National Institute of Technology

Cross Lanes 0105

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Cross Lanes, West Virginia 25313
(304) 776-6290
(800) 626-8379
www.nitschools.com

Branch Campus
Georgia Medical Institute
1706 Northeast Expressway
Atlanta, GA 30329
(404) 327-8787

Branch Campus
Bryman Institute
1010 Blue Gentian Road, Suite 250
Eagan, MN 55121
(651) 688-2145

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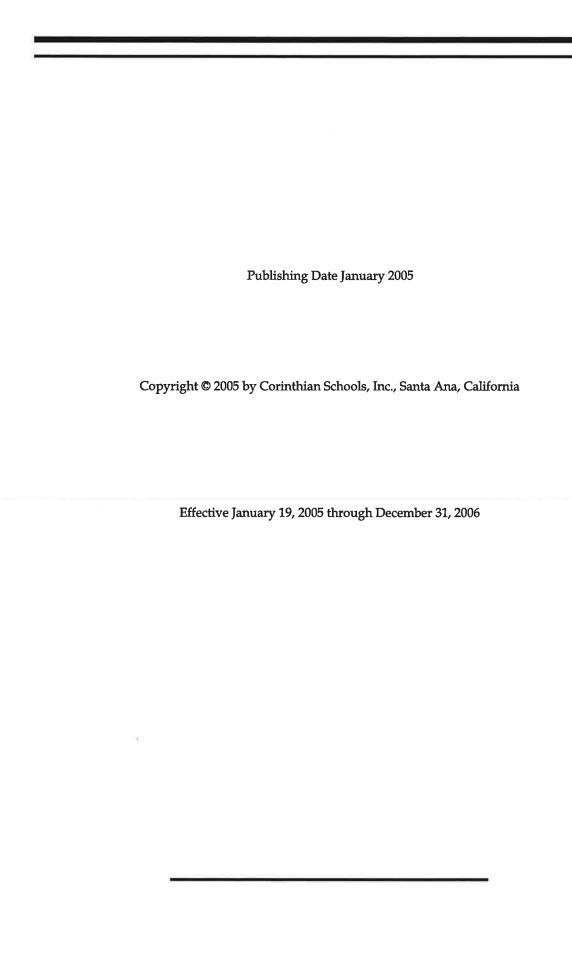
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Table of Contents

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 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

Robert L. Bliss, B.A., M.A., Litt.D.	School President
Richard Rhodes, B.S.	Education Director
Karen Wilkinson	Admissions Director
Tammy L. Johnson, AA, B.S., M.Ed.	Career Services Director
Aimee Switzer, B.A., M.ED	Finance Director
Melissa Casto	Registrar

Faculty

Allied Health Programs

Deborah Blake, CMA, CMC	NIT, Cross Lanes, WV
Denise Clegg, CMA, CPT, CET, RHE	Tampa College, St. Petersburg, FL
*Kathryn Cremeans, S,AAMA,CPT,CET,COA,RHE	WV Junior College, Charleston, WV
Kelly Harless, CMA,CPT,CET,CLT,RHE	Boone Career & Tech Center, Danville, WV
Teresa Hughes, CMA,CPT,CET,RHE	NIT, Cross Lanes, WV
Cindy Jordan, AAS,RHIT	Marshall University, Huntington, WV
Tina Kyle, CPT, CET,RHE	WV Career College, Charleston, WV
Terrie McCann, CMA, CPT,CET,RHE	NIT, Cross Lanes, WV
Joan Milton, CMA, CPT,CET,RHE	WV Career College, Charleston, WV
Hilda Rollins, AS,AAMA, CBCS,CMT,RHE	NIT, Cross Lanes, WV
Rosa Stapleton	Career Academy, Washington, DC
Grace Swisher, B.S.	Salem College, Salem, WV

*Department Chairperson

Medical Health Programs

Danette Erlewine, LMT, NCTMB	VA School of Massage, VA
*Melesa Haynes, B.A., MBA, LMT	Mountain State School of Massage, WV
Ben Hughes, LMT	Central State Massage, OK
Kathy Johnson, LMT	Phoenix School of Massage, TX
Shawna Linville, LMT	Mountain State School of Massage, WV
Cathy Nichols, LPN, LMT	SNI Massage, FL
Jennifer Taylor, LMT	Columbia Greene Comm. College, NY
Jack Workman, LMT	Mountain State School of Massage, WV
Cassaundra McEldowney, CPhT	
Teresa Nelson, B.A., CPhT	WV State University, WV
Jessica Oliver, CPhT	
*Gloria Pring, CPhT	

*Department Chairperson

Electronics and Computer Programs

Thomas D. Allen, A.A.	Lincoln Tech, Allentown, PA
Andrew K. Barham, B.S.	WV Institute of Technology, WV
Alan Currence, B.S.	Kennedy Western University, Boise, ID
Abraham Falsafi, M.S.	Britanica, Chicago, IL
Joe Green, A.A.S., A+, MCP	NIT, Cross Lanes, WV
James Jenkins, A.A.S.	NIT, Cross Lanes, WV
Paul Kiser, B.S.	Southern Illinois University, IL
Phillip Mangus, A.A.S.	NIT, Cross Lanes, WV
Rick McCormick, A.A.S., A+, MCP	NIT, Cross Lanes, WV
Richard Rhodes, A.S., B.S.	WV Institute of Technology, WV
*David Woodruff, A.A.S.	NIT, Cross Lanes, WV

*Department Chairperson

Homeland Security Programs
Roger Cooper
William Whyte, B.A., M.Ed.   Springfield College, MA
*Department Chairperson

Hours of Operation
Office:
8:00 AM to   8:00 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
6:00 PM to   10:50 PM   Monday through Thursday   Evening – Electronics
7:00AM to   5:00 PM   Saturday through Sunday   Massage Therapy

Academic Calendars

Massage Therapy (Weekends) 2005

Start Dates	End Dates
March 12, 2005	April 3, 2005
April 10, 2005	May 7, 2005
May 14, 2005	June 5, 2005
June 12, 2005	July 9, 2005
July 16, 2005	August 7, 2005
August 20, 2005	September 11, 2005
September 18, 2005	October 15, 2005
October 22, 2005	November 13, 2005
November 12, 2005	December 18, 2005
January 7, 2006	January 29, 2006

Massage Therapy 2005

Start Dates	End Dates
January 4, 2005	February 1, 2005
January 31, 2005	March 2, 2005
February 2, 2005	March 2, 2005
March 7, 2005	March 31, 2005
April 11, 2005	May 5, 2005
May 11, 2005	June 8, 2005
June 13, 2005	July 11, 2005
July 13, 2005	August 9, 2005
August 11, 2005	September 8, 2005
September 19, 2005	October 13, 2005
October 19, 2005	November 15, 2005
November 21, 2005	December 19, 2005

Medical Business & Clinical Specialist 2005

Start Dates	End Dates
January 4, 2005	February 1, 2005
January 31, 2005	March 2, 2005
February 2, 2005	March 2, 2005
March 7, 2005	March 31, 2005
April 11, 2005	May 5, 2005
May 11, 2005	June 8, 2005
June 13, 2005	July 11, 2005
July 13, 2005	August 9, 2005
August 11, 2005	September 8, 2005
September 19, 2005	October 13, 2005
October 19, 2005	November 15, 2005
November 21, 2005	December 19, 2005

Medical Business & Clinical Specialist Odd Starts 2005

Start Dates	End Dates
January 13, 2005	February 10, 2005
February 16, 2005	March 16, 2005
March 22, 2005	April 18, 2005
April 26, 2005	May 23, 2003
May 25, 2005	June 22, 2005
June 28, 2005	July 26, 2005
July 28, 2005	August 24, 2005
September 6, 2005	October 3, 2005
October 5, 2005	November 1, 2005
November 3, 2005	December 1, 2005
December 7, 2005	January 5, 2006

Homeland Security Specialist 2005

Start Dates	End Dates
*January 4, 2005	February 1, 2005 (Odd HSSD)
January 27, 2005	February 24, 2005
*February 3, 2005	March 3, 2005 (Odd HSSD)
February 28, 2005	March 24, 2005
*March 7, 2005	March 31, 2005 (Odd HSSD)
April 4, 2005	April 28, 2005
May 3, 2005	May 31, 2005
June 6, 2005	June 30, 2005
July 5, 2005	August 1, 2005
August 3, 2005	August 30, 2005
September 12, 2005	October 6, 2005
October 10, 2005	November 3, 2005
November 8, 2005	December 6, 2005
December 12, 2005	January 10, 2006

Pharmacy Technician 2005	
Start Dates	**End Dates**
January 20, 2005	February 16, 2005
February 17, 2005	March 17, 2005
March 28, 2005	April 21, 2005
April 27, 2005	May 24, 2005
May 26, 2005	June 23, 2005
June 29, 2005	July 27, 2005
August 1, 2005	August 25, 2005
September 6, 2005	October 3, 2005
October 5, 2005	November 1, 2005
November 7, 2005	December 5, 2005
December 8, 2005	January 9, 2006

Electronics, Computer and Communications Technology 2005	
Start Dates	**End Dates**
January 4, 2005	January 18, 2005 (11th Module)
January 4, 2005	February 28, 2005
March 2, 2005	March 15, 2005 (11th Module)
March 2, 2005	April 21, 2005
May 2, 2005	May 12, 2005 (11th Module)
May 2, 2005	June 22, 2005
June 27, 2005	July 11, 2005 (11th Module)
June 27, 2005	August 17, 2005
August 29, 2005	September 12, 2005 (11th Module)
August 29, 2005	October 19, 2005
October 25, 2005	November 8, 2005 (11th Module)
October 25, 2005	December 15, 2005

Student Holidays (All Programs)

	2005
New Year's Day	Jan 1
Martin Luther King, Jr.'s Birthday	Jan 17
President's Day (observed)	Feb 21
Easter	May 27
Memorial Day (observed)	May 30
Independence Day	Jul 4
Labor Day	Sep 5
Thanksgiving	Nov 24
Thanksgiving Weekend	Nov 26 & 27
Winter Recess	Dec 25

Modular Programs
Electronics, Computer and Communications Technology
Occupational Associate's Degree Program Outline

Degree Program- 19 Months (20-hour weeks)
1,540 Clock Hours / 124.0 Credit hours

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

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

Upon successful completion of all areas of the program, students will be awarded an occupational associate's degree.

Program Outline

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

Module 6: Advanced Digital Electronics				
ECC2100	Advanced Digital Electronics		90/00/00/90	9.0
ECC2150	Advanced Digital Electronics Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Module 7: Fundamentals of Computer Technology				
CTT1000	Fundamentals of Computer Technology		90/00/00/90	9.0
CTT1050	Fundamentals of Computer Technology Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Module 8: Computer Hardware and Operating Systems				
CTT2000	Computer Hardware and Operating Systems		90/00/00/90	9.0
CTT2050	Computer Hardware and Operating Systems Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Module 9: Introduction to Networking				
NCC1000	Introduction to Networking		60/00/00/60	6.0
NCC1050	Introduction to Networking Laboratory		00/60/00/60	3.0
SLS1335	Strategies for Professionals		30/00/00/30	3.0
		Total	90/60/00/150	12.0
Module 10: Electronic Communications				
ECC2200	Electronic Communications		90/00/00/90	9.0
ECC2250	Electronic Communications Laboratory		00/60/00/60	3.0
		Total	90/60/00/150	12.0
Additional Applied General Education Course				
TWE1000	Writing for Technicians		40/00/00/40	4.0
	Occupational Associate's Degree Total		**940/600/00/1540**	**124.0**

Major Equipment

Analog/Digital Trainers
Digital Multimeters
Frequency Counters
Oscilloscopes
Printers

Computers
Function Generators
Logic Analyzers
Power Supplies

Course Descriptions:

MODULE 1: Direct Current (DC)

ECC1000 Direct Current (DC)   **6 Credit Hours**

This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Students will also learn techniques for studying and test-taking. Prerequisite: None. Lecture hours: 60. Lab hours: 0.

ECC1050 Direct Current (DC) Laboratory   **3 Credit Hours**

In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to DC circuits. It introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will also construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive circuits while using various test instruments, such as digital multimeters, oscilloscopes and power supplies, to analyze these circuits. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

ECC1075 Direct Current (DC) Mathematics   **3 Credit Hours**

This course introduces the concepts of electrical circuit analysis. Students will learn the arithmetic and algebraic functions required to use Ohm's law, Kirchhoff's laws, and Watt's law for current, voltage, and power. Prerequisite: None. Lecture hours: 30. Lab hours: 0.

MODULE 2: Alternating Current (AC)
ECC1100 Alternating Current (AC)   **6 Credit Hours**

This course introduces students to the field of electronics, sources of electricity, and the principles and practices of fundamental alternating current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series- parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Prerequisite: ECC1000, ECC1050. Lecture hours: 60. Lab hours: 0.

ECC1150 Alternating Current (AC) Laboratory   **3 Credit Hours**

In this lab course, students will demonstrate their skills and abilities to integrate key concepts related to AC circuits. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), RC, RL and RCL circuits while using various test instruments, such as digital multimeters, signal generators, oscilloscopes and power supplies, to analyze circuits. Prerequisite: ECC1000, ECC1050. Lecture hours: 0. Lab hours: 60.

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

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

MODULE 3: Electronic Devices
ECC1200 Electronic Devices   **9 Credit Hours**

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

ECC1250 Electronic Devices Laboratory   **3 Credit Hours**

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

MODULE 4: Integrated Circuits
ECC1300 Integrated Circuits   **9 Credit Hours**

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

ECC1350 Integrated Circuits Laboratory   **3 Credit Hours**

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

MODULE 5: Introduction to Digital Electronics
ECC2000 Introduction to Digital Electronics   **6 Credit Hours**

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

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

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

ECC2075 Digital Electronics Mathematics   **3 Credit Hours**

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

MODULE 6: Advanced Digital Electronics
ECC2100 Advanced Digital Electronics   **9 Credit Hours**

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

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

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

MODULE 7: Fundamentals of Computer Technology
CTT1000 Fundamentals of Computer Technology   **9 Credit Hours**

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

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

This laboratory course provides hands-on support for the concepts learned in Fundamentals of Computer Technology. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will also learn how to create basic documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 60.

MODULE 8: Computer Hardware and Operating Systems
CTT2000 Computer Hardware and Operating Systems   **9 Credit Hours**

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

CTT2050 Computer Hardware & Operating Systems Laboratory   **3 Credit Hours**

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

MODULE 9: Introduction to Networking
NCC1000 Introduction to Networking   **6 Credit Hours**

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

NCC1050 Introduction to Networking Laboratory   **3 Credit Hours**

This laboratory course provides hands-on support for the concepts learned in Introduction to Networking. Students

will plan, design, install, configure, maintain, secure, and troubleshoot a computer network. Prerequisite: CTT1000, CTT1050. Lecture hours: 0. Lab hours: 60.

SLS1335 Strategies for Professionals   **3 Credit Hours**
This course is designed to help the student prepare for program specific work after completing their respective course requirements. Upon completion the student will be prepared to create and present forms of job correspondence such as: a resume, cover letters, thank you notes, and follow-up letters. Along with job correspondence the student will also be able to organize and carry out a job search. Prerequisite: None. Lecture hours: 30. Lab hours: 0.

MODULE 10: Electronic Communications
ECC2200 Electronic Communications   **9 Credit Hours**
This course introduces students to the fundamentals of various communication systems. Students will reaffirm their understanding of resonant circuits, voltage, current, power, phase and other electronics principles. Systems studied include modulation, transmitters/receivers, multiplexing, transmission lines, antenna propagation and principles of communications. Circuits emphasized are radio, transmitter/receiver, modulation, and fiber optics. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 90. Lab hours: 0.

ECC2250 Electronic Communications Laboratory   **3 Credit Hours**
This laboratory course provides hands-on support for the concepts learned in Electronic Communications. Students will construct an AM/FM radio, a touchtone telephone, a fiber optic link and more. Students will also learn troubleshooting techniques and schematic reading principles. Circuit prototyping will be stressed and class projects will enhance the learning process. Prerequisite: ECC1300, ECC1350, ECC2000, ECC2050. Lecture hours: 0. Lab hours: 60.

Additional Applied General Education Course
TWE1000 Writing for Technicians   **4 Credit Hours**
This course provides instruction and practice in technical writing and communication. Emphasis is placed on listening, speaking, and study skills, writing clear sentences and paragraphs, and using technical literature. Prerequisite: None. Lecture hours: 40. Lab hours: 0.

HOMELAND SECURITY SPECIALIST

Diploma Program - 7 Months
560 Clock hours / 48 Credit Units

Recent national and work events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and Managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS Diploma program helps prepare graduates for entry level positions in the Security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Hours
HS01	Civil and Criminal Justice	60	20	7
HS02	Emergency Planning and Security Measures	60	20	7
HS03	Security: Principles, Planning and Procedures	60	20	7
HS04	Tactical Communications	60	20	7
HS05	Domestic and International Terrorism	60	20	7
HS06	Emergency Medical Services and Fire Operations	40	40	6
HS07	Business and Ethics for Security Specialists	60	20	7
	Program Total	**400**	**160**	**48**

Major Equipment
Personal Computers

Module Descriptions
Module descriptions include the module 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 module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 units.

HS01 Civil and Criminal Justice   60/20/7.0
This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02 Emergency Planning and Security Measures   60/20/7.0
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding

corporate assets, conducting risk analysis, identifying and prioritizing assets, and identify general models for facility protection.

HS03 Security: Principles, Planning and Procedures   60/20/7.0
This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

HS04 Tactical Communication   60/20/7.0
This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute system design.

HS05 Domestic and International Terrorism   60/20/7.0
This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

HS06 Emergency Medical Services and Fire Operations   40/40/6.0
This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

HS07 Business and Ethics for Security Specialists   60/20/7.0
This course introduces students to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

MASSAGE THERAPY

Diploma Program – 9 Months
720 Clock Hours/54.0 Credit Units
Prerequisites: GED and/or a High School Diploma. ATB students may not apply.

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

Program Description: This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage Therapy, the graduate may work in an entry level position as a massage Therapy in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapies may be employed in urban, suburban, and rural areas.

Objectives: The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:
1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
Module A	Business and Ethics	80	6.0
Module B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
Module C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
Module D	Eastern Theory and Practice	80	6.0
Module E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
Module F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
Module G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
Module H	Clinical and Sports Massage	80	6.0
Module I	Health and Wellness	80	6.0
PROGRAM TOTAL:		**720**	**54.0**

Major Equipment
- Massage Table
- Massage Chair
- Anatomy and Physiology Charts

Module Descriptions

Module A - Business and Ethics   **6.0 Quarter Credit Hours**

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

Module B – Swedish Massage, Western Theory & History,
Practice & Mechanisms of Health & Disease   **6.0 Quarter Credit Hours**

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

Module C – Swedish Massage, Pre-Natal, Post-Natal and
Infant, & Elder/Geriatric Massage   **6.0 Quarter Credit Hours**

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

Module D – Eastern Theory and Practice   **6.0 Quarter Credit Hours**

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

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

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

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

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

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

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

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

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a

review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I – Health and Wellness   **6.0 Quarter Credit Hours**
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Medical Business and Clinical Specialist

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

Diploma Program - 9 Months
720 Clock Hours/47.0 Credit Units

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

Program Description: 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, upon pharmacy operations 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 becomes a necessity, the need for highly-trained pharmacy technicians increases.

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

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

Objectives: The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of both trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.

- To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the health care field.
- To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- To provide the student with skills required for CPR certification.
- Use appropriate 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.
- Explain the term "nonjudgmental duties," explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- Identify professional organizations available to pharmacy technicians, demonstrate how to find State specific requirements for technician, and describe various aspects of the National Certification Examination.

Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module X	Clinical Externship	160	5.0
	PROGRAM TOTAL:	**720**	**47.0**

Major Equipment

Anatomy and Physiology Model   Balance
Computer Workstation   Flow Hood
Anatomy and Physiology Charts

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.

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.

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.

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.

Criminal Background Check

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

Students enrolling in the Medical Business and Clinical Specialist or Pharmacy technician program will be subjected to a criminal background check which will include:

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

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last 7 years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery

Theft/shoplifting/extortion- including convictions for bad check charges

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

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

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.

APPEALS PROCEDURES
Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the director of education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has fourteen calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

Students are not allowed to appeal dismissal from school for violation of the Student Code of Conduct.

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. The maximum class size for the Massage Therapy program is 16 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 labs and 27 students in electronics labs. The maximum class size for the Massage Therapy program is 16.

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.

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 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 Appeals Committee.

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.

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:

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

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

Student Complaint/Grievance Procedure

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

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

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

Policy and Program Changes

The school catalog is current as of the time of printing. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right

to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Financial Information

Tuition and Fees

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

Program	Length	Credit Units	Tuition
Electronics & Computer Technology	11 Modules	124	$23,000
Massage Therapy	9 Modules	54	$10,900
Medical Business & Clinical Specialist	11 Modules	65	$12,705
Pharmacy Technician	8 Modules	47	$10,855
Homeland Security Specialist	7 Modules	48	$10,400

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.

DIRECTORS
David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS

OFFICERS	TITLE
David G. Moore	Chairman of the Board
Jack D. Massimino	Chief Executive Officer
David T. Ruggieri	President and Chief Operating Officer
Beth Wilson	Executive Vice President, Operations
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
Robert C. Owen	Treasurer and Assistant Secretary

National Institute of Technology
Cross Lanes, West Virginia
2005-2006 Catalog Addenda

♦ **Addendum #1 – Effective January 19, 2005**
The Massage Therapy program on catalog pages 14-16 will not be offered until May 11, 2005

♦ **Addendum #2 – This program will be offered through April 12, 2005.**

MASSAGE THERAPY PROGRAM
Diploma Program – 9 Months
720 Clock Hours/57.0 Credit Units
Prerequisites: GED and/or a High School Diploma. ATB students may not apply.

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

This 720-hour program consists of nine self-contained 80- hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in the entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:
- Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
- Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
- Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
- Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program Outline

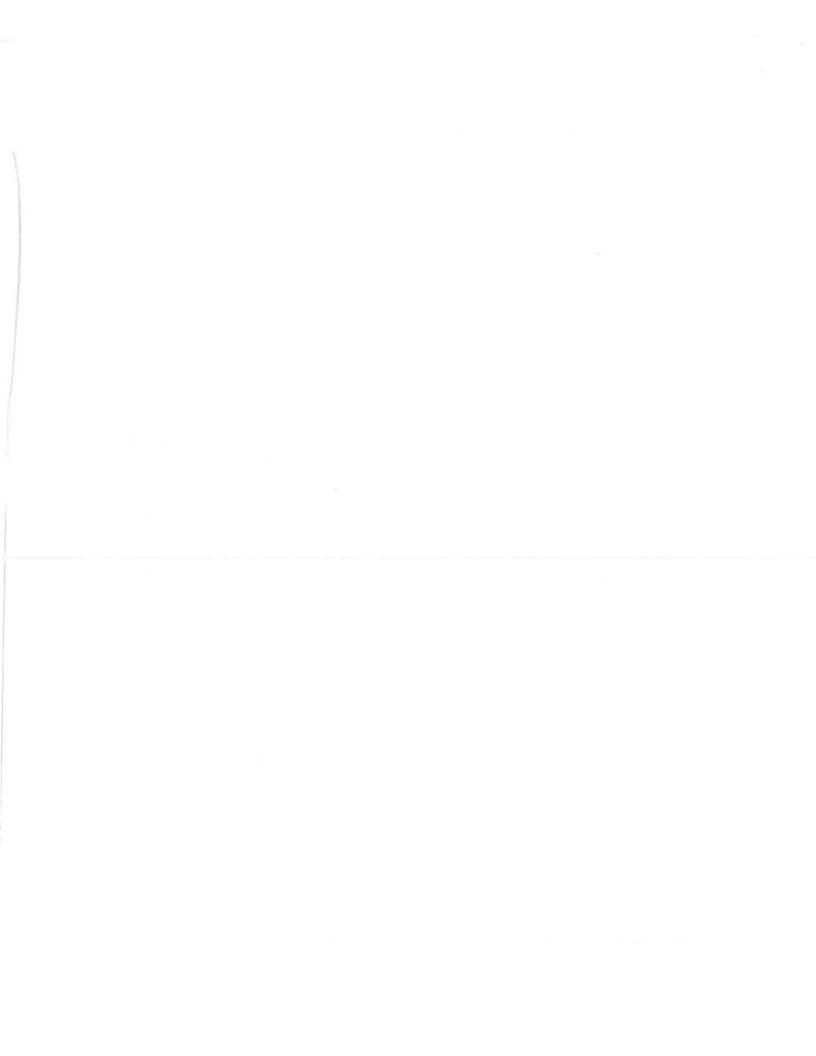| Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Massage Therapy	80	6
Module B	Massage Fundamentals	80	7
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6
Module E	Polarity and Non-Traditional Massage Therapies	80	6
Module F	Anatomy and Physiology for the Massage Therapist	80	6
Module G	Clinical Massage Therapy	80	6
Module H	Business and Success Skills	80	7
Module I	Health and Wellness	80	7
	Program Total	720	57.0

Module Descriptions
Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "40/40/6" indicates that the module consists of the 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 credit units.

Module A: Introduction to Massage Therapy   40/40/6

In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

Module B: Massage Fundamentals   60/20/7

In this module, students will gain an understanding of massage fundamentals. Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications
- Introduction to Anatomy & Physiology

Module C: Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques   40/40/6

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Swedish massage
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

Module D: Sports Massage, Reflexology, and Shiatsu Massage   40/40/6

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Sports Massage
- Sports pre-event massage
- Active Stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage
- Shiatsu

Module E: Polarity and Non-Traditional Massage Therapies   40/40/6

In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

Module F: Anatomy and Physiology for the Massage Therapist   40/40/6

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

Module G: Clinical Massage Therapy   40/40/6

In this module, students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Range of motion
- Swiss ball exercises

- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

Module H: Business and Success Skills   60/20/7

In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a Massage Therapist. Subjects covered include:

- Personal development skills
- Learning methods and study habits
- Professionalism
- Choosing a business status
- Choosing a massage setting
- Business ethics
- Client Communications
- Marketing as a massage therapist
- Referrals
- Professional ethics for massage therapists
- Tax preparation
- Bookkeeping and record keeping
- Professional compliance
- Resume writing and interviewing skills
- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change
- State of West Virginia Laws, Licensing and Practices

Module I: Health and Wellness   60/20/7

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

♦   **Addendum #3 Effective February 11, 2005**

New start date added:

Electronics, Computer and Communications Technology 2005	
Start Dates	**End Date**
February 28, 2005	April 19, 2005

♦   **Addendum #4 Effective March 28, 2005**

The following start dates have been added:

MT (Weekend start and End dates)	
Start Dates	**End Date**
July 3, 2005	July 30, 2005
August 6, 2005	August 28, 2005
September 3, 2005	September 25, 2005
October 2, 2005	October 29, 2005
November 5, 2005	November 27, 2005
December 3, 2005	January 7, 2006
January 14, 2006	February 5, 2006

3

◆ **Addendum #5 Effective April 7, 2005**

MT program (Weekend starts)

MT (Weekend start and End dates) - Corrections	
Start Dates	**End Date**
July 9, 2005	July 31, 2005
December 3, 2005	January 8, 2006

◆ **Addendum #6 Effective June 13, 2005**

Medical Assisting

Program Length: 8 Months
720 Clock Hours/47.0 Credit Units

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

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

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

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

The objective of the Medical Assisting Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Upon successful completion of this program, the graduate will be able to:

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.

4

- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural terminology and ICD-9 coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.
- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

Course Number	Course Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting, Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	**720**	**47.0**

Module A - Patient Care and Communication   40/40/6.0
Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.

Module B - Clinical Assisting and Pharmacology   40/40/6.0
Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and

draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

Module C - Medical Insurance, Bookkeeping, and Health Sciences   40/40/6.0
Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.
Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

Module D - Cardiopulmonary and Electrocardiography   40/40/6.0
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Module E - Laboratory Procedures   40/40/6.0
Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Module F - Endocrinology and Reproduction   40/40/6.0
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

Module G - Medical Law, Ethics, and Psychology   40/40/6.0
Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical

office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

Module X – Externship   0/160/5.0

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

Medical Assisting 2005	
Start Dates	**End Dates**
June 13, 2005	July 11, 2005
July 13, 2005	August 8, 2005
August 11, 2005	September 8, 2005 Week Off
September 19, 2005	October 13, 2005
October 19, 2005	November 15, 2005
November 21, 2005	December 19, 2005

Medical Assisting 2005	
Start Dates	**End Dates**
January 2, 2006	January 30, 2006
February 1, 2006	March 1, 2006
March 6, 2006	March 30, 2006 Week Off
April 10, 2006	May 4, 2006
May 10, 2006	June 7, 2006
June 13, 2006	July 11, 2006
July 17, 2006	August 10, 2006
August 16, 2006	September 13, 2006
September 18, 2006	October 12, 2006 Week Off
October 23, 2006	November 16, 2006
November 22, 2006	December 20, 2006

♦   **Addendum #7 Effective July 1, 2005**
See Addendum #17 for current tuition and fees

♦   **Addendum #8 Effective July 6, 2005**
New start dates added:

Pharmacy Technician and Homeland Security Specialist
Day and Evening Schedule(PHD) - Four Day Week (Monday through Thursday) Evening Schedule Only Homeland – Four Day Week (Monday through Thursday)

2005 and 2006	
Start Dates	**End Dates**
August 11, 2005	September 8, 2005
September 19, 2005	October 13, 2005
October 19, 2005	November 15, 2005
November 21, 2005	December 19, 2005
January 2, 2006	January 30, 2006
February 1, 2006	March 1, 2006
March 6, 2006	March 30, 2006
April 10, 2006	May 4, 2006
May 10, 2006	June 7, 2006
June 13, 2006	July 11, 2006
July 17, 2006	August 10, 2006
August 16, 2006	September1 3, 2006
September 18, 2006	October 12, 2006

♦ **Addendum #8 Effective July 6, 2005**
New Start Dates added:

Medical Assisting	
Day and Evening Schedule - Four Day Week (Monday through Thursday) **Additional Start Dates**	
2005	
Start Dates	**End Dates**
July 28, 2005	August 24, 2005
September 6, 2005	October 3, 2005

♦ **Addendum #9 Effective September 13, 2005**
See Addendum #18 for current admissions information.

♦ **Addendum #10 Effective October 25, 2005**
The following start dates have been added including a corrected October 2005 start and end date:

Electronics, Computer and Communications Technology	
Technical Writing Class Only **TWE1000** Day and Evening Schedule- Four Day Week	
2005 and 2006	
Start Dates	**End Dates**
October 20, 2005	November 2, 2005
January 4, 2006	January 18, 2006

March 1, 2006	March 14, 2006
May 2, 2006	May 15, 2006
June 29, 2006	July 13, 2006
August 31, 2006	September14, 2006
October 30, 2006	November 9, 2006

♦ **Addendum #11 Effective November 9, 2005**
The following start dates have been added:

Medical Assisting, Massage Therapy, Pharmacy Technician, and Homeland Security Specialist		
2005 and 2006		
Start Dates	**End Dates**	**Comments**
December 20, 2005	January 26, 2006	Make up day 2/10/06 (for President's Day Holiday)
January 30, 2006	February 23, 2006	
February 27, 2006	March 23, 2006	
March 27, 2006	April 25, 2006	Break 4/12/06 and 4/13/06
April 27, 2006	May 24, 2006	
May 30, 2006	June 22, 2006	Make up day 6/9/06 (for Memorial Day Holiday)
June 26, 2006	July 27, 2006	Break 7/3, 7/4, 7/5, 7/6/06
July 31, 2006	August 24, 2006	
August 28, 2006	September 21, 2006	Make up day 9/15/06 (for Labor Day Holiday)
September 25, 2006	October, 19, 2006	
October 23, 2006	November 16, 2006	
November 20, 2006	December 14, 2006	Make up day 12/1/06 (for Thanksgiving Day)
December 18, 2006	January 25, 2007	Off 12/25/06 – 1/4/07 (return on 1/8/07)

♦ **Addendum #12 Effective November 28, 2005**
The following start dates have been added:

Electronics, Computer and Communications Technology Day and Evening Schedule- Four Day Week	
2006	
Start Dates	**End Dates**
January 3, 2006	February 27, 2006
February 28, 2006	April 19, 2006
May 1, 2006	June 21, 2006
June 28, 2006	August 21, 2006
August 30, 2006	October 23, 2006
October 26,2006	December 19, 2006

♦ **Addendum #13 Effective December 14, 2005**

The following start dates have been added:

Massage Therapy Weekend Class Schedule Day Schedule- Saturday and Sunday	
2006	
Start Dates	**End Dates**
January 14, 2006	February 5, 2006
February 25, 2006	March 19, 2006
March 25, 2006	April 16, 2006
April 29, 2006	May 21, 2006
June 3, 2006	June 25, 2006
July 1, 2006	July 23, 2006
August 5, 2006	August 27, 2006
September 2, 2006	September 24, 2006
September 30, 2006	October 22, 2006
October 28, 2006	November 19, 2006
December 2, 2006	December 30, 2006

♦ **Addendum #14 Effective January 30, 2006**

The Homeland Security Specialist program is no longer enrolling new students.

♦ **Addendum #15 - Effective February 24, 2006**
The following Massage Therapy module end date has been updated.

Massage Therapy Weekend Class Schedule Day Schedule – Saturday and Sunday		
Start Dates	**End Dates**	**Comments**
March 25, 2006	April 23, 2006	Holiday Break – April 15 – 16, 2006

♦ **Addendum #16 - Effective March 7, 2006**

The following program will be offered at the Cross Lanes campus starting April 27:

MEDICAL ADMINISTRATIVE ASSISTANT

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

Objectives: Upon successful completion of this program, the graduate will be able to:
- Process health insurance claim forms and managed care systems
- Take patient's vital signs
- Understand the Occupational Safety and Health Administration (OSHA) standards and the use of Universal Precautions in the medical office.
- Understand HIPAA regulations and privacy requirements
- Become familiar with essential medical terminology
- Perform various tasks with Microsoft Word and Excel programs
- Understand disability income insurance and legal issues affecting insurance claims.
- Conduct basic administrative procedures performed in the dental office.
- Handle appointment setting, telephone techniques and general correspondence and mail processing.
- Recognize and use essential dental terminology
- Maintain all files and patient records
- Understand all aspects of the collection process including collection letters, telephone calls and collection servicing agencies.
- Prepare and processing insurance claims including HMOs, PPOs and workers compensations plans.
- Properly code insurance forms and billing statements
- Maintain a basic bookkeeping system.
- Organize patient records and maintain them manually and electronically

Program At-A-Glance: The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

11

Program Outline

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

Module A: Office Finance   **6.0 Quarter Credit Hours**
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self –directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting   **6.0 Quarter Credit Hours**
In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

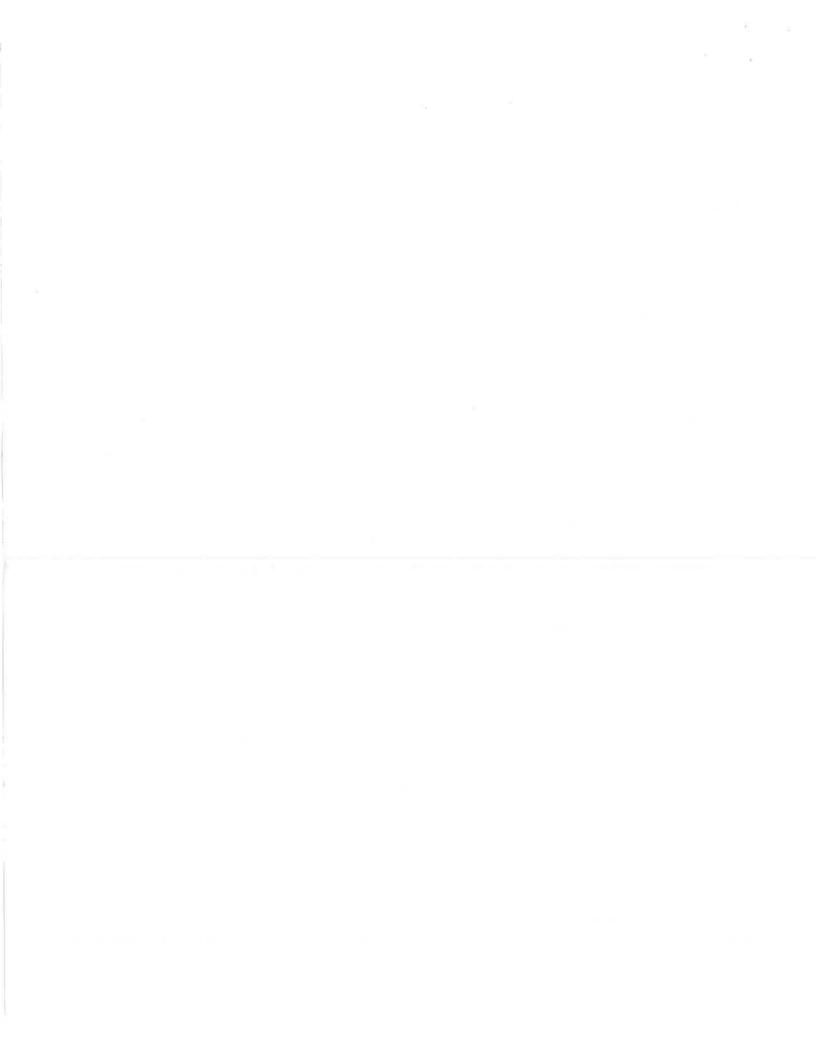**Module C: Medical Insurance**   **6.0 Quarter Credit Hours**
Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections   **6.0 Quarter Credit Hours**
Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying

12

and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0   Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures
6.0 Quarter Credit Hours

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management
6.0 Quarter Credit Hours

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures
6.0 Quarter Credit Hours

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff.   Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0   Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module X – Medical Administrative Assistant Externship
5.0 Quarter Credit Hours

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

The following start date calendar is added for the Medical Administrative Assistant program:

Medical Administrative Assistant Program		
Mod Start Dates	**Mod End Dates**	
4/27/06	5/24/06	1st start date for MAA
5/30/06	6/22/06	Make up day 6/9/06 (for Memorial Day Holiday)
6/26/06	7/27/06	Break 7/3, 7/4, 7/5, 7/6/06
7/31/06	8/24/06	
8/28/06	9/21/06	Make up day 9/15/06 (for Labor Day Holiday)
9/25/06	10/19/06	
10/23/06	11/16/06	
11/20/06	12/14/06	Make up day 12/1/06 (for Thanksgiving Day)
12/18/06	1/25/07	Off 12/25/06 – 1/4/07 (Return on 1/8/07)

♦   **Addendum #17 -**

Effective July 1, 2006

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Electronics & Computer Technology	11 Modules	124	$24,150	NA
Massage Therapy	9 Modules	54	$11,900	NA
Pharmacy Technician	8 Modules	47	$11,900	NA
Medical Administrative Assistant	8 Modules	47	$11,500	NA
Medical Assisting	8 Modules	47	$11,500	NA

♦   **Addendum #18 – Effective August 1, 2006**

For non-ATB students, the minimum CPAt score for admission is 120.