1998-99 CATALOG
National Institute of Technology

SanAntonio0499

3622 Fredericksburg Road
San Antonio, Texas 78201
(210) 733-6000

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology and Approved and Regulated by the Texas Workforce Commission, Proprietary Schools Section, Austin, Texas.

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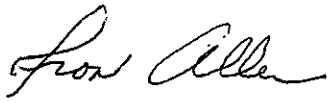
The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.



School President

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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 and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

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

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

School History and Description

National Institute of Technology in San Antonio, Texas, was originally a member of RETS Electronic School which was established in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In October 1987 the school moved to its present location in San Antonio and the curriculum was expanded to include a Medical Assisting Program. The school was acquired by Corinthian Schools, Inc. in July 1995. The school name was changed to National Institute of Technology on November 26, 1996.

The modern air conditioned facility is designed for training students for the working world. The building has over 30,000 square feet containing 28 classrooms, administrative offices, student lounge, restrooms, and a library containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

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 school is conveniently located one mile inside Loop 410 on Fredericksburg Road.

Educational Philosophy

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

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

Statement of Non-Discrimination

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

Accreditations, Approvals and Memberships

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

- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Approved and regulated by the Texas Workforce Commission, Proprietary Schools Section, Austin, Texas.
- Authorized under federal law to enroll nonimmigrant alien students.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Member of the National Association for Health Professionals.
- Member of the North San Antonio Chamber of Commerce.
- Member of the San Antonio Hispanic Chamber of Commerce.

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

Administration

Ron Allen	School President
Dolores Dominguez	Admissions Director
Janet Cross	Placement Director
Frank Frollini	Finance Director
David Stamper	Education Director

Faculty

Business Department

James Beauchamp, B.S.	Purdue University, West La Fayette, IN
Laurence Edmond, B.S., M.S.	Georgia Institute of Technology, Atlanta, GA, American University, Washington, DC
Deborah Fassett	Occupational Qualifications
Ken Hofmockel, B.B.A., M.B.A.	University of New Mexico, Albequerque, NM, Central Michigan University, Mt. Pleasant, MI
Hazel Paschal	Occupational Qualifications

Technical Department

Alejandro, Aguilera, A.A.S.	St. Phillips College, San Antonio, TX
Freddy Baker, B.S., M.S.	Texas Tech, Lubbock, TX, Air Force Institute of Technology, Wright-Patterson AFB, OH
James Cain, A.A.S.	Hallmark Institute of Technology, San Antonio, TX, Community College of the Air Force, U.S. Air Force
Jesus Campa	Occupational Qualifications
William Clabo	Occupational Qualifications, United States Air Force, Madison, WI
Leonel Diaz	Occupational Qualifications, United States Navy
Brian Jones, A.A.S.	United States Air Force, Lackland Air Force Base, San Antonio, TX
Ralph Kelley, B.A.	Incarnate Word, San Antonio, TX
Larry Muller, A.S.	University of the State of New York, Albany, NY

Medical Health Department

Dr. Reynaldo, Anasco, M.D.	University of East Manila, Philippines
Elizabeth Burchfield	Occupational Qualifications
Charles Carter, Diploma	National Educational Center, San Antonio, TX
John Ethredge, A.A.S.	University of the State of New York, Albany, NY
Jean-Richard Lagoueyte	Occupational Qualifications, United States Army, Ft. Sam Houston, TX
Orma Machado, C.N.A.	San Antonio College, San Antonio, TX
Julia Metz Peterson, A.A.S.	San Antonio College of Medical and Dental Assistants, San Antonio, TX
Louis Nistal, M.D.	Universidad Nacional Autonoma De Mexico, Mexico City, Mexico
Roxanne Pieniazek, A.A.S.	San Antonio College, San Antonio, TX
Roberto Ramirez, M.D.	Universidad Nacional Autonoma de Mexico, Mexico City, Mexico
John Ridlon, A.A.S., B.B.A.	St. Phillips College, San Antonio, TX, McKendree College, Lebanon, IL
Robin Robinson, B.A.	University of Texas at San Antonio, San Antonio, TX
Madeleine Sarem	Occupational Qualifications, Southwest School of Medical Assistants, San Antonio, TX

Hours of Operation

Office:

6:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School:

Business (Morning)	Business (Evening)	Medical Health (Morning I)	Medical Health (Morning II)
7:30 - 8:20	6:00 - 6:50	8:30 - 9:20	10:00 - 10:50
8:30 - 9:20	7:00 - 7:50	9:30 - 10:20	11:00 - 11:50
9:30 - 10:20	8:10 - 9:00	10:40 - 11:30	12:10 - 1:00
10:40 - 11:30	9:10 - 10:00	11:40 - 12:30	1:10 - 2:00
11:40 - 12:30	10:00 - 10:50		
Breaks:	Breaks:	Breaks:	Breaks:
8:20 - 8:30	6:50 - 7:00	9:20 - 9:30	10:50 - 11:00
9:20 - 9:30	7:50 - 8:10	10:20 - 10:40	11:50 - 12:10
10:20 - 10:40	9:00 - 9:10	11:30 - 11:40	1:00 - 1:10
11:30 - 11:40			

Medical Health (Morning III)	Medical Health (Afternoon)	Medical Health (Evening)	Technical (Evening)	Technical (Morning I)
6:00 - 6:50	12:30 - 1:20	6:00 - 6:50	6:00 - 6:50	7:30 - 8:20
7:00 - 7:50	1:30 - 2:20	7:00 - 7:50	7:00 - 7:50	8:30 - 9:20
8:10 - 9:00	2:30 - 3:20	8:10 - 9:00	8:10 - 9:00	9:30 - 10:20
9:10 - 10:00	3:30 - 4:20	9:10 - 10:00	9:10 - 10:00	10:40 - 11:30
	4:30 - 5:30	10:00 - 10:50	10:00 - 10:50	11:40 - 12:30
				12:40 - 1:30
Breaks:	Breaks:	Breaks:	Breaks:	Breaks:
6:50 - 7:00	1:20 - 1:30	6:50 - 7:00	6:50 - 7:00	8:20 - 8:30
7:50 - 8:10	2:20 - 2:30	7:50 - 8:10	7:50 - 8:10	9:20 - 9:30
9:00 - 9:10	3:20 - 3:30	9:00 - 9:10	9:00 - 9:10	10:20 - 10:40
	4:20 - 4:30			11:30 - 11:40
				12:30 - 12:40

Academic Calendars

The following Academic Calendars detail the beginning and end dates of individual modules for each program and schedule offered. To determine the projected end date for a program, count down the number of modules in the program from the projected start date. The projected end date assumes uninterrupted attendance and full-time externship hours (if applicable). The number of modules for each program is as follows:

- Computerized Business Applications 9 Modules
- Medical Assisting 8 Modules
- Electronics and Computer Engineering Technology 10 Modules
- Medical Administrative Assistant 5 Modules
- Computerized Accounting 4 Modules

Computerized Business Applications - Day/Evening Schedule
Medical Assisting - Evening Schedule
Medical Assisting - Afternoon Schedule
Four Day Week (Monday through Thursday)

1998		1999	
Start Dates	End Dates	Start Dates	End Dates
Jan 12 (Mon)	Feb 9 (Mon)	Jan 4 (Mon)	Feb 1 (Mon)
Feb 11 (Wed)	Mar 11 (Wed)	Feb 3 (Wed)	Mar 3 (Wed)
Mar 16 (Mon)	Apr 9 (Thu)	Mar 4 (Thu)	Mar 31 (Wed)
Apr 15 (Wed)	May 12 (Tue)	Apr 5 (Mon)	Apr 29 (Thu)
May 18 (Mon)	Jun 15 (Mon)	May 3 (Mon)	May 27 (Thu)
Jun 17 (Wed)	Jul 14 (Tue)	Jun 2 (Wed)	Jun 29 (Tue)
Jul 20 (Mon)	Aug 13 (Thu)	Jul 1 (Thu)	Jul 29 (Thu)
Aug 17 (Mon)	Sep 14 (Mon)	Aug 2 (Mon)	Aug 26 (Thu)
Sep 16 (Wed)	Oct 13 (Tue)	Aug 30 (Mon)	Sep 27 (Mon)
Oct 19 (Mon)	Nov 12 (Thu)	Oct 4 (Mon)	Oct 28 (Thu)
Nov 16 (Mon)	Dec 14 (Mon)	Nov 1 (Mon)	Nov 29 (Mon)
		Dec 1 (Wed)	Jan 5'00 (Wed)

Computerized Accounting - Day Schedule
Medical Assisting - Day Schedule
Medical Administrative Assistant - Day Schedule
Five Day Week (Monday through Friday)

1998		1999	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Jan 12 (Mon)	Feb 9 (Mon)	Jan 4 (Mon)	Feb 1 (Mon)
Feb 11 (Wed)	Mar 11 (Wed)	Feb 3 (Wed)	Mar 3 (Wed)
Mar 16 (Mon)	Apr 13 (Mon)	Mar 4 (Thu)	Mar 31 (Wed)
Apr 15 (Wed)	May 12 (Tue)	Apr 5 (Mon)	Apr 30 (Fri)
May 18 (Mon)	Jun 15 (Mon)	May 3 (Mon)	May 28 (Fri)
Jun 17 (Wed)	Jul 15 (Wed)	Jun 2 (Wed)	Jun 29 (Tue)
Jul 20 (Mon)	Aug 14 (Fri)	Jul 1 (Thu)	Jul 29 (Thu)
Aug 17 (Mon)	Sep 14 (Mon)	Aug 2 (Mon)	Aug 27 (Fri)
Sep 16 (Wed)	Oct 13 (Tue)	Aug 30 (Mon)	Sep 27 (Mon)
Oct 19 (Mon)	Nov 13 (Fri)	Oct 4 (Mon)	Oct 29 (Fri)
Nov 16 (Mon)	Dec 15 (Tue)	Nov 1 (Mon)	Nov 30 (Tue)
		Dec 1 (Wed)	Jan 6'00 (Thu)

Electronics & Computer Engineering Technology - Day Schedule
Five Day Week (Monday through Friday)

1998		1999	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Jan 20 (Tue)	Feb 24 (Tue)	Jan 4 (Mon)	Feb 8 (Mon)
Feb 26 (Thu)	Apr 1 (Wed)	Feb 11 (Thu)	Mar 18 (Thu)
Apr 3 (Fri)	May 8 (Fri)	Mar 19 (Fri)	Apr 23 (Fri)
May 11 (Mon)	Jun 15 (Mon)	Apr 26 (Mon)	May 28 (Fri)
Jun 17 (Wed)	Jul 22 (Wed)	Jun 1 (Tue)	Jul 6 (Tue)
Jul 27 (Mon)	Aug 28 (Fri)	Jul 8 (Thu)	Aug 11 (Wed)
Aug 31 (Mon)	Oct 5 (Mon)	Aug 16 (Mon)	Sep 20 (Mon)
Oct 7 (Wed)	Nov 10 (Tue)	Sep 22 (Wed)	Oct 26 (Tue)
Nov 12 (Thu)	Dec 18 (Fri)	Oct 28 (Thu)	Dec 3 (Fri)
		Dec 6 (Mon)	Jan 21'00 (Fri)

Electronics & Computer Engineering Technology - Evening Schedule I
Four Day Week (Monday through Thursday)

1998		1999	
Start Dates	**End Dates**	**Start Dates**	**End Dates**
Feb 23 (Mon)	Apr 14 (Tue)	Jan 27 (Wed)	Mar 22 (Mon)
Apr 15 (Wed)	Jun 8 (Mon)	Mar 29 (Mon)	May 18 (Tue)
Jun 9 (Tue)	Jul 29 (Wed)	May 24 (Mon)	Jul 14 (Wed)
Jul 30 (Thu)	Sep 22 (Tue)	Jul 19 (Mon)	Sep 8 (Wed)
Sep 28 (Mon)	Nov 17 (Tue)	Sep 9 (Thu)	Nov 1 (Mon)
Nov 18 (Wed)	Jan 26'99 (Tue)	Nov 2 (Tue)	Dec 23 (Thu)

Electronics & Computer Engineering Technology - Evening Schedule II
Four Day Week (Monday through Thursday)

1998			
Start Dates	End Dates	Start Dates	End Dates
Feb 2 (Mon)	Mar 25 (Wed)		
Mar 30 (Mon)	May 19 (Tue)		
May 20 (Wed)	Jul 13 (Mon)		
Jul 15 (Wed)	Sep 3 (Thu)		
Sep 8 (Tue)	Oct 28 (Wed)		
Oct 29 (Thu)	Dec 22 (Tue)		

Electronics & Computer Engineering Technology - Evening Schedule III
Four Day Week (Monday through Thursday)

1998		1999	
Start Dates	End Dates	Start Dates	End Dates
Feb 23 (Mon)	Apr 14 (Tue)	Jan 27 (Wed)	Mar 22 (Mon)
Apr 15 (Wed)	Jun 8 (Mon)	Mar 29 (Mon)	May 18 (Tue)
Jun 9 (Tue)	Jul 29 (Wed)	May 24 (Mon)	Jul 14 (Wed)
Jul 30 (Thu)	Sep 22 (Tue)	Jul 19 (Mon)	Sep 8 (Wed)
Sep 28 (Mon)	Nov 17 (Tue)	Sep 9 (Thu)	Nov 1 (Mon)
Nov 18 (Wed)	Jan 26'99 (Tue)	Nov 2 (Tue)	Dec 23 (Thu)

Student Holidays

	Electronics & Computer Eng. Tech.		Computerized Business Applications		All Other Programs	
	1998	1999	1998	1999	1998	1999
New Year's Day	Jan 1	Jan 1	Jan 1	Jan 1	Jan 1	Jan 1
MLK, Jr.'s Birthday (observed)	Jan 19	Jan 18	Jan 19	Jan 18	Jan 19	Jan 18
President's Day (observed)	Feb 16	Feb 15	Feb 16	Feb 15	Feb 16	Feb 15
Spring Recess	Mar 10	Apr 2	Apr 10		Apr 10	Apr 2
Memorial Day (observed)	May 25	May 31	May 25	May 31	May 25	May 31
Independence Day	Jul 3	Jul 5	Jul 3	Jul 5	Jul 3	Jul 5
Labor Day	Sep 7	Sep 6	Sep 7	Sep 6	Sep 7	Sep 6
Thanksgiving	Nov 26-27	Nov 25-26	Nov 26-27	Nov 25-26	Nov 26-27	Nov 25-26
Winter Recess	Dec 21-31	Dec20-Jan2	Dec 15-31	Dec23-Jan2	Dec 16-31	Dec23-Jan

Modular Programs

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

COMPUTERIZED BUSINESS APPLICATIONS

Diploma Program - 9 Months
720 Clock Hours/53.0 Credit Units
DOT:
General Clerk 209.562 010

The Computerized Business Applications program provides students with the skills that will enable them to work in the modern office or comparable business setting. Emphasis is placed on the operation of office equipment and written and oral communications. Students develop typing and data entry speed and accuracy on the keyboard and 10 key pad. Proficiency is attained in the use of word processing, spreadsheet, desktop publishing and accounting software on the computer.

The skills learned in this program will equip students to obtain an entry level position in business, industry or government. Upon completion of the program, students will be awarded a diploma.

Program Outline

Module/Course Number	Course Title	Clock Hours	Credit Hours
Module A			
MW110	Word Processing	60	4.0
MK101	Keyboarding 1	20	1.0
	Total	80	5.0
Module B			
MG105	English	60	6.0
MK102	Keyboarding 2	20	1.0
	Total	80	7.0
Module C			
MI120	Spreadsheet	60	4.0
MK103	Keyboarding 3	20	1.0
	Total	80	5.0
Module D			
MA200	Accounting	60	5.0
MK104	Keyboarding 4	20	1.0
	Total	80	6.0
Module E			
MM130	Mathematics	60	6.0
MK105	Keyboarding 5	20	1.0
	Total	80	7.0
Module F			
MC200	Computerized Report Preparation	40	3.0
MC220	Database	20	1.0
MK106	Keyboarding 6	20	1.0
	Total	80	5.0
Module G			
MB110	Introduction to Business	60	6.0
MK107	Keyboarding 7	20	1.0
	Total	80	7.0
Module H			
MD220	Desktop Publishing	60	4.0
MK108	Keyboarding 8	20	1.0
	Total	80	5.0

Module I			
MC240	Career Skills	40	3.0
MC260	Customer/Inter-Office Relations	20	2.0
MK109	Keyboarding 9	20	1.0
	Total	80	6.0
	Program Total	720	53.0

Major Equipment

Calculators
Desktop Computers
Laser Printers
Projector

Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "40/00/2.0" indicates that the course consists of 40 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 2.0 credit units.

MA200 Accounting

40/20/5.0

In this course, students learn the complete accounting cycle analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trail balance. The accounting equation and debits are introduced. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying accounting principles and proper input techniques to a computerized software package.

Prerequisite: MW110 and MK101 (MOD A)

MB110 Introduction to Business

60/00/6.0

This course covers contemporary business environment and the management of organization, people and production. Economic challenges, ethics and social responsibilities of business are examined. The course will include management of human resources, production, operations, and marketing. We will examine various forms of business ownership and will examine ways in which businesses are financed. The student will prepare a business plan for starting a business.

Prerequisite: MW110 and MK101 (MOD A)

MC200 Computerized Report Presentation

20/20/3.0

The computer and MS PowerPoint will be used to translate written business reports into graphic presentations. The student will learn how to develop, gather, and prepare visuals to illustrate report contents and will create a visual presentation using MS PowerPoint.

Prerequisite: MW110 and MK101 (MOD A)

MC220 Database

00/20/1.0

In this course, students develop skills in using microcomputer-based databases. Using Microsoft Access students learn to create, design, edit, data validation, and print databases.

Prerequisite: MW110 and MK101 (MOD A)

MC240 Career Skills

20/20/3.0

This course will deal with the foundations of planning and developing a career path. Topics will include resume preparation, job search, interviewing techniques, on-the-job development, and long-term career planning.

Prerequisite: MW110 and MK101 (MOD A)

MC260 Customer/Inter-Office Relations

20/00/2.0

Two general areas of personal relations are included in this course. It will deal with inter-employee pressures and relationships and with the interface of the employee with the customer.

Prerequisite: MW110 and MK101 (MOD A)

MD220 Desktop Publishing

20/40/4.0

Begins with an overview of the types of special publications that a business might generate. The course will concentrate on newsletters and brochures and will cover the design, production and distribution of these documents.

Prerequisite: MW110 and MK101 (MOD A)

MG105 English

60/00/6.0

This course is designed to strengthen students' English grammar, with special emphasis on the parts of speech. Students practice writing grammatically correct sentence. Vocabulary and spelling are also included. This course is designed to strengthen the student's' writing skills, with special emphasis on capitalization and punctuation. Students write various types of sentences and learn the elements of good writing style. Also included are vocabulary and frequently confused words.

Prerequisite: MW110 and MK101 (MOD A)

MI120 Spreadsheet

20/40/4.0

In this course, students develops skills in using microcomputer-base spreadsheets. Using Microsoft Excel students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package in business applications. Students will extend their spreadsheet skills.

Prerequisite: MW110 and MK101 (MOD A)

MM130 Mathematics

60/00/6.0

A review and update of math skills with emphasis on decimals and fractions. This course will build on the with emphasis on business math applications including taxes, interest, depreciation, etc.

Prerequisite: MW110 and MK101 (MOD A)

MW110 Word Processing

20/40/4.0

A foundation skill for almost any job in the modern office is word processing. Using MS Word, the student is introduced to standard business documents such as letters and memos. The course will examine various formats and procedures for producing common business communication. Additional types of documents are introduced, including E-mail.

Prerequisite: None

MK101 Keyboarding 1

00/20/1.0

Training and practice in proper computer keyboarding techniques will begin using Individual Typing.

Prerequisite: None

MK102 Keyboarding 2

00/20/1.0

Using the typing software and various exercises the student will develop speed and accuracy.

Prerequisite: MW110 and MK101 (MOD A)

MK103 Keyboarding 3

00/20/1.0

A continuation of Keyboarding

Prerequisite: MW110 and MK101 (MOD A)

MK104 Keyboarding 4

00/20/1.0

Continued practice and further development of speed and accuracy.

Prerequisite: MW110 and MK101 (MOD A)

MK105 Keyboarding 5

00/20/1.0

Instruction and practice to achieve greater speed and accuracy in the entry of both alpha and numeric data.

Prerequisite: MW110 and MK101 (MOD A)

MK106 Keyboarding 6

00/20/1.0

A continuation of Keyboarding

Prerequisite: MW110 and MK101 (MOD A)

MK107 Keyboarding 7

00/20/1.0

A continuation of Keyboarding

Prerequisite: MW110 and MK101 (MOD A)

MK108 Keyboarding 8

00/20/1.0

A continuation of Keyboarding

Prerequisite: MW110 and MK101 (MOD A)

MK109 Keyboarding 9

00/20/1.0

A continuation of Keyboarding

Prerequisite: MW110 and MK101 (MOD A)

Electronics and Computer Engineering Technology Program

Diploma Program - 13 Months (Day) - 19 Months (Evening)

1500 Clock Hours/120.0 Credit Units

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

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

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

Upon successful completion of all areas of the 13 month program, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
DC Circuits and Applications Module			
EC101	Basic Electricity and Electronics	60	6.0
EC103	Mathematics for Electronic Circuits	30	3.0
EC104	Basic Electronics/DC Circuits Laboratory	60	3.0
	Total	150	12.0
AC Circuits and Applications Module			
ED101	AC Theory	60	6.0
ED103	Mathematics for AC Electronics Circuits	30	3.0
ED104	AC Circuits Laboratory	60	3.0
	Total	150	12.0
Semiconductor Devices and Applications Module			
EE201	Semiconductors	90	9.0
EE204	Semiconductors Laboratory	60	3.0
	Total	150	12.0
Transistors and Special-purpose Semiconductors Module			
EF201	Transistors and Special-purpose Semiconductors	90	9.0
EF204	Transistor Circuits and Amplifiers Laboratory	60	3.0
	Total	150	12.0

Course Number	Course Title	Clock Hours	Credit Units
Microelectronics Module			
EG2011	Microelectronics	90	9.0
EG2041	Microelectronics Laboratory	60	3.0
	Total	150	12.0
Digital Electronics Module			
EH3011	Digital Electronics	60	6.0
EH3031	Numbering Systems and Computer Mathematics	30	3.0
EH3041	Digital Electronics Laboratory	60	3.0
	Total	150	12.0
Electronic Communications Module			
EI2011	Electronic Communications	90	9.0
EI2041	Electronic Communications Laboratory	60	3.0
	Total	150	12.0
Microprocessors Module			
EJ301	Microprocessors	90	9.0
EJ304	Microprocessors Laboratory	60	3.0
	Total	150	12.0
Software and Advanced Technology Class Computers Module			
EK4011	Software and Advanced Technology Class Computers	90	9.0
EK4041	Software and Computer Laboratory	60	3.0
	Total	150	12.0
Computer Peripherals and Local Area Networks (LANs) Module			
EL4T11	Computer Peripherals and Local Area Networks	50	5.0
EL4T21	Professional Strategies	40	4.0
EL4T31	Professional Strategies Laboratory	20	1.0
EL4T41	Computer Peripherals and Local Area Network Laboratory	40	2.0
	Total	150	12.0
	Total	**1500**	**120.0**

Major Equipment

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

Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "60/0/6.0" indicates that the course consists of 60 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 6.0 credit units.

EC101 Basic Electricity and Electronics

60/0/6.0

This course is designed to introduce students to the field of electronics. Sources of electricity, atomic theory, and the principles and practices of fundamental direct current (DC) theory are taught. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. The concepts of voltage drop and current will be presented using Kirchoff's laws, Norton's theorem and Thevenin's theorem.

Prerequisite: None

EC103 Mathematics for Electronic Circuits

30/0/3.0

This course introduces the concepts of electrical circuit network analysis. Students learn the arithmetic and algebraic functions required to use Ohm's law, Kirchoff's laws for current and voltage, the superposition theorem, Thevenin's theorem and Norton's theorem.

Prerequisite: None

EC104 Basic Electronics/DC Circuits Laboratory

0/60/3.0

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

Prerequisite: None

ED101 AC Theory

60/0/6.0

This course provides an introduction to the principles and applications of alternating current (AC). The theory of alternating current, inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current are studied. The phase relations among resistive-inductive (R-L) circuits, resistive-capacitive (R-C) circuits and R-L-C circuits in series and parallel circuits are analyzed.

Prerequisites: EC101, EC103, EC104

ED 103 Mathematics for AC Electronics Circuits

30/0/3.0

This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis.

Prerequisites: EC101, EC103, EC104

ED104 AC Circuits Laboratory

0/60/3.0

This course provides students with AC circuit applications. Students construct laboratory projects involving series, parallel and series-parallel resistive-capacitive, resistive-inductive, and resistive-capacitive- inductive circuits while using various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies to analyze these circuits.

Prerequisites: EC101, EC103, EC104

EE201 Semiconductors

90/0/9.0

This course introduces the principles of semiconductors. Diode theory and related concepts are presented. Students learn about the operation of circuits involving diodes. In addition to circuits based on standard diode function, special diode circuits are discussed. Students learn the underlying principles of transistors and transistor circuits. Transistor circuits and their application in common circuits are discussed in depth. The concepts of biasing for bipolar transistors are also presented.

Prerequisites: ED101, ED103, ED104

EE204 Semiconductors Laboratory

0/60/3.0

This course provides hands-on laboratory experience with the subjects presented in course EE201. Students construct and test circuits that show the principles of semiconductors, diode theory and related concepts. Students also test the operation of standard diodes and special-purpose diode circuits. Students test transistor circuits and their applications. The methods of biasing for bipolar transistors are also studied.

Prerequisites: ED101, ED103, ED104

EF201 Transistors and Special-purpose Semiconductors

90/0/9.0

This course familiarizes students with special-purpose transistors and semiconductor devices. the course focuses on silicon devices such as silicon-controlled rectifier (SCR), triac and the silicon-controlled switch (SCS), bipolar transistor devices and applications. The students learn the basic principles and applications of electronic semiconductor oscillator and amplifier circuits. Basic diode and transistor theory is reviewed to provide a foundation for the course.

Prerequisites: ED101, ED103, ED104

EF204 Transistor Circuits and Amplifiers Laboratory

0/60/3.0

This course introduces students to laboratory experiments using transistor circuits and amplifiers that are covered in course EF201. Logical troubleshooting techniques are emphasized. Report writing skills are developed.

Prerequisites: ED101, ED103, ED104

EG2011 Microelectronics

90/0/9.0

This course introduces linear and digital integrated circuits. The operational amplifier is explored in depth, and the applications of the operational amplifier in DC, audio applications, summing amplifiers, difference amplifiers and other integrated circuits are presented. A review of diodes and transistors is included.

Prerequisites: EE201, EE204

EG2041 Microelectronics Laboratory

0/60/3.0

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EG2011 and other courses. It includes demonstrations and experiments using integrated circuits, operational amplifiers and RF communications.

Prerequisites: EE201, EE204

EH3011 Digital Electronics

60/0/6.0

This course teaches students the principles of digital electronics. Areas covered include basic gates, logic symbols, truth tables, Boolean algebra, timing diagrams, logic families, integrated logic circuits, latches, flip-flops, counters, shift registers, A/D, D/A and memory. This information forms the building blocks for understanding microcomputer systems.

Prerequisites: EE201, EE204

EH3031 Numbering Systems and Computer Mathematics

30/0/3.0

This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students practice addition and subtraction in all numbering systems, and multiplication and division in binary.

Prerequisites: EE201, EE204

EH3041 Digital Electronics Laboratory

0/60/3.0

This course prepares students to work on digital electronic circuitry. The fundamentals include construction and using test equipment to troubleshoot basic and complex digital electronic circuits.

Prerequisites: EE201, EE204

EI2011 Electronic Communications

90/0/9.0

This course covers principles and essential characteristics of communication electronics. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems, and data and optical communications.

Prerequisites: EE201, EE204

EI2041 Electronic Communications Laboratory

0/60/3.0

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EI2011 and other courses. It includes demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems and fiber optics.

Prerequisites: EE201, EE204

EJ301 Microprocessors

90/0/9.0

This course presents an introduction to computers and microprocessor technology, including a comprehensive discussion of DOS. The course also explores the operation and troubleshooting of the 8088 microprocessor and the IBM PC XT system board. Support ICs, memory and I/O functions are discussed in detail.

Prerequisites: EF201, EG2011, EI2011

EJ304 Microprocessors Laboratory

0/60/3.0

This course gives students basic knowledge of MS-DOS and introduces basic computer applications. Students configure and troubleshoot the IBM PC XT system board.

Prerequisites: EF204, EG2041, EI2041

EK4011 Software and Advanced Technology Class Computers

90/0/9.0

This course introduces students to common application software, environments and operating systems. Students configure and troubleshoot advanced technology class computers.

Prerequisites: EJ301, EJ304

EK4041 Software and Computer Laboratory

0/60/3.0

This course provides hands-on experiences that build on the concepts and skills presented in EK4011. Students install, configure and de-install various operating systems and application software. Students also perform hardware configuration and troubleshooting exercises.

Prerequisites: EJ301, EJ304

EL4T11 Computer Peripherals and Local Area Networks

50/0/5.0

This course provides an introduction to computer peripherals and Local Area Networks (LANs). Students learn the basic operation, installation and set up of keyboards, video systems, mass storage devices, special I/O devices, printing systems, modems, and LAN software and equipment. Troubleshooting is also covered.

Prerequisites: EJ301, EJ304

EL4T21 Professional Strategies

40/0/4.0

This course helps prepare students for a job in the electronics marketplace. Topics include elements of writing, professional appearance and demeanor, and resume preparation. Students are expected to develop a business letter and resume during the course.

Prerequisites: EJ301, EJ304

EL4T31 Professional Strategies Laboratory

0/20/1.0

In this course, students develop important skills in the area of customer relations through role-playing exercises and case study analyses.

Prerequisite: EJ301, EJ304

EL4T41 Computer Peripherals and Local Area Network Laboratory

0/40/2.0

This course provides hands-on experience that builds on the concepts presented in EL4T11. Students will set up, configure and troubleshoot computer equipment and LANs.

Prerequisites: EJ301, EJ304

Medical Assisting Program

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

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

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

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

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

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A			
LB100	Clinical Laboratory	40	2.0
MA100	Patient Care and Communication	40	4.0
	Total	80	6.0
Module B			
LB110	Clinical Laboratory	40	2.0
MA110	Clinical Assisting and Pharmacology	40	4.0
	Total	80	6.0
Module C			
LB120	Clinical Laboratory	40	2.0
MA120	Medical Insurance, Bookkeeping and Health Sciences	40	4.0
	Total	80	6.0
Module D			
LB130	Clinical Laboratory	40	2.0
MA130	Cardiopulmonary and Electrocardiography	40	4.0
	Total	80	6.0

Course Number	Course Title	Clock Hours	Credit Units
Module E			
LB140	Clinical Laboratory	40	2.0
MA140	Laboratory Procedures	40	4.0
	Total	80	6.0
Module F			
LB150	Clinical Laboratory	40	2.0
MA150	Endocrinology and Reproduction	40	4.0
	Total	80	6.0
Module G			
LB155	Clinical Laboratory	40	2.0
MA155	Therapeutic Care	40	4.0
	Total	80	6.0
Module X			
MA160	Externship	160	5.0
	Total	160	5.0
	Program Total	**720**	**47**

Major Equipment

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

Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "60/0/6.0" indicates that the course consists of 60 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 6.0 credit units.

LB100 Clinical Laboratory

0/40/2.0

In this course, students learn to position and drape patients for various examinations, and practice patient charting, scheduling appointments and filing patient records. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Prerequisite: None

LB110 Clinical Laboratory

0/40/2.0

In this course, students learn how to use the autoclave, set up standard surgical trays and practice sterile technique. They develop skills in bookkeeping and accounts receivable control. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Prerequisite: None

LB120 Clinical Laboratory

0/40/2.0

In this course, students develop skills in bandaging techniques, including spiral, sling, surgitube, figure eight and triangle. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Prerequisite: None

LB130 Clinical Laboratory

0/40/2.0

In this course, students develop skills used in performing an electrocardiogram (EKG), including patient preparation and tracing and mounting the EKG. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Prerequisite: None

LB140 Clinical Laboratory

0/40/2.0

In this course, students practice collecting and labeling specimens and become familiar with the microscope. Students develop skills in performing a urinalysis, obtaining throat cultures and obtaining and testing routine diagnostic hematology. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Prerequisite: None

LB150 Clinical Laboratory

0/40/2.0

In this course, students learn to perform cardiopulmonary resuscitation. Students perform invasive procedures and check vital signs. Basic keyboarding skills on the typewriter and computer are developed, and students become familiar with essential medical terminology.

Prerequisite: None

LB155 Clinical Laboratory

0/40/2.0

Students practice therapeutic techniques and procedures such as back massage and hot and cold applications on simulated patients or manikins. They practice positioning patients properly for ultrasound treatment, electro-neuro stimulation and traction. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the typewriter and computer keyboard, and become familiar with essential medical terminology.

Prerequisite: None

MA100 Patient Care and Communications

40/0/4.0

This course emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students also become familiar with the self-directed job search.

Prerequisite: None

MA110 Clinical Assisting and Pharmacology

40/0/4.0

This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. Students also become familiar with the self-directed job search.

Prerequisite: None

MA120 Medical Insurance, Bookkeeping and Health Sciences

40/0/4.0

This course introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students also become familiar with the self-directed job search.

Prerequisite: None

MA130 Cardiopulmonary and Electrocardiography

40/0/4.0

This course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students also become familiar with the self-directed job search.

Prerequisite: None

MA140 Laboratory Procedures

40/0/4.0

This course introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students also become familiar with the self-directed job search.

Prerequisite: None

MA150 Endocrinology and Reproduction

40/0/4.0

In this course students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students also become familiar with the self-directed job search.

Prerequisite: None

MA155 Therapeutic Care

40/0/4.0

In this course, students become aware of the basic techniques used in therapeutic medicine and learn the musculoskeletal structures of the body as they relate to therapeutic care. Students learn about the equipment and modalities used in physical therapy. The module also includes discussion of current ethical issues related to health care. Students also become familiar with the self-directed job search.

Prerequisite: None

MA160 Externship

0/160/5.0

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

Prerequisite: LB100-LB155
MA100-MA155

Medical Administrative Assistant Program

Certificate Program - 5 Months
400 Clock Hours/30.0 Credit Units
DOT:

Medical Clerk	205.362-018
Medical Receptionist	237.367-038
Medical Transcriber	203.582-058

The health care field offers a variety of opportunities for graduates of the Medical Administrative Assistant Program. In this program, students receive training in the front-office skills required in a medical environment or insurance company. Graduates will be proficient in administrative tasks and the use of related computer software.

The objective of the Medical Administrative Assistant Program is to provide graduates with the skills and knowledge that will enable them to quality for entry-level positions as medical office clerks, medical receptionists, medical billers, and coders, and medical transcribers.

This training program is divided into five learning units called modules. Each module stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed.

In each module, the students study subject-related medical terminology and develop keyboarding skills on the computer and typewriter. Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a certificate.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A			
MAA200	Office Finances	80	6.0
Module B			
MAA210	Patient Processing and Assisting	80	6.0
Module C			
MAA220	Medical Insurance	80	6.0
Module D			
MAA230	Insurance Plans and Collections	80	6.0
Module E			
MAA240	Patient Billing & Office Procedures	80	6.0
	Program Total	400	30.0

Major Equipment

Personal Computers
Syphygmomanometers
Teletrainer
Training Mannequins
Transcription Machines
Stethoscopes

Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "60/0/6.0" indicates that the course consists of 60 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 6.0 credit units.

MAA200 Module A - Office Finances 40/40/6.0

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

Prerequisites: None

MAA210 Module B - Patient Processing and Assisting 40/40/6.0

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

Prerequisites: None

Maa220 Module C - Medical Insurance 40/40/6.0

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

Prerequisites: None

MAA230 Module D - Insurance Plans and Collections 40/40/6.0

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

Prerequisites: None

MAA240 Module E - Patient Billing and Office Procedures 40/40/6.0

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

Prerequisites: None

Computerized Accounting Program

Certificate Program - 4 Months
400 Clock Hours/31.0 Credit Units
DOT:

Accounting Clerk	216.482-010
Payroll	215.382-014

The Computerized Accounting Program provides students with the skills that will enable them to work in the modern accounting office. Students learn the complete accounting cycle and apply it to manual and computerized applications. Graduates are qualified for entry-level accounting positions in business, industry and government. Upon successful completion of all areas of the program, a certificate will be awarded.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Module A			
MA100	Accounting-Principles	60	5.0
MA112	Computerized Accounting, Part 1	40	3.0
Total		100	8.0
Module B			
MB135	Bus. Mathematics with Federal Tax	40	3.0
MI140	Spreadsheet Management	30	2.0
MA170	Payroll Accounting	30	2.0
Total		100	7.0
Module C			
MA200	Accounting-Accounts Payable	40	3.0
MA210	Accounting-Accounts Receivable	40	3.0
MG106	Business English-Grammar	20	2.0
Total		100	8.0
Mod D			
MA112	Computerized Accounting, Part 2	40	3.0
MA220	Inventory Control	40	3.0
MG106	Business English-Writing Techniques	20	2.0
Total		100	8.0
Program Total		400	31.0

Major Equipment

Calculator
Personal Computer
PC Overhead Viewer

Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "60/0/6.0" indicates that the course consists of 60 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 6.0 credit units.

MA100 Accounting Principles 40/20/5.0

In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trial balance. The basic accounting equation and debits and credits are introduced. Computerized practice sets are included.

Prerequisite: None

MA112 Computerized Accounting, Part 1 20/20/3.0

In this course, students are introduced to accounting applications on the personal computer. They learn to prepare manual input forms and enter the information into the computer. Emphasis is placed on proper input techniques.

Prerequisite: MA 100

MA112 Computerized Accounting, Part 2 20/20/3.0

In this course, students are introduced to accounting applications on the personal computer. They learn to prepare manual input forms and enter the information into the computer. Emphasis is placed on proper input techniques.

Prerequisite: MA100

MA170 Payroll Accounting 10/20/2.0

This course provides the basic technical skills and knowledge needed to prepare a payroll and maintain the necessary financial and personnel records. Emphasis is placed on salary and wage calculations and the preparation of government reports. Payroll data is input to a computerized accounting program. Payroll documents are produced in a simulated business environment.

Prerequisite: MA100

MA200 Accounting - Accounts Payable 20/20/3.0

This course furthers students' knowledge of accounting through an emphasis on accounts payable functions. Students complete a purchase journal, accounts payable ledger, cash payments journal and schedule of accounts payable; and input accounts payable data to a computerized accounting program.

Prerequisite: MA100

MA210 Accounting - Accounts Receivable 20/20/3.0

This course furthers the students' knowledge of accounting through an emphasis on accounts receivable functions. Students complete sales journal, accounts receivable ledger, cash receipts journal and schedule of accounts receivable; and input accounts receivable data to a computerized accounting program. Actual accounting documents are produced in a simulated business environment.

Prerequisite: MA100

MA220 Inventory Control 20/20/3.0

In this course students are introduced to inventory procedures and terminology. The differences between manual and computerized applications are covered.

Prerequisite: MA100

MB135 Business Mathematics with Federal Tax 20/20/3.0

In this course, students learn how to perform a variety of calculations commonly used in business. They review basic mathematics and perform a variety of business problems using equations and formulas. In addition, they explore the fundamentals of income taxes and prepare an income tax return. The use of the electronic calculator is also included.

Prerequisite: MA100

MG1O1 Business English - Grammar 20/00/2.0

This course is designed to strengthen students' English grammar, with special emphasis on the parts of speech. Students practice writing grammatically correct sentences.

Prerequisite: MA100

MG106 Business English - Writing Techniques 20/00/2.0

This course is designated to strengthen the students' writing skills, with special emphasis on capitalization and punctuation. Students write various types of business letters and learn the elements of good writing style.

Prerequisite: MA100

MI140 Spreadsheet Management 10/20/2.0

In this course, students develop skills in using microcomputer-based spreadsheets. Using Lotus 1-2-3, students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package through business applications.

Prerequisite: MA100

Admissions

Requirements and Procedures

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

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

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

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

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

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

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

Prospective students must have a high school diploma or a recognized equivalency certificate (GED) and are required to furnish proof by providing the school with an official copy of a high school transcript, diploma, or GED certificate. A copy of the document will be placed in the student file.

All applicants are required to 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 retested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Allied Health Programs

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

Credit for Previous Education or Training

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

Administration Policies

Academic Achievement

Grading

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

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

Student Awards

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

Graduation Requirements

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

To be eligible for graduation, students in allied health programs must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.
- Successfully complete all extern requirements.

Students in business and technical programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0
- Pass the graduate exam, if applicable; and
- Complete all program requirements.

Satisfactory Academic Progress

Requirements

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

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students in business and technical programs must:

- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent in allied health or below 2.0 in business or technical programs are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Each module is a grading period. Allied health program modules are four weeks in length, technical program modules are five weeks for the day schedule and seven weeks for the evening schedule. Students will receive grade/progress reports following the end of each module.

Academic Probation

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

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

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

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent or

2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

Modular Programs

Week One

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

Week Two through the End of the Module

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

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

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

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

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

Exit Interviews

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

Repeat Policy

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

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

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

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

Maximum Program Completion Time

Classroom Training

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

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

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

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

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

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

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock and credit hours/units must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must

make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

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

Additional Information on Satisfactory Academic Progress

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

Student Appeal Process

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

Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the scheduled classroom hours.

Required Study Time

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

Unit of Credit

Academic

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

Financial Aid

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

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

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 30 students. The maximum class size is 30 students for the Business Operations and Electronics and Computer Engineering Programs, and 35 students for the Medical Assisting Program.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 20 students. The maximum class size for laboratories is 30 students.

Attendance Requirements

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

This campus does not permit students to make up absences that accrue on their attendance record. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. However, students who have successfully completed at least 66 percent of the scheduled classroom hours may be reinstated at the start of the next grading period if they successfully appeal their termination.

Tardiness/Early Departure

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

Reentry Policy

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

Make-up Work

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

Veteran Students

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

Leave of Absence Policy

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

The leave, and any extension, may not exceed the lesser of 30 school days or 60 calendar days.

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

Weather Emergencies

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

Clothing and Personal Property

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

Code of Conduct

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

Dress Code

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

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

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

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

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the school's dress code policy. One uniform is included in the tuition price and should be ordered as soon as possible after acceptance into the program. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Academic Advisement and Tutoring

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

Disabled Students

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

Health/Medical Care

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

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

Termination Procedures

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

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

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

Transferability of Credits

The school president's office provides information on schools that may accept this campus' course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

Comparability of Programs

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

Student Complaint/Grievance Procedure

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

Requests for further action should be made to:

Texas Workforce Commission
Proprietary Schools Section
101 East 15th Street
Austin, TX 78778-0001

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

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

Policy and Program Changes

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

Financial Information

Tuition and Fees

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

Program	Program Length	Credit Units	Registration Fee	Tuition	Tuition Effective for Classes Starting 7/1/99 or After
Computerized Business Applications	9 Mods	53	$50	$8,230	$8,475
Computerized Accounting	4 Mods	30	$50	$4,110	$4,230
Electronics & Computer Engineering Technology	10 Mods	120	$50	$14,410	$14,840
Medical Administrative Assistant	5 Mods	31	$50	$4,110	$4,230
Medical Assisting	8 Mods	47	$50	$7,725	$7,960

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

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.

Individual Course Instruction

Students may enroll in selected courses from approved programs. Instruction cost will be calculated using the current pro-rata hourly tuition rate.

Cancellation/Refund Policy

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid, including the registration fee, will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will retain the registration/cancellation fee of no more than $100, and refund any other monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session. However, they must pay the registration fee stated on the Enrollment Agreement.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days (weekends and legal holidays excluded) following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid. Students who enrolled as a result of the school's deliberate misrepresentation of advertising or promotional materials may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

Refunds

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

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

Refund calculations are based on one of the following policies:

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

Refund Policies

If the school does not accept an applicant or cancels the Enrollment Agreement, all monies paid will be fully refunded.

If a student cancels within three business days (weekends and legal holidays excluded) of executing the Enrollment Agreement, the student will receive a refund of all monies paid.

If a student cancels more than three business days after executing the Enrollment Agreement but before the start of classes, the school will retain a registration/cancellation fee of no more than $100, and refund any monies paid in excess of that amount.

Any monies due applicants or students will be refunded within 60 days of cancellation, failure to appear on or before the first day of class, withdrawal, or termination. If a student has financed all or part of the program with a third-party or government fund, refunds will be paid or credited to the student's account. A student termination is effective no later than 10 school days after a student's last date of attendance unless the school terminates the student's enrollment or earlier written notice of withdrawal is received. Refund computations will be based on the last date of attendance.

If students do not return following a leave of absence (not to exceed 60 calendar days) on the date indicated in the written request, refunds will be made within 30 days from the end of the leave of absence.

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

Federal Pro Rata Calculation

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

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

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

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

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

Texas Workforce Commission, Proprietary Schools Section Refund Requirements

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

Time of Withdrawal [Registration/Cancellation Fee: $100]	Amount Student Pays
During first week or 10%,whichever is less, of program	100% of registration fee
After first week or 10%, whichever is less, of program but before first three weeks are completed	20% of tuition and fees
After first three weeks but before 25% of program is completed	25% of tuition and fees
After 25% but before 50% of program is completed	50% of tuition and fees
After 50% but before 75% of program is completed	90% of tuition and fees
After 75% of program is completed	100% of tuition and fees

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

Textbook Policy

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

Financial Assistance

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

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

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

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

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

Federal Pell Grant

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

Federal Stafford Loan (FSL)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Federal Work-Study (FWS)

This program provides jobs for qualified students who are unable to continue their education without additional assistance. FWS enables students to earn money for educational expenses by working on campus or for an off-campus employer assigned by the school.

High School Scholarships

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

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

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

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

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

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

Academic Achievement Scholarships

The National Institute of Technology Academic Achievement Scholarship is awarded to students who demonstrate outstanding performance in their coursework.

To be eligible for the scholarship, students must complete at least three modules (two modules if enrolled in an electronics program), achieve a cumulative grade point average of at least 4.0 (at least 90 percent if enrolled in a medical health program), and be absent no more than an average of one day per module.

Students who meet the eligibility requirements must also submit an essay explaining why they deserve the scholarship, and complete an interview with the Scholarship Committee.

One $2,500 scholarships will be awarded monthly. The scholarship is not transferable, nor can it be exchanged for cash. Students may re-apply for the scholarship as many times as they wish, but they are eligible to receive an award only once.

Students may obtain scholarship applications from the director of education. Completed applications must be submitted to the Education Department by the 15th of each month.

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

Student

This campus assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

Graduate

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

While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction □ an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

Student Activities

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

Transportation Assistance

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

Field Trips

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

Special Lectures

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

Drug Abuse Prevention

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

Advising

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

Family Educational Rights and Privacy Act of 1974, As Amended

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law

enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

Corinthian Schools

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

Bryman College located in:

Orange, CA
San Jose, CA (Main Campus)
El Monte, CA
San Francisco, CA
SeaTac, WA
Reseda, CA
New Orleans, LA (Additional Location)
Gardena, CA
Los Angeles, CA
San Jose, CA (North)

Bryman Institute located in: Brookline, MA

National Institute of Technology located in:

San Antonio, TX (Main Campus)
Wyoming, MI
Cross Lanes, WV
Houston, TX (Branch Location)
Southfield, MI

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

Skadron College located in: San Bernardino, CA

Kee Business College located in: Newport News, VA
Chesapeake, VA

Statement of Ownership

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

Corinthian Schools, Inc.

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

Officers

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Frank J. McCord	Vice President and Treasurer
Paul St. Pierre	Vice President and Secretary
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