2003-2004 CATALOG
National Institute of Technology
CrossLanes0103

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www.nitschools.com

Accredited by the Accrediting Commission of Career Schools and
Colleges of Technology and
Approved to Operate by the State of West Virginia Postsecondary
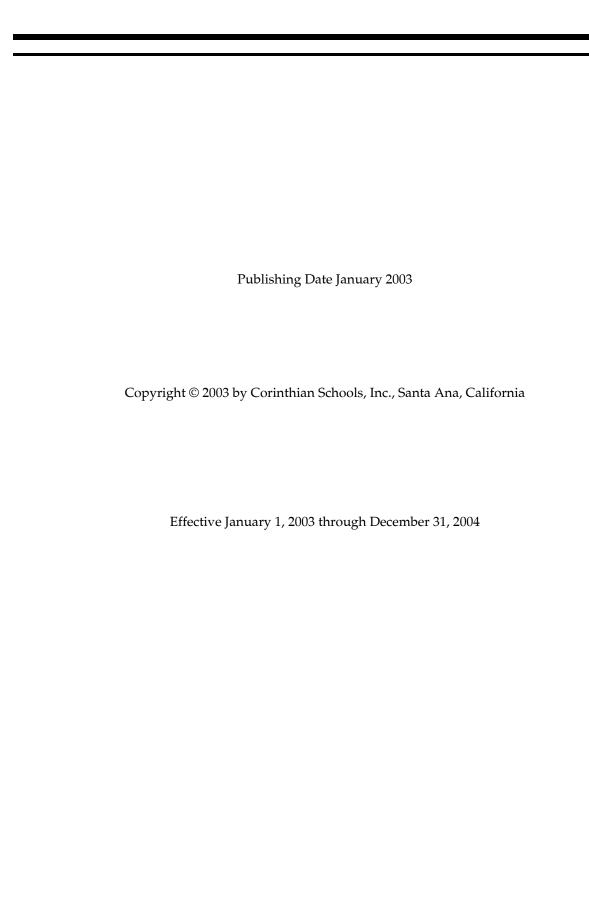Education.

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About Corinthian Schools, Inc.

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

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

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

School History and Description

National Institute of Technology in Cross Lanes, West Virginia, was originally a member of United Electronics Institute, which was established in 1968. The school was acquired by National Education Corporation in 1981 as a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. The school was acquired by Corinthian Schools, Inc. in July 1995. The name of the school was changed to National Institute of Technology on June 30, 1996.

The air-conditioned facility has 26,000 square feet and contains 18 large classrooms designed for theory and laboratory instruction, administrative offices, a library containing reference and reading materials related to the academic programs, study area, public areas and restrooms.

This institution, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. The school is conveniently located just off Interstate 64, ten miles west of Charleston and 35 miles east of Huntington at the Cross Lanes exit.

Educational Philosophy

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:
- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

Statement of Non-Discrimination

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, 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.

Accreditations, Approvals and Memberships

This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration.
- Accredited by the Accrediting Commission of Career Schools and Colleges of Technology.
- Authorized to Operate by the State of West Virginia Postsecondary Education.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Provides training services for the State Department of Vocational Rehabilitation.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Member of the Charleston Regional Chamber of Commerce.
- Member of the West Virginia Chamber of Commerce.
- Member of the Instrument Society of America.
- Member of the American Society for Training and Development.
- Member of the National Association for Health Professionals

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

Administration

John Pullen, Ed.D	School President
Richard Rhodes, B.S.	Education Director
Karen Wilkinson	Admissions Director
Sandra B. Moss, B.S.	Placement Director
Aimee Switzer, M.Ed.	Finance Director

Faculty

Allied Health Programs

Laurie Frame, P.A.	College of West Virginia, Beckley, WV
* Kathryn Cremeans, A.S.	West Virginia Career College, Charleston, WV
Teresa Hughes	National Institute of Technology, Cross Lanes, WV
Serena Mallory	West Virginia State College, Charleston, WV
Terrie E. McCann, Diploma	National Institute of Technology, Cross Lanes, WV
Donna Reese	Ben Franklin Institute, Charleston, WV
Hilda Rollins, A.S.	National Education Center, Cross Lanes, WV
Tina Runyon, Diploma	West Virginia Career College, Charleston, WV

Electronics and Computer Programs

Thomas D. Allen, A.A.	Lincoln Tech, Allentown, PA
Jeffrey Andrews, M.S., B.S.	Northwestern University, Milwaukee, WI
Andrew K. Barham, B.S.	West Virginia Institute of Technology, Montgomery, WV
Dewey Blankenship	Southern West Virginia Community and Technical College, WV
Cynthia R. Bolton, B.A.	West Virginia State College, Institute, WV
Alan Currence, B.S.	Kennedy Western University, Boise, ID
Abraham Falsafi, M.S.	Britanica, Chicago, IL
Joe Green, A.A.S., A+, MCP	National Institute of Technology, Cross Lanes, WV
James Jenkins, A.A.S.	United Electronic Institute, Charleston, WV
Paul Kiser, B.S.	Southern Illinois University, Carbondale, IL
Phillip Mangus, A.A.S.	National Institute of Technology, Cross Lanes, WV
Rick McCormick, A.A.S., A+, MCP	United Electronic Institute, Charleston, WV
Richard Rhodes, A.S., B.S.	West Virginia Institute of Technology, Montgomery, WV
Kenneth A. Wilkins, B.S.	Ohio State University, Columbus, OH
* David Woodruff, A.A.S.	National Education Center, Cross Lanes, WV

*Department Chairperson

Hours of Operation

Office:

8:00 AM to	7:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School:

6:00 AM to	10:00 AM	Monday through Friday	Early Morning
7:30 AM to	12:20 PM	Monday through Thursday	Morning
10:00 AM to	2:50 PM	Monday through Thursday	Morning/Afternoon
12:45 PM to	5:35 PM	Monday through Thursday	Afternoon
5:30 PM to	10:20 PM	Monday through Thursday	Evening – Medical and Networking
6:00 PM to	10:50 PM	Monday through Thursday	Evening – Electronics

Academic Calendars

Electronics and Computer Engineering Technology

Day/Afternoon/Evening – Four Day Week
Monday through Thursday

2003	
Start Dates	*End Dates*
Jan 6 Mon	Feb 27 Thu
Mar 3 Mon	Apr 22 Tue
May 5 Mon	Jun 25 Wed
Jun 30 Mon	Aug 19 Tue
Aug 28 Thu	Oct 20 Mon
Oct 27 Mon	Dec 17 Wed
2004	
Start Dates	*End Dates*
Jan 5 Mon	Feb 26 Thu
Mar 3 Wed	Apr 30 Fri
May 4 Tue	Jun 24 Thu
Jun 29 Tue	Aug 18 Wed
Aug 30 Mon	Oct 20 Wed
Oct 26 Tue	Dec 16 Thu

Network Systems Support

Day/Evening - Four Day Week
Monday through Thursday

2003	
Start Dates	*End Dates*
Feb 24 Mon	May 15 Thu
May 26 Mon	Aug 14 Thu
Aug 25 Mon	Nov 14 Fri
Nov 24 Mon	Feb 19 '04 Thu
2004	
Start Dates	*End Dates*
Feb 23 Mon	May 13 Thu
May 24 Mon	Aug 12 Thu
Aug 23 Mon	Nov 11 Thu

Medical Business and Clinical Specialist

Day/Evening – Four Day Week
Monday through Thursday

2003	
Start Dates	*End Dates*
Jan 6 Mon	Feb 3 Mon
Feb 5 Wed	Mar 5 Wed
Mar 11 Tue	Apr 7 Mon
Apr 9 Wed	May 6 Tue
May 19 Mon	Jun 16 Mon
Jun 19 Thu	Jul 16 Wed
Jul 22 Tue	Aug 18 Mon
Aug 26 Tue	Sep 23 Tue
Sep 29 Mon	Oct 23 Thu
Oct 28 Tue	Nov 25 Tue
Nov 26 Wed	Dec 23 Tue
2004	
Start Dates	*End Dates*
Jan 5 Mon	Feb 2 Mon
Feb 4 Wed	Mar 3 Wed
Mar 9 Tue	Apr 5 Mon
Apr 8 Thu	May 5 Wed
May 17 Mon	Jun 14 Mon
Jun 16 Wed	Jul 13 Tue
Jul 19 Mon	Aug 12 Thu
Aug 23 Mon	Sep 20 Mon
Sep 22 Wed	Oct 19 Tue
Oct 25 Mon	Nov 18 Thu
Nov 23 Tue	Dec 21 Tue

Pharmacy Technician
Day/Evening – Four Day Week
Monday through Thursday

2003	
Start Dates	*End Dates*
Jan 30 Thu	Feb 27 Thu
Mar 3 Mon	Mar 27 Thu
Apr 2 Wed	Apr 29 Tue
May 5 Mon	May 29 Thu
Jun 2 Mon	Jun 26 Thu
Jul 7 Mon	Jul 31 Thu
Aug 6 Wed	Sep 3 Wed
Sep 8 Mon	Oct 2 Thu
Oct 13 Mon	Nov 6 Thu
Nov 12 Wed	Dec 10 Wed
Dec 15 Mon	Jan 20 '04 Tue
2004	
Start Dates	*End Dates*
Jan 26 Mon	Feb 23 Mon
Feb 26 Thu	Mar 24 Wed
Mar 29 Mon	Apr 22 Thu
May 3 Mon	May 27 Thu
Jun 1 Tue	Jun 28 Mon
Jul 1 Thu	Jul 28 Wed
Aug 3 Tue	Aug 30 Mon
Sep 3 Fri	Sep 29 Wed
Oct 11 Mon	Nov 4 Thu
Nov 9 Tue	Dec 7 Tue
Dec 13 Mon	Jan 13 '05 Thu

* No Class on Jun 30 – Jul 3

* No Class on Dec 22 – 26 and Dec 31 – Jan 4 '04

* No Class on Dec 20 – 24

Student Holidays (All Programs)

	2003	2004	2005
New Year's Day	Jan 1	Jan 1	Jan 1
Martin Luther King, Jr.'s Birthday	Jan 13	Jan 19	Jan 17
President's Day (observed)	Feb 17	Feb 16	Feb 21
Memorial Day (observed)	May 26	May 31	May 30
Independence Day	Jul 4	Jul 4	Jul 4
Labor Day	Sep 1	Sep 6	Sep 5
Thanksgiving	Nov 27	Nov 25	Nov 24
Winter Recess	Dec 25 – 26	Dec 25	Dec 25

For Network Systems Support students, if a holiday occurs on a Monday through Thursday, the students must make up the class time on the Friday immediately following the holiday.

Electronics and Computer Engineering Technology Program

Degree Program – 20 Months
1540 Clock Hours/124.0 Credit Units

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

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

Graduates of the program are qualified for entry-level positions such as computer service technician, electronic laboratory technician, field service engineer, installation technician and electronics technician in communications, instrumentation, and 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 20-month program, a specialized associate degree in electronics and computer engineering technology will be awarded.

Program Outline

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

Course Number	Course Title	Clock Hours	Credit Units
Microelectronics Module			
EG2011	Microelectronics	90	9.0
EG2041	Microelectronics Laboratory	60	3.0
	Total	150	12.0
Digital Electronics Module			
EH3011	Digital Electronics	60	6.0
EH3031	Numbering Systems and Computer Mathematics	30	3.0
EH3041	Digital Electronics Laboratory	60	3.0
	Total	150	12.0
Electronic Communications Module			
EI2011	Electronic Communications	90	9.0
EI2041	Electronic Communications Laboratory	60	3.0
	Total	150	12.0
Microprocessors Module			
EJ301	Microprocessors	90	9.0
EJ304	Microprocessors Laboratory	60	3.0
	Total	150	12.0
Software and Advanced Technology Class Computers Module			
EK4011	Software and Advanced Technology Class Computers	90	9.0
EK4041	Software and Computer Laboratory	60	3.0
	Total	150	12.0
Computer Peripherals and Local Area Networks (LANs) Module			
EL4011	Computer Peripherals and Local Area Networks	60	6.0
EL4021	Professional Strategies	30	3.0
EL4041	Computer Peripherals and Local Area Network Laboratory	60	3.0
	Total	150	12.0
Composition I			
ENC1106	Composition I	40	4.0
	Program Total	*1,540*	*124.0*

Major Equipment

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

Course Descriptions

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

EC101 Basic Electricity and Electronics   60/0/6.0
This course is designed to introduce students to the field of electronics. Sources of electricity, atomic theory and the principles and practices of fundamental direct current (DC) theory are taught. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. The concepts of voltage drop and current will be presented using Kirchoff's laws, Norton's theorem and Thevenin's theorem. Prerequisite: None

EC103 Mathematics for Electronic Circuits   30/0/3.0
This course introduces the concepts of electrical circuit network analysis. Students learn the arithmetic and algebraic functions required to use Ohm's law, Kirchoff's laws for current and voltage, the superposition theorem, Thevenin's theorem and Norton's theorem. Prerequisite: None

EC104 Basic Electronics/DC Circuits Laboratory   0/60/3.0
This course introduces the safe use of hand tools and soldering techniques used in the electronics industry. Students construct laboratory projects involving series, parallel and series-parallel resistive circuits, and use various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators and power supplies. Students complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. Prerequisite: None

ED101 AC Theory   60/0/6.0
This course provides an introduction to the principles and applications of alternating current (AC). The theory of alternating current, inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current are studied. The phase relations among resistive-inductive (R-L) circuits, resistive-capacitive (R-C) circuits and R-L-C circuits in series and parallel circuits are analyzed. Prerequisites: EC101, EC103, EC104

ED103 Mathematics for AC Electronics Circuits   30/0/3.0
This course introduces the principles and techniques for analysis of alternating current (AC) circuits. Students learn the algebraic and trigonometric functions required to perform analysis of AC electronic circuits using applicable laws of physics and vector analysis. Prerequisites: EC101, EC103, EC104

ED104 AC Circuits Laboratory   0/60/3.0
This course provides students with AC circuit applications. Students construct laboratory projects involving series, parallel and series-parallel resistive-capacitive, resistive-inductive and resistive- capacitive- inductive circuits while using various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies to analyze these circuits. Prerequisites: EC101, EC103, EC104

EE201 Semiconductors   90/0/9.0
This course introduces the principles of semiconductors. Diode theory and related concepts are presented. Students learn about the operation of circuits involving diodes. In addition to circuits based on standard diode function, special diode circuits are discussed. Students learn the underlying principles of transistors and transistor circuits. Transistor circuits and their application in common circuits are discussed in depth. The concepts of biasing for bipolar transistors are also presented. Prerequisites: ED101, ED103, ED104

EE204 Semiconductors Laboratory   0/60/3.0
This course provides hands-on laboratory experience with the subjects presented in course EE201. Students construct and test circuits that show the principles of semiconductors, diode theory and related concepts. Students also test the operation of standard diodes and special-purpose diode circuits. Students test transistor circuits and their applications. The methods of biasing for bipolar transistors are also studied. Prerequisites: ED101, ED103, ED104

EF201 Transistors and Special-purpose Semiconductors *90/0/9.0*

This course familiarizes students with special-purpose transistors and semiconductor devices. The course focuses on silicon devices such as silicon-controlled rectifier (SCR), triac and the silicon-controlled switch (SCS), bipolar transistor devices and applications. The students learn the basic principles and applications of electronic semiconductor oscillator and amplifier circuits. Basic diode and transistor theory is reviewed to provide a foundation for the course. Prerequisites: ED101, ED103, ED104

EF204 Transistor Circuits and Amplifiers Laboratory *0/60/3.0*

This course introduces students to laboratory experiments using transistor circuits and amplifiers that are covered in course EF201. Logical troubleshooting techniques are emphasized. Report writing skills are developed. Prerequisites: ED101, ED103, ED104

EG2011 Microelectronics *90/0/9.0*

This course introduces linear and digital integrated circuits. The operational amplifier is explored in depth, and the applications of the operational amplifier in DC, audio applications, summing amplifiers, difference amplifiers and other integrated circuits are presented. A review of diodes and transistors is included. Prerequisites: EE201, EE204

EG2041 Microelectronics Laboratory *0/60/3.0*

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EG2011 and other courses. It includes demonstrations and experiments using integrated circuits, operational amplifiers and RF communications. Prerequisites: EE201, EE204

EH3011 Digital Electronics *60/0/6.0*

This course teaches students the principles of digital electronics. Areas covered include basic gates, logic symbols, truth tables, Boolean algebra, timing diagrams, logic families, integrated logic circuits, latches, flip-flops, counters, shift registers, A/D, D/A and memory. This information forms the building blocks for understanding microcomputer systems. Prerequisites: EE201, EE204

EH3031 Numbering Systems and Computer Mathematics *30/0/3.0*

This course introduces the binary, octal and hexadecimal numbering systems of a computer. Students practice addition and subtraction in all numbering systems, and multiplication and division in binary. Prerequisites: EE201, EE204

EH3041 Digital Electronics Laboratory *0/60/3.0*

This course prepares students to work on digital electronic circuitry. The fundamentals include construction and using test equipment to troubleshoot basic and complex digital electronic circuits. Prerequisites: EE201, EE204

EI2011 Electronic Communications *90/0/9.0*

This course covers principles and essential characteristics of communication electronics. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems and data and optical communications. Prerequisites: EE201, EE204

EI2041 Electronic Communications Laboratory *0/60/3.0*

This course enables students to use laboratory experimentation to reinforce and apply concepts learned in course EI2011 and other courses. It includes demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems and fiber optics. Prerequisites: EE201, EE204

EJ301 Microprocessors *90/0/9.0*

This course presents an introduction to computers and microprocessor technology, including a comprehensive discussion of DOS. The course also explores the operation and troubleshooting of the 8088 microprocessor and the IBM PC XT system board. Support ICs, memory and I/O functions are discussed in detail. Prerequisites: EF201, EG2011, EI2011

EJ304 Microprocessors Laboratory *0/60/3.0*

This course gives students basic knowledge of MS-DOS and introduces basic computer applications. Students configure and troubleshoot the IBM PC XT system board. Prerequisites: EF204, EG2041, EI2041

EK4011 Software and Advanced Technology Class Computers　　　　90/0/9.0

This course introduces students to common application software, environments and operating systems. Students configure and troubleshoot advanced technology class computers. Prerequisites: EJ301, EJ304

EK4041 Software and Computer Laboratory　　　　0/60/3.0

This course provides hands-on experiences that build on the concepts and skills presented in EK4011. Students install, configure and de-install various operating systems and application software. Students also perform hardware configuration and troubleshooting exercises. Prerequisites: EJ301, EJ304

EL4011 Computer Peripherals and Local Area Networks　　　　60/0/6.0

This course provides an introduction to computer peripherals and Local Area Networks (LANs). Students learn the basic operation, installation and set-up of keyboards, video systems, mass storage devices, special I/O devices, printing systems, modems and LAN software and equipment. Troubleshooting is also covered. Prerequisites: EJ301, EJ304

EL4021 Professional Strategies　　　　30/0/3.0

This course helps prepare students for a job in the electronics marketplace. Topics include elements of writing, professional appearance and demeanor and resume preparation. Students are expected to develop a business letter and resume during the course. Prerequisites: EJ301, EJ304

EL4041 Computer Peripherals and Local Area Network Laboratory　　　　0/60/3.0

This course provides hands-on experience that builds on the concepts presented in EL4T11. Students will set-up, configure and troubleshoot computer equipment and LANs. Prerequisites: EJ301, EJ304

ENC1106 Composition I　　　　40/0/4.0

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.

Medical Business and Clinical Specialist Program

Diploma Program - 12 Months
960 Clock Hours/65.0 Credit Units

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Business and Clinical Specialist Program. In this program, students will receive training in front-office and back-office skills required in a doctor's office, hospital, clinic, home health agency or insurance company. Graduates will be able to perform clinical duties and will be proficient in a variety of administrative and managerial tasks.

The objective of the Medical Business and Clinical Specialist Program is to provide graduates with the skills and knowledge that will enable them to qualify for an entry-level position as a medical office clerk, medical insurance processor, medical receptionist, medical transcriber, hospital clerk, medical ward clerk or medical assistant.

This training program is divided into 11 learning units called modules. Each module stands alone as a unit of study. Students will begin in modules A through E, completing them in any sequence. After they complete modules A through E, students may take modules F through J in any sequence. Upon successful completion of modules A through J, students participate in a 160 clock-hour externship.

Completion of the Medical Business and Clinical Specialist Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology and Body Systems	80	6.0
Module C	Health Sciences and Cardiopulmonary Resuscitation	80	6.0
Module D	Electrocardiography, Medical Ethics	80	6.0
Module E	Laboratory Procedures, Radiation Safety	80	6.0
Module F	Medical and Clinical Specialties	80	6.0
Module G	Patient Records	80	6.0
Module H	Patient Accounting	80	6.0
Module I	Insurance Billing	80	6.0
Module J	Medical Office Procedures	80	6.0
Module X	Externship	160	5.0
	Program Total	***960***	***65.0***

Major Equipment

Anatomical Torso	Mayo Stands	Anatomy Charts
Microscopes	Autoclave	Personal Computers
Blood Chemistry Analyzer	Sphygmomanometers	Calculators
Stethoscopes	Dot Matrix and Letter Quality Printers	Surgical Instruments
Electrocardiography Machine	Teletrainer	Electronic Typewriters
Training Mannequins	Examination Tables	Transcription Machines

Module Descriptions

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

Module A - Patient Care and Communication   40/40/6.0
Module A emphasizes patient care, including the complete examination and positioning and draping. Anatomy and physiology of the sense organs, nervous system, skeletal systems and integumentary systems along with common diseases related to each are taught. Mobility device procedures are introduced. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students perform invasive procedures and check vitals signs and blood pressures. Basic keyboarding skills and computer skills are developed. Students become familiar with essential medical terminology.

Module B - Clinical Assisting, Pharmacology and Body Systems   40/40/6.0
Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. Students also learn to identify the basic structural components and functions of the muscular system, male and female reproductive systems, and obstetrics and pediatrics. Symptoms, diagnoses, and treatment for pathologies of each system are covered. They perform invasive procedures and check vital signs and blood pressure. Basic keyboarding skills and computer skills are developed. Students become familiar with essential medical terminology.

Module C - Health Sciences and Cardiopulmonary Resuscitation   40/40/6.0
Module C focuses on the health science field, including areas of importance to the health care worker. Students learn general first aid, including bandaging techniques. Students become familiar with the structure and function of the human the immune system, endocrine systems, and human digestive system, as well as the basic four food groups and their importance for good nutrition. A cardiopulmonary resuscitation (CPR) course enables students to respond to an emergency. An introduction to interviewing techniques, resume training, job responsibilities, and employment opportunities is also included. Students perform invasive procedures and check vitals signs and blood pressures. Basic keyboarding skills and computer skills are developed. Students become familiar with essential medical terminology.

Module D – Electrocardiography   40/40/6.0
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram and the connection between the respiratory and circulatory systems. Students are introduced to the legal responsibilities of the physician and office assistant. This module covers physician/patient contracts and consents, and the professional ethics of medicine as they relate to the health care assistant. Students perform invasive procedures and check vitals signs and blood pressures. Basic keyboarding skills and computer skills are developed. Students become familiar with essential medical terminology.

Module E - Laboratory Procedures   40/40/6.0
Module E introduces laboratory procedures commonly performed in the 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, function and common diseases are presented. Students perform invasive procedures and check vitals signs and blood pressures. Basic keyboarding skills and computer skills are developed. Students become familiar with essential medical terminology.

Module F - Medical and Clinical Specialties   40/40/6.0

Module F provides students with an overview of hospitals and clinics and their various departments. The pathological conditions of medical specialty areas – urinary, endocrine, cardiology, respiratory, psychiatry, ophthalmology, toxicology and neurology are emphasized. Students become familiar with the diseases, causes, symptoms, tests, treatments and coding related to each specialty. Students learn how to create job descriptions and resumes and how to get selected as the right person for a job. Instruction on computerized accounting systems and all steps performed in the accounting cycle, including billing are developed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advance computer skills and transcription skills, and become familiar with specialized medical terminology.

Module G - Patient Records   40/40/6.0

Module G focuses on setting up, maintaining and organizing patient records manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. An introduction to peg boarding as a form of billing is also discussed. Students become familiar with the variety of reports and letters typically encountered in the medical office, and guidelines for producing each. Insurance referrals and denials, along with rebilling of statements are introduced. Instruction on computerized accounting systems and all steps performed in the accounting cycle, including billing are developed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advance computer skills and transcription skills, and become familiar with specialized medical terminology.

Module H - Patient Accounting   40/40/6.0

Module H provides students with a more through understanding of medical law and ethics and general ethics required in the workplace. The collection process, including legal aspects, psychology of collecting and customer service, is explored. Students learn about outside services available to support the tasks of a medical office. Instruction on computerized accounting systems and all steps performed in the accounting cycle, including billing are developed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advance computer skills and transcription skills, and become familiar with specialized medical terminology.

Module I - Insurance Billing   40/40/6.0

Module I develops students' proficiency in preparing and processing insurance claims. Type of insurance programs, including plans and types of coverage are discussed. Students learn how to obtain information from patient charts and ledgers in order to complete insurance forms accurately. Students are given hypothetical insurance billing situations, then select appropriate forms, codes and procedures to process the insurance claims for optimal reimbursement. Instruction on computerized accounting systems and all steps performed in the accounting cycle, including billing are developed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advance computer skills and transcription skills, and become familiar with specialized medical terminology.

Module J - Medical Office Procedures   40/40/6.0

Module J focuses on the medical office and the procedures and technology that enables it to function efficiently. The module emphasizes the interpersonal skills that allow the office staff to interact successfully with customers, the hardware and software that help the decision-making process and the guidelines that must be followed. Instruction on computerized accounting systems and all steps performed in the accounting cycle, including billing are developed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advance computer skills and transcription skills, and become familiar with specialized medical terminology.

Module X - Externship   *0/160(144 & 16)/5.0*

Upon successful completion of classroom training, students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity of 144 hours to work with patients and apply principles and practices learned in the classroom. Students should help locate a facility convenient for themselves and have the Extern Coordinator complete the approval process prior to the beginning of the Extern module. Those without their own site will be placed by the school (NIT) in an existing site approved at that time (specific student choice of locations cannot be guaranteed). Externs work under direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 72 and 144-hour intervals. The additional 16 hours are four, four-hour Friday seminar meetings. These are to be scheduled on every other Friday basis throughout the two months. 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. The time allotted to complete this is two months.

Pharmacy Technician Program

Diploma Program - 9 Months
720 Clock Hours/58.0 Credit Units
DOT: Pharmacy Technician   074.382 010

Pharmacy services have expanded and grown at an accelerated rate, paving a new way for Pharmacy Technicians. It cannot be over emphasized how significant pharmacy technicians have become and the substantial part they play in the healthcare work force. As pharmacy services continue to grow with new services being offered, new drugs entering the market, and comprehensive drug information becoming a necessity, the need for highly-trained pharmacy technicians increases.

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

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

This 720-hour program prepares the student with both administrative and clinical skills for a position in retail, hospital, clinic and home IV facilities. Upon completion, the pharmacy technician will be awarded a diploma and be able to competently perform tasks assigned or delegated by a supervising pharmacist in an entry-level position.

The program is comprised of eight modular units of learning. Seven of these modules are made up of 80 hours of combined theory and laboratory time. 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.

The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:
- Demonstrate an understanding of the basic principles and practices of pharmacy technology, including how it relates to the patient, the health care facility, and other members of the health care delivery team.
- Recognize, spell, define, and use appropriate medical terminology, words, and abbreviations as part of the study of pharmacology, anatomy and physiology, microbiology, and infection control.
- Demonstrate an understanding of regulatory standards and law and ethics as each relates to the field of pharmacy.
- Use appropriate pharmacy skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- Discuss and be able to demonstrate how to work with pharmaceutical dosage forms .
- Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Pharmacy	80	8.0
Module B	Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications	80	8.0
Module C	Professional Aspects of Pharmacy Technology	80	8.0
Module D	Pharmaceutical Calculations	80	7.0
Module E	Pharmacy Operations	80	7.0
Module F	Anatomy & Physiology and Pharmacokinetics	80	8.0
Module G	Pharmacology	80	7.0
Module X	Externship	160	5.0
	Program Total	*720*	*58.0*

Module Descriptions

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

Module A - Introduction to Pharmacy   80/0/8.0

In this module, students will be introduced to the basic principles and practices of pharmacy technology. Subjects covered include:
- Introduction to pharmacy and the healthcare system
- Historical development in pharmacy and healthcare
- Organizational structure and function of the hospital
- Home health care and long-term care
- Regulatory standards in pharmacy practice
- The profession of pharmacy and law and ethics

Module B - Administrative Aspects of Pharmacy Technology and Basic Pharmacy Applications   80/0/8.0

In this module, students will gain an understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Subjects covered include:
- Use of the policy and procedure manual
- Materials management of pharmaceuticals
- The pharmacy formulary system
- Computer applications in drug-use control
- Receiving and processing medication orders and medication orders
- Preparation and utilization of patient profiles
- Handling medications
- Storage and delivery of drug products
- Records management and inventory control
- Compensation and methods of payment for pharmacy services

Module C - Professional Aspects of Pharmacy Technology   80/0/8.0

In this module, students will be introduced to the professional aspects of working in pharmacy technology. Subjects covered include:
- Review of basic math and algebra
- Pharmaceutical and medical terminology and abbreviations
- Apothecary symbols
- Pharmaceutical dosage forms
- Review of basic math and algebra

Module D - Pharmaceutical Calculations   *60/20/7.0*

In this module, students will be introduced to pharmaceutical calculations. Subjects covered include:
* Review of math and algebra
* Systems of measurements
* Conversions between different systems of measurements
* Pharmaceutical calculations of drug dosages
* Extemporaneous compounding and admixtures
* Parenteral and IV medications

Module E - Pharmacy Operations   *60/20/7.0*

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include:
* Customer service
* Record keeping
* Purchasing procedures, pricing and merchandising
* Pricing reimbursement techniques
* Safety in the workplace
* Using computers in the pharmacy
* Communications and interpersonal relations within the pharmacy
* Drug distribution systems
* Ambulatory and institutional pharmacy practice
* Fundamentals of reading prescriptions

Module F - Anatomy and Physiology and Pharmacokinetics   *80/0/8.0*

In this module, students will concentrate on the terminology and body systems associated with specific medications. Subjects covered include:
* Organization of the body, cells, tissues, glands, and membranes
* Basic chemistry and the human body
* Medical terminology and anatomy and physiology
* Relationship of pharmacology to anatomy and physiology
* Disorders and abnormalities affecting the body
* Prescription and over-the-counter (OTC) drugs affecting the body
* Actions and use of drugs on specific body systems
* Vital signs, first aid, and cardiopulmonary resuscitation (CPR)

Module G – Pharmacology   *60/20/7.0*

In this module, students will become familiarized with all aspects of drugs, their actions and uses, and their administration. Subjects covered include:
* Dosage forms and administration of drugs
* Food-drug interactions
* Clinical applications of drug categories
* Drug administration
* Physician's orders and medication errors
* Actions and use of drugs on specific body systems
* Administration of medications
* Drug distribution systems
* Computerization and pharmacology

Module X - Clinical 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.

Network Systems Support Program

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 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.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
CT01	Introduction to Computer Technology	120	9
CT02	Computer Hardware and Operating Systems	120	9
NC01	Networking Concepts	120	10
NC02	Network Routing	120	9
NS01	Network Operating Systems	120	9
NS02	Network Management	120	9
	Program Total	*720*	*55.0*

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

CT01 Introduction to Computer Technology　　　　　　　　　　　　　　　　　　　　　　*60/60/9.0*
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. 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. 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 and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01.

NC01 Networking Concepts   *80/40/10.0*

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. 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. Additional topics to be covered include Virtual LANs, 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 gain a basic understanding of 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.

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 the application form and bring it to the school, or call for a priority appointment to visit the school and receive a tour of its facilities.

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

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

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

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

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to furnish proof by providing the school with the diploma, official transcript or GED certificate, a copy of which will be placed in the student's file.

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

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test 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.

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.

Electronics and Computer Engineering Technology Program
Applicants to the Electronics and Computer Engineering Technology Program must have a high school diploma or a recognized equivalency certificate (GED) and as such are not eligible to apply under the Ability to Benefit provision.

Network Administration Program
Students enrolling in the Network Administration program are required to pass the CPAt test with a minimum score of 150.

Pharmacy Technician Program
Students enrolling in the Pharmacy Technician program must be high school graduates or its equivalence and as such are not eligible to apply under the Ability to Benefit provision. Students who have been convicted of a felony are not eligible to enroll in this program.

Credit for Previous Education or Training

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

Administration Policies

Modular versus Quarter 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. A Quarter program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately 12 weeks in length.

Grading

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

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

Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that 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.

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

Satisfactory Academic Progress

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

In order to maintain satisfactory academic progress, students in allied health programs must:
- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent);
- 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 technical programs must:
- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0);
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

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

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

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

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

Reinstatement Policy
Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the Campus 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. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

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

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

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

Exit Interviews

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

Repeat Policy

Students who fail a module/course must retake that module/course. The failing grade will be averaged into their GPA at the end of the module/course and remain in effect 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.

When students repeat a module/course, the last grade received for that module/course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. The attendance for the repeated module/course will replace the attendance for the original module/course.

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

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

Maximum Program Completion Time

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

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

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

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

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

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

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 re-admittance 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.

Unit of Credit

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

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

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

Class Size

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 27 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students in allied health labs and 26 students in electronics labs. The maximum class size for laboratory classes is 24 students in allied health and networking labs and 27 students in electronics labs.

Attendance Requirements

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

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

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

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

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

Network Systems Support Students

Should a Network Systems Support student's absences reach 25 percent of the total scheduled hours in a term for any course, the student will be placed on attendance probation. 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 develop a plan to improve the student's overall performance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements. Should a Network Systems Support student's absences for any single course reach 40 percent of the total scheduled hours in a term, the student may be withdrawn from the course. Should a Network Systems Support student's absences reach 40 percent of the total scheduled hours for all courses, the student may be withdrawn from the School.

Tardiness/Early Departure

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

Reentry Policy

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

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

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

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

Re-admission Following a Leave of Absence

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

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

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

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

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

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

Clothing and Personal Property

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

Code of Conduct

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body. Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior

4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

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

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

Dress Code

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

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

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

Academic Advisement and Tutoring

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

Disabled Students

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

Health/Medical Care

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

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

Weather Emergencies

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

Termination Procedures

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

Students to be terminated are notified in writing and may appeal to the School President.

Transferability of Credits

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

Information Technology Program Student Disclosure

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

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

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 College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College 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 College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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

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

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

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

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

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

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

<div align="center">

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

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

Student Complaint/Grievance Procedure

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

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

<div align="center">

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

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Policy and Program Changes

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

Financial Information

Tuition and Fees

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

Program	Program Length	Credit Units	Textbooks, Lab Fees and Equipment (Estimated)	Tuition
Electronics & Computer Technology	11 Modules	124	$1,872	$18,470
Medical Business & Clinical Specialist	12 Modules	65	$590	$10,100
Network Systems Support	3 Quarters	55	$1,930	$13,500
Pharmacy Technician	8 Modules	58	$342	$9,250

Additional Fees and Expenses

Charges for textbooks, equipment and lab fees are separate from tuition. The institution charges for books and equipment when the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

Voluntary Prepayment Plan

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

Cancellation/Refund Policy

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

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

Cancellations

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

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

If a student cancels within three calendar days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three calendar days 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 included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment.

Refunds

This 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 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 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 be returned to the student. The refund computation will be based on the last date of student attendance.

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

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

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 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 school must return the lesser of:
- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

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

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

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (or his 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.

State Refund Requirements

The State of West Virginia Postsecondary Education does not define specific refund requirements.

Institutional Refund Calculation

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

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

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

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

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

Financial Assistance

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

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

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

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

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

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

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

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

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

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

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.

High School Scholarship Program
Ten $2,000 scholarships are available to be awarded to graduating high school seniors. Winners may choose any of the curricula offered by the school. High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be received or turned in by the end of March or by the designated deadline.

All applicants must take the Career Program Assessment Test (CPAt), which measures competency in reading, language and mathematics. Applicants may take the test at their convenience with a scheduled appointment and after completing the application. Tests should be taken by the end of April. The top 15 scores will become the finalists.

A panel of outside school officials and representatives of local employers will select winners by vote and rank all finalists. Scholarships will be awarded annually. They are not transferable and cannot be exchanged for cash. Scholarships are good from June through August of the year awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by NIT.

Imagine America Scholarships
This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C. Under this scholarship program, two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

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

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

President's Scholarships
Four $1,500 President's Scholarships are available during a calendar year. One scholarship is awarded each quarter (three month period). Winners may apply the award to any program. All applicants must complete the quarter for the award with a minimum of 95% attendance and a 3.4 or higher GPA. Qualifying applicants will write an essay of not more than 250 words describing their career goals and their motivation to complete their existing program. A panel of community representatives, school officials and representatives of local employers will interview and read the essays in order to select the winner.

The President's Scholarships are to be used only at this school toward tuition. The scholarships are non-transferable and cannot be exchanged for cash. The scholarship must be used within two months of receipt of said scholarship. Only one President's Scholarship can be won by each student and cannot be used in conjunction with any of the other two types of scholarships offered by NIT.

Student Services

Placement Assistance

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

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

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

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

Student Activities

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

Housing Assistance

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

Transportation Assistance

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

Field Trips

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

Special Lectures

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

Drug Abuse Prevention

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

Advising

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

Corinthian Schools, Inc.

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

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

Bryman Institute
Brighton, MA

Georgia Medical Institute
Atlanta, GA	Atlanta (DeKalb), GA	Jonesboro, GA
Marietta, GA		

Kee Business College
Chesapeake, VA	Newport News, VA

National Institute of Technology
Austin, TX	Cross Lanes, WV	Dearborn, MI
Houston (Galleria), TX	Houston (Greenspoint), TX	Houston (Hobby), TX
Long Beach, CA	San Antonio, TX	San Jose, CA
Southfield, MI		

Olympia Career Training Institute
Grand Rapids, MI	Kalamazoo, MI

Olympia College
Burr Ridge, IL	Merrillville, IN	Skokie, IL

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

Officers
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Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
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