

# Everest

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## INSTITUTE

### 2007-2008 CATALOG

Michigan 100307

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Accredited by the Accrediting Commission of Career Schools and Colleges  
of Technology and Licensed by the Michigan Department  
of Labor and Economic Growth.

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

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

## **SCHOOL HISTORY AND DESCRIPTION**

### **Southfield Campus**

Everest Institute, formerly National Institute of Technology, was originally a member of RETS Electronic Schools, which were established in Detroit 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, Corinthian Schools, Inc. acquired the school. In February 1996, the campus moved to Southfield, Michigan. The name of the school was changed to National Institute of Technology in June of 1996 and to Everest Institute in October of 2006.

The Southfield campus is located on the first and second floors of Central Park Place and occupies over 35,000 square feet. The facility contains 20 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 Southfield 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 adjacent to the building and on the west side of Central Park Boulevard. Public transportation is available near the school location.

### **Dearborn Campus**

Everest Institute in Dearborn, Michigan, opened in January 2001 as a branch campus of Everest Institute in Southfield, Michigan. After subsequent expansions, the campus occupies 32,000 square feet. The school is conveniently located in the Village Plaza on Michigan Avenue in the city of Dearborn, Michigan, on the northwest corner of Michigan Avenue and Outer Drive. The attractive facility includes dental assisting, computer, medical assisting, medical billing, pharmacy technician and massage therapy laboratories, lecture rooms, a resource center, a student lounge, and administrative areas, as well as ample parking. 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. Public transportation is available at the school location.

### **Detroit Campus**

Everest Institute in Detroit, Michigan, opened in November 2003 as a branch campus of Everest Institute in Southfield, Michigan. The school is conveniently located in downtown Detroit in the Stroh River Place. The modern, air-conditioned facility is designed for training students for the working world. The attractive facility has approximately 23,676 square feet and includes computer labs, medical assisting labs, medical billing/coding classrooms, a pharmacy technician lab, a massage therapy lab, lecture rooms, a resource center, student lounge, a career resources office and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

## **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 Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The 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 Student Help Line, (800) 874-0255 or by email at [Studentservices@cci.edu](mailto:Studentservices@cci.edu).

## **ACCREDITATIONS, APPROVALS AND MEMBERSHIPS**

These schools voluntarily undergo periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration.

The Medical Assisting diploma program (Southfield campus only) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology
- Licensed to operate by the State of Michigan, Department of Labor and Economic Growth
- 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
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Provides training services for the Veterans Administration's Vocational Rehabilitation Services
- Provides training services for the Michigan Department of Labor and Economic Growth/Michigan Rehabilitation Services
- Member of the American Academy of Professional Coders
- Member of the Michigan Association of Career Schools
- Member of the National Technical Honor Society (Southfield and Detroit Campuses Only)

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

## **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 at 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 enrollment:

- 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);
- 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.

The school does not offer training in English as a Second Language.

Applicants for the Pharmacy Technician Program must possess a high school diploma, its recognized equivalent, or a GED. Applicants must obtain a passing score on the CPAT.

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, if applicable. 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.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit Policy (see below) for all programs except Pharmacy Technician Program. 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.

### **ABILITY TO BENEFIT POLICY**

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high

school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

### **GED Preparatory Program**

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

### **ATB Testing**

Forms B and C of the Careers Program Assessment Test (CPAt) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAt or COMPASS/ESL test may be used. Passing scores on the CPAt are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

### **Retesting Requirements**

An applicant who has failed either the CPAt or COMPASS/ESL may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

### **Retaking the CPAt**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

### **Retaking the COMPASS/ESL**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAt with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAt must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

### **Denial of Admission**

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

### **Delayed Admission**

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

## **ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK**

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

Students enrolling in the Pharmacy Technician program will be subjected to a criminal background check which will include:

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

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

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

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

A student's inability to obtain criminal background clearance per the requirements outlined above may prohibit clinical site placement and program completion.

### **ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP/ABHES-APPROVED MEDICAL ASSISTING PROGRAMS**

In order to be eligible for the AAMA CMA Certification/Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the AAMA CMA Certification/Recertification Examination.

### **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.

## **ACADEMIC POLICIES**

### **GRADING**

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

<b>Quarter-Based Programs and MIBC version 2-0</b>				<b>Modular Allied Health Programs (except MIBC version 2-0)</b>		
<b>Grade</b>	<b>Meaning</b>	<b>Percentage</b>	<b>Point Value</b>	<b>Grade</b>	<b>Meaning</b>	<b>Percentage</b>
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
L	Leave of Absence			L	Leave of Absence	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education					

### **STUDENT AWARDS**

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment, especially if included in a portfolio. 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 minimum grade of 70%;
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.

To be eligible for graduation, students in technical programs must:

- Complete all required courses with a minimum grade of 1.0;
- Complete all required classroom training with a minimum cumulative grade point average of 2.0;
- Complete all program requirements.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

### **Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

### **GPA and CGPA Calculations**

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

### **Rate of Progress toward Completion (ROP) Requirements**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example:  $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

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

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

### **Maximum Time in Which to Complete (MTF)**

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

## Satisfactory Academic Progress Tables

47 Quarter Credit Hour Modular Program (Dental Assisting, Medical Administrative Assistant, Medical Assisting, Medical Insurance Billing and Coding, Pharmacy Technician). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (Massage Therapy). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Quarter-Based Program (Computer Tech). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-81	2.0	2.0	N/A	66.7%

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

### Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

### Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

### Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

### Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an **Academic Advising Plan** in conjunction with their advisor, and place the student on probation.

## **Reinstatement Following Suspension**

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

## **Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

## **Graduation**

Students must complete their program within the maximum time frame and with a 70%/2.0 CGPA as stated in the school catalog in order to graduate.

## **Application of Grades and Credits**

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

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

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

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

## **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 1,500 clock hour program (with a maximum time frame of 2,250 clock hours) receives 250 clock hours of transfer credit and completes 250 clock hours in the first term of enrollment, the student will be evaluated as a student who has passed the 25% point of the program ( $500/1500 = 33.3\%$ ) at the end of the first term. However, if a student receives 500 clock hours of transfer credit and will complete 250 clock hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $750/1500 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

## **Satisfactory Academic Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the school and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the school will request and obtain official written records of all previous

education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

### **Make-Up Assignments**

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

### **Maximum Time Frame for Veteran Students**

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

### **Veterans Academic Probation**

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

### **Veterans Reinstatement after Successful Appeal of Termination**

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

## **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 at least 50 minutes of instruction within a 60-minute period. 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 35 students in allied health programs and 40 students in technical programs.

## **STUDENT ACADEMIC APPEALS POLICY**

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

### **Attendance Violations**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

### **Satisfactory Academic Progress (SAP) Appeals**

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

## **ATTENDANCE**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus **and** (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

## Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

## Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

## Consecutive Absence Rule (All Programs)

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

## Percentage Absence Rule (Modular Programs)

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total program hours missed	Attendance warning letter sent
20% of the total program hours missed	Dismissed from the program

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

## Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

## Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

## Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### **Date of Determination (DOD)**

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

### **Attendance Records**

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

### **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

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

#### **Re-admission Following a Leave of Absence**

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

#### **Failure to Return from a Leave of Absence**

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

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

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

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

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

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

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

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

#### **Veterans: Leave of Absence**

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

# ADMINISTRATIVE POLICIES

## STUDENT CONDUCT CODE

### Background

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

- The school maintains the right to discipline students found in violation of school policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The School President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other school-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the school.
- Students dismissed from one Corinthian Colleges, Inc. school for violation of the student conduct code shall not be eligible for admittance to another CCI school.

### Student Conduct Code

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

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

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

### Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

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

### Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the school President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the school that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the school catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

### Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the



submission of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the school.

- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the school as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

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

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

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

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

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

### **Statistical Information**

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

## **CAMPUS COMPLETION RATE REPORTS**

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

## **DRUG AWARENESS**

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

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

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

## **WEAPONS POLICY**

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

## **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

## **DRESS CODE**

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

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing--such as shorts and open shoes--are not acceptable for obvious safety reasons. Proper personal hygiene should be practiced at all times.

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.

Jewelry worn should be appropriate for the workforce. Earrings worn should be post or stud. Hoops are only permitted if a small finger cannot fit inside. Rings should be kept to a minimum. The only permitted piercings are earrings. Hair colors must be a natural tone. Medical Assisting students must tuck in their necklaces, and cannot wear bracelets.

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 may not be 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.

## **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 on the date of the weather emergency. Classes that are cancelled due to weather emergencies may be rescheduled and 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.

## **ACADEMIC ADVISEMENT AND TUTORING**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

## **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 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.

## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

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

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

## **TRANSFERABILITY OF CREDITS**

The School President's office provides information on schools that may accept the school's 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.

## **TRANSCRIPTS AND DIPLOMAS**

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

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

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

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

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Direction of Education. Students who feel that the complaint has not been adequately addressed should contact the School President. Responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at [StudentRelations@cci.edu](mailto:StudentRelations@cci.edu).

If a student does not feel that the school has 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. CCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. The school 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**

**Tuition and Fees charts can be found in Appendix B: 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.

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.

### **ADDITIONAL EXPENSES**

The cost of textbooks is included in tuition. Some equipment may also be included in the cost of a particular program. Please see your Admissions Representative for details. Incidental supplies, such as paper and pencils, are to be furnished by students.

### **BUYER'S RIGHT TO CANCEL – CANCELLATION**

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

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

### **OFFICIAL WITHDRAWALS**

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

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

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

## REFUND POLICIES

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

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

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

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

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

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

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

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

### **Date of Withdrawal versus Date of Determination (DOD)**

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

### **Effect of Leaves of Absence on Refunds**

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

### **Textbook and Equipment Return/Refund Policy**

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

### **Federal Return of Title IV Funds Policy**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

### **Return of Unearned SFA Program Funds**

The School must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

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

### **Institutional Refund Calculation**

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

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

### **REQUIREMENTS FOR GRADUATION**

A student must:

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

### **MICHIGAN REFUND POLICY**

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by The School before enrollment. An application fee of not more than \$25.00 may be retained by The School if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with The School. All refunds shall be returned within 30 days.

### **STUDENT FINANCING OPTIONS**

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

### **FINANCIAL ASSISTANCE**

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible non-citizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

## **FEDERAL FINANCIAL AID PROGRAMS**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **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. Student 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 repaid.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on 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 school.

### **Federal Perkins Loan**

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

### **Federal Work Study (FWS)**

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

### **Federal Stafford Loans (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 begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **ALTERNATIVE FINANCING OPTIONS**

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Alternative Loan Programs**

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

### **Institutional Payment Plans**

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

## **SCHOLARSHIPS**

### **High School Scholarship Program**

Scholarships are awarded annually to graduating high school seniors, age 17 or older as follows:

- Six \$2,000 scholarships will be awarded at the Southfield Campus.
- Six \$1,000 scholarships will be awarded at the Dearborn Campus.
- Four \$1,000 scholarships will be awarded at the Detroit Campus.

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 transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

### **Imagine America Scholarships**

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

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

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

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

## **STUDENT SERVICES**

### **PLACEMENT ASSISTANCE**

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training.

All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Career Services Department. The Career Services 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**

The school 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.

## PROGRAMS BY LOCATION

<b>Modular Programs</b>			
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.			
	Dearborn	Detroit	Southfield
Dental Assisting	<input checked="" type="checkbox"/>		
Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Administrative Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Pharmacy Technician	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Quarter-Based Programs</b>			
A Quarter-Based Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately twelve weeks in length.			
	Dearborn	Detroit	Southfield
Computer Technology			<input checked="" type="checkbox"/>
Electronics Computer Technology			<input checked="" type="checkbox"/>

## DIPLOMA PROGRAMS

### DENTAL ASSISTING

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Dearborn	1-1

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

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

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

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

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

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	<b>Program Totals:</b>	<b>720</b>	<b>47.0</b>

#### Module A – Dental Office Emergencies and Compliance

**6.0 Quarter Credit Hours**

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

#### Module B – Dental Radiography

**6.0 Quarter Credit Hours**

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

#### Module C – Dental Specialties

**6.0 Quarter Credit Hours**

In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and

Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0

#### **Module D – Operatory Dentistry**

**6.0 Quarter Credit Hours**

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

#### **Module E – Laboratory Procedures**

**6.0 Quarter Credit Hours**

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

#### **Module F – Dental Anatomy and Orthodontics**

**6.0 Quarter Credit Hours**

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

#### **Module G – Dental Health**

**6.0 Quarter Credit Hours**

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

#### **Module X – Dental Assisting Externship**

**5.0 Quarter Credit Hours**

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

## MASSAGE THERAPY

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	54	720	9 months	Dearborn, Detroit, Southfield	1-0

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

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

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

### Module A - Business and Ethics

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

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

**6.0 Quarter Credit Hours**

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

### Module D – Eastern Theory and Practice

**6.0 Quarter Credit Hours**

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

**Module E – Energy & Non-Traditional Therapies, Wellness & CPR****6.0 Quarter Credit Hours**

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

**Module F - Deep Tissue, Myofascial Release & Pin and Stretch****6.0 Quarter Credit Hours**

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

**Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques****6.0 Quarter Credit Hours**

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

**Module H - Clinical and Sports Massage****6.0 Quarter Credit Hours**

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

**Module I – Health and Wellness****6.0 Quarter Credit Hours**

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

## MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Dearborn, Detroit, Southfield	1-0

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

Module	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	<b>TOTAL</b>	<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

### Module A: Office Finance

### 6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

### Module B: Patient Processing and Assisting

### 6.0 Quarter Credit Hours

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

### Module C: Medical Insurance

### 6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

### Module D: Insurance Plans and Collections

### 6.0 Quarter Credit Hours

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

### Module E: Office Procedures

### 6.0 Quarter Credit Hours

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance

and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module F: Patient Care and Computerized Practice Management**

**6.0 Quarter Credit Hours**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module G: Dental Administrative Procedures**

**6.0 Quarter Credit Hours**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

**Module X – Medical Administrative Assistant Externship**

**5.0 Quarter Credit Hours**

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



## MEDICAL ASSISTING

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Dearborn, Detroit, Southfield	1-1

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

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

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

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

Module	Module Title	Total Contact Hours	Quarter Credit Units
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 G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	<b>Program Total</b>	<b>720</b>	<b>47</b>

### Major Equipment

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

### Module A - Patient Care and Communication

#### 6 Quarter Credit Hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

### Module B - Clinical Assisting and Pharmacology

#### 6 Quarter Credit Hours

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module C - Medical Insurance, Bookkeeping, and Health Sciences****6 Quarter Credit Hours**

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

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module D - Cardiopulmonary and Electrocardiography****6 Quarter Credit Hours**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module E - Laboratory Procedures****6 Quarter Credit Hours**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module F - Endocrinology and Reproduction****6 Quarter Credit Hours**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module G - Medical Law, Ethics, and Psychology****6 Quarter Credit Hours**

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module X – Externship****5 Quarter Credit Hours**

Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully

complete their externship experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A through G.. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

## MEDICAL INSURANCE BILLING AND CODING

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Dearborn, Southfield	2-0

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

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

The Medical Insurance Billing and Coding Program is a 720 Clock Hours/47.0 Credit Unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 Clock Hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Upon successful completion of all program courses, students will be awarded a diploma.

Course	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Contact Hours	Quarter Credit Hours
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40	40	0	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40	40	0	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	40	40	0	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40	40	0	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40	40	0	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40	40	0	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40	40	0	80	6.0
MIBE	Externship	0	0	160	160	5.0
<b>PROGRAM TOTAL:</b>		<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

### Module MEDINTRO Introduction to Medical Terminology, Keyboarding, Word Processing,

#### Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel

**6 Quarter Credit Hours**

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

### Module MIBCL Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems

**6 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software,

Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBGU      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural  
Coding of the Genitourinary System      6 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBIE      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural  
Coding of the Integumentary and Endocrine Systems, and Pathology      6 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBMS      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural  
Coding of the Musculoskeletal System      6 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced

guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBRG      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems      6 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module MIBSN      Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology      6 Quarter Credit Hours**

This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

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

**Module MIBE      Externship      5 Quarter Credit Hours**

Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160

## PHARMACY TECHNICIAN

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	47	720	8 months	Dearborn, Detroit	1-0

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

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

Module	Module Title	Total Contact Hours	Quarter Credit Hours
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
<b>PROGRAM TOTAL</b>		<b>720</b>	<b>47.0</b>

### Major Equipment

Computers	Class A prescription balance	Conical graduates	Anatomy and Physiology Charts
Laminar Flow Hood	Counter balance	Cylindrical graduates	Pharmaceutical weights set
Porcelain mortar and pestle	Glass mortar and pestle	Spatulas	

Anatomy and physiology models: Skeleton Head and Torso (with removable organs)

### Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

### Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System

**6.0 Quarter Credit Hours**

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous systems are covered including a study of medications for neurological conditions, mental disorders and a discussion on

muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice**

**6.0 Quarter Credit Hours**

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module D Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**

**6.0 Quarter Credit Hours**

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module E Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**

**6.0 Quarter Credit Hours**

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.

**Module F Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**

**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module G Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**

**6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

**Module X Clinical Externship**

**5.0 Quarter Credit Hours**

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160



## QUARTER-BASED PROGRAMS

### COMPUTER TECHNOLOGY

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	54	720	9 months	Southfield	0-0

Computer technology 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 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 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 and installation technician. 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 9 month program, students will be awarded a diploma.

Course Number	Course Title	Clock Hours	Credit Units
<b>Quarter 1 - Computer Software</b>			
EI401B	Software and Applications	120	12.0
EI404B	Software and Applications Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 2 - Computer Systems and Peripherals</b>			
EJ501B	AT Computer Systems/Peripherals	120	12.0
EJ504B	AT Computer Systems/Peripherals Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 3 - Communications and Networking</b>			
EK601B	Electronic Communications/Networking	120	12.0
EK604B	Electronic Communications/Networking Laboratory	120	6.0
	Total	240	18.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

#### Major Equipment

Networking Devices	Computers	PC Software/Hardware Accessories
Scanners	Web Cams	Network Services
Printers	Power Supplies	

#### EI 401B Software and Applications

**12.0 Quarter Credit Hours**

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. Prerequisite: None. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

#### EI 404B Software and Applications Laboratory

**6.0 Quarter Credit Hours**

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. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

#### EJ 501B AT Computer Systems/Peripherals

**12.0 Quarter Credit Hours**

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: EI401B, EI404B. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

#### EJ 504B AT Computer Systems/Peripherals Laboratory

**6.0 Quarter Credit Hours**

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: EI401B, EI404B. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

**EK 601B Electronic Communications/Networking****12.0 Quarter Credit Hours**

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: EI401B, EI404B. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

**EK 604B Electronic Communications/Networking Laboratory****6.0 Quarter Credit Hours**

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: EI401B, EI404B. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

## ELECTRONICS COMPUTER TECHNOLOGY

Credential	Credit Units	Clock Hours	Length	Campus(es)	Version
Diploma	108	1440	18 months	Southfield	1.0

The Electronics Computer Technology (ECT) program teaches students the technical skills required to succeed in the fast-paced world of electronics and computers. As industries become more dependent on these technologies, many career opportunities exist for students that master them. The ECT curriculum explores electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, and computer technology. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, repair and preventive maintenance technicians, computer repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer and electronics fields.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Quarter Credit Hours
<b>Quarter 1: Direct Current (DC) and Alternating Current (AC)</b>			
ECT1000	Direct Current (DC) and Alternating Current (AC)	120/00/00/120	12.0
ECT1050	Direct Current (DC) Laboratory and Alternating Current (AC) Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 2: Electronic Devices and Integrated Circuits</b>			
ECT1200	Electronic Devices and Integrated Circuits	120/00/00/120	12.0
ECT1250	Electronic Devices and Integrated Circuits Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 3: Digital Electronics</b>			
ECT2000	Digital Electronics	120/00/00/120	12.0
ECT2050	Digital Electronics Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 4: Computer Software</b>			
CTT1010	Computer Software	120/00/00/120	12.0
CTT1060	Computer Software Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 5: Computer Hardware and Operating Systems</b>			
CTT2010	Computer Hardware and Operating Systems	120/00/00/120	12.0
CTT2060	Computer Hardware and Operating Systems Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 6: Networking Fundamentals</b>			
NCC1010	Networking Fundamentals	120/00/00/120	12.0
NCC1060	Networking Fundamentals Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Diploma Total</b>		<b>720/720/00/1440</b>	<b>108.0</b>

### Major Equipment

Analog/Digital Trainers	Oscilloscopes	Computers	Web Cams
Digital Multimeters	Printers	Function Generators	Network Services
Frequency Counters	Scanners	PC Software/Hardware Accessories	Networking Devices

### ECT1000 Direct Current (DC) and Alternating Current (AC)

**12 Quarter Credit Hours**

This course introduces students to the field of electronics 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 include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Students will also learn techniques for studying and test taking. Prerequisite: None. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

### ECT1050 Direct Current (DC) and Alternating Current (AC) Laboratory

**6 Quarter Credit Hours**

In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to Direct Current (DC) and Alternating Current (AC) circuits. The course introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), and RC, RL and RCL circuits while using various test instruments to

analyze circuits. The test instruments include digital multimeters, signal generators, oscilloscopes and power supplies. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

### **ECT1200 Electronic Devices and Integrated Circuits**

**12 Quarter Credit Hours**

This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECT1000, ECT1050. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

### **ECT1250 Electronic Devices and Integrated Circuits Laboratory**

**6 Quarter Credit Hours**

This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices and Integrated Circuits. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. They will also build and troubleshoot a basic FM Transmitter and an AM/FM receiver. Prerequisite: ECT1000, ECT1050. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

### **ECT2000 Digital Electronics**

**12 Quarter Credit Hours**

This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits consisting of logic gates, display devices and counters. They will also gain knowledge of microprocessor components, bus systems, clocks, and LCD displays. The interfacing of analog devices to digital systems will be discussed. Prerequisite: ECT1200, ECT1250. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

### **ECT2050 Digital Electronics Laboratory**

**6 Quarter Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operations of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECT1200, ECT1250. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

### **CTT1010 Computer Software**

**12 Quarter Credit Hours**

This course introduces students to the personal computer, basic computer system architecture, and the Windows desktop environment. Students will learn about the common types of desktop applications (word processing, spreadsheet, and presentation software), operating systems, graphics manipulation software, and hardware utilities. Students also develop customer relations and interpersonal skills. Prerequisite: None. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000  
Lab hours: 0.

### **CTT1060 Computer Software Laboratory**

**6 Quarter Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Computer Software. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will create basic documents using word processing, spreadsheet, and presentation applications for business and personal use. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

### **CTT2010 Computer Hardware and Operating Systems**

**12 Quarter Credit Hours**

This course focuses on the hardware and operating systems found in today's personal computers (PCs). Students will learn about computer commands, functions, and terminology through practical discussion about the installation, configuration, and upgrade of Windows operating systems. They will study a variety of computer hardware components and their related functions. Other topics discussed include troubleshooting and repair procedures. Prerequisite: CTT1010, CTT1060. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

### **CTT2060 Computer Hardware and Operating Systems Laboratory**

**6 Quarter Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. Students will learn to install, configure, and troubleshoot personal computer (PC) operating systems and hardware, including system boards, memory, power supplies, storage devices, and sound cards. Prerequisite: CTT1010, CTT1060. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

### **NCC1010 Networking Fundamentals**

**12 Quarter Credit Hours**

This course introduces students to the terminology, operating systems, hardware, and administration of computer networks. These topics include network topology, TCP/IP, the OSI reference model, and security. Students will gain knowledge about basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT2010, CTT2060. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000

### **NCC1060 Networking Fundamentals Laboratory**

**6 Quarter Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Networking Fundamentals. Students will participate in exercises that cover the various tasks involved in installing, administering and troubleshooting a computer network. Topics covered include installing network hardware, installing and configuring network operating systems and protocols, and troubleshooting network problems. Prerequisite: CTT2010, CTT2060. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000

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 Seattle, WA (main campus)  
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### **Bryman College**

Lynnwood, WA (branch of Everest College, Renton, WA)

### **Everest College**

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 Everett, WA (branch of Everest College, Bremerton, WA)  
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 Mesa, AZ (branch of Everest College, Phoenix, AZ)  
 North Aurora, IL (branch of Everest Institute, Brighton, MA)  
 Ontario, CA (main campus)  
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)  
 Phoenix, AZ (main campus)  
 Portland, OR (main campus)  
 Renton, WA (main campus)  
 Reseda, CA (main campus)  
 Salt Lake City, UT (main campus)  
 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Skokie, IL (main campus)  
 Springfield, MO (main campus)  
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)  
 Tacoma, WA (branch of Everest College, Bremerton, WA)  
 Thornton, CO (main campus)  
 Torrance, CA (main campus)  
 Vancouver, WA (branch of Everest College, Portland, OR)  
 West Los Angeles, CA (main campus)

### **Everest Institute**

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)  
 Austin, TX (branch of Everest Institute, Southfield, MI)

Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)  
 Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Grand Rapids-Southfield, MI (branch of Everest Institute, Grand Rapids, MI)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest Institute, Atlanta, GA)  
 Newport News, VA (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

### **Florida Metropolitan University**

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

### **Las Vegas College**

Henderson, NV (main campus)

### **National School of Technology**

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

### **WyoTech**

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

## STATEMENT OF OWNERSHIP

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

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David G. Moore	Peter Waller	President and Chief Operating Officer
Paul R. St. Pierre	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Jack D. Massimino	Beth A. Wilson	Executive Vice President, Operations
Linda Arey Skladany	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Hank Adler	William Buchanan	Executive Vice President, Marketing
Alice T. Kane	William Murtagh, Jr.	President, CSI Division
Robert Lee	David Poldoian	President, Online Learning Division
	Janis Schoonmaker	President, FMU Division
	Frank Stryjewski	President, WyoTech Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
<b>CORINTHIAN SCHOOLS, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Peter Waller	William Murtagh	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

### Dearborn Campus Information

<b>ADMINISTRATION</b>		
Joe Belliotti	School President	BS, Oakland University, Rochester, MI
Thomas G. Schiavi	Director of Education	MS, Indiana State University, Terre Haute, IN
Cynthia Norman	Associate Director of Education	BS, University of Phoenix, Southfield, MI
Larry Baranski	Director of Admissions	MA, University of Michigan, Ann Arbor, MI
Renea Elmore	Admissions Manager	BBA, Davenport University, Dearborn, MI
Coleen Puckett	Director of Student Finance	
Jane Morton-Evans	Director of Student Accounts	Florida Metropolitan University, Online
Lori Young	Career Services Director	West Chester University of Penn, West Chester, PA
<b>ALLIED HEALTH INSTRUCTORS</b>		
Beth Ann Akers, RN	Education Chair	BSN, Canyon College, Caldwell, IN
Cynthia Biggs	Dental Assisting	Wayne County Community College, Detroit, MI
Harriet Blaznek	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
George Burnett	Medical Assisting	National Institute of Technology, Dearborn, MI
Kizzy Carr	Medical Assisting	National Institute of Technology, Dearborn, MI
Kimberlynn Collins	Massage Therapy	National Institute of Technology, Dearborn, MI
Lynette Dickerson	Dental Assisting	MSP, American Institute of Theology, Birmingham, AL
Dreama Donofrio	Education Chair	Dearborn H.S. Dental Assisting Program, Dearborn, MI
Donna Etienne	Medical Assisting	Ross Medical , Livonia, MI
Lori Gillon	Medical Billing	National Institute of Technology, Dearborn, MI
Steve Graham	Pharmacy Technician	Schoolcraft College, Livonia, MI
Lisa Gutowski	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Pam Johnson	Medical Billing	University of Phoenix, Southfield, MI
Amanda Lee	Massage Therapy	Health Enrichment Center, Lapeer, MI
Arthur Margerm	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Fay Mitchell	Education Chair	Davenport University, Dearborn, MI
Vicki Moffett	Pharmacy Technician	AA, Henry Ford Community College, Dearborn, MI
Gloria Newell	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Jamika Parks	Medical Assisting	National Institute of Technology, Dearborn, MI
Dasean Portwood	Dental Assisting	
Kendella Rainer	Dental Assisting	High Tech Learning, Warren, MI
Patrice Ross, MBA	Medical Assisting	Davenport University, Dearborn, MI
Joy Sanders	Medical Assisting	Detroit College of Business, Dearborn, MI
Lannea Shamley	Dental Assisting	Hi Tech, Sacramento, CA
Lana Sherwin, RMA	Medical Assisting	Ross Medical Education Center, Livonia, MI
Christina Shoff	Dental Assisting	Henry Ford Community College, Dearborn, MI
Sandra Sofianidis	Medical Assisting	SW Oakland Vocational Center, Walled Lake, MI
Chris Solberg	Pharmacy Technician	National Institute of Technology, Dearborn, MI
Katrina Washington, RMA	Medical Assisting	Ross Medical Education Center, Oak Park, MI
Lucille Wickham	Medical Assisting	Ross Medical Education Center, Livonia, MI

## Detroit Campus Information

<b>ADMINISTRATION</b>		
Joseph Egelski	School President	MBA, Wayne State University, Detroit, MI BS, Wayne State University, Detroit, MI
Lajanis Allen	Director of Student Finance	MBA, University of Phoenix, Southfield, MI BSB, University of Phoenix, Southfield, MI
Debora Dearing	Director of Education	BS, Mercy College, Detroit, MI
Mike Draheim	Director of Admissions	BA, Central Michigan University, Mt. Pleasant, MI
Steven Gwisdalla	Career Services Director	MS, Education Capella University, Minneapolis, MN BA, Michigan State University, East Lansing, MI
Lairen Marshall	Director of Student Accounts	MM, Management/HRM, University of Phoenix, Southfield, MI BA, Kalamazoo College, Kalamazoo, MI
<b>DEPARTMENT CHAIR</b>		
Ta'Shun White	Medical Chair	BCLS, CMA, HIV Counselor Certificate, Ross Educational Center, Southfield, MI Pending BS, FMU
<b>SENIOR INSTRUCTORS</b>		
Felicia Stewart	Medical Assisting	Certificate, Ross Medical Education Center, Detroit, MI BLS Instructor
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
Patrica Allen	Medical Assisting	BA, Health Services, Spring Arbor College, Dearborn, MI
Maria Hernandez	Medical Assisting	Diploma, American Career Institute, Cleveland, OH RMA, American Career Institute, Cleveland, OH
Renee Jacobs	Medical Assisting	CMA, Professional Training Academy, Ferndale, MI
Carmen Looney	Medical Assisting	Diploma, Franklin Adult Education, Detroit, MI
Benita Moore	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI BLS Instructor
Motiryo Mumpfield	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI
Yulonda Pack	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI BLS Instructor, CMA
Pamela Tyson	Medical Assisting	Certificate, Professional Career Institute, Southfield, MI BLS Certified Instructor
<b>MASSAGE THERAPY INSTRUCTORS</b>		
Jonathan Burt	Massage Therapy	Diploma, MT Irene's Myomassaology Institute, Southfield, MI, Certificate of License, City of Detroit
Khoury Johnson	Massage Therapy	Certificate of License, City of Detroit Certified MT MSM, Sports Massage MSM, Berkley, MI
Clifford Jordan	Massage Therapy	Certificate of License, City of Detroit Diploma, Healing Hands Holistic Health Center, Clinton Township, MI BLS Certified Instructor
Anita Norwood	Massage Therapy	Certificate of License, City of Detroit BA, Southern Christian University Montgomery, AL Diploma, Health Enrichment Center Lapeer, MI BLS Certified Instructor
Gregory Taylor	Massage Therapy	Certificate of License, City of Detroit BA, MT, Siena Heights University, Adrian, MI Certified MT National Holistic Institute CA
Anastasia Tomassi	Massage Therapy	Certificate of License, City of Detroit Diploma, Health Enrichment Center Lapeer, MI Certificate of OMT, Certificate of Sports Massage
<b>MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS</b>		
Patrica Allen	Medical Administrative Assistant	BA, Health Services, Spring Arbor College, Dearborn, MI RMA, Ross Medical Education Center, Detroit, MI
Pamela Tyson	Medical Administrative Assistant	Certificate, Professional Career Institute, Southfield, MI
<b>PHARMACY TECHNICIAN INSTRUCTORS</b>		
Valarie Kelly	Pharmacy Technician	AA, Wayne County Community College, Detroit, MI Certified Pharmacy Tech
Sorin Marculescu	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne County Community College, Detroit, MI
Timaka Wilson	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne Count Community College, Detroit, MI



## Southfield Campus Information

<b>ADMINISTRATION</b>		
Marchelle Weaver	President	BA, Michigan State University, East Lansing, MI
Valerie Brenneman	Vice President	BA, University of Arizona, Tucson, AZ
Theresa Gardner	Education Director	BSW, Mary Grove College, Detroit, MI
Renee Rivard	Director of Student Finance	Sawyer School of Business
Sherrie Hanes-Leach	Director of Student Accounts	BS, Madonna, Livonia, MI
Wendell Coleman	Admissions Director	Cornerstone University, Grand Rapids, MI
Norah Ryan	Admissions Manager	
Thomas Doyle	Career Services Director	BS, Central Michigan University, Mt. Pleasant, MI
<b>DEPARTMENT CHAIRS</b>		
Laurence Bowers	Technical Chair	MCP, CNI, Diploma, National Institute of Technology, Livonia, MI
Richard Wilbourn	Lead Instructor	Siena Heights University, Adrian, MI
Yvette Harris	Allied Health Chair	Diploma, Ross Medical Education Center, Oak Park, MI
Mary Brown	Lead Instructor	CMA, EMT/P Southeastern EMS Academy, Troy, MI
Emma Hill	Lead Instructor	RMA, Diploma, Maric College of Medical Careers, San Marcos, CA
Layna Fernandez-Tyus	Lead Instructor	Diploma, Ann Arbor Institute of Massage Therapy
<b>ALLIED HEALTH INSTRUCTORS</b>		
Acquana Adams	Crockett Adult Career Center	
Gina Allen	Ross Medical, Education Center, Livonia, MI	
Debbie Bennett	CMA, Diploma, National Institute of Technology Southfield, MI	
Shontel Boyd	Diploma, National Institute of Technology, Southfield, MI	
Karen Chowdhury	AMT Carnegie, Troy, MI	
Valerie Clement	CMA, Henry Ford Community College, Dearborn, MI	
Sheila Dorjeski	Certificate, Clintondale Community Schools; Clinton, MI	
Limin Jin	Traditional Chinese Medicine College, China	
Felicia Johnson	Southwest Kansas Technical School, Liberal, KS	
Jones, Valeree	BA, Shaw University, Raleigh, NC	
Bonnie Jordan	Michigan Paraprofessional Institute, Southfield, MI	
Mary Krenzel	LMT, Irene's School of Myomassology, Southfield, MI	
Anyika Moss	Oakland Community College	
Theresa O'Bryant	Alternative Healing and Massage Licensing School, Sterling Heights, MI	
Deneda Person	Diploma,, Ross Education Center, Oak Park, MI	
Donna Phillips	Diploma, National Institute of Technology, Southfield, MI	
Elizabeth Phipps	Michigan Institute of Myomassology, Berkley, MI	
John Powell	Diploma, Boulder College of Massage Therapy, Boulder, CO	
Sonya Robert	Diploma, Ross Medical Education Center, Detroit, MI	
Sandy Johnson	Diploma, Ross Medical Education Center, Livonia, MI	
Juanita Scallions	CCS-P, American Health Information Management Association	
Corrine Thomas	Detroit Practical Nursing Center, Detroit, MI	
<b>TECHNICAL INSTRUCTORS</b>		
Ronald Anderson	A+, Diploma, National Institute of Technology, Southfield, MI	
William Arsenault	A+, MCP, CNI Diploma, National Education Center, Eastpointe, MI	
John Bonadies	BS, Southern Illinois University, Carbondale, IL	
Nancy Carr	A+, MCP, CNI, Diploma, Detroit Business Institute, Detroit, MI	
William Lee	A+, Siena Heights University, Adrian, MI	
Amy Pavlic	National Institute of Technology, Livonia, MI	
Gregory Sluka	Lawrence Technological University, Southfield, MI	
Robert Tabor	Electronics Institute of Technology, Detroit, MI	
Lou Vierling	BA, Sienna Heights, Adrian, MI	
Andrew White	A+, N+, MCSA, Server +, I-Net +, IT Project +, CIW BA. Michigan State University, East Lansing, MI	

## APPENDIX B: TUITION AND FEES

### Dearborn Campus

Program	Program Length	Credit Units	Tuition
Massage Therapy	9 Modules	54	\$13,150
Medical Administrative Assistant	8 Modules	47	\$12,800
Medical Assisting	8 Modules	47	\$12,800
Medical Insurance Billing and Coding	8 Modules	47	\$12,950
Pharmacy Technician	8 Modules	47	\$12,800
Dental Assisting	8 Modules	47	\$13,400

Effective date: July 1, 2007

### Detroit Campus

Program	Program Length	Credit Units	Tuition
Massage Therapy	9 Modules	54	\$13,150
Medical Administrative Assistant	8 Modules	47	\$12,800
Medical Assisting	8 Modules	47	\$12,800
Pharmacy Technician	8 Modules	47	\$12,800

Effective date: July 1, 2007

### Southfield Campus

Program	Program Length	Credit Units	Tuition
Computer Technology	3 Quarters	54	\$13,150
Electronics Computer Technology	6 Quarters	108	\$25,050
Medical Administrative Assistant	8 Modules	47	\$12,800
Medical Assisting	8 Modules	47	\$12,800
Medical Insurance Billing and Coding	8 Modules	47	\$12,950
Massage Therapy	9 Modules	54	\$13,150

Effective date: July 1, 2007

## APPENDIX C: CALENDARS

### Dearborn Academic Calendars

<b>Medical Assisting/Dental Assisting/ Day Schedule – Four-Day Week (Monday through Thursday) 2007-2008</b>	
Start Dates	End Dates
09/10/07	10/04/07
10/08/07	11/01/07
11/05/07	11/30/07
12/03/07	01/11/08
01/14/08	02/07/08
02/11/08	03/06/08
03/10/08	04/10/08
04/14/08	05/08/08
05/12/08	06/05/08
06/09/08	07/10/08
07/14/08	08/07/08
08/11/08	09/11/08
09/15/08	10/09/08
10/13/08	11/06/08
11/10/08	12/11/08
12/15/08	01/23/09

<b>Massage Therapy/Pharmacy Technician/Medical Insurance Billing Coding/Medical Administrative Assistant Day Schedule – Four-Day Week (Monday through Thursday) 2007-2008</b>	
Start Dates	End Dates
09/24/07	10/18/07
10/22/07	11/15/07
11/19/07	12/13/07
01/02/08	01/25/08
01/28/08	02/22/08
02/25/08	03/20/08
03/31/08	04/24/08
04/28/08	05/22/08
05/27/08	06/19/08
06/23/08	07/24/08
07/28/08	08/21/08
08/25/08	09/25/08
09/29/08	10/23/08
10/27/08	11/20/08
11/24/08	12/18/08

<b>Medical Assisting/Dental Assisting/Massage Therapy Weekend Schedule Saturday and Sunday 2007-2008</b>	
Start Dates	End Dates
09/15/07	10/07/07
10/13/07	11/04/07
11/10/07	12/09/07
12/15/07	01/20/08
01/26/08	02/17/08
02/23/08	03/16/08
03/29/08	04/20/08
04/26/08	05/18/08
05/24/08	06/15/08
06/21/08	07/20/08
07/26/08	08/17/08
08/23/08	09/21/08
09/27/08	10/19/08
10/25/08	11/16/08
11/22/08	12/21/08

<b>Student Holidays – Dearborn 2007-2008 – Weekdays</b>		
Holiday Dates	Official Holidays	Make-up Dates
Sept 3 – Sept 7, 2007	<b>Fall Recess</b>	
	MMA//DAD/PHD	
	MAAD/MIBD/MTD	
Nov 22, 2007	Thanksgiving	Nov 30, 2007
Dec 17, 2007 – Jan 1, 2008	<b>Winter Recess</b>	Jan 4, 2008 & Jan 11, 2008
	MMA/DAD/PHD	
	MAAD/MIBD/MTD	
Jan 14, 2008	Martin Luther King Jr., Day	Jan 25, 2008
Feb 18, 2008	Presidents' Day	Feb 22, 2008
Mar 22 – Mar 27, 2008	<b>Spring Break</b>	
May 26, 2008	Memorial Day	May 30, 2008
Jun 30 – July 6, 2008	<b>Summer Break</b>	
Aug 29 – Sept 5, 2008	<b>Fall Break</b>	
Nov 27, 2008	Thanksgiving	Dec 5, 2008
<b>Student Holidays – Dearborn 2007-2008 – Weekend</b>		
Holiday Dates	Official Holidays	Make-up Dates
Sept 1 & 2, 2007	<b>Fall Recess</b>	There are no make-up dates for weekend
	MTD/DAD/MMA students	
Nov 24 & 25, 2007	Thanksgiving	
Dec 22-23 & 29-30, 2007	<b>Winter Recess</b>	
	MTD/DAD/MMA	
Mar 22 -23, 2008	<b>Spring Break</b>	
Jul 5-6, 2008	<b>Summer Break</b>	
Aug 30 – 31, 2008	<b>Fall Recess</b>	
	MTD/DAD/MMA	
Nov 29 –Nov 30, 2008	Thanksgiving	

## Detroit Academic Calendars

<b>PHARMACY TECHNICIAN and MASSAGE THERAPY (4 Day Program)</b>	
<b>TERM START</b>	<b>TERM ENDS</b>
Sept 10, 2007	Oct 4, 2007
Oct 8, 2007	Nov 1, 2007
Nov 5, 2007	Nov 30, 2007
<i>Thanksgiving Break: Nov 22-23, 2007</i>	
Dec 3, 2007	Jan 8, 2008
<i>Christmas Break: Dec 24, 2007 - Jan 3, 2008</i>	
January 9, 2008	February 5, 2008
<i>*Martin Luther King, Jr. Day: January 21, 2008 Make-up Day: January 18, 2008*</i>	
February 6, 2008	March 4, 2008
<i>*President's Day: February 18, 2008 Make-up Day: February 15, 2008*</i>	
March 5, 2008	April 1, 2008
<i>*Good Friday: March 21, 2008*</i>	
April 2, 2008	April 29, 2008
May 1, 2008	May 29, 2008
<i>*Memorial Day: May 26, 2008</i>	
<i>Summer Recess: June 2, 2008- June 6, 2008*</i>	
June 9, 2008	July 3, 2008
<i>*Independence Day: July 4, 2008*</i>	
July 7, 2008	July 31, 2008
August 4, 2008	August 28, 2008
<i>*Labor Day: September 1, 2008 Make-up Day: September 5, 2008*</i>	
September 2, 2008	September 25, 2008
September 29, 2008	October 23, 2008
October 27, 2008	November 20, 2008
November 24, 2008	December 18, 2008
<i>*Thanksgiving Break: November 27 and 28, 2008 Make-up Day: December 5, 2008*</i>	
December 22, 2008	January 22, 2009
<i>*Christmas Break: December 24, 2008 through January 2, 2009*</i>	
<i>*Make-up Day: Friday, January 9, 2009 and Friday, January 16, 2009*</i>	

<b>MEDICAL ASSISTING, MASSAGE THERAPY and MEDICAL ADMINISTRATIVE ASSISTANT (5 Day Program)</b>	
<b>TERM START :</b>	<b>TERM ENDS:</b>
Sept 25, 2007	Oct 22, 2007
Oct 23, 2007	Nov 19, 2007
Nov 20, 2007	Dec 19, 2007
<i>Thanksgiving Break: Nov 22-23, 2007</i>	
December 20, 2007 <sup>1</sup>	January 26, 2008 <sup>1</sup>
<i>*Christmas Break: December 24, 2007 through January 3, 2008*</i>	
<i>*Martin Luther King, Jr. Day: January 21, 2008 Make-up Day: January 18, 2008*</i>	
January 30, 2008	February 27, 2008
<i>*President's Day: February 18, 2008*</i>	
February 29, 2008	March 28, 2008
<i>*Good Friday: March 21, 2008*</i>	
March 31, 2008	April 25, 2008
April 28, 2008	May 23, 2008
May 27, 2008	June 23, 2008
June 25, 2008	July 29, 2008
<i>*Independence Day and Summer Recess: June 30 through July 4, 2008*</i>	
July 31, 2008	August 27, 2008
August 28, 2008	September 25, 2008
<i>*Labor Day: September 1, 2008*</i>	
September 26, 2008	October 23, 2008
October 24, 2008	November 20, 2008
November 21, 2008	December 22, 2008
<i>*Thanksgiving Break: November 27 and 28, 2008*</i>	
December 23, 2008	January 30, 2009
<i>*Christmas Break: December 24, 2008 through January 2, 2009*</i>	
<i>**Martin Luther King, Jr. Day: January 19, 2009*</i>	

## Southfield Academic Calendars

Student Holidays 2007		
	Holiday	Make-Up Day
Fall Recess	Sep 24-Sep 27	
Thanksgiving	Nov 22	Nov 16
Winter Recess	Dec 24-31	
Student Holidays 2008		
Winter Recess	Jan 1 - 3	
Martin Luther King, Jr. Day	Jan 21	Jan 25
President's Day	Feb 18	Feb 22
Spring Recess	Mar 31 - Apr 3	
Memorial Day	May 26	May 30
Summer Recess	Jun 30 - Jul 3	
Independence Day	Jul 4	
Labor Day	Sep 1	Sep 5
Fall Recess	Sep 29 - Oct 2	
Thanksgiving	Nov 27	Nov 21
Christmas Eve	Dec 24	Dec 12
Christmas Day	Dec 25	Dec 19
Winter Recess	Dec 24 -Jan 1 '09	

Medical Administrative Assistant Mon - Thur			
2007			
Start Date		End Date	
Aug 13, 2007 Mon		Sep 7, 2007 Fri	
Sep 10, 2007 Mon		Oct 11, 2007 Thurs	
Oct 15, 2007 Mon		Nov 8, 2007 Thurs	
Nov 12, 2007 Mon		Dec 6, 2007 Thurs	
Dec 10, 2007 Mon		Jan 17, 2008 Thurs	
2008			
Jan 22	Tues	Feb 14	Thurs
Feb 19	Tues	Mar 13	Thurs
Mar 17	Mon	Apr 17	Thurs
Apr 21	Mon	May 15	Thurs
May 19	Mon	June 12	Thurs
June 16	Mon	July 17	Thurs
July 21	Mon	Aug 14	Thurs
Aug 18	Mon	Sept 11	Thurs
Sept 15	Mon	Oct 16	Thurs
Oct 20	Mon	Nov 13	Thurs
Nov 17	Mon	Dec 11	Thurs
Dec 15	Mon	Jan 15	Thurs

Medical Assisting Massage Therapy Medical Insurance Billing/Coding Mon - Thur			
2007			
Start Date		End Date	
Aug 27, 2007 Mon		Sep 20, 2007 Thurs	
Sep 27, 2007 Thur		October 24, 2007 Wed	
Oct 1, 2007 Mon		Oct 25, 2007 Thurs	
Oct 29, 2007 Mon		Nov 21, 2007 Wed	
Nov 26, 2007 Mon		Dec 20, 2007 Thurs	
2008			
Jan 7	Mon	Jan 31	Thurs
Feb 4	Mon	Feb 26	Thurs
Mar 3	Mon	Mar 27	Thurs
Apr 7	Mon	May 1	Thurs
May 5	Mon	May 30	Fri
Jun 2	Mon	Jun 26	Thurs
Jul 7	Mon	Jul 31	Thurs
Aug 4	Mon	Aug 28	Thurs
Sep 2	Tue	Sep 25	Thurs
Oct 6	Mon	Oct 30	Thurs
Nov 3	Mon	Nov 26	Wed
Dec 1	Mon	Dec 23	Tue

Electronics Computer Technology Computer Technology Mon - Thur			
2007			
Start Date		End Date	
July 2, 2007 Mon		Sept 20, 2007 Thurs	
Oct 1, 2007 Mon		Dec 20, 2007 Thurs	
2008			
Jan 7	Mon	Mar 27	Thurs
Apr 7	Mon	Jun 26	Thurs
Jul 7	Mon	Sep 25	Thurs
Oct 6	Mon	Dec 23	Tues

## APPENDIX D: HOURS OF OPERATION

### Dearborn Hours of Operation

Office:		
7:30 AM to	8:00 PM	Mon through Thur
7:30 AM to	5:00 PM	Fri
9:00 AM to	2:00 PM	Sat

School: Mon through Thur					
Morning		Afternoon		Evening	
7:00 AM to	12:00 PM	11:00 AM to	4:00 PM	5:00 PM to	10:00PM
8:00 AM to	1:00 PM	12:00 PM to	5:00 PM	6:00 PM to	11:00 PM
9:00 AM to	2:00 PM	1:00 PM to	6:00 PM	Weekend	
10:00 AM to	3:00 PM			7:00 AM to	5:00 PM

### Detroit Hours of Operation

Office:		
8:00 AM to	7:30 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday
10:00 AM to	2:00 PM	Saturday
Class Schedules:		
6:00 AM to	10:00 AM	Mon through Fri
8:00 AM to	12:00 PM	Mon through Fri
10:00 AM to	2:00 PM	Mon through Fri
12:00 PM to	4:00 PM	Mon through Fri
2:00 PM to	6:00 PM	Mon through Fri
6:00 PM to	10:00 PM	Mon through Fri
8:00 AM to	1:00 PM	Mon through Thur
1:00 PM to	6:00 PM	Mon through Thur
6:00 PM to	11:00 PM	Mon through Thur

### Southfield Hours of Operation

Office:			
8:00 AM to	8:00 PM	Mon through Thur	
8:00 AM to	4:30 PM	Fri	
9:00 AM to	1:00 PM	Saturday	
School:			
7:00 AM to	12PM	Mon though Thur	Morning
8:00 AM to	1:00 PM	Mon through Thur	Morning
9:00 AM to	2:00 PM	Mon through Thur	Mid-Morning
10:00 AM to	3:00 PM	Mon through Thur	Mid-Morning
12:00PM to	5:00pm	Mon through Thur	Afternoon
1:00 PM to	6:00 PM	Mon through Thur	Afternoon
6:00 PM to	11:00 PM	Mon through Thur	Evening