corinthian Schools .....</b>	<b>34</b>
Statement of Ownership .....	34

---

---

## 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 which 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

National Institute of Technology in Livonia, Michigan, was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, the school was acquired by Corinthian Schools, Inc. In February, 1996, the campus moved to its present location in Southfield, Michigan. The name of the school was changed to National Institute of Technology on June 30, 1996.

The campus is located on the fifth floor of the Travelers Tower Building, a landmark facility in Southfield, Michigan, and occupies 22,200 square feet. The facility contains 14 classrooms designed for theory and laboratory instruction, as well as administrative offices.

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 located in the suburban city of Southfield with direct accessibility to I-696 and the Lodge Expressway between 10 and 11 Mile Roads on Evergreen Road. Ample parking is available on the west side of Central Park Boulevard, just across the street from Travelers Towers. Covered parking is offered on a first come, first serve basis. Public transportation is available near the school location.

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

## **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.
- Licensed to operate by the State of Michigan, Department of Education.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Member of the Michigan Association of Career Schools.
- Member of the National Vocational-Technical Honor Society.
- Authorized under federal law to enroll non-immigrant alien students.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

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

## **Administration**

Andrew Vignone  
Timothy Ehlers  
Sonia Conway  
Susan Kruse  
Marchelle Weaver

School President  
Admissions Director  
Placement Director  
Finance Director  
Education Director

# Faculty

## Allied Health Department

Mary Brown, C.M.A., E.M.T./P.  
 Debora Dearing, B.S.  
 Lestine Gilbert, C.M.A., Certificate  
 Rena Gizicki, C.M.A., Diploma  
 Yvette Harris  
 Emma Hill, R.M.A., Certificate  
 Kimberly Reid, Diploma  
 LaJuanda Rucker, Certificate  
 Patricia Scott, C.M.A., Diploma  
 \*Marcia Schirle, C.M.A., M.L.T.  
 Patty Shaw  
 Cynthia Trudell  
 LaBarbara Whitehead, C.M.A., L.P.N., B.R.E.

Southeastern EMS Academy, Troy, MI  
 University of Detroit Mercy, Detroit, MI  
 Wayne State University, Detroit, MI  
 Ross Medical Education Center, Livonia, MI  
 Occupational Qualifications  
 Maric College of Medical Careers, San Marcos, CA  
 Ross Medical Education Center, Oak Park, MI  
 Ross Medical Education Center, Oak Park, MI  
 Ross Medical Education Center, Oak Park, MI  
 Wayne State University, Detroit, MI  
 Occupational Qualifications  
 Occupational Qualifications  
 Midwestern Baptist College, Pontiac, MI

## Technical Department

William Arsenault, Diploma  
 John Bonadies, B.S.  
 \*Laurence Bowers II, Diploma  
 Brian Carney, M.S.  
 Nancy Carr, Certificate  
 Michael Fox, Diploma  
 Thomas Kropp, A.A.  
 William Lee, B.A.  
 Grace Littman, Diploma  
 Maurice Reeves, B.S.  
 Richard Strock, Diploma  
 Robert Tabor, Diploma  
 Richard Wilbourn, B.A.S.  
 \* Lead Instructor

National Education Center, Eastpointe, MI  
 Southern Illinois University, Carbondale, IL  
 National Institute of Technology, Livonia, MI  
 Eastern Michigan University, Ypsilanti, MI  
 Detroit Business Institute, Detroit, MI  
 National Institute of Technology, Livonia, MI  
 Schoolcraft College, Livonia, MI  
 Siena Heights College, Adrian, MI  
 R.E.T.S. Electronic School, Detroit, MI  
 Wayne State University, Detroit, MI  
 Electronics Institute of Technology, Detroit, MI  
 Lawrence Technological University, Southfield, MI  
 Siena Heights College, Adrian, MI

## Hours of Operation

### Office:

8:00 AM to 8:00 PM Monday through Thursday  
 8:00 AM to 6:00 PM Friday

### School:

8:00 AM to 1:00 PM	Monday through Thursday	Morning
9:00 AM to 2:00 PM	Monday through Thursday	Mid-Morning
10:00 AM to 3:00 PM	Monday through Thursday	Mid-Morning
6:00 PM to 11:00 PM	Monday through Thursday	Evening

## Academic Calendars

### Class Schedules for Technical Programs

Day/Evening Schedule - Four Day Week (Monday through Thursday)

1998		1999	
Start Dates	End Dates	Start Dates	End Dates
Jan 12 (Mon)	Apr 2 (Thu)	Jan 4 (Mon)	Mar 25 (Thu)
Apr 13 (Mon)	Jul 2 (Thu)	Jan 11 (Mon)	Apr 1 (Thu)
Jul 13 (Mon)	Oct 1 (Thu)	Apr 5 (Mon)	Jun 24 (Thu)
Oct 5 (Mon)	Dec 23 (Wed)	Jul 6 (Tue)	Sep 23 (Thu)
		Oct 4 (Mon)	Dec 23 (Thu)

**Class Schedules for Medical Assisting Program**

Day/Evening Schedule - Four Day Week (Monday through Thursday)

1998		1999	
Start Dates	End Dates	Start Dates	End Dates
Jan 12 (Mon)	Feb 5 (Thu)	Jan 4 (Mon)	Jan 28 (Thu)
Feb 9 (Mon)	Mar 5 (Thu)	Jan 29 (Fri)	Feb 25 (Thu)
Mar 9 (Mon)	Apr 2 (Thu)	Feb 1 (Mon)	Feb 25 (Thu)
Apr 13 (Mon)	May 7 (Thu)	Mar 1 (Mon)	Mar 25 (Thu)
May 11 (Mon)	Jun 4 (Thu)	Apr 5 (Mon)	Apr 29 (Thu)
Jun 8 (Mon)	Jul 2 (Thu)	May 3 (Mon)	May 28 (Fri)
Jul 13 (Mon)	Aug 6 (Thu)	Jun 1 (Tue)	Jun 24 (Thu)
Aug 10 (Mon)	Sep 3 (Thu)	Jul 6 (Tue)	Jul 29 (Thu)
Sep 8 (Tue)	Oct 1 (Thu)	Aug 2 (Mon)	Aug 26 (Thu)
Oct 5 (Mon)	Oct 29 (Thu)	Aug 30 (Mon)	Sep 23 (Thu)
Oct 30 (Fri)	Nov 25 (Wed)	Oct 4 (Mon)	Oct 28 (Thu)
Nov 2 (Mon)	Nov 25 (Wed)	Nov 1 (Mon)	Nov 24 (Wed)
Nov 30 (Mon)	Dec 23'98 (Wed)	Nov 29 (Mon)	Dec 23'99 (Thu)

**Class Schedules for Medical Administrative Assistant Program**

Day/Evening Schedule - Four Day Week (Monday through Thursday)

1998		1999	
Start Dates	End Dates	Start Dates	End Dates
Mar 11 (Wed)	Apr 7 (Tue)	Jan 19 (Tue)	Feb 11 (Thu)
Apr 27 (Mon)	May 21 (Thu)	Feb 16 (Tue)	Mar 11 (Thu)
May 26 (Tue)	Jun 18 (Thu)	Mar 15 (Mon)	Apr 15 (Thu)
Jun 22 (Mon)	Jul 23 (Thu)	Apr 19 (Mon)	May 13 (Thu)
Jul 27 (Mon)	Aug 20 (Thu)	May 17 (Mon)	Jun 10 (Thu)
Aug 24 (Mon)	Sep 17 (Thu)	Jun 14 (Mon)	Jul 15 (Thu)
Sep 21 (Mon)	Oct 15 (Thu)	Jul 19 (Mon)	Aug 12 (Thu)
Oct 19 (Mon)	Nov 12 (Thu)	Aug 16 (Mon)	Sep 10 (Fri)
Nov 16 (Mon)	Dec 10 (Thu)	Sep 13 (Mon)	Oct 14 (Thu)
Dec 14 (Mon)	Jan 14'99 (Thu)	Oct 18 (Mon)	Nov 11 (Thu)
		Nov 15 (Mon)	Dec 9 (Thu)



---



---

## Student Holidays

	1998		1999	
	Holiday	Make-up Day	Holiday	Make-up Day
New Year's Day	Jan 1		Jan 1	
Martin Luther King, Jr.'s Birthday (observed)	Jan 19	Jan 23	Jan 18	Jan 22
President's Day (observed)	Feb 16	Feb 20	Feb 15	Feb 19
Spring Recess	Apr 6-Apr 9		Mar 29-Apr 1	
Memorial Day (observed)	May 25	May 29	May 31	Jun 4
Independence Day	Jul 4-Jul 9		Jun 28-Jul 5	Jul 9
Labor Day	Sep 7	Sep 11	Sep 6	Sep 10
Fall Recess			Sep 27-Sep 30	
Thanksgiving	Nov 26	Nov 20	Nov 25	Nov 19
Winter Recess	Dec 24-Jan 3	Dec 18	Dec 27-Dec 30	Dec 4

## Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length.

---

---

## Medical Assisting Program

### Diploma Program – 8 Months

720 Clock Hours/47.0 Credit Units

DOT:

Medical Assistant

079.367-010

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

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

This training program is divided into eight learning units called modules. Students must complete module Z first, then A through F, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through F stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules Z and A through F and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

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

### Program Outline

Module Number	Module Title	Clock Hours	Credit Units
Module Z	Medical Assisting Foundation Skills	80	6
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting and Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

---

## Major Equipment

Autoclave	Mayo Stands
Blood Chemistry Analyzer	Microscopes
Calculators	Personal Computers
Electrocardiography Machine	Sphygmomanometers
Electronic Typewriters	Stethoscopes
Examination Tables	Surgical Instruments
Hydrocollator	Teletrainer
Intermittent Traction Unit	TENS Unit
Training Manikins	

## 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 work, and provides a total of 6.0 credit units.

### Module Z – Medical Assisting Foundation Skills

40/40/6.0

In Module Z, students become familiar with basic medical office equipment and skills. The student will become familiar with basic OSHA standards and universal precautions. Students will be introduced to the concept of hazardous waste as part of the medical office and how it is handled. The students will also learn basic keyboarding and typing skills, as well as mathematical skills needed to convert dosage amounts. Basic medical terminology is also included in this module.

### Module A – Patient Care and Communication

40/40/6.0

Module A emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

### Module B – Clinical Assisting and Pharmacology

40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. They perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

---

## Module C – Medical Insurance, Bookkeeping and Health Sciences

40/40/6.0

Module C introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

## Module D – Cardiopulmonary and Electrocardiography

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

## Module E – Laboratory Procedures

40/40/6.0

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology. Students also become familiar with the self-directed job search.

## Module F – Endocrinology and Reproduction

40/40/6.0

In Module F, students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer, and study essential medical terminology. Students also become familiar with the self-directed job search.

## Module X – Externship

0/160/5.0

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

---

---

## Medical Administrative Assistant Program

**Diploma Program – 8 Months**  
720 Clock Hours/47.0 Credit Units  
DOT:  
Medical Receptionist  
Medical Clerk

237.367 038  
205.362 018

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

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

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

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

### Program Outline

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

---

## Major Equipment

Autoclave  
Calculators  
Electronic Typewriters  
Patient Examination Tables  
Personal Computers  
Sphygmomanometer  
Stethoscopes  
Teletrainers  
Transcription Machines

## 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 work, and provides a total of 6.0 credit units.

### Module A – Office Finance

40/40/6.0

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

### Module B – Patient Processing and Assisting

40/40/6.0

In Module B, students learn to set up patient records, and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Instruction in this module stresses the importance of asepsis and sterile technique in today's health care environment. Students are trained in general first aid for common medical office emergency procedures, including checking vital signs and bandaging. A cardiopulmonary resuscitation (CPR) course is taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

### Module C – Medical Insurance

40/40/6.0

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

---

## Module D – Insurance Plans and Collections

40/40/6.0

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, Champus and Champva programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

## Module E – Patient Billing and Office Procedures

40/40/6.0

In Module E, students are introduced to a computerized accounting system and perform the accounting cycle steps on a microcomputer. Patient billing is an integral part of the module. Students study the medical office and the procedures and technology that enable it to function efficiently. Additional emphasis is placed on the hardware and software that can assist in the decision making process. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with essential medical terminology.

## Module F – Patient Care and Computerized Practice Management

40/40/6.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. In addition, students learn basic techniques for patient positioning in complete physical, pelvic and rectal examinations. They learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. A review of basic mathematical functions, with manual and electronic applications, is included. Students develop speed and accuracy on the keyboard as well as the 10-key pad. They also become familiar with essential business terminology.

## Module G – Dental Administrative Procedures

40/40/6.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures - including appointment scheduling, processing patients, insurance billing and coding and law and ethics - are presented. Students are also given an introduction to radiography and radiation safety. They study correspondence and practice writing effective letters and memos. Students develop speed and accuracy on the keyboard as well as the 10-key pad. Students also become familiar with essential dental terminology.

## Module X – Externship

0/160/5.0

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

---

---

## Quarter Programs

A Quarter Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately twelve weeks in length.

### Electronics and Computer Technology Program

#### Diploma Program - 18 Months

1440 Clock Hours/108.0 Credit Units

Electronics is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities. The demand for people with technical skills is growing twice as fast as any other group.

The Electronics and Computer Technology Program is designed to satisfy students' desire to learn a technical skill in a field that has experienced rapid growth. The curriculum explores both the fundamentals and advanced theory in electronics, integrated circuits, microprocessors and computer technology. Laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of digital computers and hands-on experience with test equipment.

Graduates of the program are qualified for entry-level positions, such as computer service technician, electronic laboratory technician, field service engineer, installation technician and electronics technician in communications, instrumentation, digital and computer electronics. Graduates are also qualified for positions as sales representatives in the computer, electronics (including electronic office equipment) and microprocessing fields.

Upon successful completion of all areas of the 18 month program, students will be awarded a diploma.

#### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
<b>Quarter 1</b>			
<b>Basic Electricity and Electronics</b>			
EC101	DC/AC Electronics	120	12.0
EC104	DC/AC Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 2</b>			
<b>Solid State Devices and Integrated Circuits</b>			
EE201	Semiconductors/Microelectronic Technology	120	12.0
EE204	Semiconductors/Microelectronic Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 3</b>			
<b>Digital and Microprocessors</b>			
EH301	Digital/Microprocessor Technology	120	12.0
EH304	Digital/Microprocessor Laboratory	120	6.0
	Total	240	18.0



Course Number	Course Title	Clock Hours	Credit Units
<b>Quarter 4</b>			
<b>Computer Software</b>			
EI401	Software and Applications	120	12.0
EI404	Software and Applications Laboratory	120	6.0
	<b>Total</b>	<b>240</b>	<b>18.0</b>
<b>Quarter 5</b>			
<b>Computer Systems and Peripherals</b>			
EJ501	AT Computer Systems/Peripherals	120	12.0
EJ504	AT Computer Systems/Peripherals Laboratory	120	6.0
	<b>Total</b>	<b>240</b>	<b>18.0</b>
<b>Quarter 6</b>			
<b>Communications and Networking</b>			
EK601	Electronic Communications/Networking	120	12.0
EK604	Electronic Communications/Networking Laboratory	120	6.0
	<b>Total</b>	<b>240</b>	<b>18.0</b>
	<b>Program Total</b>	<b>1440</b>	<b>108.0</b>

## Major Equipment

Analog/Digital Trainers  
 Computers  
 Digital Multimeters  
 Function Generators  
 Frequency Counters  
 Logic Analyzers  
 Oscilloscopes  
 Power Supplies  
 Printers

## Course Descriptions

### EC101 DC/AC Electronics

120 Clock Hours/12.0 Credit Units

This course, designed to introduce students to the field of electronics, covers sources of electricity, atomic theory, and the principles and practices of fundamental direct current (DC) and alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series parallel circuits for resistors are presented. Other topics, including the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current, are studied. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Students also learn techniques for studying and test-taking.

Prerequisite: None

---

### EC104 DC/AC Laboratory

120 Clock Hours/6.0 Credit Units

This course introduces the safe use of hand tools, and soldering techniques used in the electronics industry. Students construct and analyze the operation of laboratory projects involving series, parallel and series parallel resistive, capacitive, inductive, resistive capacitive and resistive inductive and resistive capacitive inductive circuits while using various test instruments, such as analog volt ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies, to analyze these circuits. Students complete a project demonstrating their skills and ability to integrate key concepts related to DC/AC circuits.

Prerequisite: None

### EE201 Semiconductors/Microelectronic Technology

120 Clock Hours/12.0 Credit Units

This course introduces the principles of semiconductors and microelectronic technology. Students learn the theory, operational concepts and troubleshooting of diodes, transistors, special-purpose semiconductor devices, integrated circuit operational amplifiers, integrated voltage regulators and power supplies. Students also learn customer relations and people skills.

Prerequisites: EC101, EC104

### EE204 Semiconductors/Microelectronic Laboratory

120 Clock Hours/6.0 Credit Units

This course provides hands-on laboratory experience with the subjects presented in course EE201. Students construct and test circuits that demonstrate the principles of semiconductors, special-purpose semiconductors and microelectronic devices. Students also test and learn to troubleshoot diodes, transistors, special-purpose semiconductors, integrated circuit operational amplifiers, power supplies, voltage regulators and related circuitry.

Prerequisites: EC101, EC104

### EH301 Digital/Microprocessor Technology

120 Clock Hours/12.0 Credit Units

This course teaches students the principles of digital and microprocessor technology. Areas covered include basic gates, logic symbols, truth tables, timing diagrams, logic families, flip-flops, counters, shift registers, A/D, D/A and memory. Students are also introduced to numbering systems and computer mathematics. The operational concepts and sequences of the IBM PC microprocessor system board and supporting circuitry are discussed in detail. Students continue to develop customer relations and people skills.

Prerequisites: EE201, EE204

### EH304 Digital/Microprocessor Laboratory

120 Clock Hours/6.0 Credit Units

This course prepares students to work on digital electronic and microprocessor circuitry. Students construct, test, analyze and troubleshoot digital and microprocessor circuitry using a variety of test equipment, including digital trainers, oscilloscopes, logic probes, digital multimeters and logic analyzers. Students practice their customer relations and people skills through role-playing exercises.

Prerequisites: EE201, EE204

---

### EI401 Software and Applications

120 Clock Hours/12.0 Credit Units

This course introduces students to common types of software, software applications (word processing, database, spreadsheet, graphics and utilities), operating systems and environments. The installation, configuration, optimization and troubleshooting of the software are also covered. Students continue to develop customer relations and people skills.

Prerequisites: EH301, EH304

### EI404 Software and Applications Laboratory

120 Clock Hours/6.0 Credit Units

This course provides hands-on experiences that build on the concepts and skills presented in EI401. Students construct a computer and install, configure, optimize, de-install and troubleshoot software. Students practice their customer relations and people skills through role-playing exercises.

Prerequisites: EH301, EH304

### EJ501 AT Computer Systems/Peripherals

120 Clock Hours/12.0 Credit Units

This course introduces students to AT class computer systems and common computer peripherals. Students learn the basic operation, installation, set-up and troubleshooting of AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students continue to develop customer relations and people skills.

Prerequisites: EI401, EI404

### EJ504 AT Computer Systems/Peripherals Laboratory

120 Clock Hours/6.0 Credit Units

This course provides hands-on experiences that build on the concepts and skills presented in EJ501. Students install, set-up and troubleshoot AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students practice their customer relations and people skills through role-playing exercises.

Prerequisites: EI401, EI404

### EK601 Electronic Communications/Networking

120 Clock Hours/12.0 Credit Units

This course covers principles and essential characteristics of electronic communication systems and computer networking. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems, optical and digital communications, modems and local area networks (LANs). Students continue to develop customer relations and people skills.

Prerequisites: EI401, EI404

### EK604 Electronic Communications/Networking Laboratory

120 Clock Hours/6.0 Credit Units

In this course, students use laboratory experimentation to reinforce and apply concepts learned in course EK601 and other courses. Students participate in demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems, fiber optics and LANs. Students practice their customer relations and people skills through role-playing exercises.

Prerequisites: EI401, EI404

---

# 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 in 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;
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a 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 third time, one year or alternate training must take place before (s)he will be allowed to retest.

For the Medical Assisting Program only, applicants who do not have a high school diploma, official transcript or GED certificate may also apply. However, the number of students enrolled under the Ability to Benefit Provision is limited. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test which is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

---

---

## Allied Health Programs

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

## 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.

## Administration Policies

### Academic Achievement

#### 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:

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			

#### Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be an asset 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 allied health programs 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.

Students in technical programs must:

- 
- Complete all required classroom training with a cumulative grade point average of at least 2.0; 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.

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

## **Withdrawals**

### **Modular Programs**

#### **Week One**

When students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded, but will not have an impact on the module grade or cumulative GPA.

#### **Week Two through the End of the Module**

To withdraw from a module after the first week, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and education director. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the module (at least 70 percent) as of the last day of attendance. "WF" indicates that a student was not passing the module (less than 70 percent) as of the last day of class attendance.

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

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

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

### **Quarter Programs**

#### **Weeks One and Two**

When students withdraw from a course during the first two weeks or 10 school days of the quarter, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a course during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded,

---

but will not have an impact on students' course grade or cumulative GPA. However, students are required to complete all unfinished courses prior to graduation.

### **Weeks Three through Twelve**

After the first two weeks, students must request approval from the instructor in order to withdraw. The request must then be approved by the department head and education director. Extreme academic or personal hardship is considered the only justification for withdrawal at this time.

If the request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the course (grade D or higher) as of the last day of attendance. "WF" indicates that a student was not passing the course (grade F) as of the last day of class attendance

Withdrawal status remains on record until students complete the course from which they withdrew. It will have no effect on the calculation of the cumulative or quarter GPA.

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

- The entire scheduled length of the quarter of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate sequence of courses to be repeated or take a reduced course load, which may cause them to exceed their maximum program completion time;
- They must repeat the entire course or quarter from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

### **Exit Interviews**

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

### **Repeat Policy**

Students who fail a module 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 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. 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 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 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 education director 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 education director.

---

## **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 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 Credit**

### **Academic**

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.

### **Financial Aid**

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

### **Class Size**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum class size is 40 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 25 students. The maximum class size for laboratories is 28 students in allied health programs and 40 students in technical programs.

## **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.

---

This campus does not permit students to make up absences that accrue on their attendance record.

Students are encouraged to schedule medical or dental appointments after school hours and should notify the school if they plan to be absent.

Students are expected to be in the assigned classroom for at least 80 percent of the scheduled time of any course, module or quarter. Absences will include tardies or early departures. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days, not including scheduled school holidays, will be dropped from the training program.

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. If they have successfully completed at least 66 percent of the scheduled classroom hours, they will first be notified of the school's intention to drop them. These students must successfully appeal their termination within three school days in order to continue their training. If their termination is not successfully appealed, they will be dropped from the program.

### **Tardiness/Early Departure**

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

### **Reentry Policy**

Effective May 1, 1997 students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must have been dismissed for one complete module/quarter. Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once, however, in those instances where extenuating circumstances exist a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

### **Make-up Work**

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

### **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**

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable purposes.

---

The leave, and any extension, may not exceed 60 calendar days.

Written requests for a leave of absence – properly approved, dated and signed by the student and either the school president, education director or appropriate department head – will be maintained in the student's file.

A student who fails to return from the leave on the date indicated in the written request will be terminated from the training program.

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

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

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

### **Code of Conduct**

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation or terminated for violation of the school's personal conduct standards. Violations include dishonesty, possession of a weapon, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students will be placed on probation for a maximum of 90 days. If, in the opinion of the school president, they demonstrate adherence to the personal conduct rules, the probation period may be shortened. If terminated, students may re-enter the following term with permission of the school president.

### **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.

Students may have limited funds, so wardrobes need not be expensive or extensive - simply in good taste. . Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

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. Uniforms are not included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

### **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.

### **Disabled Students**

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

### **Health/Medical Care**

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

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

### **Termination Procedures**

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

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

Students to be terminated are notified in writing and may appeal to the school president.

---

---

## **Transferability of Credits**

The school president's office provides information on schools that may accept 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.

## **Comparability of Programs**

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

## **Student Complaint/Grievance Procedure**

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

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

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

---

## **Policy and Program Changes**

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

## **Financial Information**

### **Tuition and Fees**

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and

---

this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Program	Program Length	Credit Units	Registration Fee	Tuition effective 1/1/99*	Tuition effective 7/1/99*
Electronics & Computer Technology	6 Quarters	108	\$50	\$16,200	\$17,000
Medical Assisting	8 Modules	47	\$50	\$6,750	\$6,900
Medical Administrative Assistant	8 Modules	47	\$50	\$6,600	\$6,900

\*Effective for classes starting on or after the designated date.

Registration fees will also be included in the final program price entered in the Enrollment Agreement.

Students may make payments using VISA, Mastercard, or Discover cards.

### **Voluntary Prepayment Plan**

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

## **Cancellation/Refund Policy**

### **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, including the registration fee, 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 retain the registration fee and refund any other 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. However, they must pay the registration fee stated on the Enrollment Agreement.

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 following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment.

## Refunds

This campus participates in the U.S. Department of Education's student aid programs and is required to comply with the Higher Education Amendments of 1992. This legislation requires the school to offer a refund policy that will provide the most beneficial refund to the students.

A refund is the difference of the amount the student paid to the school (including financial aid) and the amount the school can retain as prescribed by the appropriate refund policy.

Refund calculations are based on one of the following policies:

- The federal pro rata calculation defined by the Higher Education Amendments of 1992. (The student must be attending the school for the first time and may not have completed more than 60 percent of their first enrollment period.)
- If applicable, the refund requirements specified by the Michigan Department of Education.
- If applicable, the refund requirements specified by the federal government.

## Refund Policies

Any monies due applicants or students will be refunded within 30 days of cancellation, failure to appear on or before the first day of class, withdrawal, or termination. If a student has financed all or part of the program with a third-party or government fund, refunds will be paid or credited to the student's account. Refund computations will be based on the last date of attendance.

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.

## Federal Pro Rata Calculation

The school will perform a pro rata refund calculation for students who are attending this campus for the first time and terminate their training before completing more than 60 percent of their first enrollment period (academic year).

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. The institution will exclude from the institutional charges used to calculate the pro rata refund a reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less. This administrative fee may be retained by the school.

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.



---

## State Refund Requirements

The Michigan Department of Education does not define specific refund requirements.

## Federal Refund Requirements

In the second and subsequent periods of enrollment, the school will refund tuition, fees and other charges as follows:

Time of Withdrawal	Amount School Refunds
On or before first day of class	100% of total tuition charges for enrollment period
After first day of class, but before 10% of enrollment period is completed	90% of total tuition charges for enrollment period
After 10%, but before 25% of enrollment period is completed	50% of total tuition charges for enrollment period
After 25%, but before 50% of enrollment period is completed	25% of total tuition charges for enrollment period

## Veteran Students

The Veterans Administration has established rules and regulations pertaining to refund policy and procedures. The Financial Aid Department can provide this information upon request.

## Textbook Policy

All textbooks are included in the cost of tuition. Allied health uniforms and incidental supplies, such as paper and pencils, are to be furnished by students. The estimated cost of these items is \$200.

## 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 priority for returning funds is as follows: 1) Unsubsidized FSL, 2) Subsidized FSL, 3) FPLUS, 4) Perkins, 5) Pell, 6) FSEOG, 7) Other programs, 8) Student/Parent.

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

Six \$4,000 scholarships are awarded to graduating high school seniors, age 17 or older. Winners may choose any of the curricula offered by the school.

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 Career Programs Assessment Test (CPAt), which measures competency in reading, language and mathematics. The top 15 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 transferrable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

### **Adult Scholarship Program**

The school awards 12 adult scholarships in the amount of \$1,000 each during the calendar year. Six scholarships are awarded in January and six scholarships in July of each year. Winners may choose any of the curricula offered by the school.

To be eligible for these scholarships, the applicant must be at least 18 years of age and have received either a GED or high school diploma. All applicants must take the Career Program Assessment Test (CPAT) which measures competency in reading, language and mathematics.

The top scorers each quarter will become finalists. All finalists are required to write an essay of not more than 250 words describing their career goals and motivation relevant to the program in which they plan to enroll (or are enrolled). A panel of outside school officials and representatives of local employers interview finalists about their personal and career goals. This panel will select winners by consensus vote and rank all finalists. In the event that scholarships are offered, but not accepted, alternates may be selected according to rank established by the panel.

Scholarships will be awarded quarterly. Individuals may apply prior to enrollment, after enrollment, or after starting school. Application deadlines are published semiannually.

Scholarship awards will be credited to the recipient's tuition at this school. Scholarships are not transferable and they can not be exchanged for cash or refunded. The scholarship recipient must start school within 3 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 the end of the year in which they are awarded.

## **Student Services**

### **Placement Assistance**

#### **Graduate**

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. 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.

## **Housing Assistance**

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

## **Transportation Assistance**

The school maintains information on public transportation.

## **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.

## **Family Educational Rights and Privacy Act of 1974, As Amended**

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

- 
- 
1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
  2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

---

---

## Corinthian Schools

The following schools are accredited by the Accrediting Commission of Career Schools and Colleges of Technology - 2101 Wilson Blvd., Ste. 302 - Arlington, VA 22201 - (703) 247-4512:

Bryman College located in:

Orange, CA  
San Jose, CA (Main Campus)  
El Monte, CA  
San Francisco, CA  
SeaTac, WA

Reseda, CA  
New Orleans, LA (Additional Location)  
Gardena, CA  
Los Angeles, CA  
San Jose, CA (North)

Bryman Institute located in:

Brookline, MA

National Institute of Technology located in:

San Antonio, TX  
Wyoming, MI

Cross Lanes, WV  
Southfield, MI

The following schools are accredited by the Accrediting Council for Independent Colleges and Schools - 750 First Street NE, Suite 980 - Washington, D.C. 20002-4242 - (202) 336-6780:

Skadron College located in:

San Bernardino, CA

Kee Business College located in:

Newport News, VA

### Statement of Ownership

This campus is owned and operated by Corinthian Schools, Inc., a Delaware Corporation.

### Corinthian Schools, Inc.

6 Hutton Centre Drive, Suite 400 - Santa Ana, California 92707

#### Officers

David G. Moore	President and Chief Executive Officer
Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
Lloyd Holland	Vice President and Assistant Treasurer
Dennis Devereux	Vice President and Assistant Secretary

**1998-99 Catalog  
Addendum #3  
Effective February 26, 1999**

**Program Tuition Effective July 1, 1999**

Electronics and Computer Technology	\$17,000
Medical Assisting	\$7185
Medical Administrative Assistant	\$7185

**Medical Assisting Program 1999  
Additional Schedules**

<b>Start Dates</b>	<b>End Dates</b>
Feb 26 (Fri)	Mar 24 (Thu)
Mar 31 (Fri)	Apr 29 (Thu)
Apr 30 (Fri)	May 27 (Thu)
May 28 (Fri)	Jun 24 (Thu)

**Adult Scholarship Program**

"Top scorers each quarter" should be revised to "Top scorers semi-annually."

"Scholarships will be awarded quarterly." should be revised to

"Scholarships will be awarded semiannually."

NOTE: Addenda issued prior to this date were incorporated into the catalog with issue date of 0299.





# NATIONAL INSTITUTE OF TECHNOLOGY

## 1998-99 CATALOG

**ADDENDUM #4- Effective for classes starting May 17, 1999, or thereafter.**

*The Diploma Network Administration program requirements are added to the catalog as follows:*

### Quarter Programs

A Quarter Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately twelve weeks in length.

### Network Administration Program

#### Diploma Program - 15 Months

930 Clock Hours/66.0 Credit Units

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and computer operating systems will be covered for all computer platforms. Extensive training in both Microsoft® and Novell® networking software will enable students to qualify for job opportunities such as an entry-level systems engineer or an entry-level network administrator.

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

All applicants to this program must possess a high school diploma or its equivalent.

#### Program Outline

Course Number	Course Title	Clock Hours	Credit Units
CGS1326	Project Development	30	2.0
CGS1501	Computer Fundamentals	50	4.0
CGS1520	Introduction to Database	30	2.0
CGS1522	Introduction to Spreadsheets	30	2.0
CGS1550	Introduction to Presentations	30	2.0
CIS1561	Hardware Concepts	30	2.0
CIS1575	Networking Fundamentals	50	4.0
CIS1800	Core Technologies	50	4.0
CIS1850	Windows® Technical Support	50	4.0
CIS1875	Novell Administration	50	4.0
CIS2222	TCP/IP	50	4.0
CIS2320	Windows NT® Enterprise	50	4.0
CIS2422	Internet Information Server	30	2.0
CIS2875	Novell Advanced Administration	50	4.0
CIS2890	Installation and Configuration for Networks	50	4.0
CIS2911	Multiplatform Networking	50	4.0
CIS2950	Externship I	60	2.0
CIS2952	Externship II	60	2.0
OST2705	Introduction to Word Processing	30	2.0
SLS1120	Strategies for Success	40	4.0
SLS1320	Career Skills	30	2.0
SLS1500	Workplace Relationships	30	2.0
	<b>Program Total</b>	<b>930</b>	<b>66.0</b>

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation.

Novell® and Novell Directory Services® are registered trademarks of Novell, Inc. in the United States and other countries.



**CIS1875 Novell Administration****4.0 Quarter Credit Hours**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CGS1501. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CIS2222 Transmission Control Protocol/Internet Protocol (TCP/IP)****4.0 Quarter Credit Hours**

This course provides an introduction to protocols and, specifically, Transmission Control Protocol/Internet Protocol (TCP/IP). There is an emphasis on terminology, the procedures for installing and manually configuring TCP/IP features such as IP addresses, subnet masking, and gateways. Students will implement IP routing and work with the Dynamic Host Configuration Protocol (DHCP), NetBIOS, LMHOSTS, WINS, domain name servers, and SNMP. In addition, students will trouble shoot common TCP/IP-related problems, symptoms, and possible causes. Prerequisites: CIS1875. Corequisite: CIS1800. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CIS2320 Windows NT Enterprise****4.0 Quarter Credit Hours**

This course provides advanced study of local and wide area networks using Microsoft NT networking software. It focuses on installing the Windows NT network server, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such as trust relationships, authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures system bottlenecks and database measurement. Prerequisite CIS1800 Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CIS2422 Internet Information Server****2.0 Quarter Credit Hours**

This course prepares the student to implement, administer, and manage Microsoft's Internet Information Server to provide secure, managed access for organizations to the Internet to conduct business. An emphasis of the course will be on internal communications and data access using the Internet. Important topics will be Internet and network security. Prerequisite: CIS1800. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CIS2875 Novell Advanced Administration****4.0 Quarter Credit Hours**

This course provides advanced study of local and wide area Novell networks. It focuses on installing the Novell network server and clients, troubleshooting the network, installation applications, and attaching peripherals. Students learn to optimize local and wide area networks to increase the performance. In addition, the course focuses on features such authentication, domains, system commands, and performance, handling printing problems, program fixes, backup and recovery, objects, and queues. Students will work with problem determination procedures system bottlenecks and database measurement. Prerequisite: CIS1875. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CIS2890 Installation and Configuration for Networks****4.0 Quarter Credit Hours**

This course presents a practical, in-depth study of the techniques for installing, configuring, and troubleshooting hardware and software issues for networks. Students will prepare computers for networks with such activities as: 1) partitioning hard disks, 2) installing hardware such as network interface cards and cables, 3) installing software such as network operating system and drivers, and 4) adding peripherals such as printers to the network. Students will observe symptoms and then isolate problems to discern and correct network failure. Extensive practice in configuring and troubleshooting networks and installing application software. Prerequisite: CIS1875 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**CIS2911 Multiplatform Networking****4.0 Quarter Credit Hours**

This course prepares students to install, configure, and troubleshoot multiple networks internetworking in a multiplatform environment. Topics such as internetworking multiple vendor network software with associated hardware requirements will be covered. Peripherals such as printers, their diagnostics, and their troubleshooting in a multiplatform environment will be covered. Prerequisites: CIS2875 and CIS2320. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

**CIS2950 Externship I****2.0 Quarter Credit Hours**

This course provides the student with on-the-job experience in a business organization practicing network administration skills learned in the classroom. Students will be placed in a business organization working under the direction of an experienced network administrator. Emphasis will be on network system administration tasks such as creating and deleting users, adding peripherals to the network, and responding to user network needs. The course will focus on working in a project teamwork environment meeting deadlines with appropriate communications. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**CIS2952 Externship II****2.0 Quarter Credit Hours**

This course provides advanced on-the-job experience in a business organization. Students will be placed in a business organization working under the direction of an experienced network engineer to practice advanced networking tasks such as implementing and monitoring network security, working with multiple networks, and wide area networks. As students configure and troubleshoot networks,



they will focus on building appropriate business relationships and communicating with peers and supervisors. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060

**OST2705 Introduction to Word Processing**

**4.0 Quarter Credit Hours**

This course provides an introduction to word processing. There is an emphasis on terminology, and the creation and editing of simple documents. Students will create, edit, spell check, save, and print a document. In addition, they will apply character formatting to a document. Students will perform file management skills such as saving a document under the same and a different name, locating, opening, and closing an existing document, and creating a subdirectory. Corequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**SLS 1120 Strategies for Success**

**4.0 Quarter Credit Hours**

Through discussion and application, this course is designed to promote proper study habits and skills which should enable the student to compete successfully in the higher education environment. - Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1320 Career Skills**

**2.0 Quarter Credit Hours**

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

**SLS1500 Workplace Relationships**

**2.0 Quarter Credit Hours**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

*The following information is added to the "Academic Calendar" section of the Catalog:*

Class Schedules for Network Administration Program		
Day/Evening Schedule - Four Day Week (Monday through Thursday)		
1999		
	Start Dates	End Dates
	June 28 (Mon)	Sept 16 (Thu)
	Sept 27 (Mon)	Dec 16 (Thu)

*The following information is added to the "Tuition and Fees" section of the Catalog:*

Program	Program Length	Credit Units	Registration Fee	Tuition
Network Administration	5 Quarters	66	\$50	\$18,000

**Graduation Requirements:**

To be eligible for graduation, students in the Network Administration program must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0,
- Complete all program requirements, and
- Complete the required 120 hours of externship.



## Major Equipment

Computers  
Printers  
Local Area Network

## Course Descriptions

### CGS1326 Project Development

2.0 Quarter Credit Hours

This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

### CGS1501 Computer Fundamentals

4.0 Quarter Credit Hours

This course provides an introduction to and an overview of the fields of computing. There is an emphasis on terminology, hardware, and software features associated with various components of computing. Specific topics to be covered include such subjects as computer system architecture, basics of telecommunications and networks, end-user Internet skills, common application software, operating systems, virus scan software, certification, multimedia, distance education, and computer programming. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

### CGS1520 Introduction to Database

2.0 Quarter Credit Hours

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite CGS1501 Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

### CGS1522 Introduction to Spreadsheets

2.0 Quarter Credit Hours

This course provides an introduction to spreadsheets. There is an emphasis on terminology and the creation and editing of simple spreadsheets such as marketing and sales reports, expense reports, invoices and purchase orders, and basic financial statements. Students will create and modify spreadsheets. In addition they will print worksheets, apply basic formatting, and perform file management skills such as saving spreadsheets under the same and different names, locating and opening existing spreadsheets, and creating subdirectories. Prerequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

### CGS1550 Introduction to Presentations

2.0 Quarter Credit Hours

This course provides an introduction to presentations. There is an emphasis on terminology, and the creation and editing of simple presentations. Students will create, edit, spell check, save, and print a presentation. In addition, they will apply character formatting to a presentation. Students will use templates to create presentations. Students will perform file management skills such as saving a presentation under the same and a different name, locating, opening, and closing existing presentations. Corequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

### CIS1561 Hardware Concepts

2.0 Quarter Credit Hours

This course prepares the student to install, configure, and troubleshoot PC hardware including system boards, bus structures, PC memory, and power supplies. Topics such as system optimization and performance using MS-DOS, Windows 3.1, Windows 95, Windows NT, and Windows 98 will be discussed. Peripherals such as printers, their diagnostics, and troubleshooting will be covered. Networking basics will also be discussed. Prerequisite: CGS1501. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

### CIS1575 Networking Fundamentals

4.0 Quarter Credit Hours

This course provides an introduction to and an overview of the fields of local area networking and internetworking. There is an emphasis on terminology, hardware, and software features associated with various components of a network. Students perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS1501. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

### CIS1800 Core Technologies

4.0 Quarter Credit Hours

This course covers both Microsoft Windows NT network administration and technical support. There is an emphasis on terminology, the procedures for installing, configuring, and troubleshooting Microsoft Windows NT Server and Workstation. Students will complete administrative tasks using Microsoft Windows NT. In addition, students will use directory services, implement security procedures such as rights and permissions and audit policies. Prerequisite: CIS1575. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

### CIS1850 Windows Technical Support

4.0 Quarter Credit Hours

This course provides students with the knowledge and skills of Microsoft Windows Technical Support. Students will learn to install and configure Microsoft Windows and work with the user interface. Emphasis will be placed on operating system architecture, memory optimization, file input and output, networking considerations, protocols, communications, and printing. Prerequisite: CIS1575. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

