

NIT

NATIONAL INSTITUTE *of* TECHNOLOGY

2004-2005 CATALOG

Texas 1004

National Institute of
Technology
9100 US Hwy. 290 East, Suite 100
Austin, TX 78754
(512) 928- 1933

National Institute of
Technology
4150 Westheimer, Suite 200
Houston, Texas 77027
(713) 629-1637

National Institute of Technology
6550 First Park Ten
San Antonio, Texas 78213
(210) 733-6000

2004-2005 CATALOG - NATIONAL INSTITUTE *of* TECHNOLOGY
Texas 1004

Publishing Date October 2004

Copyright © 2004 by Corinthian Schools, Inc., Santa Ana, California

Effective October 25, 2004 through December 31, 2005

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.

Stacy Pniewski
School President, Austin Campus

Thomas C. Wilson
School President, Houston Galleria Campus

James O. Yeaman
School President, San Antonio Campus

Table of Contents

National Institute of Technology	1
Educational Philosophy.....	1
School History and Description.....	1
Austin Campus.....	1
Houston Galleria Campus	1
San Antonio Campus.....	1
Accreditation.....	2
Approvals and Memberships	2
Corinthian Schools, Inc.	3
Statement of Ownership.....	3
Directors.....	3
Officers.....	3
Programs by Location	4
Program Outlines	5
Computerized Business Applications	5
Electronics, Computer and Communications Technology.....	7
Electronics and Computer Engineering Technology.....	9
Medical Administrative Assistant.....	11
Medical Assisting	13
Medical Insurance Billing/Coding	15
Network Systems Support	16
Pharmacy Technician.....	17
Residential Heating Ventilation and Air Conditioning (RHVAC) Technician Program	18
Course Descriptions	19
Computerized Business Applications	19
Electronics and Computer Engineering Technology.....	20
Electronics and Computer Engineering Technology.....	22
Medical Administrative Assistant.....	24
Medical Assisting	26
Medical Insurance Billing/Coding	28
Network Systems Support	29
Pharmacy Technician.....	30
Residential Heating Ventilation and Air Conditioning (RHVAC) Technician.....	31
Admissions	32
Requirements and Procedures.....	32
Allied Health Programs	33
Network Systems Support Program.....	33
Pharmacy Technician Program.....	33
Credit for Previous Education or Training	33
Administrative Policies	33
Grading	33
Student Awards	34
Graduation Requirements.....	34
Satisfactory Academic Progress	34
Requirements.....	34
Academic Probation.....	34
Reinstatement Policy	35
Incompletes	35
Withdrawals.....	35
Exit Interviews.....	35
Repeat Policy	35
Maximum Program Completion Time.....	36
Additional Information on Satisfactory Academic Progress	37
Student Appeal Process.....	37

Required Study Time	37
Class Size	37
Unit of Credit	37
Academic	37
Financial Aid	37
Attendance Requirements	37
Tardiness/Early Departure	38
Reentry Policy	38
Make-up Work	38
Leave of Absence Policy	38
Effects of Leave of Absence on Satisfactory Academic Progress	39
Clothing and Personal Property	39
Dress Code	39
Allied Health Programs	39
Background	39
Student Conduct Code	39
Student Conduct Code Violations/Formal Disciplinary Procedure	40
Appeals	40
Alcohol and Substance Abuse Statement	40
Weather Emergencies	40
Academic Advisement and Tutoring	40
Termination Procedures	41
Student Disability Services/ Accommodations	41
Health/Medical Care	41
Information Technology Program Student Disclosure	41
Transferability of Credits	41
Transcripts and Diplomas	41
Family Educational Rights and Privacy Act	42
Statement of Non-Discrimination	43
Student Complaint/Grievance Procedure	43
Policy and Program Changes	43
Financial Information	43
Tuition and Fees	43
Voluntary Prepayment Plan	44
Individual Course Instruction	44
Additional Fees and Expenses	44
Cancellation/Refund Policy	44
Cancellations	44
Refunds	45
Financial Assistance	47
Student Services	49
Placement Assistance	49
Student Activities	49
Transportation Assistance	49
Field Trips	49
Special Lectures	49
Drug and Alcohol Abuse Prevention	49
Advising	49
Faculty	50
Austin	50
Houston	50
San Antonio	51
Campus Supplement	Supplement
Tuition and Fees/Hours of Operation	
Academic Calendars and School Holidays	

National Institute of Technology

Educational Philosophy

The National Institute of Technology philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the Schools will:

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

School History and Description

Austin Campus

National Institute of Technology (NIT) in Austin, TX opened in September 2002 and is a branch campus of the NIT in Southfield, Michigan. The main campus was originally a member of RETS Electronic School which was established in 1935. National Education Corporation acquired the school in 1978 and in 1979 it was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Schools, Inc. acquired the school. The name of the school was changed to National Institute of Technology in June 1996. In May 2002, the main campus moved to its present location in Southfield, Michigan.

The Austin campus is conveniently located on U.S. Highway 290 East. The attractive facility includes computer and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The modern air-conditioned facility is designed for training students for the working world. The facility has over 20,700 square feet containing 11 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.

Houston Galleria Campus

The National Institute of Technology Galleria campus in Houston, TX opened on April 12, 1999 as a branch campus of NIT in San Antonio, Texas. It occupies 20,000 square feet comprised of classrooms, laboratories and administrative offices. This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

The Houston Galleria campus is conveniently located just off of Westheimer Road approximately 1 mile east of the Galleria.

San Antonio Campus

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 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 curriculum was expanded to include a Medical Assisting Program. Corinthian Schools Inc. acquired the school in July 1995. The school name was changed to National Institute of Technology on November 26, 1996.

The school moved to its current location in January 2004. The modern air-conditioned facility is specifically designed for training students for the working world. The building has 66,000 square feet containing 32 classrooms,

administrative offices, a student lounge, restrooms, and a resource center containing reference and reading materials related to the academic programs. Several of the classrooms are designed and equipped for laboratory instruction.

The institution, the facilities it occupies and the equipment it uses comply with all the federal, state, and local, ordinances and regulations, including those related to fire safety, building safety and health. The school is conveniently located along the IH 10 access road at the First Park Ten exit ramp.

Accreditation

National Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges of Technology. The three National Institute of Technology campuses in Houston, Texas are accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) as branches of National Institute of Technology in San Antonio, Texas. National Institute of Technology in Austin, Texas is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) as branch of National Institute of Technology in Southfield, Michigan.

The Accrediting Commission of Career Schools and Colleges of Technology is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Approvals and Memberships

- Approved and regulated by the Texas Workforce Commission, Career Schools and Veterans Education Section, Austin, Texas.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan program (San Antonio campus only).
- Eligible institution for 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 (San Antonio campus only).
- Member of the National Association for Health Professionals.
- Member of Career Schools and Colleges of Texas.
- Member of the North San Antonio Chamber of Commerce (San Antonio Campus Only).
- Member of the San Antonio Hispanic Chamber of Commerce (San Antonio Campus Only).

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

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, electronics and other programs that have been developed based on local employer needs. Students use modern equipment and facilities similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

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

Statement of Ownership

Each campus is owned and operated by Corinthian Schools, Inc., a Delaware Corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware Corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707. These campuses are in the Titan Schools Division, which oversees Corinthian's technical schools.

Directors

David G. Moore
Dennis L. Devereux
Dennis N. Beal

Officers

David G. Moore	Chairman of the Board and Chief Executive Officer
Bruce Deyong	President and Chief Operating Officer
Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Beth Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary

Programs by Location

Austin	Houston Galleria	San Antonio
--------	---------------------	----------------

Modular Programs

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

Computer Business Applications			X
Electronics, Computers, and Communication Technology	X		X
Electronics and Computer Engineering Technology		X	
Medical Administrative Assistant	X		X
Medical Assisting	X	X	X
Medical Insurance Billing/Coding		X	
Pharmacy Technician	X		X
Residential Heating Ventilation and Air Conditioning Technician Program	X		X

Quarter Program

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

Network Systems Support		X	X
-------------------------	--	---	---

Program Outlines

Computerized Business Applications

Diploma Program - 9 Months

720 Clock Hours/53.0 Credit Units

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. This training program is divided into nine learning units called modules. Students may complete the modules in any sequence, continuing until all nine modules are successfully completed.

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.

Major Equipment

Personal Computers

Assorted Software

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
Module A			
MW110	Word Processing	20/40/00/60	4.0
MK101	Keyboarding 1	00/20/00/20	1.0
	Total	20/60/00/80	5.0
Module B			
MG105	English	60/00/00/60	6.0
MK102	Keyboarding 2	00/20/00/20	1.0
	Total	60/20/00/80	7.0
Module C			
MI120	Spreadsheet	20/40/00/60	4.0
MK103	Keyboarding 3	00/20/00/20	1.0
	Total	20/60/00/80	5.0
Module D			
MA200	Accounting	40/20/00/60	5.0
MK104	Keyboarding 4	00/20/00/20	1.0
	Total	40/40/00/80	6.0
Module E			
MM130	Mathematics	60/00/00/60	6.0
MK105	Keyboarding 5	00/20/00/20	1.0
	Total	60/20/00/80	7.0
Module F			
MC200	Computerized Report Preparation	20/20/00/40	3.0
MC220	Database	00/20/00/20	1.0
MK106	Keyboarding 6	00/20/00/20	1.0
	Total	20/60/00/80	5.0
Module G			
MB110	Introduction to Business	60/00/00/60	6.0
MK107	Keyboarding 7	00/20/00/20	1.0
	Total	60/20/00/80	7.0
Module H			
MD220	Desktop Publishing	20/40/00/60	4.0
MK108	Keyboarding 8	00/20/00/20	1.0
	Total	20/60/00/80	5.0

Module I

MC240	Career Skills	20/20/00/40	3.0
MC260	Customer/Inter-Office Relations	20/00/00/20	2.0
MK109	Keyboarding 9	00/20/00/20	1.0
	Total	40/40/00/80	6.0
	PROGRAM TOTAL	340/380/00/720	53.0

Electronics, Computer and Communications Technology

Diploma Program

13 Months (30-hour weeks) or 19 Months (20-hour weeks)

1,500 Clock Hours / 120.0 Credit hours

The electronics industry is constantly changing as new technologies are invented and embraced by the marketplace. These technologies must be supported by skilled technicians who understand fundamental electronic and computer principles. The Electronics, Computer and Communications Technology (ECCT) program teaches these skills by exploring electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, computer technology, and communications. Laboratory experience is an integral part of the program.

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

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

Major Equipment

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

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 1: Direct Current (DC)			
ECC1000	Direct Current (DC)	60/00/00/60	6.0
ECC1050	Direct Current (DC) Laboratory	00/60/00/60	3.0
ECC1075	Direct Current (DC) Mathematics	30/00/00/30	3.0
	Total	90/60/00/150	12.0
Module 2: Alternating Current (AC)			
ECC1100	Alternating Current (AC)	60/00/00/60	6.0
ECC1150	Alternating Current (AC) Laboratory	00/60/00/60	3.0
ECC1175	Alternating Current (AC) Mathematics	30/00/00/30	3.0
	Total	90/60/00/150	12.0
Module 3: Electronic Devices			
ECC1200	Electronic Devices	90/00/00/90	9.0
ECC1250	Electronic Devices Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Module 4: Integrated Circuits			
ECC1300	Integrated Circuits	90/00/00/90	9.0
ECC1350	Integrated Circuits Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Module 5: Introduction to Digital Electronics			
ECC2000	Introduction to Digital Electronics	60/00/00/60	6.0
ECC2050	Introduction to Digital Electronics Laboratory	00/60/00/60	3.0
ECC2075	Digital Electronics Mathematics	30/00/00/30	3.0
	Total	90/60/00/150	12.0
Module 6: Advanced Digital Electronics			
ECC2100	Advanced Digital Electronics	90/00/00/90	9.0
ECC2150	Advanced Digital Electronics Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
Module 7: Fundamentals of Computer Technology			
CTT1000	Fundamentals of Computer Technology	90/00/00/90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Module 8: Computer Hardware and Operating Systems			
CTT2000	Computer Hardware and Operating Systems	90/00/00/90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Module 9: Introduction to Networking			
NCC1000	Introduction to Networking	60/00/00/60	6.0
NCC1050	Introduction to Networking Laboratory	00/60/00/60	3.0
SLS1335	Strategies for Professionals	30/00/00/30	3.0
	Total	90/60/00/150	12.0
Module 10: Electronic Communications			
ECC2200	Electronic Communications	90/00/00/90	9.0
ECC2250	Electronic Communications Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
	Diploma Total	900/600/00/1500	120.0

Electronics and Computer Engineering Technology

Diploma Program - 16 Months

1,500 Clock Hours/120.0 Credit hours

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 program, students will be awarded a diploma.

Major Equipment

Analog/Digital Trainers
Computers
Digital Multimeters

Logic Analyzers
Oscilloscopes
Power Supplies

Frequency Counters
Printers
Function Generators

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
DC Circuits and Applications Module			
EC101	Basic Electricity and Electronics	60/00/00/60	6.0
EC103	Mathematics for Electronic Circuits	30/00/00/30	3.0
EC104	Basic Electronics/DC Circuits Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
AC Circuits and Applications Module			
ED101	AC Theory	60/00/00/60	6.0
ED103	Mathematics for AC Electronics Circuits	30/00/00/30	3.0
ED104	AC Circuits Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Semiconductor Devices and Applications Module			
EE201	Semiconductors	90/00/00/90	9.0
EE204	Semiconductors Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Transistors and Special Purpose Semiconductors Module			
EF201	Transistors and Special Purpose Semiconductors	90/00/00/90	9.0
EF204	Transistor Circuits and Amplifiers Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Microelectronics Module			
EG2011	Microelectronics	90/00/00/90	9.0
EG2041	Microelectronics Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0

Digital Electronics Module			
EH3011	Digital Electronics	60/00/00/60	6.0
EH3031	Numbering Systems and Computer Mathematics	30/00/00/30	3.0
EH3041	Digital Electronics Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Basic Computer Operations Module			
EI301	Basic Computer Operations	90/00/00/90	9.0
EI304	Computer Operations Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Electronic Communications Module			
EJ2011	Electronic Communications	90/00/00/90	9.0
EJ2041	Electronic Communications Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Software and Advanced Technology Class Computers Module			
EK4011	Software and Advanced Technology Class Computers	90/00/00/90	9.0
EK4041	Software and Computer Laboratory	00/60/00/60	3.0
	Total	90/60/00/150	12.0
Computer Peripherals and Local Area Networks (LANs) Module			
EL4T11	Computer Peripherals and Local Area Networks	50/00/00/50	5.0
EL4T21	Professional Strategies	40/00/00/40	4.0
EL4T31	Professional Strategies Laboratory	00/20/00/20	1.0
EL4T41	Computer Peripherals and Local Area Network Laboratory	00/40/00/40	2.0
	Total	90/60/00/150	12.0
	PROGRAM TOTAL	900/600/00/1500	120.0

Medical Administrative Assistant

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

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

Training will include health information coding, using both CPT and ICD-CM codes, filing insurance claims, receiving payment, posting payment and calculating the correct adjustment, as well as maintaining the financial and medical records. Courses in typing, word processing, and business mathematics will enable the graduate to prepare bank deposits and balance receipts. Students receive instruction in the use of transcribing machines with headsets and foot pedals, how to listen to recordings by physicians and transcribe dictated reports into a format that is clear and comprehensible for the reader.

The objective of the Medical Administrative Assistant Program is to provide graduates with the skills and knowledge required in a medical environment or insurance company. Students will develop administrative skills through a variety of media. Medical Administrative Assistant students will practice using computers, calculators, transcription machines and teletrainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Through simulated examination procedures, students will receive practice in CPR, taking a patient's vital signs, and charting these statistics.

This training program is divided into eight learning units called modules. Students must first complete Modules A through G, starting with any module and continuing in any sequence until all seven are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. Upon successful completion of Modules A through G and the comprehensive skills examination, students participate in their final module, a 160-clock-hour externship. Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Major Equipment

Autoclave

Personal Computers

Stethoscopes

Transcription Machine

Calculators

Patient Examination Table

Sphygmomanometer

Teletrainer

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
Module A			
MAA200	Office Finances	40/0/0/40	4.0
MM200	Office Finance Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module B			
MAA210	Patient Processing and Assisting	40/0/0/40	4.0
MM210	Patient Processing Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module C			
MAA220	Medical Insurance	40/0/0/40	4.0
MM220	Medical Insurance Forms Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module D			
MAA230	Insurance Plans & Collections	40/0/0/40	4.0
MM230	Medical Insurance Plans Skillbuilding	0/40/0/40	2.0

	Total	40/40/0/80	6.0
Module E			
MAA240	Patient Billing & Office Procedures.	40/0/0/40	4.0
MM240	Office Procedures Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module F			
MAA250	Patient Care & Computerized Practice Management	40/0/0/40	4.0
MM250	Computerized Practice Management Skillbuilding	0/40/0/0	2.0
	Total	40/40/0/80	6.0
Module G			
MAA260	Dental Administration Proc.	40/0/0/40	4.0
MM260	Dental Office Skillbuilding	0/40/0/40	2.0
	Total	40/40/0/80	6.0
Module X			
MAA270	Externship	0/0/160/160	5.0
	PROGRAM TOTAL	280/280/160/720	47.0

Medical Assisting

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

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. Upon successful completion of modules A through G and the comprehensive skills examination, students participate in a 160-clock-hour externship.

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

Major Equipment

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

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
Module A			
CL100	Clinical Laboratory	00/30/00/30	1.5
MA100	Patient Care and Communication	40/00/00/40	4.0
MA101	Computer/Keyboarding 1	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module B			
CL110	Clinical Laboratory	00/30/00/30	1.5
MA110	Clinical Assisting and Pharmacology	40/00/00/40	4.0
MA102	Computer/Keyboarding 2	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module C			
CL120	Clinical Laboratory	00/30/00/30	1.5
MA120	Medical Insurance, Bookkeeping and Health Sciences	40/00/00/40	4.0
MA103	Computer/Keyboarding 3	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module D			
CL130	Clinical Laboratory	00/30/00/30	1.5
MA130	Cardiopulmonary and Electrocardiography	40/00/00/40	4.0
MA104	Computer/Keyboarding 4	00/10/00/10	0.5
	Total	40/40/00/80	6.0

Module E			
CL140	Clinical Laboratory	00/30/00/30	1.5
MA140	Laboratory Procedures	40/00/00/40	4.0
MA105	Computer/Keyboarding 5	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module F			
CL150	Clinical Laboratory	00/30/00/30	1.5
MA150	Endocrinology and Reproduction	40/00/00/40	4.0
MA106	Computer/Keyboarding 6	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module G			
CL154	Clinical Laboratory	00/30/00/30	1.5
MA154	Medical Law, Ethics, and Psychology	40/00/00/40	4.0
MA107	Computer/Keyboarding 7	00/10/00/10	0.5
	Total	40/40/00/80	6.0
Module X			
MA160	Externship	00/00/160/160	5.0
	Total	00/00/160/160	5.0
	PROGRAM TOTAL	280/280/160/720	47.0

Medical Insurance Billing/Coding

Diploma Program - 6 Months (Day) or 8 Months (Evening)

560 Clock Hours/35.0 Credit Units

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

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

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

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E 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 E, students participate in a 160-clock-hour externship or practicum.

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

Major Equipment

Calculators

Personal Computers

Program Outline

Module Number	Module Title	Clock Hours		Quarter Credit Units
		Lec/Lab/EXT/Total		
Module A	Introduction to Medical Insurance and Managed Care	40/40/00/80		6.0
Module B	Government Programs	40/40/00/80		6.0
Module C	Electronic Data Interchange and Modifiers	40/40/00/80		6.0
Module D	Medical Documentation, Evaluation, and Management	40/40/00/80		6.0
Module E	Health Insurance Claim Forms	40/40/00/80		6.0
Module X	Externship	00/00/*160/160		*5.0
	Program Total		560	35

*Either a Practicum or an Externship, but not both

Network Systems Support
 Diploma Program – 9 Months
 720 Clock Hours/55.0 Credit Units

In today's complex network computing environments, technicians are needed who can provide both customer and network support in a variety of job roles. The Network Systems Support diploma program enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. This program includes in-depth coverage in several important areas. The personal computer, including both hardware and operating systems are covered first. Then, networking concepts are presented, giving students hands-on experience learning to manage and direct network traffic. Finally, system support skills are further developed with coursework that focuses on teaching students how to install, administer and troubleshoot commonly used network operating system software.

The Network Systems Support program helps prepare graduates for entry-level careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

The program consists of six courses. Upon successful completion of all six courses, a diploma will be awarded.

Major Equipment
 Personal Computer
 Assorted Software

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
CT01	Introduction to Computer Technology	60/60/0/120	9.0
CT02	Computer Hardware and Operating Systems	60/60/0/120	9.0
NC01	Networking Concepts	80/40/0/120	10.0
NC02	Network Routing	60/60/0/120	9.0
NS01	Network Operating Systems	60/60/0/120	9.0
NS02	Network Management	60/60/0/120	9.0
	Program Total	380/340/0/720	55.0

Pharmacy Technician

Diploma Program - 8 months

720 Clock Hours/58.0 Credit Units

The Pharmacy Technician program provides both technical and practical training which will enable the technician, upon licensure, to function as a competent entry-level assistant to the licensed pharmacist. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. The technician has become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services. This 720-hour program provides the student with basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms.

This program is comprised of eight modular units of learning. Modules A through G are made up of 80 hours of combined theory and laboratory time. Students must complete these seven modules first, starting with any module and continuing in any sequence until all seven modules are completed. The last module, referred to as an externship, consists of 160 hours. During the externship, which is completed at the end of the classroom portion of the program, students are given the opportunity to observe and become part of the pharmacy team, as they gain hands-on practice working side-by-side with pharmacists and other health care professionals.

Upon successful completion of this program, the student will be awarded a Diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position as a pharmacy technician. The graduate will be fully prepared to take the national CPhT exam.

Major Equipment

Laminar Flow Hood

Retail Labeling Computers

Printer

Retail Bottles

Prescription Stock Items

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
Module A PH100	Introduction to Pharmacy	80/00/00/80	8.0
Module B PH110	Administrative Aspects of Pharmacy Technology/ Basic Pharmacy Applications	80/00/00/80	8.0
Module C PH120	Professional Aspects of Pharmacy Technology	80/00/00/80	8.0
Module D PH130	Pharmaceutical Calculations	60/20/00/80	7.0
Module E PH140	Pharmacy Operations	60/20/00/80	7.0
Module F PH150	Anatomy & Physiology/Pharmacokinetics	80/00/00/80	8.0
Module G PH160	Pharmacology	60/20/00/80	7.0
Module X PH200	Externship	00/00/160/160	5.0
	Program Total	500/60/160/720	58.0

Residential Heating Ventilation and Air Conditioning (RHVAC) Technician Program

Diploma Program – 7½ months, 30 weeks

600 Clock Hours / 42.5 Quarter Credit Hours

Technological advances, global commerce, air quality awareness, Environmental Protection Agency (EPA) regulations and general concern for safe and ergonomically correct work environments are increasing the need for well-qualified technicians in the Residential Heating, Ventilation and Air Conditioning industry. Residential Climate Control, Heating and Refrigeration and many other related industries are being impacted by computerization and sophisticated control systems. These trends are changing the skill sets and knowledge required for successful service personnel in Heating, Air Conditioning, and Refrigeration technology.

As an accredited Heating, Ventilation, and Air Conditioning technical college, National Institute of Technology offers training for entry-level positions in the heating, ventilation, and air conditioning industries such as Metal Fabrication Apprentice, Furnace Installer and Repairer Helper, Furnace Cleaner, Industrial A/C Mechanic's Helper, A/C Mechanic Apprentice, A/C Installer Service Helper, and others. These positions could be found at heating or cooling contractors, fuel oil dealers, refrigeration and air conditioning service and repair shops, schools, government offices, hospitals, or other such locations that operate large heating, cooling, or ventilation systems.

This diploma program is designed for the individual who has a desire to specialize in residential heating and air conditioning service and repair. Most areas of the world require some residential climate control, therefore basic electricity, electronic control mechanisms, air conditioning and refrigeration fundamentals, and heating systems are taught in this program.

This training program is divided into five six-week long learning units called modules. Students must complete RHVAC 101 prior to taking RHVAC 102. If students do not complete a portion of one of these modules, the entire module must be repeated. Upon successful completion of the RHVAC Technician Program, students will receive a diploma.

Major Equipment

Air Handler	Packaged Cooling Only Unit
Condensing Unit	Upflow/Horizontal Furnace

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Tot)	Quarter Credit Hours
RHVAC 101	INTRODUCTION TO HVAC		
HVAC-01	Basic Electricity & Electrical Theory	71.5/48.5/0/120	9.0
HVAC-02	Basic Refrigeration Theory	62.5/57.5/0/120	8.5
RHVAC 102	CONCEPTS IN HVAC		
HVAC-03	Air Conditioning Systems	62/58/0/120	8.5
HVAC-04	Heating Systems	64/56/0/120	8.5
HVAC-08	Distribution Systems & Sheet Metal Fabrication	45/75/0/120	8.0
	Program Total	305/295/0/600	42.5

Course Descriptions

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

Computerized Business Applications

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 trial balance. The accounting equation and debits are introduced. Students 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: None

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. Students examine various forms of business ownership and ways in which businesses are financed. Students will prepare a business plan for starting a business. Prerequisite: None

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: None

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, validate, and print databases. Prerequisite: None

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: None

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: None

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: None

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 sentences. 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: None

MI120 Spreadsheet

20/40/4.0

In this course, students develop skills in using microcomputer-based 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: None

MK101 Keyboarding 1

00/20/1.0

Training and practice in proper computer keyboarding techniques. Students 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: None

MK103 Keyboarding 3

00/20/1.0

A continuation of Keyboarding. Prerequisite: None

MK104 Keyboarding 4 Continued practice and further development of speed and accuracy. Prerequisite: None	00/20/1.0
MK105 Keyboarding 5 Instruction and practice to achieve greater speed and accuracy in the entry of both alpha and numeric data. Prerequisite: None	00/20/1.0
MK106 Keyboarding 6 A continuation of Keyboarding. Prerequisite: None	00/20/1.0
MK107 Keyboarding 7 A continuation of Keyboarding. Prerequisite: None	00/20/1.0
MK108 Keyboarding 8 A continuation of Keyboarding. Prerequisite: None	00/20/1.0
MK109 Keyboarding 9 A continuation of Keyboarding. Prerequisite: None	00/20/1.0
MM130 Mathematics A review and update of math skills with emphasis on decimals and fractions. This course will build on prior coursework with emphasis on business math applications including taxes, interest, depreciation, etc. Prerequisite: None	60/00/6.0
MW110 Word Processing 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	20/40/4.0

Electronics and Computer Engineering Technology

ECC1000 Direct Current (DC) This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 0.	6 Credit Hours
ECC1050 Direct Current (DC) Laboratory In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. It introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will also construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive circuits while using various test instruments, such as digital multimeters, oscilloscopes and power supplies, to analyze these circuits. Prerequisite: None. Lecture hours: 0. Lab hours: 60.	3 Credit Hours
ECC1075 Direct Current (DC) Mathematics This course introduces the concepts of electrical circuit analysis. Students will learn the arithmetic and algebraic functions required to use Ohm's law, Kirchhoff's laws, and Watt's law for current, voltage, and power. Prerequisite: None. Lecture hours: 30. Lab hours: 0.	3 Credit Hours
ECC1100 Alternating Current (AC) This course introduces students to the field of electronics, sources of electricity, and the principles and practices of fundamental alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Prerequisite: ECC1000, ECC1050. Lecture hours: 60. Lab hours: 0.	6 Credit Hours
ECC1150 Alternating Current (AC) Laboratory In this lab course, students will demonstrate their skills and abilities to integrate key concepts related to AC circuits. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), RC, RL and RCL circuits while using various test instruments, such as digital multimeters, signal generators, oscilloscopes and power supplies, to analyze circuits. Prerequisite: ECC1000, ECC1050. Lecture hours: 0. Lab hours: 60.	3 Credit Hours

ECC1175 Alternating Current (AC) Mathematics**3 Credit Hours**

This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students will learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisite: ECC1000, ECC1050. Lecture hours: 30. Lab hours: 0.

ECC1200 Electronic Devices**9 Credit Hours**

This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECC1100, ECC1150. Lecture hours: 90. Lab hours: 0.

ECC1250 Electronic Devices Laboratory**3 Credit Hours**

This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. Prerequisite: ECC1100, ECC1150. Lecture hours: 0. Lab hours: 60.

ECC1300 Integrated Circuits**9 Credit Hours**

This course introduces students to the operation of linear and digital integrated circuits. Operational amplifiers will be discussed in depth as well as voltage regulators, waveform generators, function generators, timers, FSK and PLL circuits. Prerequisite: ECC1200, ECC1250. Lecture hours: 90. Lab hours: 0.

ECC1350 Integrated Circuits Laboratory**3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Integrated Circuits. Students will construct many of the building block circuits covered in Integrated Circuits and learn step-by-step troubleshooting and repair techniques. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.

ECC2000 Introduction to Digital Electronics**6 Credit Hours**

This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits containing logic gates, display devices and counters. Prerequisite: ECC1200, ECC1250. Lecture hours: 60. Lab hours: 0.

ECC2050 Introduction to Digital Electronics Laboratory**3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Introduction to Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operation of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECC1200, ECC1250. Lecture hours: 0. Lab hours: 60.

ECC2075 Digital Electronics Mathematics**3 Credit Hours**

This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students will practice addition and subtraction in all numbering systems, and multiplication and division in binary. In addition, students will learn to convert numbers from decimal to binary, hexadecimal, and octal systems. Students will utilize Boolean algebra and computer math in the design and simplification of logic circuits. Prerequisites: ECC1200, ECC1250. Lecture hours: 30. Lab hours: 0.

ECC2100 Advanced Digital Electronics**9 Credit Hours**

This course expands upon the topics covered in Introduction to Digital Electronics. It enables students to gain knowledge and experience with microprocessors, bus systems, display circuitry, clocks, and LCD displays. Students will also gain an in-depth look at the interfacing of analog devices to digital systems. Prerequisite: ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

ECC2150 Advanced Digital Electronics Laboratory**3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Advanced Digital Electronics. Students will construct projects utilizing medium and large scale digital integrated circuits while using test equipment to analyze and troubleshoot the circuits. Students will also demonstrate their knowledge of basic electrical and electronic circuitry to construct a combined analog and digital system. Prerequisite: ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.

CTT1000 Fundamentals of Computer Technology**9 Credit Hours**

This course introduces the students to the personal computer and the Windows desktop environment. It also introduces the students to common types of software, desktop applications, graphics, utilities, and operating systems. Basic computer system architecture and end-user Internet skills will be discussed. Prerequisite: None. Lecture hours: 90. Lab hours: 0.

CTT1050 Fundamentals of Computer Technology Laboratory**3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Fundamentals of Computer Technology. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They

will also learn how to create basic documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

CTT2000 Computer Hardware and Operating Systems

9 Credit Hours

This course focuses on the software operating systems and hardware that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components, peripherals, and their related functions. Other topics include installing, troubleshooting, and repairing hardware and operating systems. Prerequisite: CTT1000, CTT1050. Lecture hours: 90. Lab hours: 0.

CTT2050 Computer Hardware & Operating Systems Laboratory

3 Credit Hours

This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. It provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computers. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.

NCC1000 Introduction to Networking

6 Credit Hours

Students will be introduced to the terminology, operating systems, hardware, and administration of networking technology. These topics will include network topology, TCP/IP, the OSI reference model, and security. Students will also learn and perform basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT1000, CTT1050. Lecture hours: 60. Lab hours: 0.

NCC1050 Introduction to Networking Laboratory

3 Credit Hours

This laboratory course provides hands-on support for the concepts learned in Introduction to Networking. Students will plan, design, install, configure, maintain, secure, and troubleshoot a computer network. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.

SLS1335 Strategies for Professionals

3 Credit Hours

This course is designed to help the student prepare for program specific work after completing their respective course requirements. Upon completion the student will be prepared to create and present forms of job correspondence such as: a resume, cover letters, thank you notes, and follow-up letters. Along with job correspondence the student will also be able to organize and carry out a job search. Prerequisite: None. Lecture hours: 30. Lab hours: 0.

ECC2200 Electronic Communications

9 Credit Hours

This course introduces students to the fundamentals of various communication systems. Students will reaffirm their understanding of resonant circuits, voltage, current, power, phase and other electronics principles. Systems studied include modulation, transmitters/receivers, multiplexing, transmission lines, antenna propagation and principles of communications. Circuits emphasized are radio, transmitter/receiver, modulation, and fiber optics. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

ECC2250 Electronic Communications Laboratory

3 Credit Hours

This laboratory course provides hands-on support for the concepts learned in Electronic Communications. Students will construct an AM/FM radio, a touchtone telephone, a fiber optic link and more. Students will also learn troubleshooting techniques and schematic reading principles. Circuit prototyping will be stressed and class projects will enhance the learning process. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.

Electronics and Computer Engineering Technology

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 digital multimeters 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, 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 and operational amplifiers. 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
- E1301 Basic Computer Operations** 90/0/9.0
This course presents an introduction to computers and basic computer technology. Included is a comprehensive discussion of operating systems. The course entails the operation, configuration and troubleshooting of Operating Systems, systems hardware and peripheral equipment to include printers, support IC's, Memory, data storage devices, cable, sound and video systems. Prerequisites: EE201, EF204
- EI304 Computer Operations Laboratory** 0/60/3.0
This course provides hands-on experience in assembly and disassembly of a stand-alone PC at the basic technician level. Students practice installing, configuring and updating operating systems, partitioning hard drives, configuring video and sound systems, installing and configuring applications programs, multiple boot systems and special purpose hardware. Prerequisites: EE201, EE204
- EJ2011 Electronic Communications** 90/0/9.0
This course teaches students the basic principles of both modern analog and digital communications systems. It covers the characteristics of communications electronics, to include transmitters, receivers, modulation techniques, telephone systems, multiplexing techniques, data and optical communications systems. Emphasis is placed on modern modulator and demodulator techniques for computerized communications systems, to include LAN's and the Internet. Prerequisites: EF201, EG2011, EI301
- EJ2041 Electronic Communications Laboratory** 0/60/3.0
This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EJ2011 and previous courses. It includes lab experiments in digital modulation techniques, telephone circuits, modems, fiber optics transmitters/receivers, and peer-to-peer computer networks. Prerequisites: EF204, EG2041, EI304
- EK4011 Software and Advanced Technology Class Computers** 90/0/9.0
This course introduces students to common application software, and environments. Students configure and troubleshoot computer applications. Prerequisites: EI301, EI304
- 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 application configuration and troubleshooting exercises. Prerequisites: EI301, EI304
- EL4T11 Computer Peripherals and Local Area Networks** 50/0/5.0
This course provides an introduction to computer peripherals, Internet technology 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: EI301, EI304
- 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: EI301, EI304
- 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: EI301, EI304
- 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: EI301, EI304

Medical Administrative Assistant

- MAA200 Office Finance** 40/0/4.0
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module, including tracing delinquent claims & insurance problem solving. Students also become familiar with essential medical terminology associated with health and disease; lymphatic and immune systems; and digestive system. Prerequisite: None

MAA210 Patient Processing and Assisting

40/0/4.0

In Module B, students learn to set up patient records, and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are trained in checking vital signs and cardiopulmonary resuscitation (CPR). Students also become familiar with essential medical terminology associated with an introduction to the human body and respiratory system. Prerequisite: None

MAA220 Medical Insurance

40/0/4.0

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and Workers' Compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations, and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Office & Insurance Collection Strategies are also included. Students also become familiar with essential medical terminology associated with cardiovascular system; eyes and ears; and endocrine system. Prerequisite: None

MAA230 Insurance Plans and Collections

40/0/4.0

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Medical Ethics and law are also included. Students also become familiar with essential medical terminology associated with reproductive system; diagnostic procedures; and pharmacology. Prerequisite: None

MAA240 Patient Billing and Office Procedures

40/0/4.0

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will become familiar with the Microsoft Excel Program as well as Disability Income Insurance and legal issues affecting insurance claims. Students also become familiar with essential medical terminology associated with urinary system; nervous system; and integumentary system. Prerequisite: None

MAA250 Patient Care and Computerized Practice Management

40/0/4.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced in this module. In addition, students learn basic techniques for taking patients' vital signs. Students learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students also become familiar with essential medical terminology associated with skeletal system; muscular system; and nervous system. Prerequisite: None

MAA260 Dental Administrative Procedures

40/0/4.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students also become familiar with essential dental terminology. Prerequisite: None

MAA270 Externship

0/160/5.0

Upon successful completion of classroom training, medical administrative assistant students participate in a 160-hour externship. Serving an externship at an approved facility allows 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 student's permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: MAA200 - MAA260, MM200 - MM260

MM200 Office Finance Skillbuilding

0/40/2.0

In this course students will work with Electronic Data Interchange, be able to trace delinquent claims and do insurance problem solving, discover services rendered in the hospital setting, and explore the internal network of a hospital. Basic keyboarding skills on the keyboard and 10 key are learned. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

MM210 Patient Processing Skillbuilding 0/40/2.0
In this course students acquire skills and will be able to process insurance claim forms and medical insurance codes. Students will demonstrate progressive skill in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

MM220 Medical Insurance Forms Skillbuilding 0/40/2.0
In this course students will be able to process insurance claim forms and medical insurance codes correctly. Students will demonstrate progressive skill in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

MM230 Medical Insurance Plans Skillbuilding 0/40/2.0
In this course students will be able to identify the nuances of Medicare, TRICARE, CHAMPVA, Medicaid and other state insurance programs. Students will progress in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

MM240 Office Procedures Skillbuilding 0/40/2.0
In this course students will know the legal issues affecting insurance claims, medical records, disability income insurance, and disability benefit programs. Students will have progressed in skills in keyboarding and 10 key on the computer. Students will demonstrate essential medical terminology through usage and examinations. Prerequisite: None

MM250 Computerized Practice Management Skillbuilding 0/40/2.0
In this course students will master managed care systems, covered services and rates, medical coding, reimbursement systems, and billing on the UB-92. Students will progress in keyboarding and 10 key on the computer. Students will demonstrate their knowledge of essential medical terminology through usage and evaluations. Prerequisite: None

MM260 Dental Office Skillbuilding 0/40/2.0
In this course students will be able to use dental codes and decide their relativity to dental insurance claims. Students will exhibit mastery for completing dental insurance forms. Students will demonstrate progress in keyboarding and 10 key on the computer. Students will demonstrate knowledge of essential medical terminology through use and examinations. Prerequisite: None

Note: Students will be required to meet increasing standards of keyboarding and 10 key skills based on the number of modules completed at the time of each assessment.

Medical Assisting

CL100 Clinical Laboratory 0/30/1.5
In this course, students learn about patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students also have the opportunity to work with and review patient charts and perform additional front office skills related to records management and appointment scheduling. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

CL110 Clinical Laboratory 0/30/1.5
In this course, students learn the importance of asepsis and sterile technique in today's health care environment. Students will learn about basic bacteriology and its relationship to infection and disease control. Students will also learn how to use the autoclave, set up standard surgical trays and practice sterile technique. Students will also learn about basic pharmacology and how to administer medication. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

CL120 Clinical Laboratory 0/30/1.5
In this course, students develop skills in bandaging techniques, including spiral, sling, surgitube, figure eight and triangle. Students will also study anatomy and physiology of the digestive system, in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office. Students will also check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

CL130 Clinical Laboratory 0/30/1.5
In this course, students develop skills used in performing an electrocardiogram (EKG), including patient preparation and tracing and mounting the EKG. Students also learn to perform cardiopulmonary resuscitation, as well as check vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None

- CL140 Clinical Laboratory** 0/30/1.5
 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 are developed, and students become familiar with essential medical terminology. Prerequisite: None
- CL150 Clinical Laboratory** 0/30/1.5
 In this course, students learn to assist with diagnostic examinations and laboratory tests, including those performed on the pediatric patient. Students also learn how to instruct patients in health promotion practices and to perform certain invasive procedures, such as checking vital signs. Basic keyboarding skills are developed, and students become familiar with essential medical terminology. Prerequisite: None
- CL154 Clinical Laboratory** 0/30/1.5
 Students practice physical and therapeutic techniques and procedures such as back massage and hot and cold applications on simulated patients or manikins. Students practice positioning patients properly for ultrasound treatment and electro-neuro stimulation. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills 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 nervous system and 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
- MA101 Computer/Keyboarding 1** 0/10/0.5
 Training and practice in proper computer keyboarding techniques. In this module, students will begin using Individual Typing. Prerequisite: None
- MA102 Computer/Keyboarding 2** 0/10/0.5
 Using the typing software and various exercises, the students will develop speed and accuracy and build on their keyboarding and word processing skills. Prerequisite: None
- MA103 Computer/Keyboarding 3** 0/10/0.5
 Using the typing software and various exercises, the students will continue to develop speed and accuracy and build upon their keyboarding and word processing skills. Prerequisite: None
- MA104 Computer/Keyboarding 4** 0/10/0.5
 Continued practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA105 Computer/Keyboarding 5** 0/10/0.5
 A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA106 Computer/Keyboarding 6** 0/10/0.5
 A continuation of practice and further development of speed and accuracy and word processing skills. Prerequisite: None
- MA107 Computer/Keyboarding 7** 0/10/0.5
 A continuation of practice and further development of speed and accuracy and word processing skills. 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. Students 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

MA154 Medical Law, Ethics, and Psychology

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, as well as current trends in normal and abnormal psychology, as they relate 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. Prerequisites: CL100 - CL154, MA100 - MA154

Note: Students will be required to meet increasing standards of keyboarding and 10 key skills based on the number of modules completed at the time of each assessment.

Medical Insurance Billing/Coding

Module A - Introduction to Medical Insurance and Managed Care

40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

Prerequisite: None

Module B - Government Programs

40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

Prerequisite: None

Module C - Electronic Data Interchange and Modifiers

40/40/6.0

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional

development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

Prerequisite: None

Module D – Medical Documentation, Evaluation, and Management

40/40/6.0

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

Prerequisite: None

Module E - Health Insurance Claim Forms

40/40/6.0

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

Prerequisite: None

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

Module F – Practicum

0/160/5.0

Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules A - E

Module X – Externship

0/160/5.0

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules A - E

Network Systems Support

CT01 Introduction to Computer Technology

60/60/9.0

This course introduces the student to the personal computer and the Windows desktop environment. The student will learn software applications and accessories that are incorporated into the Windows operating system, including using icons, applying shortcuts and performing system checkups and minor diagnostics. The student will acquire basic computer system architecture and end-user Internet skills. In addition, students will learn customer service skills, as well as the importance of building appropriate business relationships with co-workers, supervisors, and customers.

CT02 Computer Hardware and Operating Systems

60/60/9.0

This course focuses on the hardware and software operating systems that run today's personal computers. Students will learn commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Students will also develop skills in installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01.

NC01 Networking Concepts

80/40/40.0

This course provides an overview of the field of local area networking and internetworking. Students will learn the terminology, operating systems, hardware and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CT01.

NC02 Network Routing

60/60/9.0

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems, Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed, in addition to Virtual LAN's, WAN protocols, and managing a Cisco internetwork. Prerequisite: NC01.

NS01 Network Operating Systems

60/60/9.0

This course covers the essential topics necessary to enable students to set up and support a Microsoft Windows network operating system, including both clients and servers. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting in a Windows network operating system environment. Prerequisite: NC01.

NS02 Network Management

60/60/9.0

Students will learn the steps necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Furthermore this course is designed to assist the student with personal and professional development for successful employment in a computer networking related job role. Students will develop a current resume and practice interviewing techniques. Prerequisite: NS01.

Pharmacy Technician**PH100 Introduction to Pharmacy**

80/0/8.0

This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in this course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, as well as, law and ethics as it relates to the profession of pharmacy.

PH110 Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications

80/0/8.0

This course provides students with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is the use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medication errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.

PH120 Professional Aspects of Pharmacy Technology

80/0/8.0

This course introduces students to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.

PH130 Pharmaceutical Calculations

60/20/7.0

In this course, students are introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications. Students will demonstrate how to calculate dosages for adult and pediatric patients and how to correctly interpret a medication order.

PH140 Pharmacy Operations

60/20/7.0

Emphasis in this course is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies in different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy. Students will demonstrate standard universal precautions.

PH150 Anatomy and Physiology and Pharmacokinetics

80/0/8.0

This course is designed to provide the student with an overall understanding of anatomy and physiology as it relates to pharmacology. Subjects include organization of the body, cells, tissues, glands, membranes, and study of the individual body systems, as well as terminology associated with each. Students will be able to identify characteristics and functions of cells, organs and body systems, take a patient's vital signs, and perform cardiopulmonary resuscitation.

PH160 Pharmacology

60/20/7.0

This course is designed to familiarize the student with all aspects of drugs, their actions and uses, and their administration. Also covered in this course is drug distribution systems utilized in the pharmacy. Students will demonstrate an understanding of the four major drug distribution systems, dosage forms and routes of administration of drugs, labeling requirements, and giving patient directions with medications.

PH200 Externship

0/160/5.0

This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites.

Residential Heating Ventilation and Air Conditioning (RHVAC) Technician**HVAC-01 Basic Electricity & Electrical Theory**

71.5/48.5/9.0

This course presents electrical and electronics theory, terms, definitions, symbols, circuits, laws and formulas. Power sources, component operation and circuit diagrams are studied. Students use this theory, integrated with objective specific hands-on lab exercises to practice typical equipment manufacturers troubleshooting techniques. Testing instruments and wiring diagrams are used for systems problem solving projects.

HVAC-02 Basic Refrigeration Theory

62.5/57.5/8.5

This course is an introduction to heating, ventilation and air conditioning (HVAC) technology. Basic laws of physics and cooling theory are presented. Terms, definitions, air conditioning cycles, mechanical diagrams, and component operation are studied. Students will bend, swag and flare tubing and use air/acetylene and oxygen/acetylene torches to hard and soft solder copper tubing. Temperature pressure charts, piping specifications and installation, EPA certified refrigerant handling (recovery, recycling, reclaiming) requirements and basic air conditioning service procedures are taught.

HVAC-03 Air Conditioning Systems

62/58/8.5

This course emphasizes air conditioning systems design, service and installation. Component operation, mechanical and electrical diagrams and high efficiency air conditioning systems are explored. Structured lab projects allow students to learn industry-approved diagnostics, service and repair procedures. Proper installation requirements and procedures are also practiced in this course of instruction. (Prerequisite: satisfactory completion of HVAC-01 and HVAC-02).

HVAC-04 Heating Systems

64/56/8.5

Heating fundamentals and furnace design are discussed in this course. Mechanical components, gas pipe sizing, wiring, safety and proper installation procedures are taught. Students will participate in structured lab exercises including disassembly, inspection, troubleshooting, re-assembly and installation of systems. (Prerequisite: satisfactory completion of HVAC-01 and HVAC-02).

HVAC-08 Distribution Systems & Sheet, Metal Fabrication

45/75/8.0

Students in this course of study will learn to read blue prints, use shop math, perform load calculations and apply the fundamentals of air distribution to system design. In structured lab projects, students will use the tools and equipment necessary to layout and fabricate HVAC air distribution systems. (Prerequisite: satisfactory completion of HVAC-01 and HVAC-02).

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, and to meet the staff and faculty to ask questions relating to the campus and their curriculum career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment in the program.

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

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

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

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

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

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

1. Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The retest(s) will be administered within the period specified by the test developer or one week, whichever is longer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.
3. The entrance test requirement for students enrolling in all programs except Network Systems Support and Pharmacy Technician is to pass the SRA examination with a minimum score of 69. For those students requiring retesting, the test instrument is the CPAt with a required minimum passing score of 126.

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

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the School's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the School and re-enter more than one year after their test date, must take the test again. The entrance test used is the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills.

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.

Network Systems Support Program

Applicants for the Network Systems Support program must provide a copy of a high school diploma, official transcript or GED. Students enrolling in the Network Systems Support program are required to pass the CPAT examination with a minimum score of 130. Students may not apply for the Network Systems Support program under the Ability to Benefit provision.

Pharmacy Technician Program

Applicants for the Pharmacy Technician program must provide a copy of a high school diploma, official transcript or GED. Students enrolling in the Pharmacy Technician program are required to pass the CPAT examination with a minimum score of 140. Students may not apply for the Pharmacy Technician program under the Ability to Benefit provision.

Credit for Previous Education or Training

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

Administrative Policies

Grading

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

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

Allied Health Programs		
Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Key to Transcript Symbols	
1	May need to repeat class
2	Class has been repeated
R	Class is currently being repeated
W	Repeat is waived

Student Awards

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

Graduation Requirements

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

To be eligible for graduation, students in 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.
- Pass the graduate exam, if applicable; and
- Successfully complete all extern requirements.

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

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

Satisfactory Academic Progress

Requirements

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

In order to maintain satisfactory academic progress, students in allied health programs must:

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

In order to maintain satisfactory academic progress, students in business 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. If a student has failed a module or course, they are required to repeat the failed module/course during the probationary period unless the module/course is not offered at that time. In that case, the failed module or course 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 term, 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 second probationary period 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 by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70 percent or 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

To withdraw from a module or course, 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" (W) is recorded but will not have an impact on the module/course grade or cumulative GPA. Withdrawal status remains on record until students complete the module or course from which they withdrew. It will have no effect on the module/course grade or cumulative GPA.

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

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

Exit Interviews

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 in allied health programs who receive less than a 70% term GPA for a module must retake that module. Students in the business and technical programs must repeat the entire module if they fail any course within the module. Students in the Network Systems Support program must repeat any failed course. A failing grade that must be repeated remains in effect in the GPA until the module/course is repeated and a new grade is earned. Students may repeat a failed module/course only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length in credits attempted.

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).

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) this new grade is used to calculate the cumulative GPA. Both grades will appear on the transcript.

NOTE: National Institute of Technology 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 school 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 within three weeks of their last scheduled classroom module. 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 school 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 who has been officially dropped by the School is 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 are required to adhere to all of the policies and procedures of the School. Students who have been terminated for violating school policy and procedures may seek reentry by following the appeals 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 within three school days or as soon as reasonably practicable as determined by school administration. Students must initiate the process by submitting a written request for readmittance to the School President. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

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.

Class Size

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

The maximum class size for laboratories is 30 students. The student to teacher ratio in lab classes will be 30 students to 1 teacher.

Unit of Credit

Academic

A clock hour is at least 50 minutes of instruction within a 60 minute period. Clock hours are converted into credit hours to allow for comparison with other postsecondary schools. Students earn one quarter credit hour 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 hours they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit hour 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.

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.

Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for more than 10 consecutive school days will be dropped from the training program. Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

Students who exceed 20% of the total program hours will be dropped from school and will be ineligible to appeal to reenter school until after they have been out of school for one grading period. An exception to this will be made for students in the last 25% of their program.

Should a Network Systems Support student's absences exceed 15 percent of the total hours scheduled for a class or classes, the student will be placed on Attendance Warning for that class or classes. Should a Network Systems Support student's absences exceed 20 percent of the total hours for a class or classes the student will be placed on Attendance Probation for that class or classes. While on Attendance Probation the student is to meet with the Director of Education to discuss his/her attendance and academic progress in an effort to improve the student's overall performance. Should a Network Systems Support student's absences exceed 25 percent of the total hours scheduled for a class or classes the student may be withdrawn from the class or classes if the instructor(s) and the Director of Education concur that the student's academic performance is below the level required to pass the course.

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

Tardiness/Early Departure

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

Reentry Policy

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

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

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.

Leave of Absence Policy

In a 12-month calendar period, a student may have no more than two leaves of absence.

The leave and extension thereof may not exceed a total of 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.

Clothing and Personal Property

All personal property is the sole responsibility of the student. 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.

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. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

Background

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

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

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

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

First Offense

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

Second Offense

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

Threats to Health/safety

Immediate dismissal with dismissal letter

Appeals

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

Alcohol and Substance Abuse Statement

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

Weather Emergencies

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

Academic Advisement and Tutoring

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

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.

Student Disability Services/Accommodations

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

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.

Information Technology Program Student Disclosure

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

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

Transferability of Credits

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

Transcripts and Diplomas

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

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

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

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

Family Educational Rights and Privacy Act

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

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 School 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.

1. 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.

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

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

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.

Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, disability, 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 Student Help Line, (800) 874-0255.

Student Complaint/Grievance Procedure

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

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact:

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 does not feel that the School has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. 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

A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President.

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. Each 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. See the Supplement for current tuition and fees.

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.

Additional Fees and Expenses

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

Cancellation/Refund Policy

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

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

Cancellations

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

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

If the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student, all monies paid will be refunded. If a student cancels more than 72 hours after executing the Enrollment Agreement and before the start of classes, the School will refund all monies paid. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials purchased 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. (See Textbook and Equipment Return/Refund Policy below)

Students who have not visited the School prior to enrollment may withdraw without penalty within five days (weekends and legal holidays excluded) following either the regularly scheduled orientation 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 any misrepresentation in advertising, promotional materials of the School, or representations by the owner or representatives of the School may cancel this enrollment agreement without penalty and receive a refund of all monies paid.

Refunds

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

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

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

Refund Policies

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

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

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

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

Federal Return of Title IV Funds Policy

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

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

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

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

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

Return of Unearned SFA Program Funds

The institution must return the lesser of:

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

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

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

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

Remittance to the Federal Government

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

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

Institutional Refund Calculation

The school will calculate refunds using the Texas Workforce Commission, Career Schools and Colleges Refund Requirements Section Refund Requirements and the following Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

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

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

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

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

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

For first time students, the institution will calculate the refund using the institutional refund policy and the state refund policy and apply the calculation that is most favorable to the student.

Texas Workforce Commission, Career Schools and Veterans Education Section

In the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the course, withdraws, or is discontinued therefrom at any time prior to completion, refunds for resident courses will be based on the period of enrollment computed on the basis of course time expressed in clock hours.

The effective date of the termination for refund purposes in residence schools will be the earliest of the following:

- (A) The last date of attendance, if the student is terminated by the School;
- (B) The date of receipt of written notice from the student; or
- (C) 10 school days following the last date of attendance;

If tuition and fees are collected in advance of entrance, and if, after expiration of the 72-hour cancellation privilege, the student does not enter the residence school, not more than \$100 shall be retained by the School. For the student who enters a residence course of not more than 12 months in length, terminates, or withdraws, the School may retain \$100 of tuition and fees and the minimum refund of the remaining tuition and fees will be:

- (A) During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
- (B) After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
- (C) After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
- (D) During the second quarter of the course, 50 percent of the remaining tuition and fees;
- (E) During the third quarter of the course, 10 percent of the remaining tuition and fees; or
- (F) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.

For residence courses more than 12 months in length, the refund shall be applied to each 12-month period paid, or part thereof separately as outlined above.

Application Of Policy

(A) In the event that a student withdraws or is terminated from any program that gives the student his/her equipment to keep as they progress through school, any equipment already issued will remain the student's property. However, any other equipment scheduled to be issued during the remainder of the program will not be issued.

(B) All refunds will be made to the person, company, organization, or agency that paid the student's tuition unless the school is authorized in writing to take other action.

Financial Assistance

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

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

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

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

Federal Pell Grant

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

Federal Stafford Loan (FSL)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan (San Antonio Campus Only)

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.

Sallie Mae Alternative Loan Program (SLM)

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM loan application during their financial aid interview.

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Imagine America Scholarships

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

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

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

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

Student Services

Placement Assistance

The School assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, resume and cover letter preparation assistance, aid in securing an interview and a list of available jobs.

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. Student involvement is encouraged.

Transportation Assistance

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

Field Trips

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

Special Lectures

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

Drug and Alcohol Abuse Prevention

Information on drug and alcohol 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.

Faculty

Austin

Administration

Stacy Pniewski	School President
Kim Whitehead	Admissions Director
Rebecca Robertson	Career Services Director
Janice Robertson	Finance Director
Open	Education Director

Faculty

Medical Health Department

John Ethredge	Medical Department Chairperson
Christina Webel	Medical Assisting Instructor
Jennifer Penshorn	Medical Assisting Instructor
Nicole Alfred - Toran	Medical Assisting Instructor
Jennifer Hansen	Medical Administrative Assisting Instructor
Georgia Roberts	Medical Assisting Instructor
Kay Bailey	Medical Assisting and Medical Administrative Assisting Instructor
Berkeley Aycock	Medical Assisting Instructor
Lisa Kestler	Medical Administrative Assisting Instructor
Stacy McIntosh	Medical Assisting Instructor
Becky Soutter	Medical Administrative Assisting Instructor
Crystal Jones	Medical Assisting Instructor
Elizabeth Roberts	Medical Assisting Instructor
Holly Tidwell	Medical Assisting Instructor
Mame Yaa Badu-Acheampong	Medical Assisting Instructor
Melina Dixon	Medical Assisting Instructor
Robert Shoemaker	Medical Administrative Assisting Instructor

Electronics Department

Ted Watkins	Electronics Department Chairperson
-------------	------------------------------------

Pharmacy Department

Matthew Zarling	Pharmacy Technician Instructor
-----------------	--------------------------------

RHVAC Department

Ric Staton	RHVAC Instructor
------------	------------------

Houston

Administration

Thomas C. Wilson	School President
A. J. Hernandez	Admissions Director
Shortel Brent	Placement Director
Sue Harlan	Finance Director
Anthonie Rich	Education Director
Camilla Hamilton	Student Services Coordinator

Faculty

Electronics/Networking Department

Kenneth Aucoin	Occupational Qualifications
Issac Chandler	Occupational Qualifications
Aleksandrs Loja, B.S.E.E.	University of Houston, Houston, TX
Ahmed Maksoud	University of New York, Albany, NY

Ivory Montgomery, B.S.E.E.
Darryl Springer
William Wright, B.S.E.E.
Clarence Parker, B.S.E.E.
Sathyan Sivasothy, B.S.E.E.
Vincente Gonzales, B.A., M.A. Elect. Eng.
Giles Frederick, CCNP, CCNA, MCSE,
MCP, A+

Southern University, Baton Rouge, LA
Occupational Qualifications
University of Hawaii, Honolulu, HI
MIT, Cambridge Mass.
Iowa State Univ., Iowa
San Francisco State, California
MTI College of Business, Houston, Tx.

Medical Department

Patricia Fox
Bartolome Gatmaitan III
Jimmy Goco, M.D.
Lenda McClendon
David Miller
Ameesh Mehta, B.S. Medicine
Ramon Gutierrez, M.D.
Tess Galace, M.D.
Sarah Hampsten
Salman Kahn, D.C.

Occupational Qualifications
University of Santo Tomas, Manila Philippines
Bicol College of Medicine, East Philippines
Occupational Qualifications
University of Houston, Clear Lake,
Grant Medical College, India
University of Guadalajara, Mexico
University of Philippines
Occupational Qualifications
Texas Chiropractic College, Pasadena, Tx.

San Antonio

Administration

James O. Yeaman
Ray Gutierrez
Cheryl Hedlund
Janet Chestnut
Carlo DeManero

School President
Education Director
Finance Director
Placement Director
Admissions Director

Faculty

Business Department

Pat Booker, B.A., M.A.
Lynn Hughes, B.A.
Thomas Lake, B.A.
Daniel Valdivia, B.A.

Harvard University, Cambridge, MA
University of Texas at Austin
Trinity University, San Antonio, TX
Central Connecticut State University
University of the Incarnate Word, San Antonio, TX

Electronics Department

Alex Aguilera, A.A.S.
Freddy Baker, B.S., M.S.

James Cain, A.A.S.

Douglas Cardenas
William Clabo
Leonel Diaz, B.S.
Mark Gearhart, A.A.S., B.S.
Ralph Kelley, B.A.
Mohammad Nabhani, B.S.

St. Phillips College, San Antonio, TX
Texas Tech, Lubbock, TX
Air Force Institute of Technology, Wright-Patterson AFB, OH
Hallmark Institute of Technology, San Antonio, TX
Community College of the Air Force, U.S. Air Force
Occupational Qualifications
United States Armed Forces Institute, Madison, WI
Park University, Parkville, MO.
Embry-Riddle Aeronautical University
Incarnate Word, San Antonio, TX
University of Texas at San Antonio

Medical Administration Department

Tamara Hanson, Diploma
John Ridlon, B.B.A., A.A.S.

Kirksville Area Vocational-Technical Center
St. Phillips College, San Antonio, TX
McKendree College, Lebanon, IL

Herlinda Saldivar
Catherine Turner
Sharon Williams

Occupational Qualifications
Occupational Qualifications
Draughon College, Lawton, OK

Medical Health Department

Rosa Barbosa, M.D.
Elizabeth Burchfield
Rosario Faller, M.D.
J.R. Lagoueyte

Universidad Nacional Autonoma de Nuevoleon, Nuevoleon, Mexico
Occupational Qualifications
Universidad Metropolitana Barranquilla, Columbia
Occupational Qualifications, Academy of Health Sciences, Ft. Sam
Houston, San Antonio, TX
Sind Medical College, Karachi Pakistan
Academy of Health Sciences, U.S. Army Medical Corps, Ft. Sam Houston,
San Antonio, TX
Occupational Qualifications
Certificate, Sentara School of Medical Technicians Norfolk, VA

Meher Masood, M.D.
Ben Santos

Art Stots
Billie Swanda

Pharmacy Technican

Christie Martin, B.A.
Kristine Posadas, B.S.

Southwest Texas State University, New Braunfels, TX
University of Texas at San Antonio, TX

Network Systems Support Department

Eric Funderburk
Brian Jones, A.A.S.
Michael Natusch, B.A.
Larry Muller, A.S.
Terry Smith, M.B.A.

Texas A&M University
Community College of Air Force, United States Air Force
University of Connecticut
University of the State of New York, Albany, NY
University of Northern Colorado, Greeley, CO