# CATALOG JANUARY 1, 2017 – DECEMBER 31, 2017

# CIT

# COMPUTER INSTITUTE OF TECHNOLOGY

6444 BELLINGHAM AVE SUITE 202, NORTH HOLLYWOOD CA 91606 (818) 980 0415 FAX (818) 980 0289

> www.ComputerInstituteTech.com www.citnursingcollege.com www.phlebotomycit.com



CALIFORNIA I-TRAIN www.i-train.org

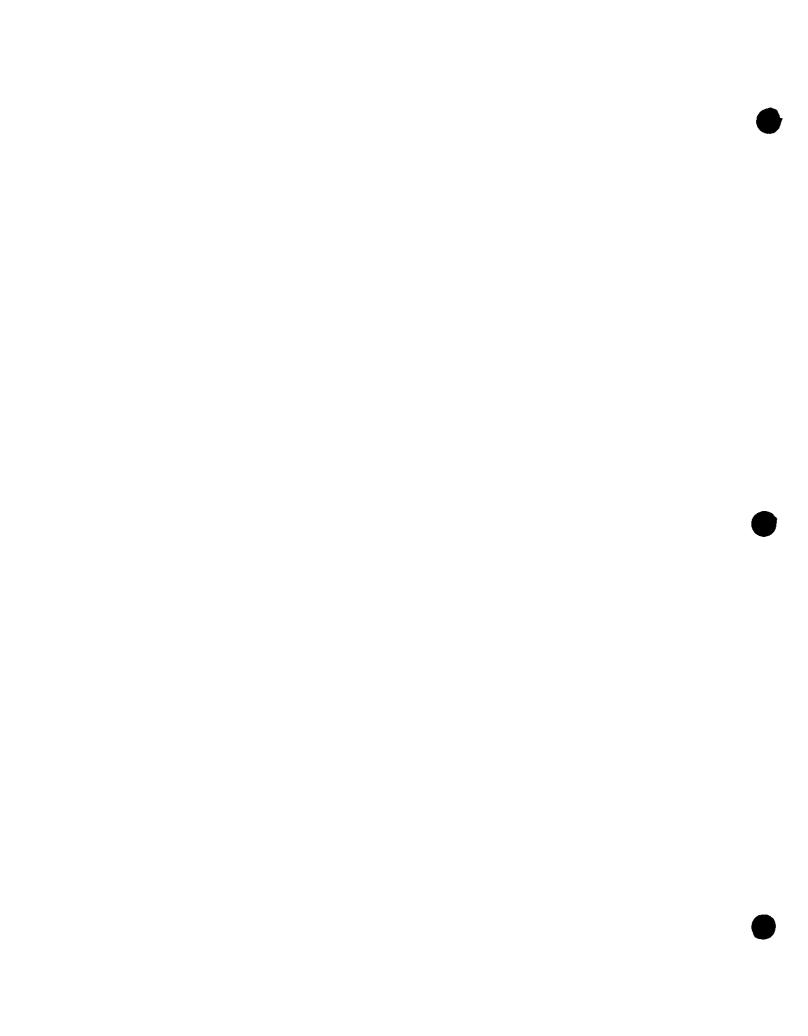
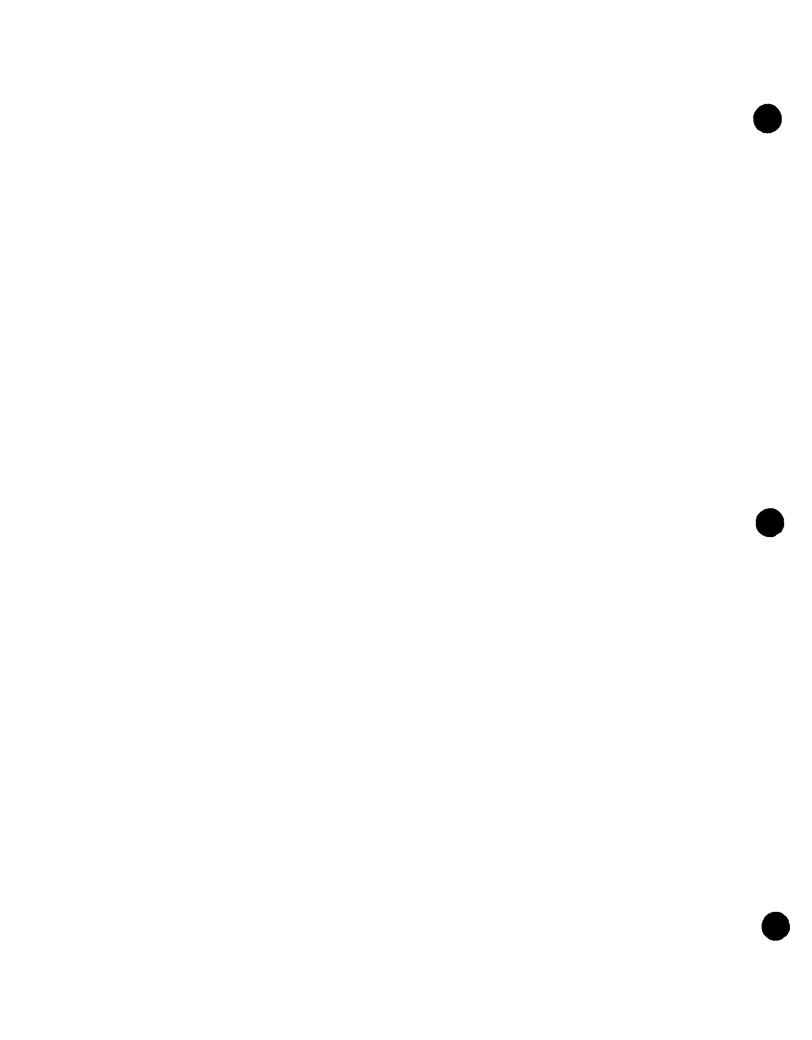
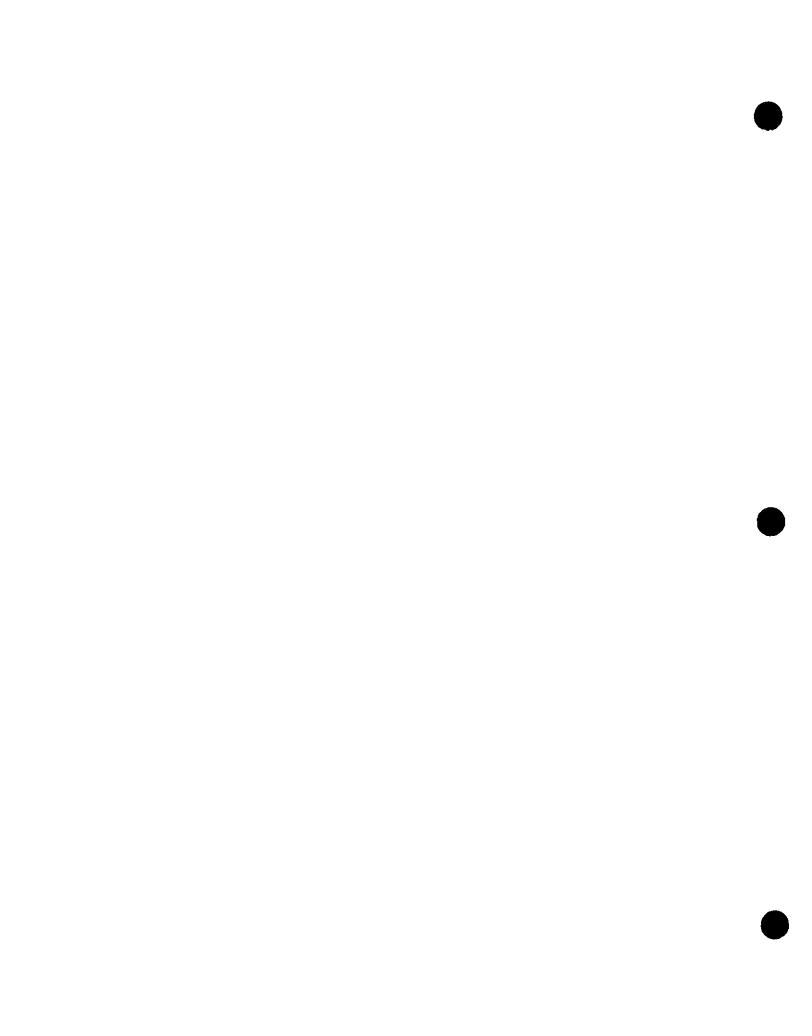


TABLE OF CONTENTS	Page No.
GENERAL INFORMATION	
Approval Disclosure Statement Course Programs	04-05 04
MISSION STATEMENT	
Mission Statement and Goals and Objectives Disclosure and Records retention Non Discrimination Policy General Information Ability-to-benefit Instructional Facilities Hours of Operation Family Educational Rights and Privacy Act Admission Requirements Administration and Faculty Semester Credit Hour Measure Academic Year Definition	07 19 08 08 11-12 09 11 13 11 13-14 14
ADMINISTRATIVE POLICIES	
Full Time Student Status Procedure for Enrollment Re-Enrollment Acceptance of Credit for Prior Education or Experience Withdrawal/Dropout Policy Students Observe the Following Holidays	15 15 15 17 16 16-17
STUDENT SERVICES	
Advising Referral Services Housing, Medical Care, Refresher Training Disclosure and Retention of Educational Records Tuition and Financial Assistance Library-Resource Center Student Lounge Classroom Temperatures  ATTENDANCE AND ACADEMIC POLICIES	17 17 17 18 20 20 20 20
Attendance Policy Excused Absences Tardiness Leaving Early Attendance Probation Policy Suspension and Dismissal Satisfactory Academic Progress Policy Make-Up Time/Work Accountability Maximum Time Frame for Course Completion Transfer of Credit to Computer Institute of Technology Transfer of Credit Policy Graduation Requirements	20 21 21 21 22 22 22 22 23 23 23 23 25



# STUDENT COMPLAINT AND GRIEVANCE POLICIES

Student Grievance Procedures	26
Complaint Procedure	26
Disciplinary Action and Termination	27
Grounds for Disciplinary Action	28
	20
FINAL EXAM AND LICENSE	29
GRADING SYSTEM AND GRADING SCALE	30
STANDARDS OF SATISFACTORY PROGRESS	30
DROODANG OF CTURY	00
PROGRAMS OF STUDY	
Diploma Programs	31
Office Software Specialist	31-35
Computer Networks Specialist- MCSE	36-38
Computer Graphic Design Specialist / Web Page Designer	39-42
Nurse Assistant	43-47
Home Health Aide	48-49
Restorative Nurse Assistant	50-51
Phlebotomy	52-54
Physical Therapy Aide	55-57
Pharmacy Technician	58-61
Medical Assistant- Billing and Coding/Phlebotomy	62-65
Interpretation and Translation	66-67
English-As-A-Second Language	68-69
Changes in School Program	70
TUITION POLICIES	
Tuition and Fee Schedule	70
Tuition Payment Policy	70
Repayment Policy	70
Student Tuition Recovery Fund STRF	
Notice Of Cancellation	71-73
Hypothetical Refund Example	74
Type mental relative Example	75



#### APPROVAL DISCLOSURE STATEMENT

Computer Institute Of Technology is approved by the Bureau for Private Postsecondary Education. This Institute is a private Institution and that it is approved to operate by the Bureau. Approval to operate means compliance with standards as set forth in this chapter. Computer Institute of Technology is unaccredited and does not offer degree programs.

The Main Campus is located at 6444 Bellingham Ave Suite 202, North Hollywood, California 91606. This campus accommodates 45 students who are enrolled in the approved programs. It also houses the Corporate administrative and business offices of the Institute.

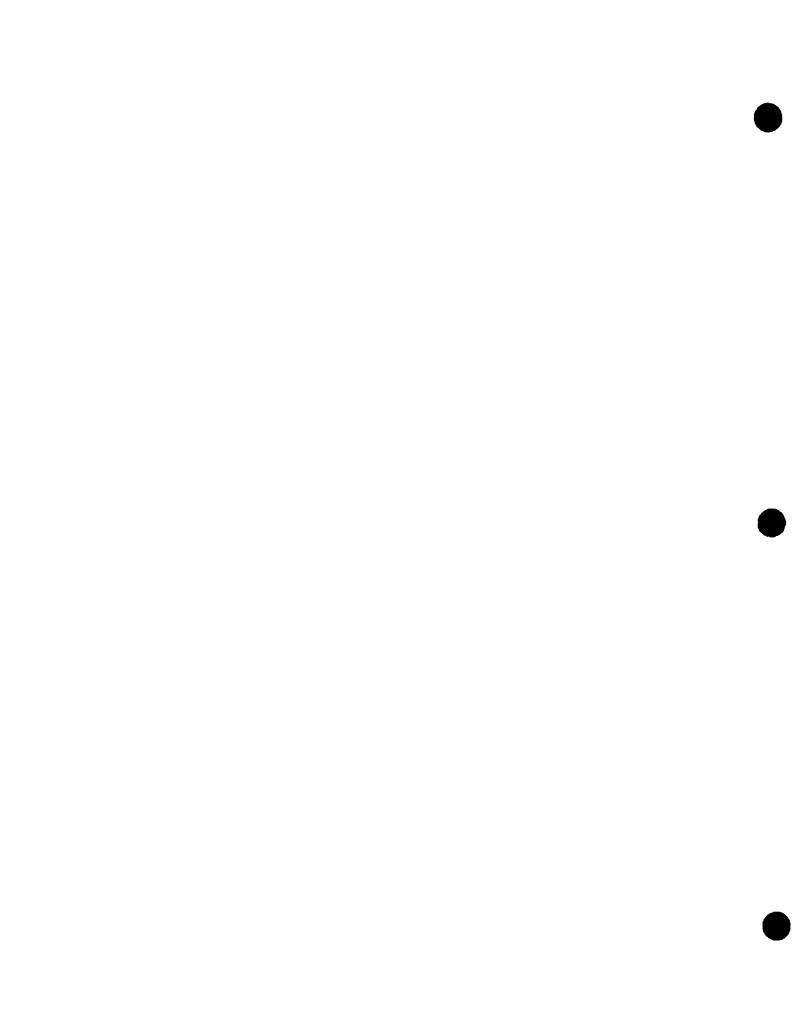
The following Non-Degree programs have been approved and are offered at the Main and Branch campus'.

DIPLOMA PROGRAM/PROGRAM TITLE	Number of Clock Hours	
Office Software Specialist *	390	
Computer Network Specialist MCSE	900	
Computer Graphics Specialists - Web Page Designer	900	
Nurse Assistant *	180	
Home Health Aide *	40	
Physical Therapy Aide	260	
Phlebotomy *	104	
Pharmacy Technician	900	
Medical Assistant Coding and Billing/ Phlebotomy *	900	
Interpretation and Translation	480	
English as a Second Language	680	
Restorative Nurse Assistant *	24	

<sup>\*</sup>Active Programs

Prospective students are encouraged to visit the physical facilities of the Institute to discuss personal, educational and professional goals with Institute personnel prior to enrolling or signing the enrollment agreement.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement".



Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Institute Director. Unresolved complaints may be directed to the :

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr. Ste. 400 Sacramento, CA 95833 P.O Box 980818, West Sacramento, CA 95798-0818 (916) 431-6959 Fax (916) 263-1897 TOLL FREE (888) 370-7589 www.bppe@dca.ca.gov.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet web site at:

www.bppe.ca.gov.

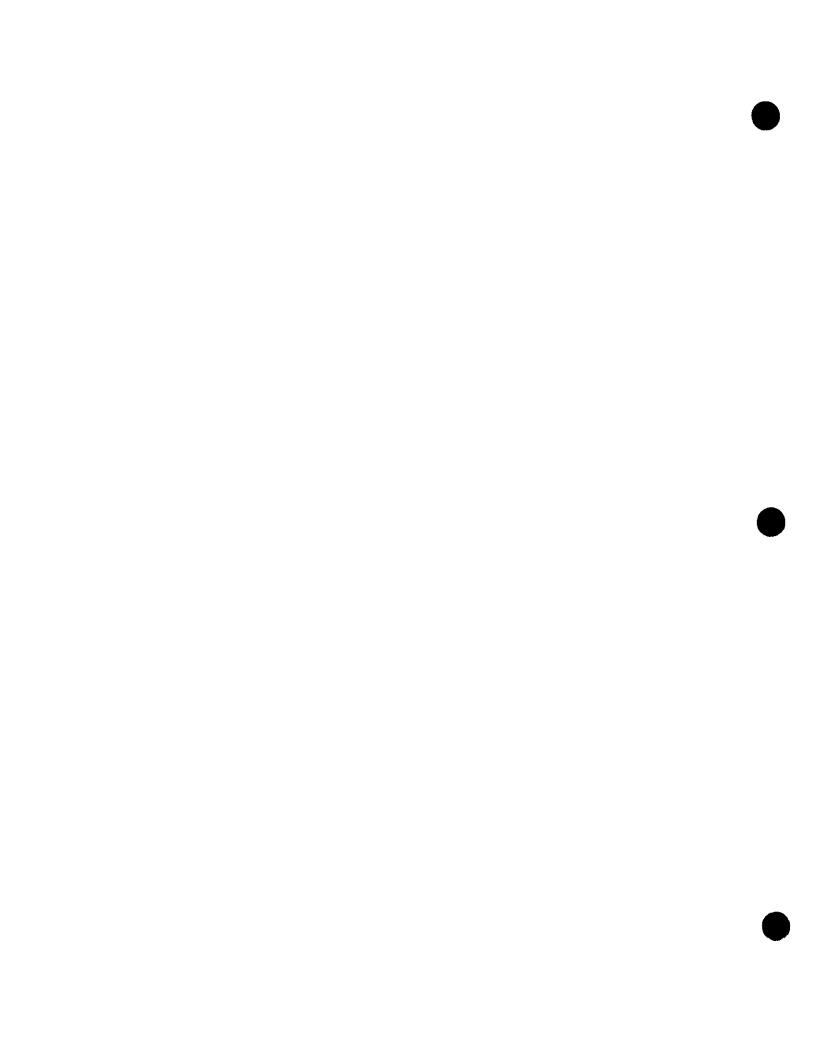
Toll-free telephone #: (888) 370-7589 Web site Address: www.bppe.ca.gov

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

This institution does not have a pending petition in bankruptcy, or operating as a debtor in possession, and has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States bankruptcy code (11 U.S.C. Sec. 1101 ET SET).

This Institution does not offer dormitory/housing facilities or have access under its control.

There are apartments for rent near the Institution in the North Hollywood area, within 5 miles distance. The range of cost is \$1000.00 - \$4500.00 depending on the area and size of the apartment. Also, there are houses for rent near the Institution in the Bell area, within 5 miles distance. The range of cost is \$1200.00 - \$3500.00 depending on the area and size of the apartment. No facilities are recommended or sponsored by this institute.



Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the

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The school catalog is maintained by the college director. The catalog will be updated on an annual basis, in January; however, if any change pertaining to educational, administrative or operational matters is made before the scheduled update, the change/addendum will be prepared and entered into the catalog. At that time, all students, faculty and staff will receive a copy of the change/addendum, as it appears in the catalog and will be given a clear explanation of all changes made. A school catalog is always given to all students, or person who may request one. Every department will keep the most recent catalog for review and adherence to campus policy and procedures. The school director will also keep a catalog available for inspection by all federal, state and local agencies.

# Organizational Structure and Ownership

Computer Institute of Technology is organized as a Corporation in the State of California. The institution is owned by Rene Aguero who is also the Corporate Executive Director and CEO.

# **Advisory Board Members**

Genaro Arnao MBA
Andrea Alexandrian MD
Martin Euredjian
June Cochrane RN, Ph.D
Haig Asikian Esq
Cecilia Berberian MS
Financial Services
M.D
Information Technology Consultant, Software Developer
Nursing Education
Compliance
Physician Assistant / Chiropractor





#### **MISSION STATEMENT**

Computer Institute of Technology is an educational institution with a team of professionals providing support to the community within the fields of computer information technology, and allied health with the highest efficiency and quality levels, striving to place our students in entry-level employment positions upon successful completion of the program and teaching them the skills needed to successfully market themselves maximizing their employment opportunities

#### **GOALS AND OBJECTIVES:**

Computer Institute of Technology's graduates will be able to perform specific duties immediately upon entry-level employment. The student will be prepared to more fully use the specialized training offered by many companies to new employees. Also, opportunities for the career advancement will be greater due to the wide scope of knowledge each graduate has gained from Computer Institute of Technology's training programs and their business adaptation.

Each student will find that Computer Institute of Technology's training is a job-oriented practical program of practical practice, which includes hands-on "experience with the materials and situations of typical industry job assignments. This active program of work situation training will give the student valuable pre-employment experience.



The Institute is committed to taking a leadership role in technological changes, in economic development, in community services, and in the global marketplace with student success.

# **POLICY ON STUDENT RIGHTS**

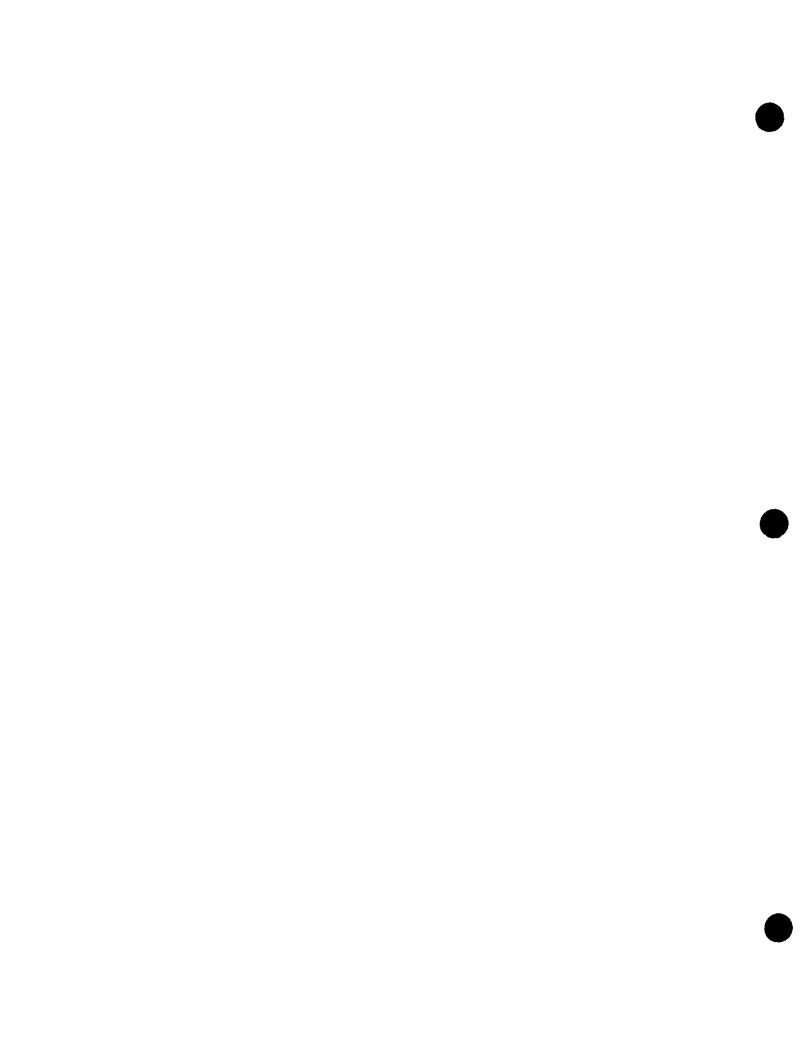
The Student's Rights Policy concerning enrollment states:

"You may cancel your contract for enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in the Notice of Cancellation form that will be given to you prior to the first day of class.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the Institute for a sample copy.

"After the end of the cancellation period, you also have the right to stop education at this Institute at any time, and you have the right to receive a refund for the portion of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the Institute for a copy of your contract and the refund policy.



"If the Institute closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

"If you have a complaint, questions, or problems that you cannot work out with the Institute, write or call the

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Dr. Ste. 400 Sacramento, CA 95833 P.O Box 980818, West Sacramento, CA 95798-0818 (916) 431-6959 Fax (916) 263-1897 TOLL FREE (888) 370-7589 bppe@dca.ca.gov.

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www.bppe.ca.gov.

Toll-free telephone #: (888) 370-7589
Web site Address: www.bppe.ca.gov"

Prior to signing your enrollment agreement, you must be given a catalog or brochure and a School performance Fact Sheet, which you are encouraged to review prior to signing the agreement. These documents contain important policies performance data for this institution. The Institution is required to have you sign and date the information included in the School performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the agreement

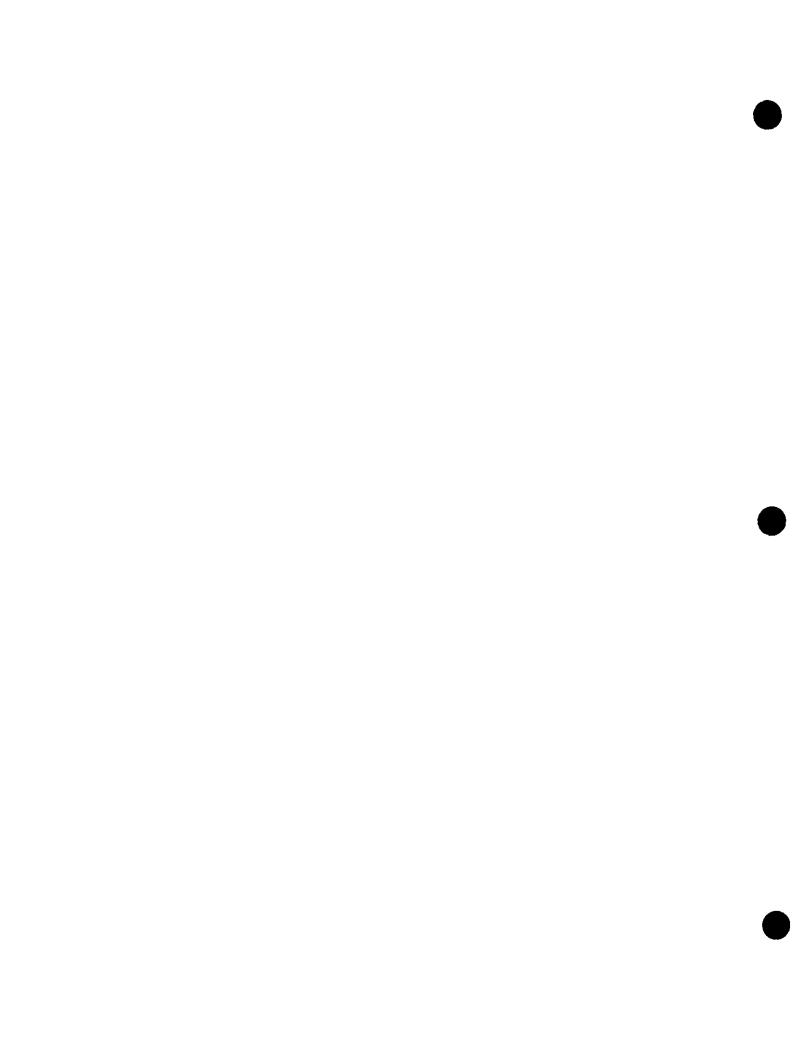
#### NON-DISCRIMINATION POLICY

Computer Institute of Technology does not discriminate on any basis, including sex, age, race, national origin, creed, religion or disability in it's programs. Computer Institute of Technology complies with the provisions of Title 1 of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act and all amendments therein.

#### GENERAL INFORMATION

Computer Institute of Technology (C.I.T) was founded in North Hollywood, Calif. in February 1998 and it is approved by the Bureau for Private Postsecondary Education.

Computer Institute of Technology's approved courses were as follows: Office Software, Computer Repair A+ Certification, Computer Graphics/Web Design, Computer Networks, Nurse Assistant, Home Health Aide, Phlebotomy, Medical Assistant-Billing and Coding,



In 2010 Computer Institute of Technology applied to the new Bureau for Private Postsecondary Education for the approval of the following programs to be added to the offerings: Pharmacy Technician, Physical Therapy Aide Interpretation and Translation, English as a Second Language.

Computer Institute of Technology is approved by the California Department of Health Services to offer Nurse Assistant and Home Health Aide Programs. Computer Institute of Technology is approved by the Department of Public Health Services, Life Field Services to offer the Phlebotomy Technician Program CPT-1.

Computer Institute of Technology is approved by the **Workforce Investment Board** (W.I.B) to participate in the Regional Training Vocational Directory (RTVD).

#### **INSTRUCTIONAL FACILITIES**

**The Main Campus** is located at 6444 Bellingham Ave, Suite 202, North Hollywood CA 91606.

Facilities include: 3 classrooms serving a maximum number of 15 students per classroom. The medical laboratory is equipped parallel to a convalescent care unit with all applicable tools, supplies and systems. A mannequin, for student learning experience with hands-on is available, phlebotomy chairs, and equipment and supplies used in laboratory instruction. Classrooms for each program of study at Computer Institute of Technology contain equipment and supplies sufficient to meet the needs of the curriculum and the students. The maximum number of students per class is 15.To accommodate the computer programs, the computer lab contains 15 computers with internet access, and appropriate training software.

The following offices for Administration and faculty are available. Faculty office, Registrar's office, Placement office, Admissions office, placement and Director's office.

Parking is available for 100 automobiles at no cost. The building facility and parking is wheelchair accessible.

The facilities provide a pleasant, efficient atmosphere for adult education and learning.

The Institute is readily accessible by several freeways from the surrounding areas.



supplies and systems. A mannequin for student learning experience with hands-on is available, phlebotomy chairs, and equipment and supplies used in laboratory instruction. Classrooms for each program of study at Computer Institute of Technology contain equipment and supplies sufficient to meet the needs of the curriculum and the students. The maximum number of students per class is 15.

Facilities in North Hollywood have 3 classrooms with a maximum occupancy of 15 students each. Although the institution is approved to offer 17 programs, they are not all active. The active programs are:

Medical Assisting Coding and Billing / Phlebotomy
Phlebotomy
Office Software Specialist
Nursing Assistant/Home Health Aide/Restorative Nurse Assistant

The rest of the programs haven't been active. Individual School Performance Fact Sheets (SPFS) are available. In the event that the school activates an approved program the school will timely contact the building property management office to rent more space.

Facilities in North Hollywood have 3 classrooms with a maximum occupancy of 15 students each. Although the institution is approved to offer 17 programs, they are not all active. The active programs are:

Nursing Assistant/Home Health Aide/Restorative Nurse Assistant.

The rest of the programs haven't been active. Individual School Performance Fact Sheets (SPFS) are available. In the event that the school activates an approved program the school will use the two remaining classrooms and, if necessary timely contact the building property management office to rent more space

The Resource Center/library contains books, journals and reading relevant to the programs offered. 3 computers with internet access and web sites available and recommended for the programs offered. The registrar oversees and assists the students with their questions An appointment with the registrar is recommended. A student lounge with seating is available. A list of available library resources on site is available with the registrar. Students who wish to check out a book can do so by notifying the Registrar who will make a note it in the student's file. Also, Computer Institute of Technology has applied for a Library card that students will be able to use to check out books or e-media learning from any Los Angeles Public Library

The following offices for Administration and faculty are available. Registrar office, placement office, Admissions office and Financial Business office. Parking is available for 25 automobiles at no cost. The building facility and parking is wheelchair accessible. The facilities provide a pleasant, efficient atmosphere for adult



education and learning. The Institute is readily accessible by several freeways from the surrounding areas.

#### **HOURS OF OPERATION**

Monday through Friday	8:00 am	to	5 pm
	4:00 pm	to	8 pm (Evening session when scheduled)
Saturday	8:00 am	to	5 pm (For selected programs, Clinical).
Sunday	8:00 am	to	5 pm (For selected programs, Clinical).
ADMISSION REQUIREM	<u>IENTS</u>		

The admission requirements to Computer Institute of Technology are as follows:

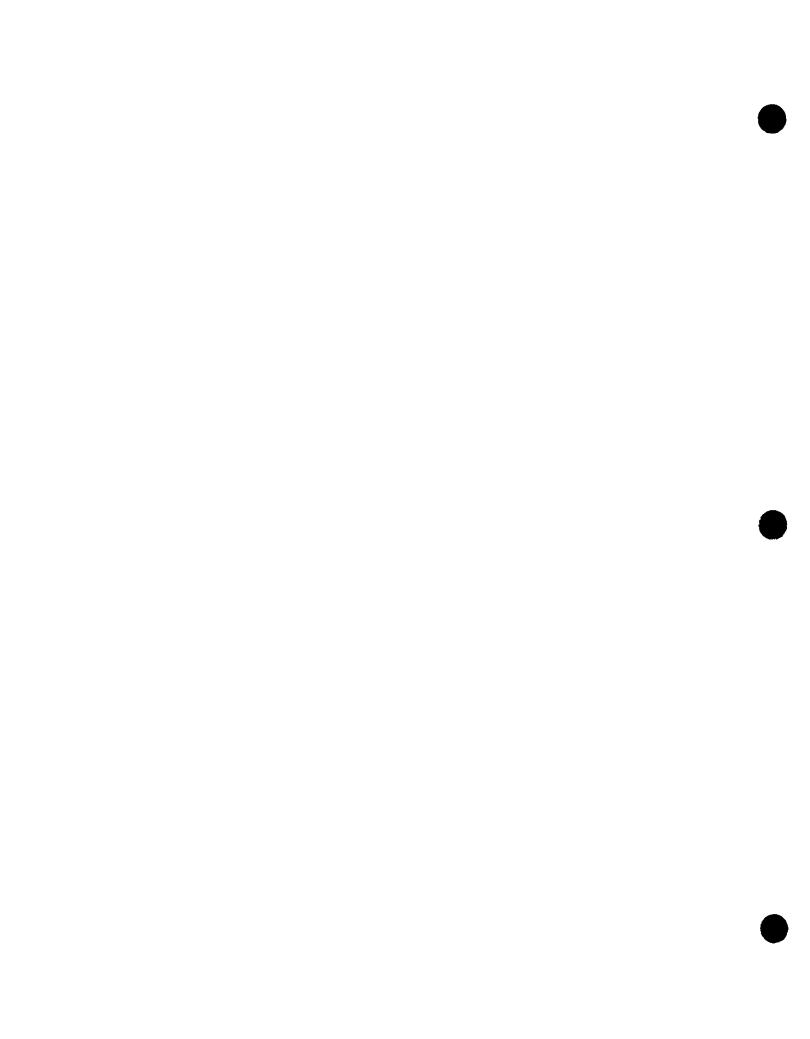
- · Applicants must have a high school diploma; or
- Have the recognized equivalent of a high school diploma (GED) or
- Pass the Ability to Benefit Test (ATB)
- Have taken and passed the ATB Test prior to enrollment. If the student is enrolling in the ESL course, or the Interpretation and Translation Certificate Provide Toefl scores as follows
- Interpretation and Translation A Toefl score of 70%
- English as Second Language A Toefl score of 40%
- Be at least 18 years old

Programs of training are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered.

Prospective students are invited to visit the Institute and discuss their needs, goals, and objectives with an Admissions Representative.

ATB Test: California Education Code (CEC) &94811 describes and Ability-to-Benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or an acknowledged equivalent of that certificate. Under CEC &94904 Computer Institute of Technology is required, prior to executing an enrollment agreement with an ATB student, to have the student take and pass an independently administered examination from the list of examinations prescribed by the United States Department of Education (USDE). Computer Institute of Technology uses the "Ability to Benefit Test" CELSA 1 ATB Examination administered by the Association of Classroom Teacher Testers (ACTT).

The Toefl exam can be taken at Glendale Prometric Center located at 701 North Brand Boulevard, Suite 210 Glendale, CA 91203 818.246.8023. The cost of the exam is 205.00.





The student can enroll without payment of any fees provided payment arrangements have been made with the school

#### TRANSFER OF CREDIT TO COMPUTER INSTITUTE OF TECHNOLOGY

To assure the fair and equitable treatment of students relative to transfer of credit, this Institute will set the guidelines for prior credit earned toward transfer of credits:

The courses that will be considered for transfer credits will be the vocational courses. The Certified Nurse Assistant/Home Health Aide and Phlebotomy Program. The Certified Nurse Assistant/Home Health Aide and Phlebotomy Program transfer will be based on transcripts presented by the student. The minimum grade acceptable will be B or 80% of attendance and academic outcome.

An official transcript will be required from the student, prior to the start of the 1st day of class of the program. It is the student's responsibility to furnish the transcript and/or assist the school to procure it. The program taken in which the transfer credit (s) will be used, and the enrollment agreement will reflect the reduction of hours needed to complete the program and the calculated prorated amount charged for the program. Payment arrangements will be made to pay the prorated amount due to the School.

The student will receive a worksheet reflecting this reduction upon School Directors/ Program Directors evaluation of the transfer credits, prior to the start of the 1st day of class.

COMPUTER INSTITUTE OF TECHNOLOGY HAS NOT ENTERED INTO AN ARTICULATION OR TRANSFER AGREEMENT WITH ANY OTHER COLLEGE OR UNIVERSITY.

#### NORTH HOLLYWOOD CAMPUS

#### <u>ADMINISTRATION</u>

Corporate Director/CEO/CAO/COO Rene Aguero

Registrar Gabriela Garza

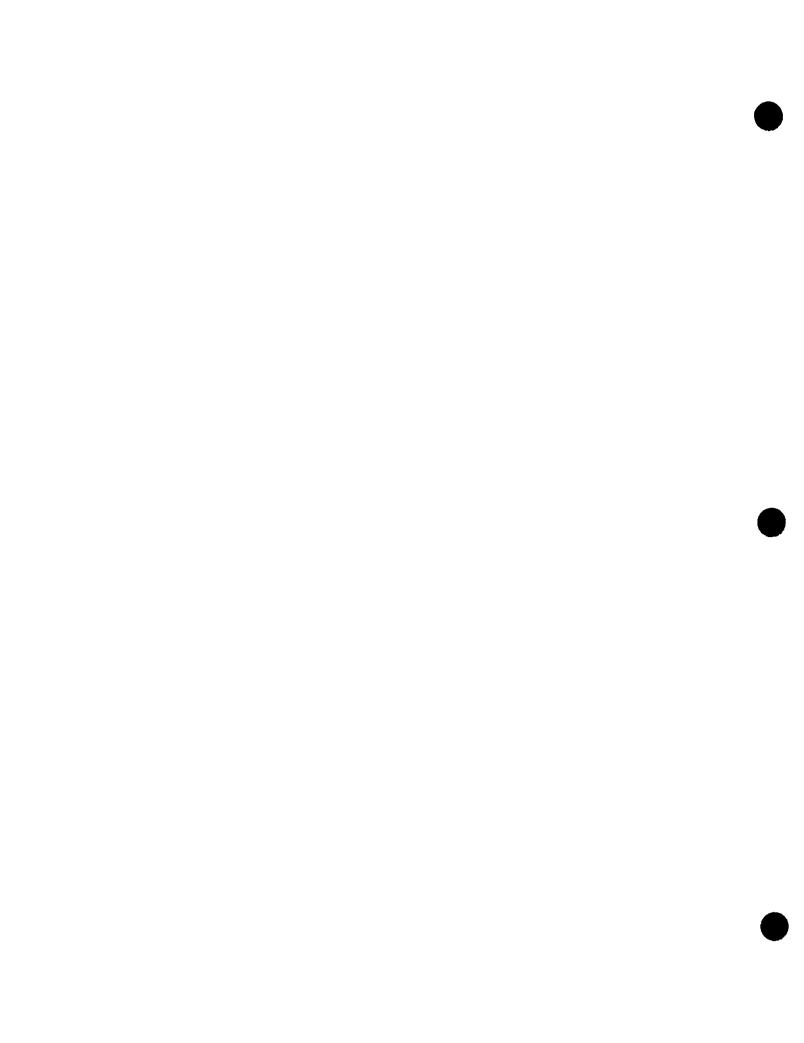
Registrar Lizbeth Carbajal

Placement Alma Romero

#### **FACULTY**

Program Director Nurse Assistant / Home Health Aide

Agnes Liclican BSN



Nurse Assistant/ Home Health Aide Instructor	e Health Aide Instructor Marcos Martinez LV	
Phlebotomy Instructor	Alba Sanchez CPT	1
Instructor Medical Assisting Billing and Coding	Daniel Salehi B.	S
Instructor Medical Assisting Billing and Coding	Jorge Alarcon M.I	O
Instructor Office Software Specialist	Deepa Herath M.	S

#### **FACULTY**

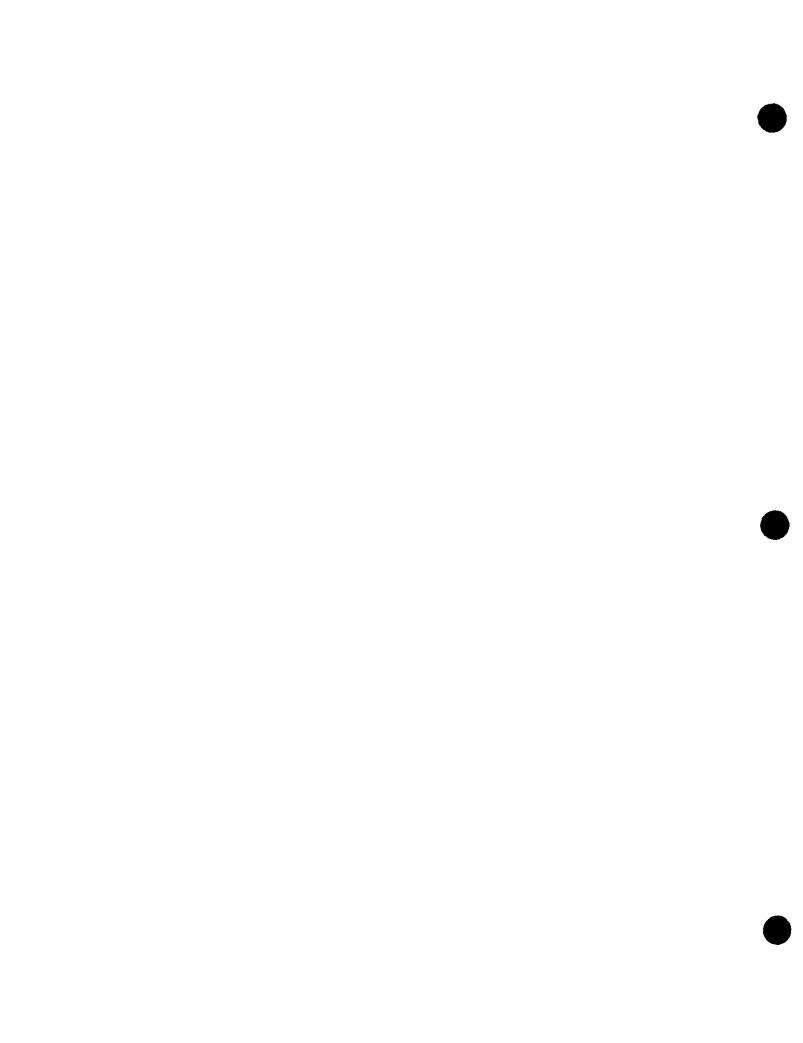
Program Director Nurse Assistant / Home Health Aide	Agnes	Liclican	BSN
Nurse Assistant/ Home Health Aide Instructor	Agnes	Liclican	BSN

All Faculty members are selected according to their individual skills and academic background within specific areas of knowledge and experience. They are experienced instructors who are skilled at stimulating and developing a professional attitude with their students. All instructors have a minimum degree or 3 years of experience in the field that they are training.

All Instructors participate in continuing education classes in teaching methodology and professional development.

# **Academic Year Definition**

The academic year for programs less than 24 semester credit hours is 32 weeks. The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters.



#### **Full Time Student Status**

Programs offered by Computer Institute of Technology are considered as full time programs. Students attending class 20 hours per week are considered full time students.

Procedure for Enrollment

An applicant makes an appointment for an interview with the Admissions Representatives. Upon arrival at the Institute, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The prospective student will take the "entrance test (CELSA). All applicants must pass the test. If the student fails the entrance test, the waiting period will be (7) seven days to re-take the test. Acceptance of the student will be scored set by the test publisher. The test is graded and results are discussed in detail with the applicant.

The applicant initially meets with the Admission Representative to discuss career opportunities and the process of enrollment. The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom instruction and activities and a review of course equipment and materials. A business office interview is then completed to discuss the tuition arrangements. The Institute retains the right to accept or reject an applicant based on the applicant's character reference, scholastic and/or financial status.

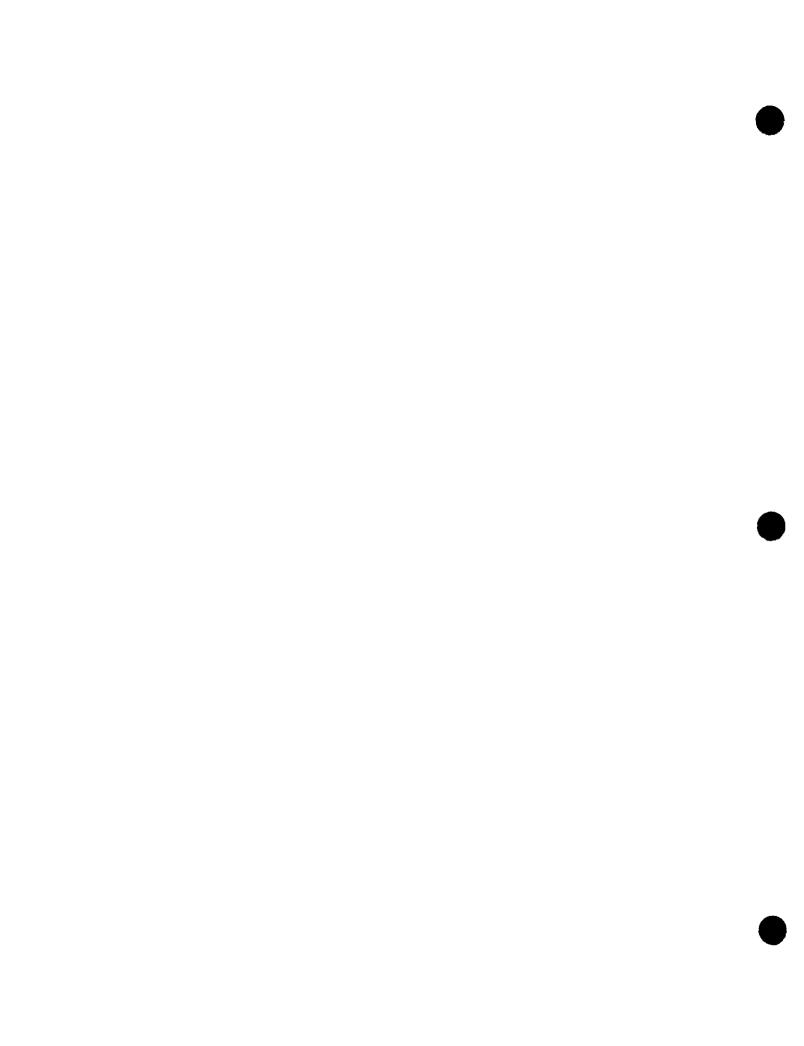
Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program, an enrollment agreement between the Institute and the applicant is then signed, the registration fee paid (the student is required to pay in full, the registration fee on or prior to the seventh consecutive day of class unless other arrangements are made), and a start date is set.

#### Re- Enrollment

Any student, who wishes to re-enroll in the same or another program, should first submit in writing a letter to the Institute Director, noting the reason for initial withdrawal and reasons for the desire to re-enroll.

Any student who re-enrolls (same program previously canceled or terminated from) must sign a new Enrollment Agreement at the current tuition rate. This procedure is for a "Seven Day Cancellation" as well as program cancellations or terminations. The Registration Fee must be paid prior to an applicant re-enrolling. All outstanding balances due to program cancellations/terminations must be paid in full. If an updated textbook is required the student will incur the new textbook cost.

Credit given for prior training will be determined per a prorata refund policy. Institute payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. Any increase in the books and/or supplies



will be included on the enrollment agreement. The Institute at its sole discretion will determine the student's re-enrollment.

Changes from one program to another are not considered re-enrolled. Additional information on course changes can be found in this catalog under Changes in Program. Based on each individual's financial packaging, it is important that all financial obligations are discussed prior to re-enrolling.

#### Withdrawal / Dropout Policy & Procedure

Students who wish to withdraw from their training program should contact the Institute Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Institution Director. Regardless of the circumstances of withdrawal or the date of notification to the Institute, the official withdrawal date is the last date a student attended classes. Refunds and final grades are based upon last date of class attendance.

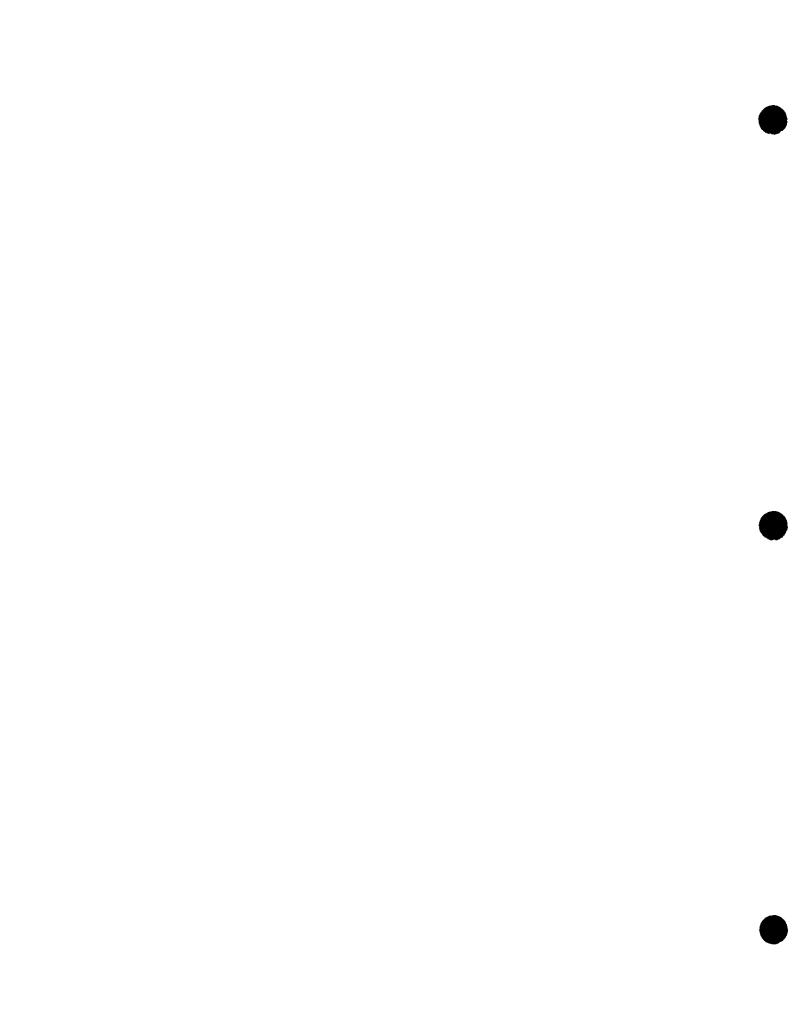
The vocational programs are structured modules, of instruction. Subject matter is based on solid educational principles to assure that high standards are maintained. The design is flexible to provide for the integration of new technologies and techniques as they are developed. Our system of scheduling allows participants to commence training at the beginning of each module on a space available basis. The teaching, learning methods and materials are competency based. These methods allow an individual to progress as they gain competency in specific subjects. Instructional techniques are employed so that students receive the attention required to reach their objective. This combination of method, technique, and scheduling assure that diligent participants are able to attain their goal in an efficient and effective manner.

This educational process is widely praised and promoted by state and national education and training leaders concerned with the continuing education of America's citizens. One major reason for its success is due to the methods and techniques geared to the individual need and adaptability of the participants. This allows each person to achieve a pre-determined level of competency.

Using this scheduling method and curriculum structure, along with competency based learning materials and teaching methods, allows a student to commence classes as a module begins, on a space available basis and progress through the desired program to graduation.

# STUDENTS OBSERVE THE FOLLOWING HOLIDAYS

New Year's Day Martin Luther King's Birthday President's Day Memorial Day



Independence Day Labor Day Thanksgiving Day Day After Thanksgiving Day Veterans Day Christmas Day New Year's Day

Students will be on Holiday recess December 25, December 31.

#### STUDENT SERVICES

#### Advising

The staff of Computer Institute of Technology makes every effort to maintain close communication with its students.

#### Referral Services

Students have access to faculty and administrative staff for financial counseling, vocational and academic advising. Students experiencing personal problems, which require professional counseling by the student will be referred to the appropriate agencies.

## **Medical Care**

Computer Institute of Technology is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

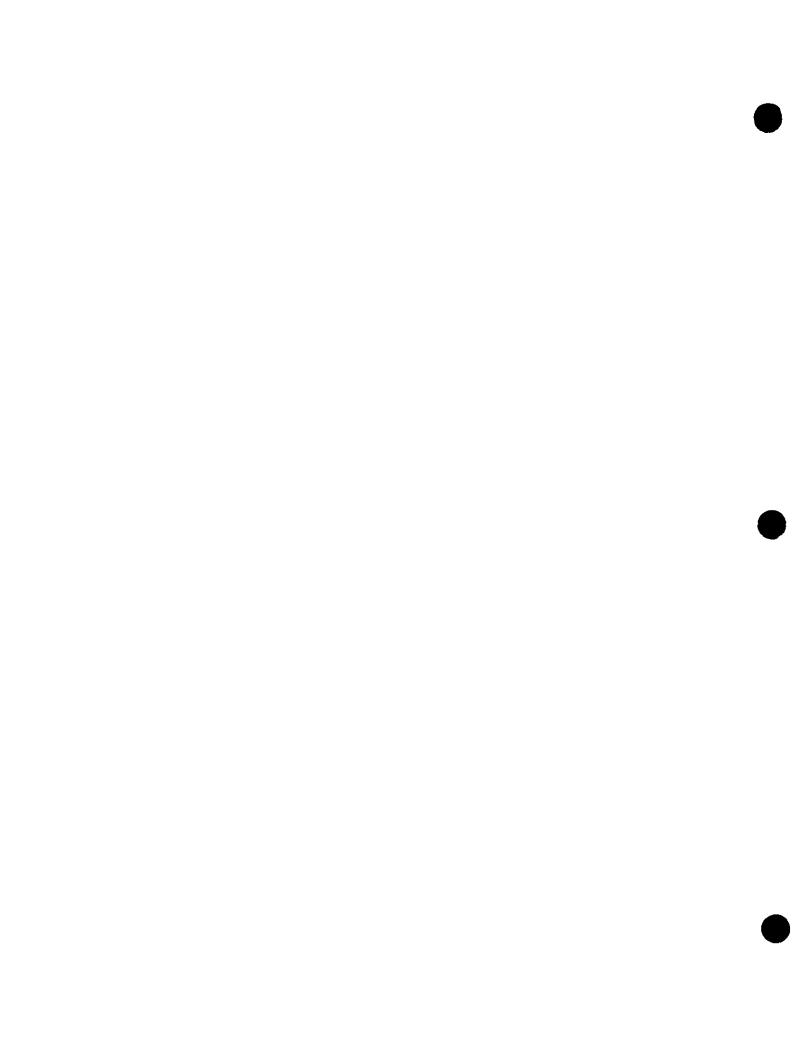
# Refresher Training

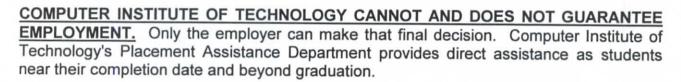
Graduates who desire refresher training within (1) one year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

# Career Development and Employment Assistance

This process is ongoing throughout your training and included in each subject or module. This specific instruction is designed to give you that edge in successfully gaining the employment you are training for. Instruction may include areas such as: Proper Grooming for Successful Interviews, Resume writing, Successful Interviewing Techniques, Mock Interviews, and Employment applications.

Instruction through Career Development leads many students to eye opening approaches to job searching and ultimately, successful employment.





The student will be required to meet with the Placement Assistance Coordinator. Each student shall prepare a typed resume to the Placement Assistance Coordinator, and always be DRESSED FOR SUCCESS, as one never knows when an employer may call!!

# COMPUTER INSTITUTE OF TECHNOLOGY PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING.

Los Angeles County is one of the fastest growing Allied Health, and Business Computer employment markets in the country. Computer Institute of Technology maintains a Placement Department to assist graduates in contacting companies in order to secure employment. The Placement Assistance Coordinator acts as a liaison between the graduate and the employment community. Information on job search techniques is provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

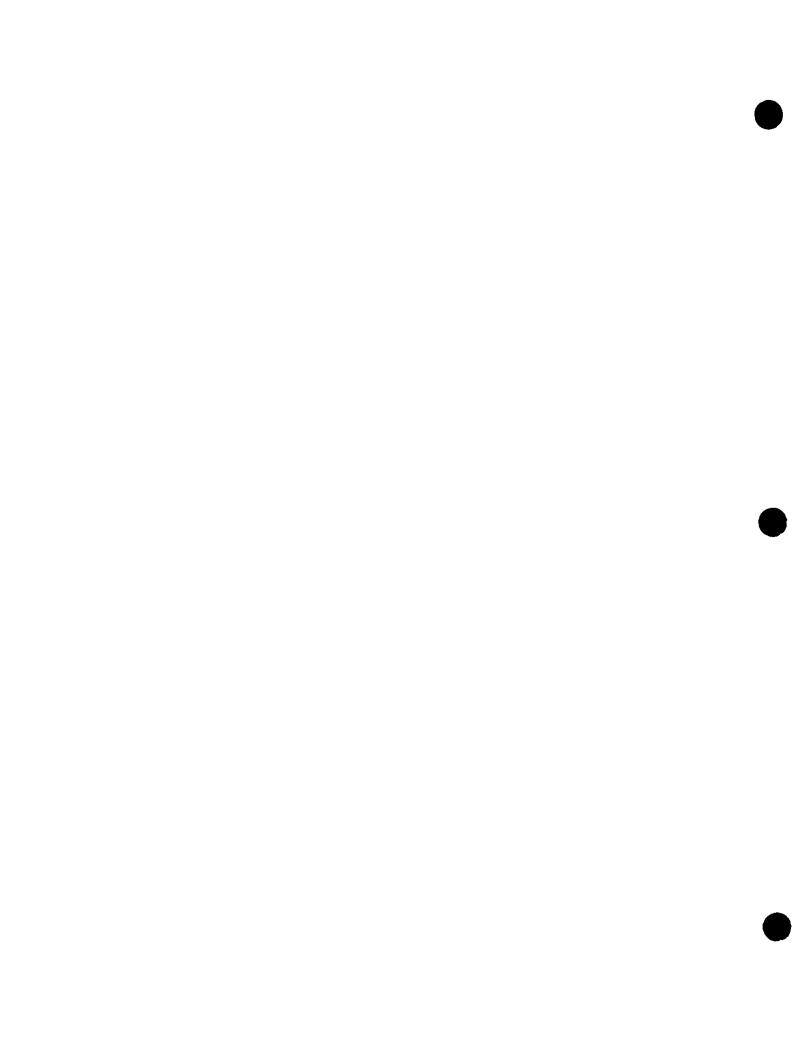
NOTE: All graduates will be considered to need placement. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The entire staff as well as the Placement Assistance Coordinator will assist in this effort. While employment is not guaranteed, assuming cooperation on the part of the graduate, the Placement Office will work diligently with each graduate until he/she successfully obtains employment.

The Placement Assistance Coordinator helps graduates develop and/or locate positions which best match the student's capabilities and experiences. The Placement Assistance Coordinator is always available to assist in future years when a Computer Institute of Technology Alumnus contemplates a change in employment. Only graduates of Computer Institute of Technology are eligible for placement assistance from the Institute.

The amount of effort put forth by the student is the most critical factor. Cooperation in the process will assure a more positive result. The Institute's primary objectives are to provide the student in training and educate each student as well as assist them with employment in their chosen field. The Institute does not offer employment as an incentive to enrollment.

## STUDENT RECORDS POLICIES

Student records are confidential and are kept by the Registrar who will permanently retain a transcript as required by section 94900(b) of the Code, the institution will maintain for a period of 5 years the pertinent student records scribed in Section 71920 from the student's date of completion or withdrawal. No one, except appropriate school faculty and staff or,

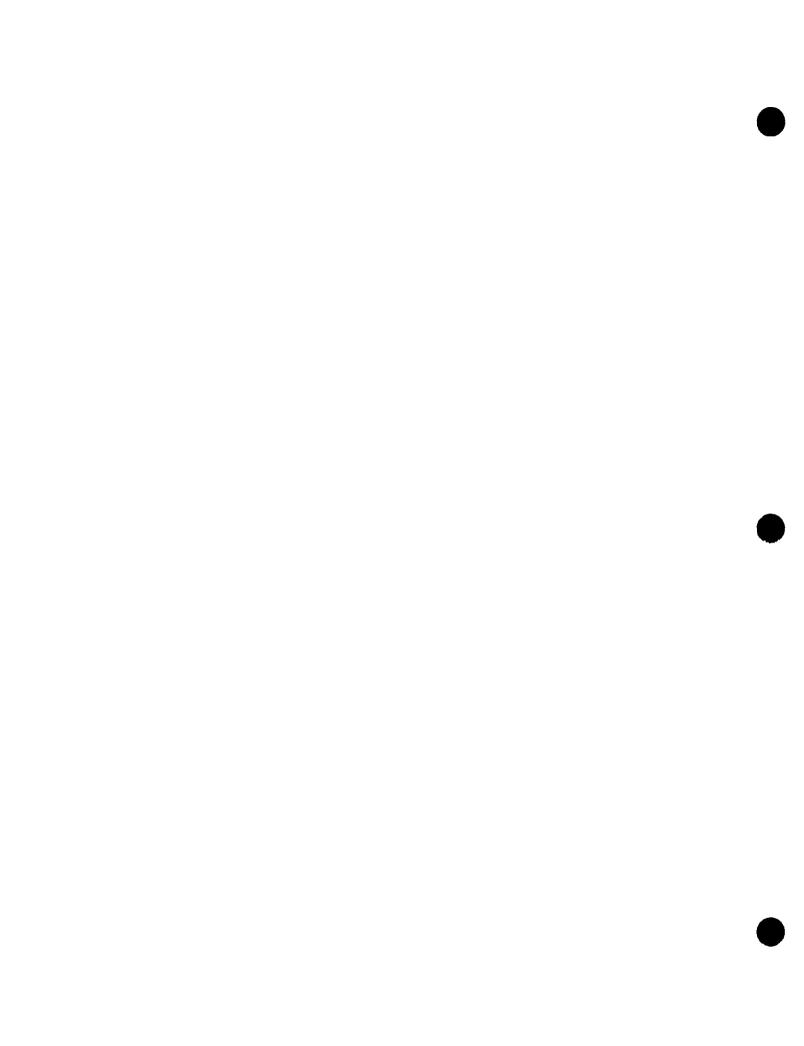


an authorized representative or an Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency (i.e. WIOA) may review any educational records without the approval of the student. Without the student's written consent and upon authorization of the Director or designee, may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:

- a. School with a legitimate educational interest
- b. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
- c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- d. Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid
- f. Accrediting organizations in order to carry out their accrediting functions

C.I.T has a legal and professional responsibility to create, maintain, and dispose of the educational records of the students of C.I.T properly, while at all times guarding the integrity and confidentiality of those records. Appropriate procedures shall be developed which conform with applicable laws and regulations and with principles of sound records management.

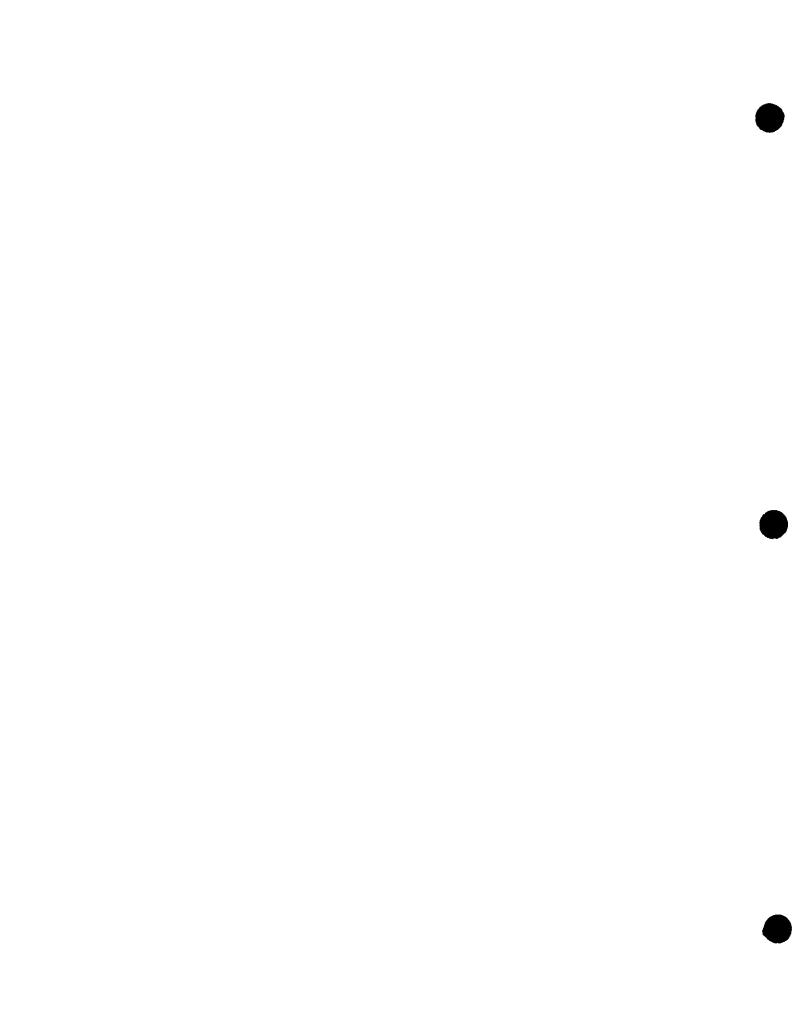
Definition of Education Records:



Education records consist of Admissions, Academics, Attendance, Job Placement, Scholarships and Financial Aids.

Student Education Records Procedure::

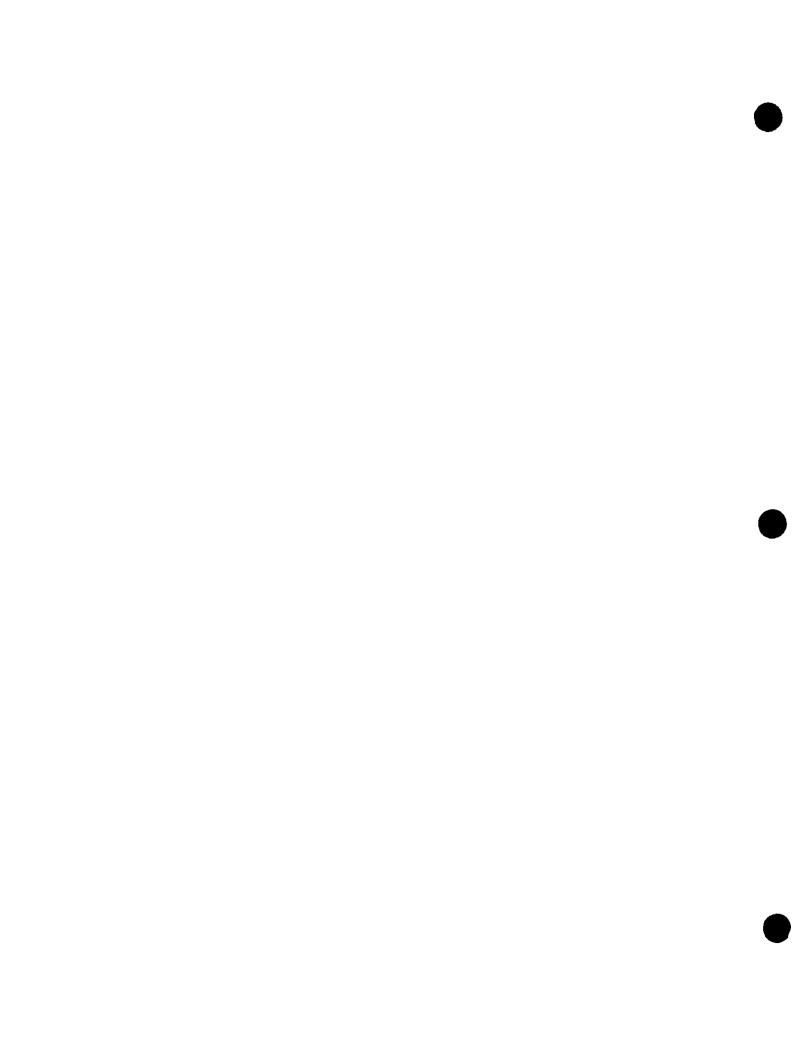
- a. C.I.T shall maintain a file for each student who enrolls in C.I.T whether or not the student completes the educational program.
- b. The file shall contain all of the following applicable information
  - (1) Written records and transcripts of any formal education or training, testing, or experience that is relevant to the student's qualifications for admission to C.I.T.
  - C.I.T award of credit or acceptance of transfer credits including the following:
  - (A) Evidence of high school completion or equivalency or other documentation establishing the student's ability to do the work of the program to which the student is enrolling
  - (B) Records documenting units of credit earned at other institutions as transfer credits toward the student's completion of an educational program.
  - (C) ATB Test
  - (D) All of the documents evidencing a student's prior experiential learning.
  - (E) Record of attendance to include attendance and tardiness for each course taken by the student.
  - (F) Records of student health records if required for enrollment. (F) Records of student health records if required for enrollment.
  - (G) Record of student's background check if required for enrollment
  - (2) Personal information regarding the student's age, gender, and ethnicity if that information has been voluntarily supplied by the student.
  - (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid.
  - (4) Records of the dates of enrollment and, if applicable, withdrawal from C.I.T, leaves of absence, and graduation.
  - (5) A transcript showing all of the following
    - (A) The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.
    - (B) The final grades or evaluations given to the student.
    - (C) Credit for courses earned at other institutions.
    - (D) Degrees, certificates, and diplomas awarded the student
  - (6) A document showing the total amount of money received from or on behalf of the student and date or dates on which the money was received.
  - (7) A document specifying the amount of refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
  - (11) Copies of any official advisory notices or warnings regarding the student's progress.
  - (12) Complaints received from the student



### Review of Records by Student:

At the request of the student, he/she may at any time review his/her academic or financial record with the Chief Executive Officer.

- a. The right of students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended
- b. Expressly exempted from the right of review and inspection are the financial records of the parents of the students.
- c. Without the student's written consent and upon authorization of the Chief Executive Officer or his/her designee, C.I.T may release copies of, or otherwise divulge, material in student education records to the following agencies and individuals who are expressly forbidden from permitting access of said education records to third parties:
- (1). School with a legitimate educational interest.
- (2). Authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements
- (3). Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
- (4). Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225 of the Education Code.
- (5). Agencies or organizations in connection with a student's application for, or receipt of, financial aid; provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine



the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.

- (6). Accrediting organizations in order to carry out their accrediting functions.
- (7). Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is collected.
- (8). Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Education.
- (9). Those who have obtained subpoena or judicial order C.I.T will make a reasonable effort to notify the student in advance of C.I.T compliance with the order.
- (10). Authorized representatives of the Bureau for Private Postsecondary Education, where such information is necessary to audit or evaluate a state supported education program or pursuant to a state law, except that when collection of personally identifiable information is specifically authorized by state law, any data collected by those officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state legal requirements.

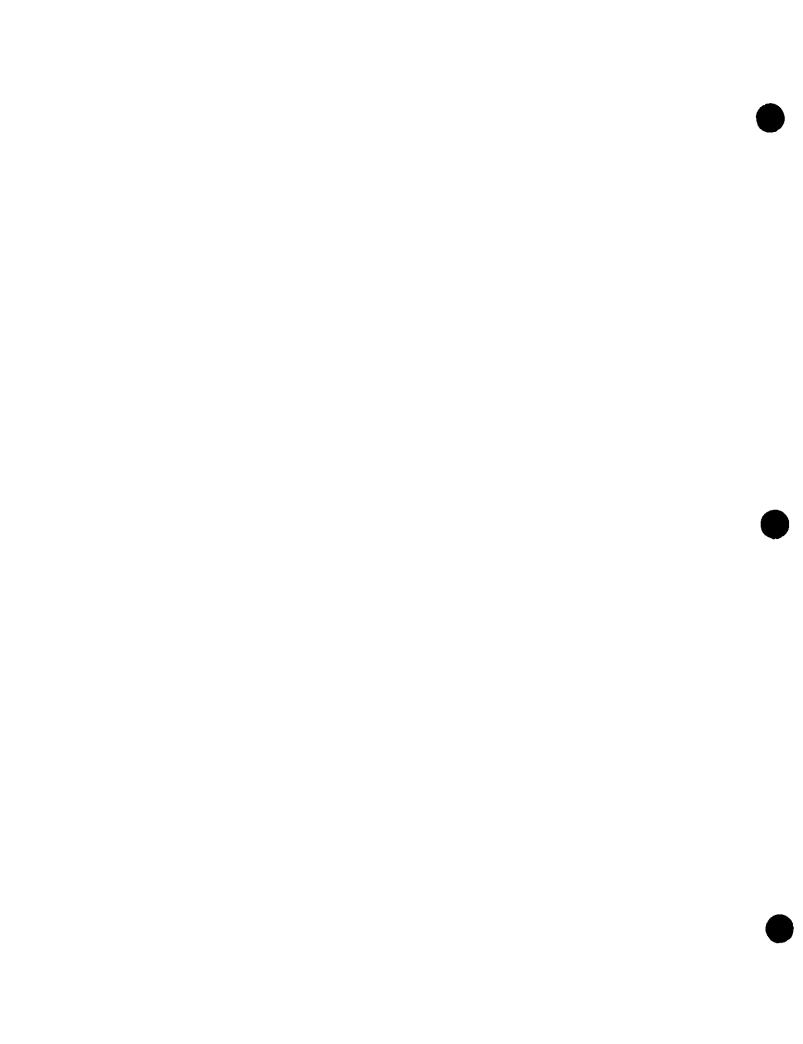
#### Record of Access:

To register will maintain an access list which includes the identity of persons other than C.I.T officials who have requested and have been denied or who have had access to student records, the dates of said requests, and the reasons for such access.

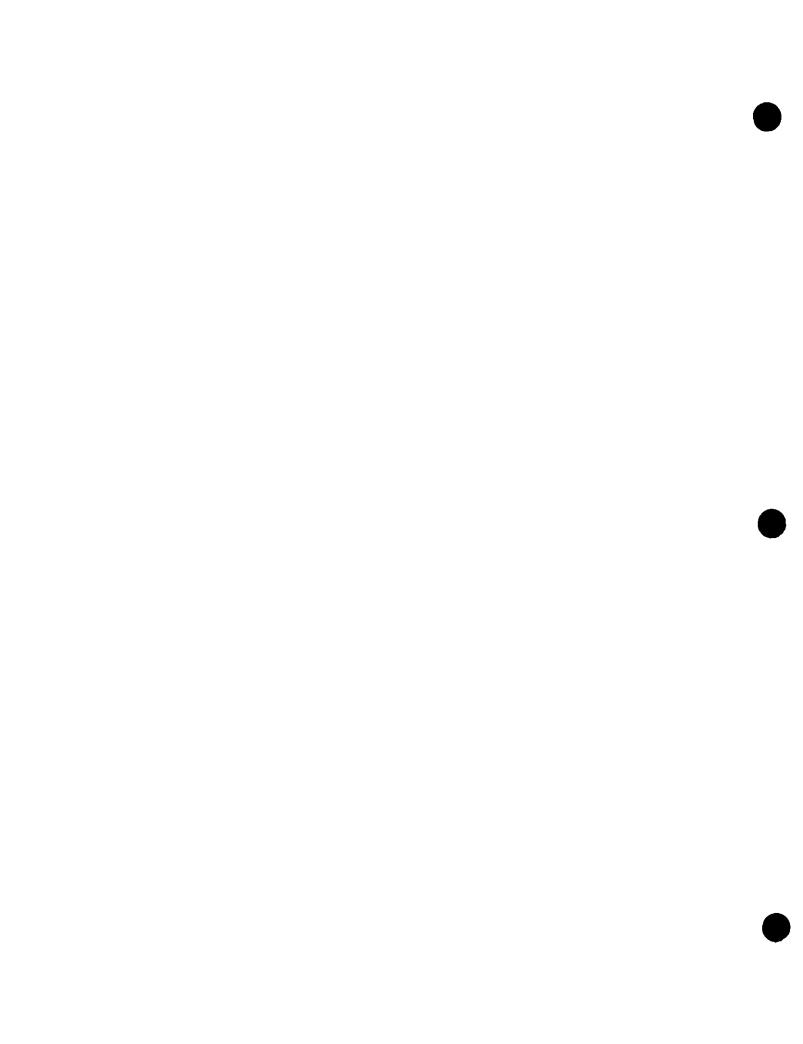
# Storage of Student Records:

It is the policy of C.I.T to provide proper storage and access as prescribed by the Act and the Regulations.

To register at C.I.T is charged with the following:



- a. C.I.T will permanently retain a transcript as required by section 94900(b) of the Code, the institution will maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal at C.I.T primary administrative location in California. Unless C.I.T has applied for, and the Bureau has approved a change of C.I.T primary administrative location, the primary administrative location shall be deemed to be location identified in C.I.T most recent filed application for approval to operate
- b. C.I.T shall maintain for a period of not less than five years at its principal place of business in California accurate records that show all of the following:
  - (1) The names, telephone numbers, and home and local addresses of each student. (2) The courses of instruction offered by the institution and the curriculum for each course.
  - (3) The name, address, and educational qualifications of each member of its faculty. (4) The information required by §94900, 94900.5, and 94900.7 of the Act. (5) All information and records required by this chapter or required by the Bureau.
- c. C.I.T will maintain specific records for more than five years.
  - (1) C.I.T shall maintain for a period of fifty (50) years a transcript as prescribed by accrediting commission standards.
  - (2) C.I.T shall maintain records relating to federal financial aid programs as provided by federal law.
- d. A copy of each current record required by the Act or the Regulations shall be maintained.
- e. A record that is no longer current may be stored on microfilm, microfiche, computer disk, or any other method of record storage only if all of the following apply:
- (1) The record may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act;
- 2) C.I.T maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at C.I.T primary administrative location in California.
- (3) C.I.T has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation to the devices to any person authorized by the Act to inspect and copy records.



- (4) Any person authorized by the Act or the Regulations to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall upon request, reimburse C.I.T for the reasonable cost of using C.I.T equipment and material to make copies at a rate not to exceed ten cents (\$0.10) per page.

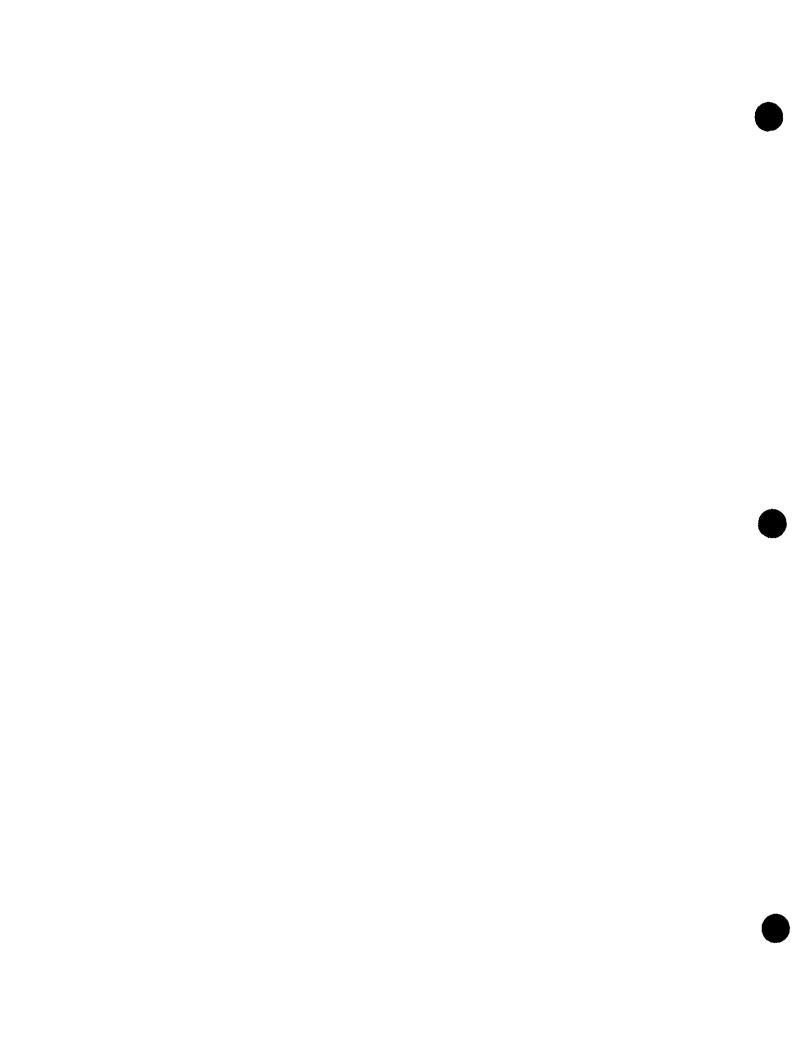
  f. C.I.T shall maintain a second set of all academic and financial records required by the Act and the Regulations at a different location unless the original records, including records stored pursuant to subdivision d. are maintained in a manner reasonably secure from damage or loss. C.I.T maintains academic records in fire resistant cabinets
- . g. All records that C.I.T is required to maintain by the Act and the Regulations shall be made immediately available by C.I.T for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.
  g. If C.I.T closes, C.I.T and its owners are jointly and severally responsible to arrange at their expense for the storage and safekeeping in California of all records required to be maintained by the Act and the Regulations for as long as those records must be maintained. The repository of the records shall make these records immediately available for inspection and copying, without charge, during normal business hours by any entity authorized by law to inspect and copy records

C.I.T may dispose of records after they have passed the time limits imposed by the Act and the Regulations. Before disposing of any record, the Registrar must check with Title 5, California Code of Regulations, Division 7.5, section 71920 (I) In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal.

Student records are confidential and are kept by the Registrar Department for five years in accordance with Bureau for Private Postsecondary Education §94900,94900.5, and 94900.7. No one, except appropriate school faculty and staff or an authorized representative or the Accrediting Commission or the Bureau for Private Postsecondary Education, or an authorized representative of a sponsoring agency may review any educational records without the approval of the student. The only exception to this is a parent or legal guardian of a minor student.

#### Custodian of Records

Gabriela Garza 6444 Bellingham Ave Suite 202 North Hollywood CA 91606 818 579 1398



# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The practices and procedures of Computer Institute of Technology comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of these students. Confidentiality of student and staff's records is strictly protected.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. The Institute complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964), Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone without (a) written request/release from the student, (b) a court order, or (c) meeting accreditation or government agency requirements.

### Copyrighted Material

Effective August 14, 2008, the HEOA adds a new requirement to section 487 of the Program Participation Agreement under which an institution must certify that it develops plans to effectively combat the unauthorized distribution of copyrighted material including through the use of a variety of technology-based deterrents.

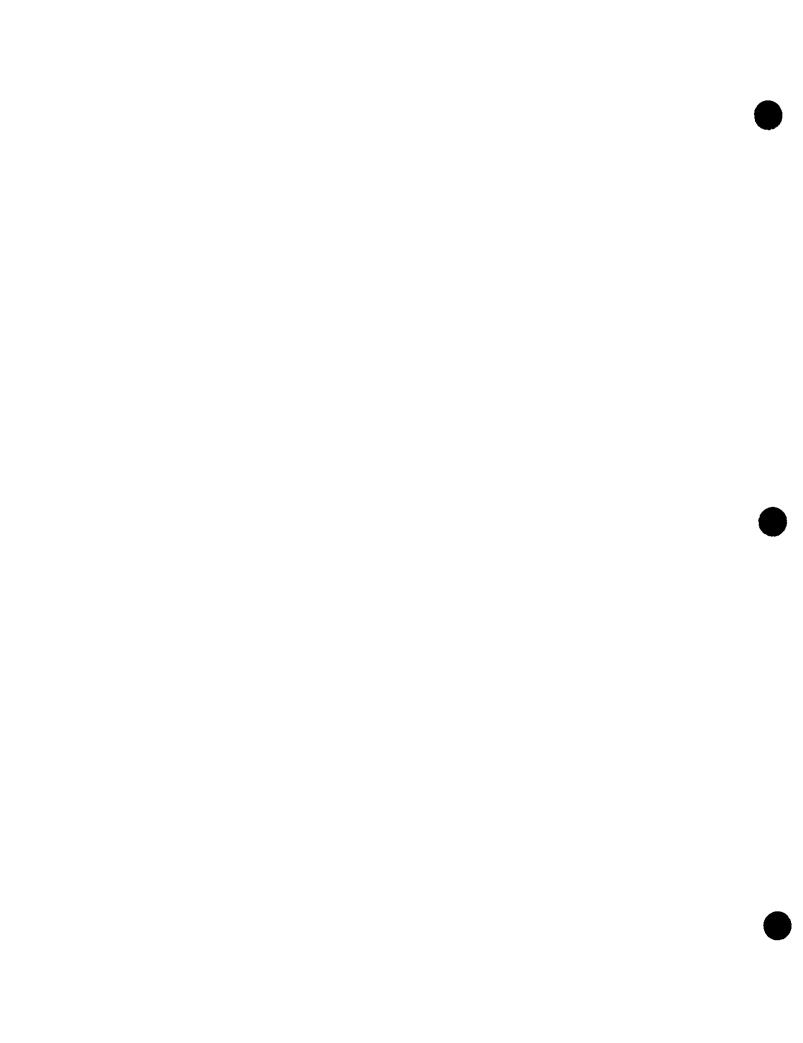
This Institution and in compliance with HEOA, subparagraph (p) to section 485 (a) (1) will impose disciplinary actions to the students and employees to the extend allowed by federal laws, who are engage in authorized distribution of copyrighted materials using the institution's information technology system; without unduly interfering with the educational and research use of network.

# **Tuition and Financial Assistance**

To assist students with their educational costs, the Institute has available options that the student can apply for if they meet the requirements of the outside funding source that the student may elect to take advantage of if they find it assists with the tuition cost.

Computer Institute of Technology is approved to participate in the Employment Training Program List/Workforce Innovation Opportunity Act (ETPL/WIOA) Funded Programs. Students are pre-approved by worksources before attending the school of their choice. Screening and qualifying are done at the worksource independently of the school. The student comes to the school already approved by the worksource.

IF YOU ARE ENROLLED THROUGH THE ETPL/WIOA PLAN YOU WILL FOLLOW THE REFUND POLICY FOR THIRD PARTY PAYERS (Refund Policy). The student is not entitled to a refund if the tuition and fees are paid by a third-party. Any amount in excess of the total charges incurred shall be returned to the third-party, e.g. Worksource.





PRIOR TO ENROLLMENT, PLEASE ADVISE THE BUSINESS OFFICE OF HOW YOUR TUITION WILL BE TAKEN CARE OF FOR YOUR ENROLLMENT. All tuition must be paid in full before receiving your Diploma or participating in the class graduation..

# Library (Resource Center)

The school maintains a number of reference materials including books, magazines and other pertinent trade publications as well as audio and visual instructional aides. Reference materials are kept for use on campus and/or arrangements can be made with the office for home use. 6 computers are available for student use. The registrar oversees and assists the students with their questions, research or browsing for articles and current information for the assistance in their program. An appointment with the registrar is recommended. Office hours are 9:00am to 3:00pm. Students who wish to check out a reference material can do so by notifying the Registrar who will make a note in the student's file. Also, Computer Institute of Technology has applied for a Library card that students will be able to use to check out books or e-media learning from any Los Angeles Public Library starting January 2019.

#### **Student Lounge**

The student lounge is available for the convenience of all students. Please dispose of all eating and drinking containers in the appropriate refuge container located in the student lounge. Please empty all drinking containers in the rest rooms before disposing in the trash receptacle.

#### **Classroom Temperatures**

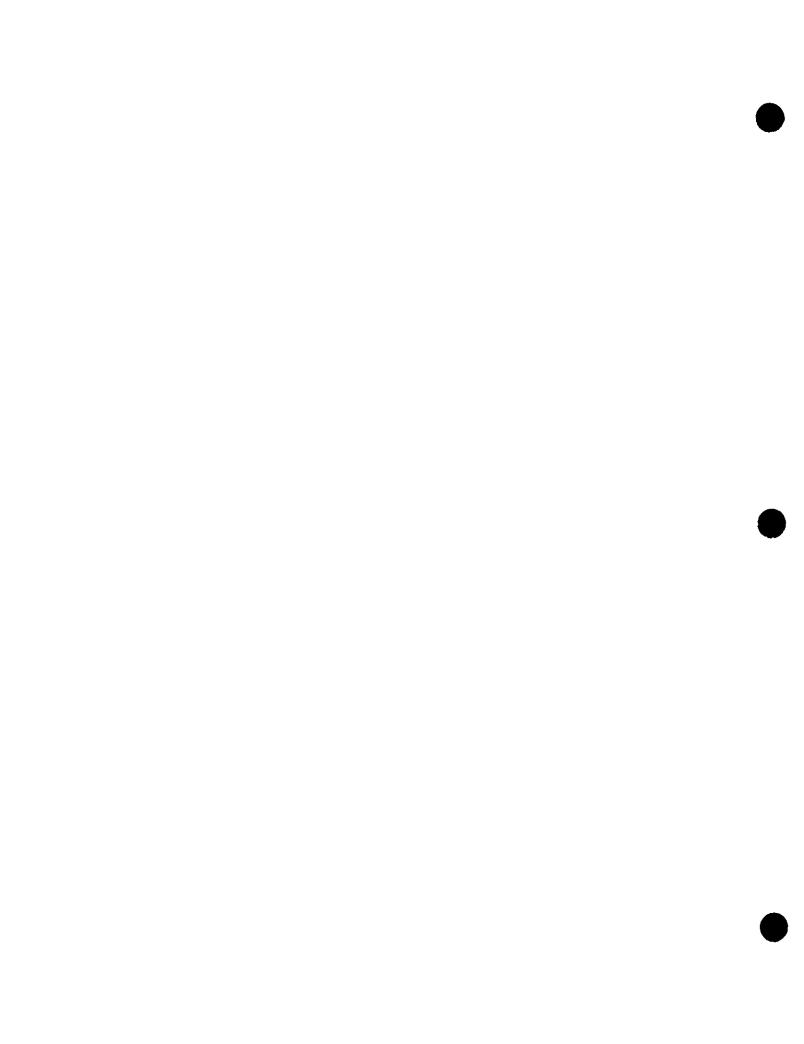
Classroom temperatures may fluctuate slightly. It is impossible to accommodate every individual's comfort zone. However, the Institute will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

### ATTENDANCE AND ACADEMIC POLICIES

### Attendance Policy

It is important that the Institute have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as they would on the job. <u>ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT DEAL TO DO WITH SUCCESS AND EMPLOYMENT.</u>



When students must be absent from class, just as employees are expected to do on a job, the student should call the Institute prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 75% attendance performance or better (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Remember, POOR ATTENDANCE IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT ACCEPT.

THE CERTIFIED NURSE ASSISTANT/HOME HEALTH AIDE AND CERTIFIED PHLEBOTOMY TECHNICIAN CPT-1 PROGRAM HAVE SPECIFIC ATTENDANCE POLICIES. Students in the nurse assistant/home health aide and certified phlebotomy technician CPT-1 programs shall complete the theory and clinical hours specified by the California Department of Public Health and listed on pages 46-56 of this catalog only then they will be eligible for licensure exam.

Grades alone are not enough to secure a good job in the industry. Due to the nature and scope of the training, the Institute does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 25% of the maximum time frame of the program.

Unsatisfactory attendance may lead to Probation status until the student has brought his/her attendance and or academic grade point average to 80%. This would include any make-up hours and or make up assignments and any test.

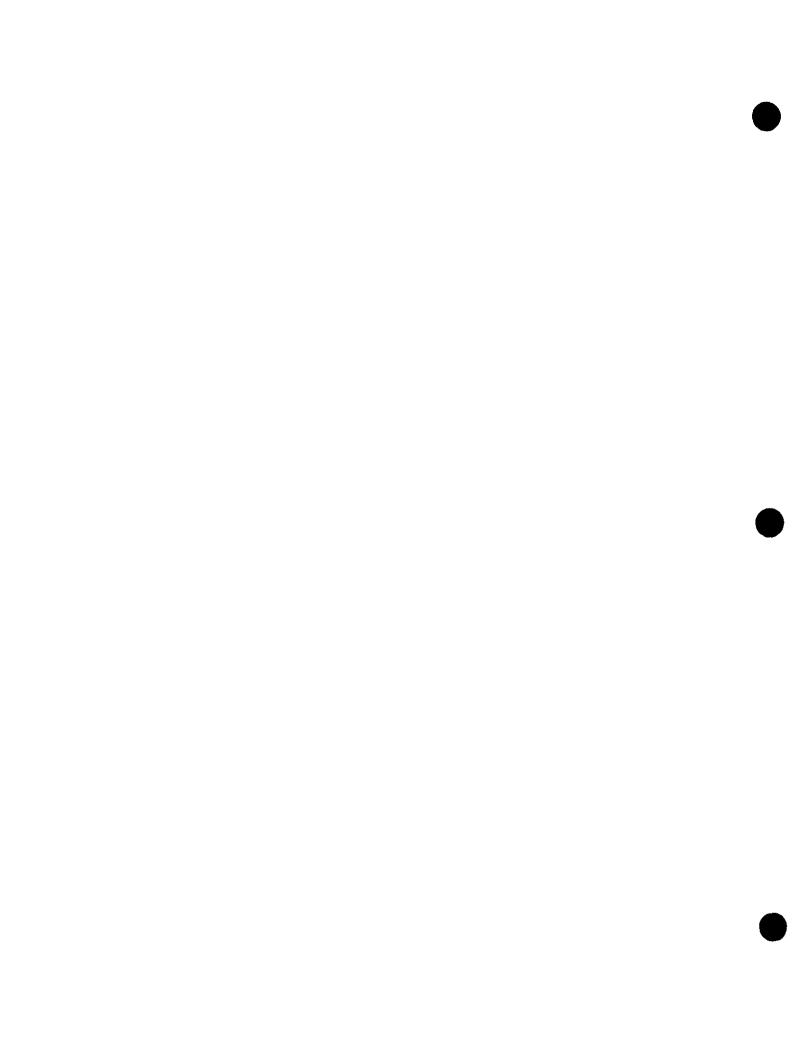
<u>Certified Nurse Assistant/Home Health Aide Students:</u> Due to the required specific hours of theory and clinical training by the California State Board of Health Services for certification as a Nurse Assistant/Home Health Aide, each student must complete the minimum required hours of training. It must meet or exceed the California Department of Health services minimum standards.

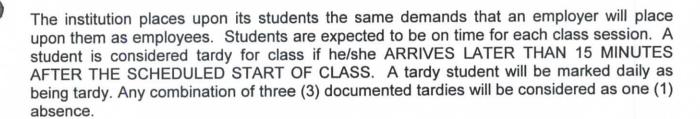
Excessive absences may result in probation, suspension, or termination.

#### **Excused Absence**

Excused absences are not automatic. Your instructor monitors and provides all attendance to the Student Services department. Vacations are not considered excused. The Institute will not tolerate abuse with this policy. It was implemented for that student who has unusual or unforeseen problems. However, you must still maintain the minimum cumulative grade point average.

### **Tardiness**





#### Leaving Early

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of three (3) documented early departures will be considered as one (1) absence.

### **Cutting Classes**

Cutting of classes will be considered unexcused absences

# **Attendance Probation Policy**

Any student failing to maintain a minimum 80% of the maximum time frame of the program hours, shall be, at a minimum, placed on "Attendance Probation" (unless extenuating circumstances are established). The length of probation shall be for the period of time required for the student to reach a minimum of 80% of the scheduled class hours however, in no event shall exceed one evaluation period (unless extenuating circumstances are established). The probation period may be lengthened to provide assurance that the student achieves and maintains satisfactory attendance progress. The student will be allowed to make up hours, assignments and or exams if space is available, and be removed from probation. No more than two terms on probation will be permitted.

The certified nurse assistant/home health aide and certified phlebotomy technician cpt-1 program have specific attendance policies. Students in the nurse assistant/home health aide and certified phlebotomy technician CPT-1 programs shall complete the theory and clinical hours specified by the California Department of Public Health and listed on pages 46-56 of this catalog.

# Suspension and Dismissal

Computer Institute of Technology reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Institutes standards and/or who fails to abide by the rules and regulations. Any student



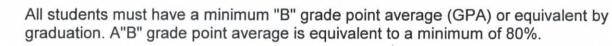


who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

# Satisfactory Academic Progress Policy

In addition to completion time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of 80% =B or better. For determining satisfactory progress. Each course is broken down into three (3) evaluation periods, 25%, 50% and 75% of the student's training period. A student achieving a cumulative grade point average below 80% or a "B" at the time of evaluation will be advised of their unsatisfactory academic progress and placed on academic probation until such time as their cumulative grade point average reaches a minimum 80% or "B" however, may not exceed one evaluation period (unless extenuating circumstances are established). During this period of probation, the student must maintain, at a minimum, an academic grade point average of 80% or "B" or better. If the student is unable to maintain a 80% or "B" or better during the probation period, the Dismissal Policy will be in effect. Any student dismissed for failure to meet the academic requirements of the Institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

# Qualitative Standard—Grade Point Average or GPA



# Quantitative Standard—Semester Credit hour Completion Ratio

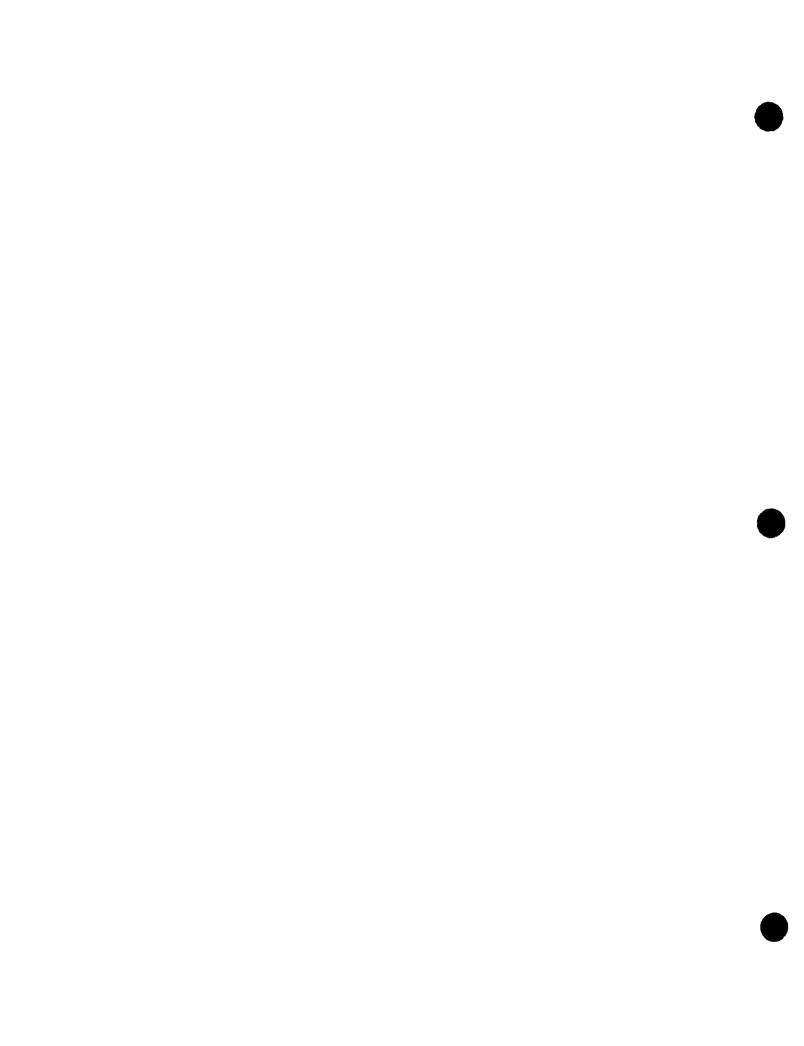
Students must achieve a minimum passing rate of 80% of all credit hours attempted at 100% of the program length. Grades of —FII (Fail), —III (Incomplete), and —WII (Withdrawn) are calculated in the completion ratio and will result in a lower passing ratio. Transfer credits, if applicable, are also calculated in the completion ratio.

# Make-up Time/Work Accountability

Make-up time/work must be scheduled with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the Institution premises.

Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours. Any test that is not taken during the scheduled test time will be automatically dropped one full grade. All make-up hours must be accounted for and signed on a missed day make-up sheet also signed by the Instructor.

# Leave of Absence Policy



If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the Institute's approval.

A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting a Leave of Absences must understand that upon return, a revised course completion date will be established. Remember, A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.

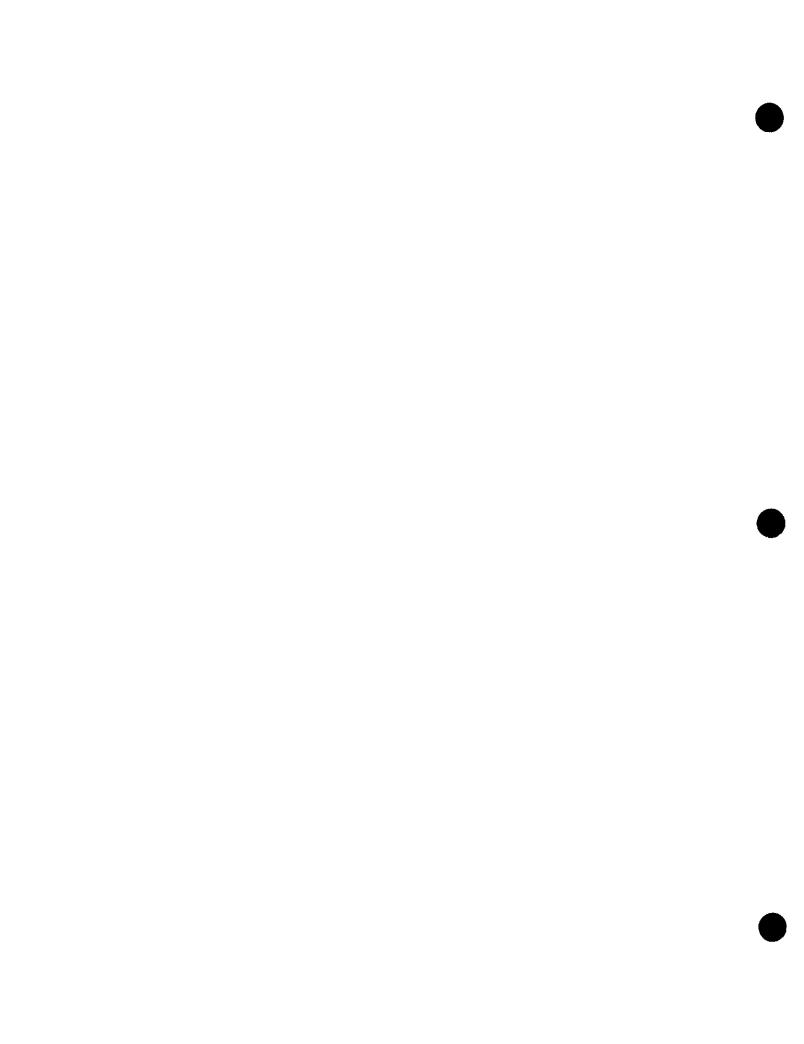
### Maximum Time Frame for Course Completion

A student must satisfactorily complete his/her program of training within a maximum time frame, defined as one and one half times the regular scheduled program length, as illustrated below. Leave of Absences, holidays, non-attendance, winter break, in-service days, and Institute closed due to extenuating circumstances are not computed in the maximum time frame. If the student does not complete his/her program of study within the maximum time frame, the student must be dropped from their training program.

#### TIME FRAMES ALLOWED

Program	Session	<u>Length</u>	Maximum Time Frame
Nursing Assistant	Day/Eve	7 weeks	11 weeks
Home Health Aide	Day/Eve	2 weeks	3 weeks
Computer Graphics Specialists - Web Page Designer	Day/Eve	24 weeks	36 weeks
Office Software Specialist	Day/Eve	24 weeks	36 weeks
Computer Networks Specialists – MCSE	Day/Eve	24 weeks	36 weeks
Pharmacy Technician	Day/Eve	24 weeks	36weeks
Phlebotomy	Day/Eve	7 weeks	11 weeks
Physical Therapy Aide	Day/Eve	10 weeks	15 weeks
Pharmacy Technician	Day/Eve	24 weeks	36 weeks
Medical Assistant - Coding and Billing/Phlebotomy	Day/Eve	24 weeks	36weeks
Interpretation and Translation	Day/Eve	24 weeks	36 weeks
English as a Second Language	Day/Eve	24 weeks	36weeks
Restorative Nurse Assistant	Day/Eve	1 week	2 weeks

Computer Institute of Technology conducts all of its educational services only in English.



# TRANSFER OF CREDIT POLICY

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".

The transferability of credits you earn at Computer Institute of Technology is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the diploma or certificate you earn in **name of educational program** is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate or diploma that you earn **at this Institution** are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Computer Institute of Technology to determine if your credits or certificate or diploma will transfer.

**AWARDING OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING** The Institute does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any its programs.

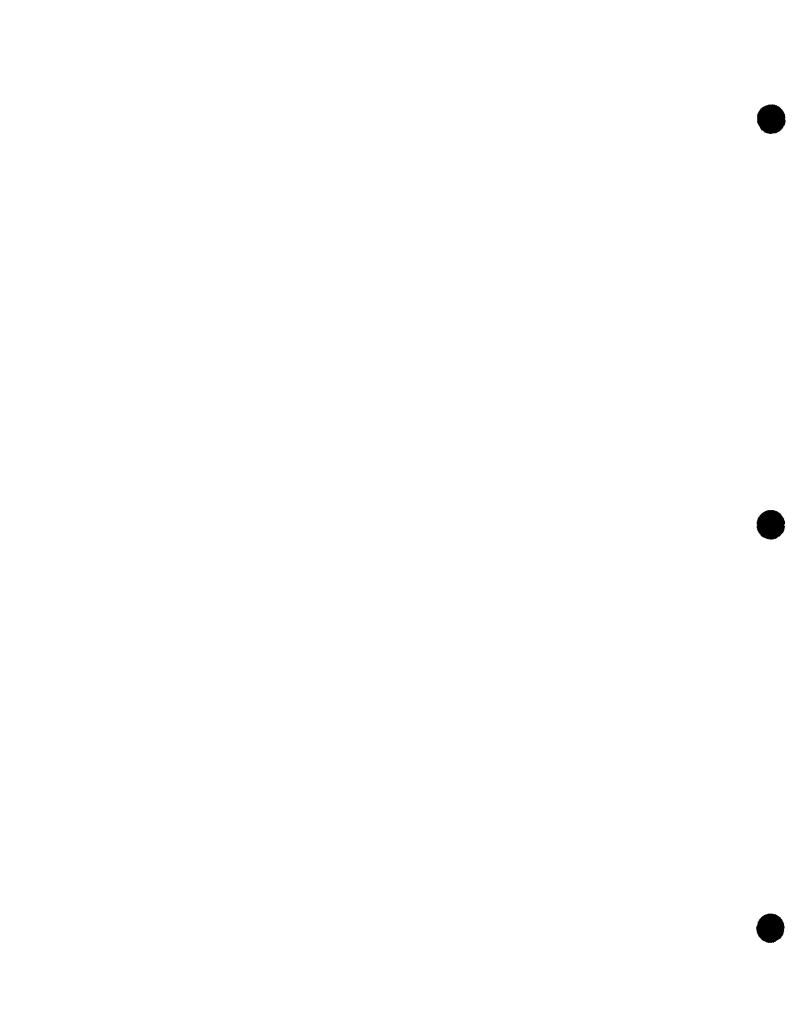
# **GRADUATION REQUIREMENTS**

Students will receive the appropriate completion Diploma if the following requirements have been met:

- All required courses in the student's program have been satisfactorily completed and the final examination has been passed.
- A minimum grade of 80% has been earned in all theory and clinical coursework, and a Pass grade in clinical coursework of 80% or better.
- 3 An overall attendance of 80% has been attained
- Financial obligations due Computer Institute of Technology has been satisfied in full for the tuition and fees.
- 5 Requirements for administrative departments (financial obligations, and placement information) have been completed satisfactorily.
- All required program coursework hours have been completed in full at the 80% or better grade.

# STUDENT COMPLAINT AND GRIEVANCE POLICIES

**Student Grievance Procedures** 



Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Program Director or Instructor for resolution. If the matter is still not resolved, it should be brought to the attention of the Institute Director for final resolution.

### **Complaint Procedure**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the Institute Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the Institute Director within 48 hours of the incident. The Institute Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Institute Director will call a Grievance Committee Hearing within 72 hours of receipt of the report.

All documentation must be submitted with the report which is to be signed and dated by the student. The Executive Director will chair a committee meeting which will consists of not less than 3 representatives.

In addition, all persons involved with the incident must be present at the time of the hearing. The committee will hear all sides, and will immediately meet in the absence of those involved to review the information and evidence, and vote on a decision. The decision of the committee/Executive Director will be communicated immediately.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Dr. Ste. 400 Sacramento, CA 95833
P.O Box 980818, West Sacramento, CA 95798-0818
(916) 431-6959 Fax (916) 263-1897 TOLL FREE (888) 370-7589
bppe@dca.ca.gov.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by





completing a complaint form, which can be obtained on the bureau's Internet web site at:

#### www.bppe.ca.gov.

Toll-free telephone #:

(888) 370-7589

Web site Address: www.bppe.ca.gov"

#### DISCIPLINARY ACTION AND TERMINATION

An important part of the training at Computer Institute of Technology includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, Computer Institute of Technology has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at the Institute. Students who are dressed inappropriately may be subject to disciplinary action.

The effectiveness of any training program is dependent upon the full cooperation between students and Institute staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

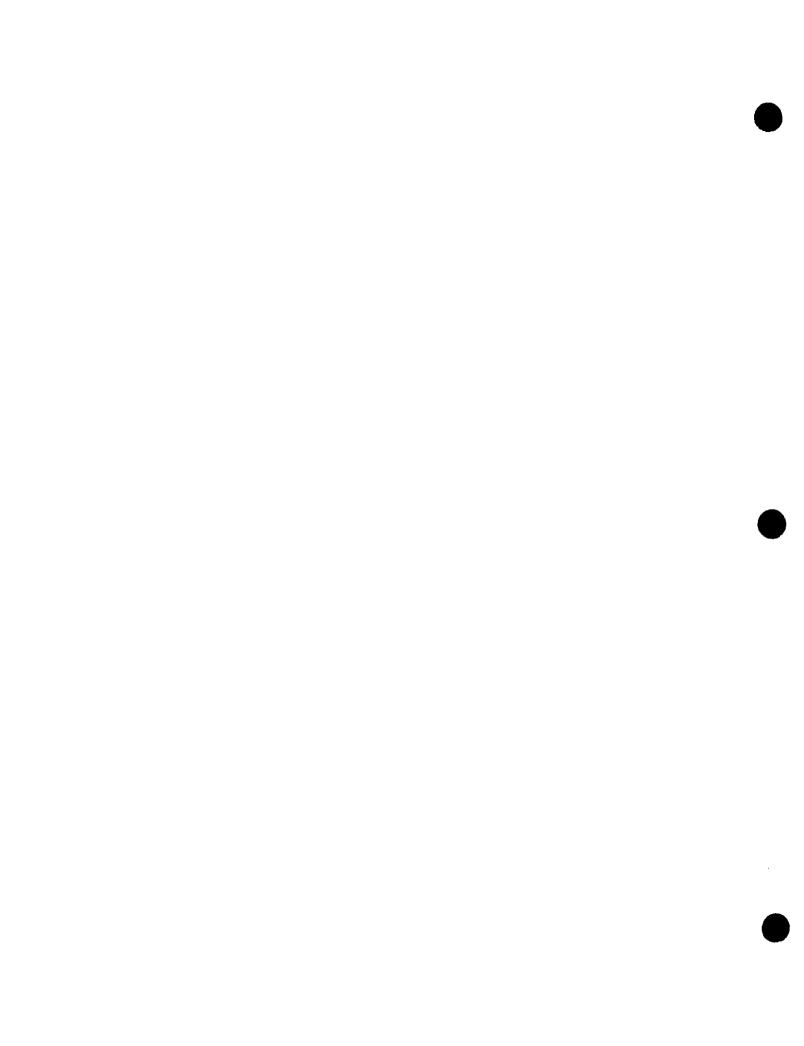
Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

Computer Institute of Technology's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market.

Those whose conduct reflects discredit upon themselves or the Institute may be subject to dismissal. The administration of the Institute reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

# **Grounds for Disciplinary Action**

- Unsatisfactory Academic performance.
- 2. Unsatisfactory Attendance.



- Unprofessional Behavior and/or conduct that reflects unfavorably upon the Institute and/or its students.
- Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
- Failure to meet Financial requirements.
- 6. Inappropriate professional clothing worn during training.
- 7. Failure to abide by the Rules and Regulations of the Institute.
- 8. Failure to pay tuition (or any other charges) when due.
- Breach of Institute enrollment agreement.
- 10. Cheating.
- Falsifying Institute records.
- 12. Carrying a canceled or potentially dangerous weapon.
- 13. Disorderly conduct which interferes with the learning process of any others student, instructor, or the general progress of the class.
- Instigation and/or participation in rebellious activities against the Institute and/or its student(s).
- 15. Solicitation which reflects unfavorably upon the Institute and/or its students.
- Vandalism of Institute property.
- 17. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- 18. Fighting (physical or verbal)
- 19. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request re-admittance into their program by following the procedure set forth under reinstatement as noted in this catalog.

#### LICENSE

Nurse Assistant students, upon completion of the program with a minimum grade of 80% will be eligible to take the Nurse Assistant Certification Exam which will be scheduled by the Regional Testing Center <a href="www.regionaltestingcenter.org">www.regionaltestingcenter.org</a> for the school. The School Registrar will assist the student with the exam registration process. Upon passing the certification exam the student will receive a Nurse Assistant License issued by the California Department of Public Health (CDPH).

Phlebotomy students, upon completion of the program with a minimum grade of 80% will be eligible to take the National Healthcare Association (NHA) Certification Exam. The School Registrar will assist the student with the exam registration process. Upon passing the NHA Certification Exam the student will receive a Phlebotomy NHA Certificate. The student will then be able to apply for a Phlebotomist CPT1 license which will be issued by Life Field Services (LFS) CDPH.

# GRADING SYSTEM AND GRADING SCALE

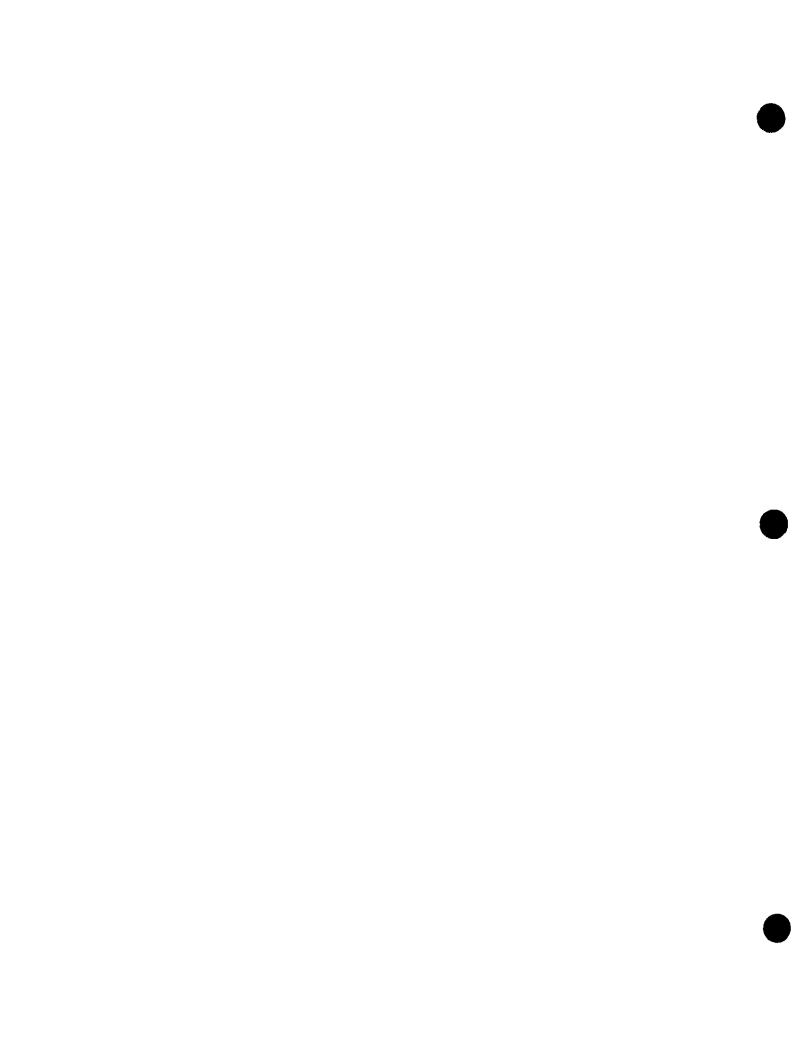


When a grade is given for any theory portion of an educational program, or "Pass" or "Fail" for any clinical portion, the grade achieved will be the grade determined by the course instructor, who has the final authority for the grade. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each module and grades are recorded on the student's permanent record (transcript).

Computer Institute of Technology utilizes the percentage grading scale as the method of scoring each quiz, test, examination and/or project during a course whether theory or clinical. Cumulative grades for each term in theory will be determined in percentage grading scale and "Pass" or "Fail" for clinical.

The Institute's grading scale is as follows:

Theory Percentages	<u>Letter Grade</u>	G.P.A	<u>Description</u>
90% - 100%	Α	4.00	Excellent
80% - 89%	В	3.00	Good
70% - 79%	С	2.00	Average
60% - 69%	D	1.00	Below Average
59% - Below	F	0.00	Unsatisfactory
No Grade			Incomplete





# STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

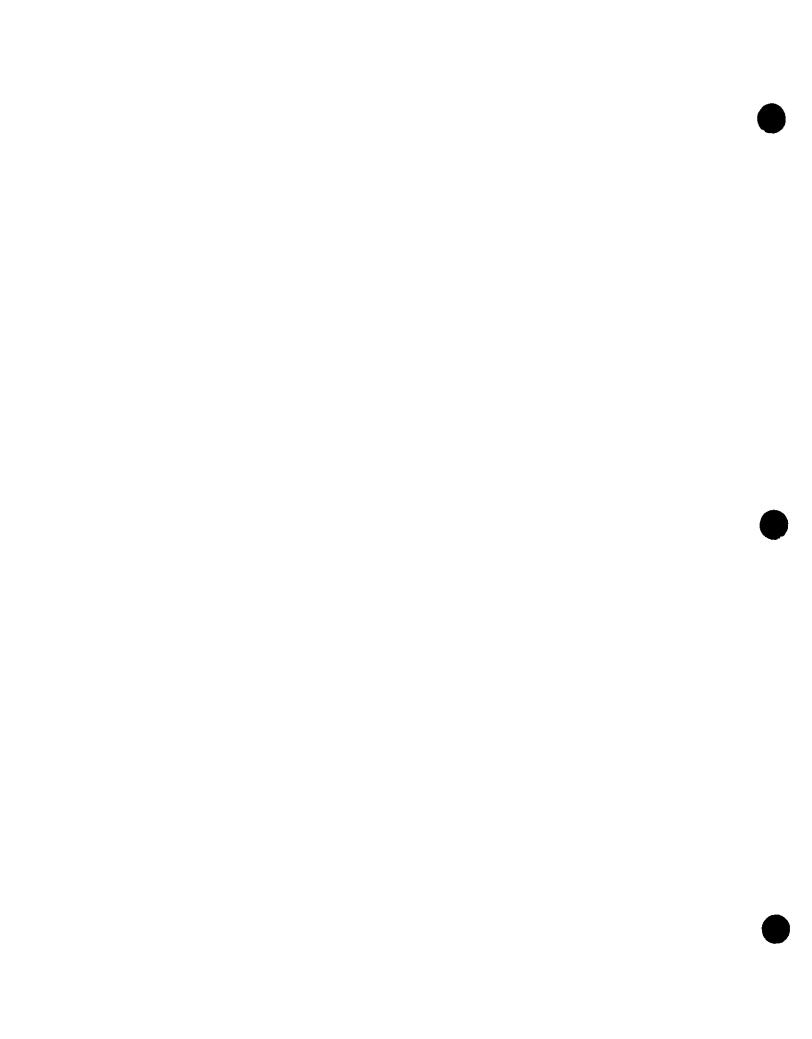
Computer Institute of Technology has specific standards students are expected to achieve in order to maintain Satisfactory Academic Progress in their programs of study. These standards are based on grades and the completion of a program At Computer Institute of Technology's satisfactory progress for all students is defined by the following criteria:

Students are permitted to attempt program completion not to exceed 1.5 times the normal duration of the program. Students must successfully meet or exceed the minimum GPA or course completion standards set forth below.

All students must meet the following minimum standards of academic achievement while enrolled at the Institute. The student's progress will be reviewed based on required evaluation points 25%, 50%, 75% and at completion, and at the end of each term or program length in weeks to determine satisfactory academic progress. The Institution requires students to participate in remediation when failing a test. To maintain Satisfactory Academic Progress, a student must achieve a cumulative grade average of 80%. In addition, students who are in educational programs that contain clinical hours, the minimum maintained by the student is "PASS. Duration of programs is as follows



To maintain Satisfactory Academic Progress, a student may have absences (net of make up time) of up to 20% of the total course length. Lost attendance time, while a student is on an approved leave of absence, will not be counted as absent time.



#### **DIPLOMA PROGRAMS**

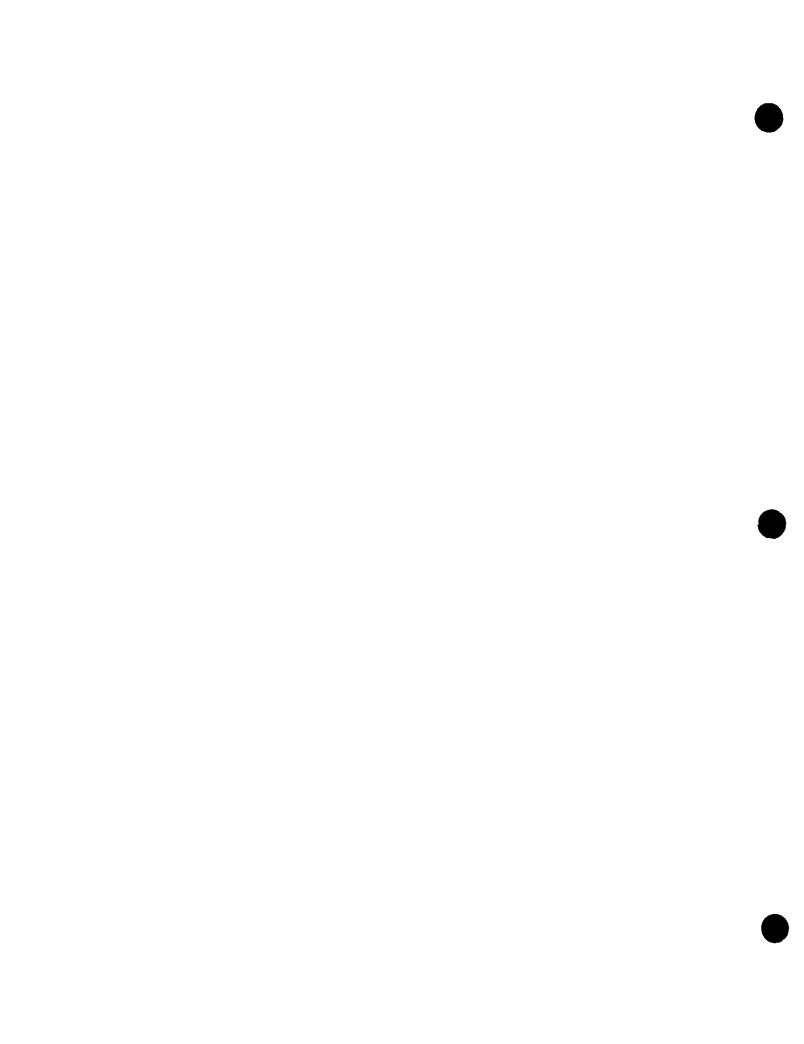
# OFFICE SOFTWARE SPECIALIST

#### PROGRAM OBJECTIVE

The goal of this program is to prepare the student for a career in a modern business environment. C.I.T prepares the student for entry level Office position. The student is trained in operating systems basics, computer word processing, spreadsheet, and database programs. Students will learn business procedures and the usage of various computer software such as word processing, spreadsheet, and communications. The office software program provides students with an update of the skills that will enable them to become more marketable for employment. Emphasis is placed on the use of the Microsoft office software suite. The skills learned in this program will equip students in meeting the modern computer proficiency required by employers.

### **PROGRAM OUTLINE**

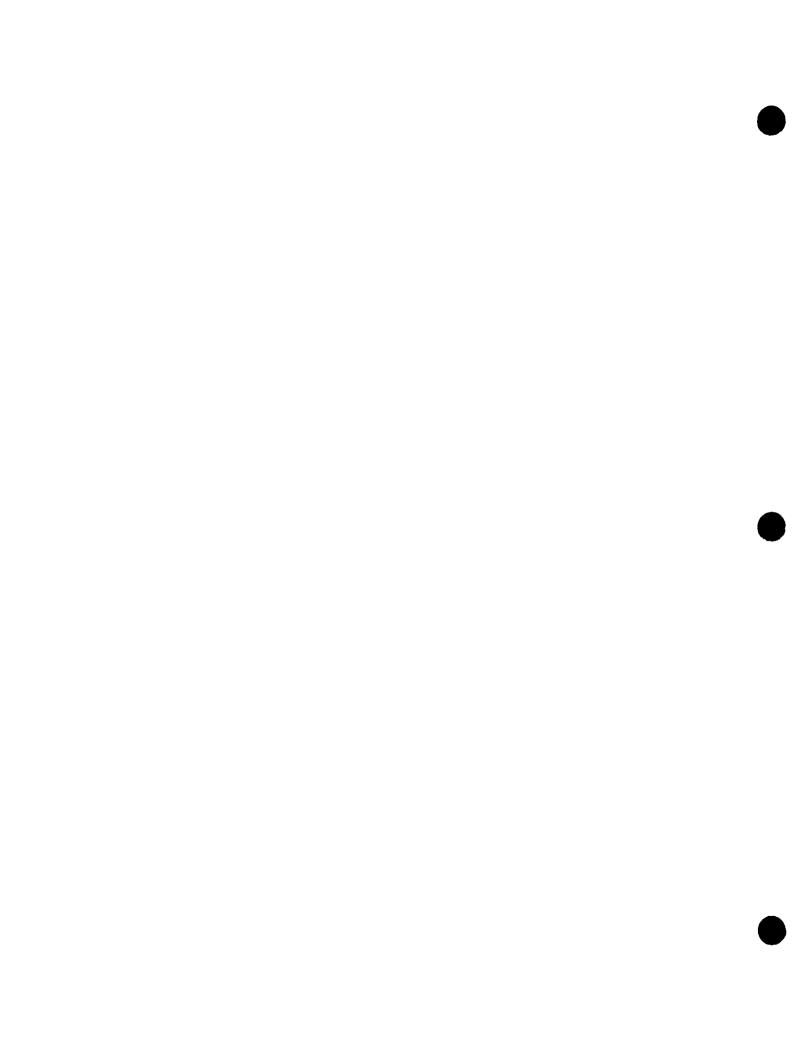
Class Number	Class / Subject	Clock Hours
COM-10	Business Mathematics with 10-Key	10
COM-11	Basic Keyboarding	10
COM-12	Introduction to Computers, Windows and Internet	20
COM-13	Word Processing	30
COM-14	Electronic Spreadsheet	45
COM-15	Data Base Management	65
COM-16	Presentation Graphics	30
COM-21	Intermediate Keyboarding	30
	26	



COM-31	Principles and Practices of Accounting Quickbooks	30
COM-32	Computerized —Tax Preparation-Notary Public	70
COM-41	Microsoft Office Review	10
CDJP-55	Career Development and Job Placement	10
	Total Hours:	390

# Graduates from this program will be able to work in the following jobs:

43-1011	Office and Administrative Support Supervisors
43-2011	Switchboard Operators
43-2021	Telephone Operators
43-2099	Communications Equipment Operators, All Other
43-3011	Bill and Account Collectors
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
43-3041	Gaming Cage Workers
43-3051	Payroll and Timekeeping Clerks
43-3061	Procurement Clerks
43-3071	Tellers
43-3099	Financial Clerks, All Other
43-4011	Brokerage Clerks
43-4021	Correspondence Clerks
	43-2011 43-2021 43-2099 43-3011 43-3021 43-3031 43-3041 43-3051 43-3061 43-3071 43-3099 43-4011



#### PROGRAM OBJECTIVES

10 Clock Hours COM-10 Business Mathematics with 10-Key Mathematics stresses the four operations involving whole numbers, fractions, and decimals. Students solve mathematical problems related to business and practical day to day activities. The study of percents and percentages is stressed. Problems with bank records, payroll, discounts, and interest will be covered. Students will be introduced to both the Metric and English systems of measurement. The operation of the 10 Key by touch will be an integral part of the class. Students must attempt to attain a speed of 9,000 keystrokes per hour.

Prerequisite: None

COM-11 Basic Keyboarding

10 Clock Hours This class focuses on the development of the student's ability to operate a standard keyboard rapidly and accurately with major emphasis on basic skill building and the form of evaluation that monitors its continued development. The student must attempt to obtain a minimum keyboarding speed of 30 words per minute.

Prerequisite: None

20 Clock Hours COM-12 Intro to Computers, Window & Internet This class prepares the students to acquire skills in computer terminology, Operating Systems, an introduction to Windows, and the fundamental elements of the Internet. Students will receive lecture and hand-on instruction.

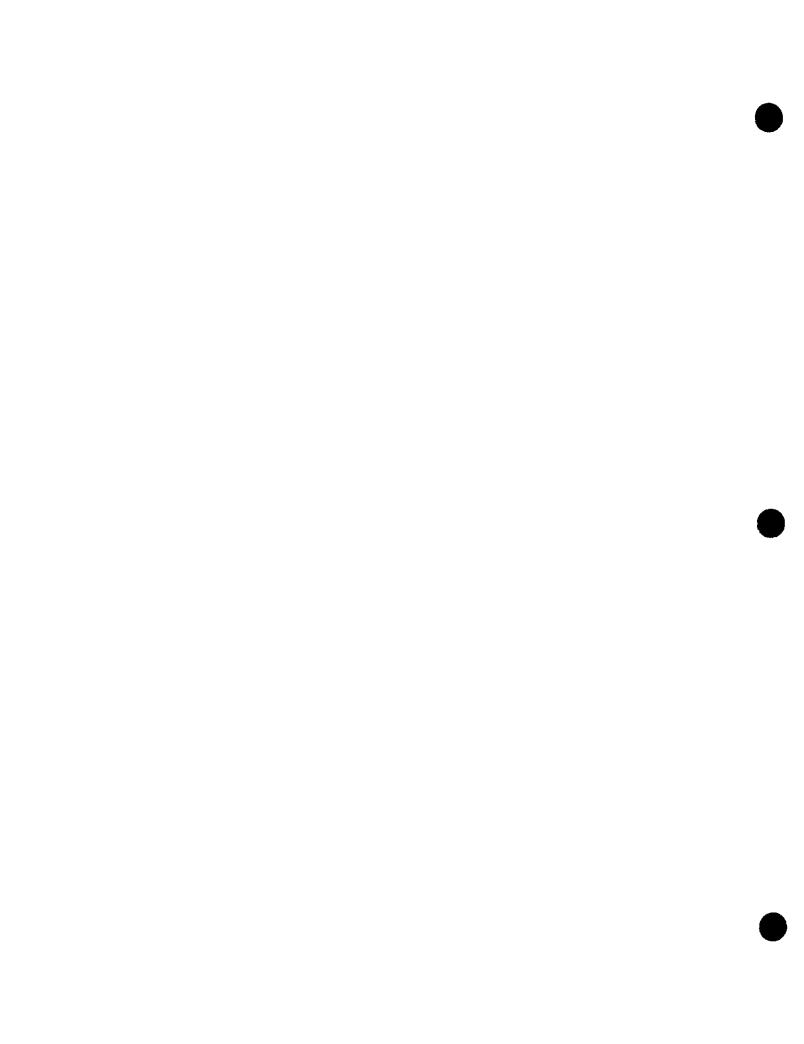
Prerequisite: None

COM-13 Word Processing

30 Clock Hours Proficiency in Word Processing is a skill that the student must acquire. Students will create and edit documents, format texts/documents, merge documents, create and edit tables and columns, complete projects in desktop publishing and graphics.

Prerequisite: None

45 Clock Hours Electronic Spreadsheet COM-14 This class prepares students to learn the most powerful spreadsheet software used in the industry today—Excel. These programs are used for reporting and decision making within organizations. Both programs will be presented to the students in simple 1-2-3 steps. One of the most important features of spreadsheet application software is its capability to handle what-if questions. Graphs (Charts) and worksheet enhancements will be stressed. Prerequisite: None



### COM-15 Data Base Management

65 Clock Hours

This class prepares students to acquire skills in developing an Access database. Students will be able to design and manage databases, manipulate a database to retrieve specifics information needed, generate reports, and create queries and forms.

Prerequisite: None

**Presentation Graphics** COM-16

30 Clock Hours

Presentation software packages allow individuals to develop materials that are needed to make a presentation to a group of people. This class prepares students to acquire skills in developing presentation materials such as transparency masters, presenter notes, and handouts for groups participants.

Prerequisite: None

Intermediate Keyboarding COM-21

30 Clock Hours

This class focuses on the developing of both keyboarding skills as well as improving spelling and vocabulary skills. Students will be exposed to keyboarding speed drills as well as improving key reaches and letter combinations on the keyboard. Students take one -, three-, and five -minute timings each day and record their speed and accuracy. Student must attempt to obtain a speed of 40 to 45 words per minute.

Prerequisite: COM-11

Adobe Photoshop COM-22

30 Clock Hours

This class in Adobe Photoshop involves the learning of image file formats for the Web, and for print.

Adobe Photoshop delivers powerful, industry-standard image editing tools for graphics. The students will learn the fundamentals concepts and features they'll need to master the program. They will follow step by step instructions for creating a specific project.

Prerequisite: None

Principles & Practices of Accounting 30 clock Hours COM-31 Accounting prepares students to obtain job skills in the preparation and completion of generally acceptable accounting practices and procedures (GAAP). Accounting procedures involve journalizing transactions, posting to the general ledger, preparing financial statements, completing adjusting and closing entries, and preparing a post-closing trial balance. Students will be introduced to the basic procedures of Accounting for service-oriented businesses as well the sale of merchandise. Students will perform practical, hands-on exercises on payroll accounting that includes completing a payroll register, deducting and reporting the taxes withheld, and Prerequisite: None recording the journal entries.



COM-32 Computerized Accounting 70 Clock Hours Computer- Aided Accounting will follow Windows standards to open menu, select icons, and commands to perform various tasks. Students, will perform practical, hands-on exercises using the accounting software, QuickBooks Pro. Exercises will include planning the accounting systems, periods, charts, aging, forms, reports, and payroll. Students will work extensively on Accounts Receivable, Accounts Payable, Journals, Payroll, and financial Statements.

Prerequisite: COM-31

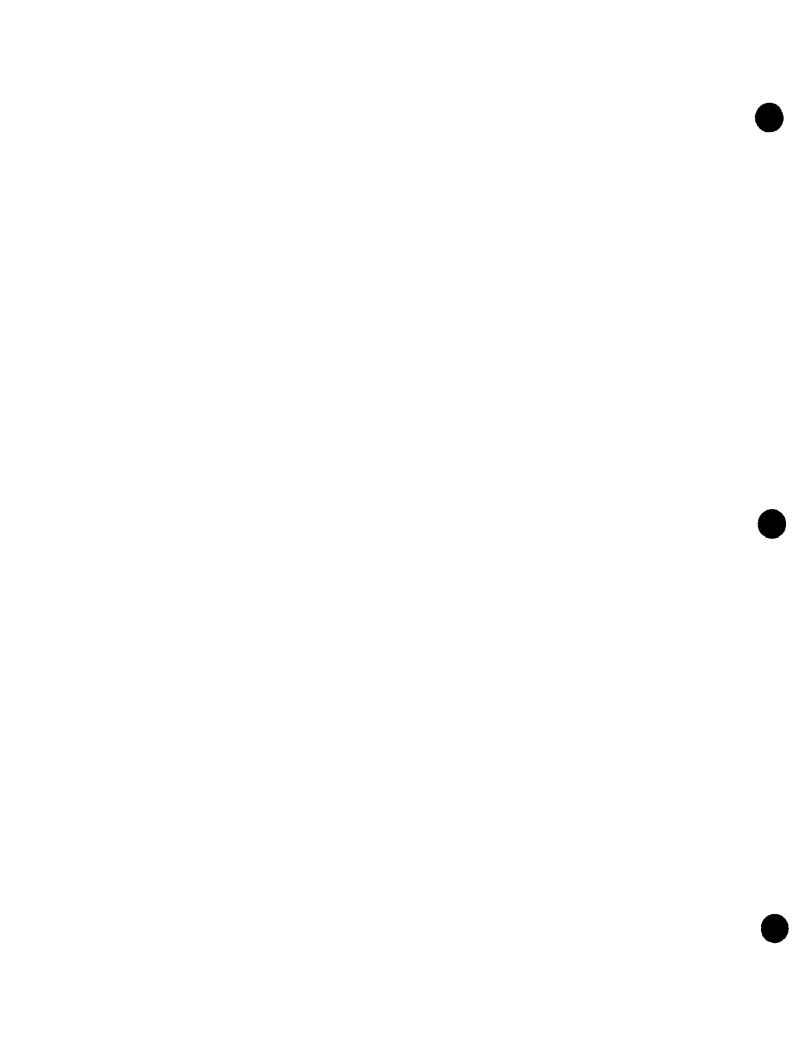
COM-41 Microsoft Office Review 90 Clock Hours Students will review the competencies necessary for the Microsoft Office. Assessment and practice tests as well as practical exercises will be utilized in the classroom.

Prerequisite: COM-12,COM-13,COM-14,COM-15,COM-16

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CDJP-55 Career Development & Job Placement 10 Clock Hours The class deals with the planning of a student's career and the preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. "Mock" interviews will be conducted in class. Employment tests and salary negotiations will be discusses. Students will be prepared to accept or reject a job offer and to adjust to a new job.

Prerequisite: None

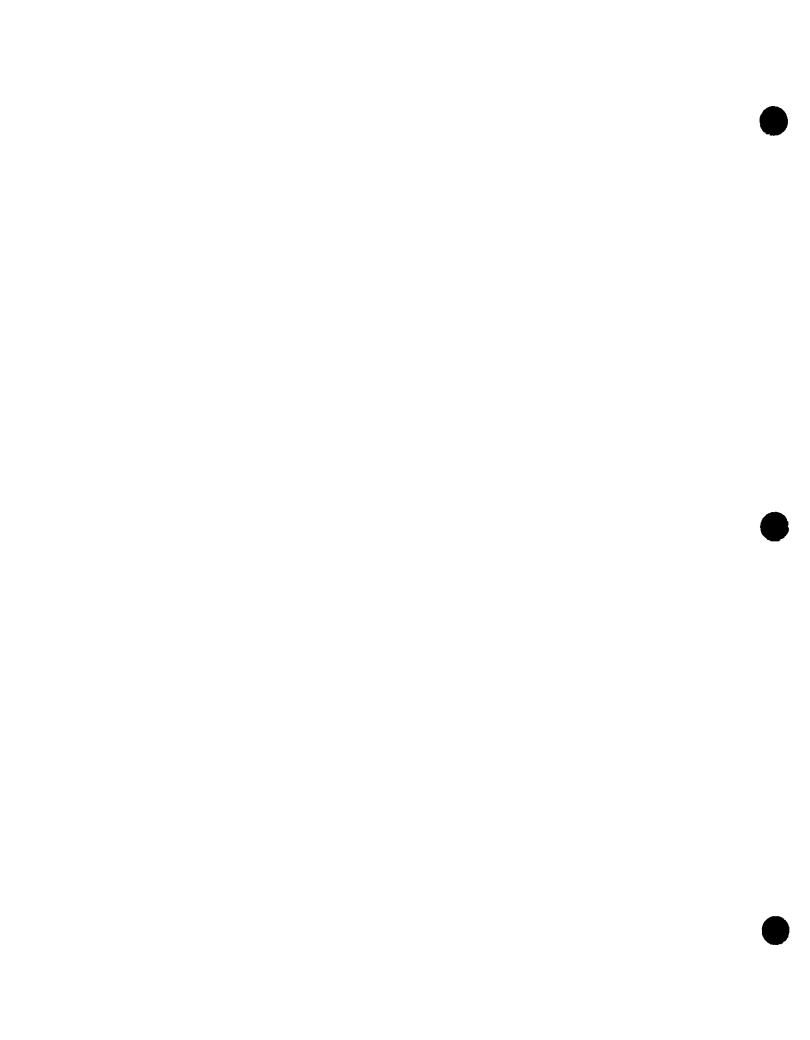


#### **COMPUTER NETWORKS SPECIALISTS - MCSE**

#### **PROGRAM OBJECTIVE**

This program will prepare individuals to enter the workforce in entry level positions such as technical support, desktop support, and help desk technician. Students will work on both hardware and software. They will assemble and disassemble computers, install operating systems and application software, configure and troubleshoot errors on computer systems. Students learn the skills of networking and troubleshoot network errors.

Class Number	Class/Subject	Clock Hours
COMR-11	How Computers Work	45
COMR-12	Operating Systems & Software Installation. Internet	60
COMR-13	Configuration and Troubleshooting	90
COMR-14	Printers Setup and Repair	45
COMR-15	Internet : Setup and Installation	40
COMR-16	A+ Certification Exam Review	64
COM-42	Microsoft Office	96
COMN-21	Basic Networking	180
COMN-22	Advanced Networking TCP/IP	100
COMN-23	Network + Review	160
CDJP-55	CCNA Programming	20
	Total Hours:	900



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COMR-11 How Computers Work

45 Clock Hours

This class prepares students to acquire skills in computer terminology, understand the boot process, and assemble and disassemble computers. Students will also be able to identify the components of a computer system as well as the parts of a typical computer. Finally, students must be able to install and upgrade hardware components including peripherals.

Prerequisite None

COMR-12 Operating System & Software Installation Internet 60 Clock Hours This class prepare students to acquire skills in computer terminology, Disk Operating Systems

( DOS ), and Windows. Students will receive lecture and hands-on instruction. Students will be utilizing the Windows Explorer as well as the My Computer icons on the desktop of a computer. Students will be trained to install and remove software using the Control Panel and to ensure that the software installed works.

Prerequisite: None

COMR-13 Configuration & Troubleshooting

90 Clock Hours

This class prepares students to configure personal computers and perform most of the typical troubleshooting procedures on the RAM, Mass Storage Devices and Expansion Cards, and Peripherals.

They will also use the Device Manager as a troubleshooting tool. Students will also learn about Power Management, Batteries, US and FireWire Duplex, and Docking Stations.

Prerequisite: None

COMR-14 Printers: Setup & Repair

45 Clock Hours

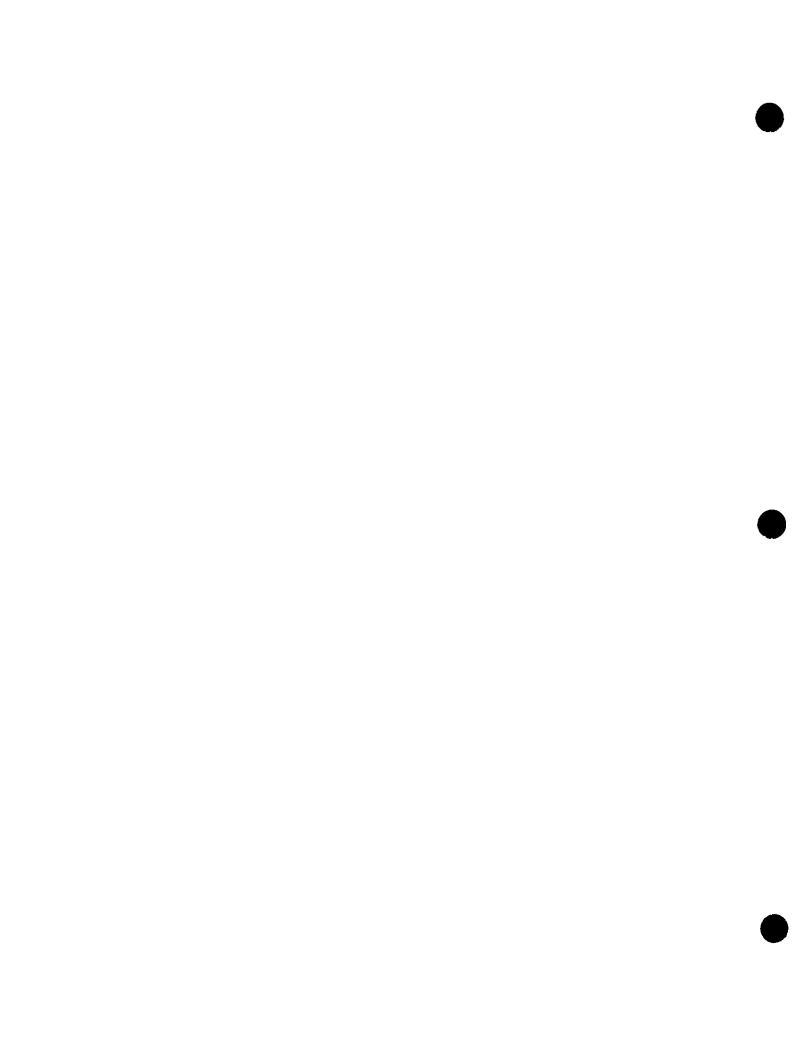
Students will also be able to identify and describe the different types of printers, perform printer connections and configurations, troubleshooting and preventive maintenance on printers, and the actual repair of printers.

Prerequisite: None

COMR-15 Internet : Setup & Installation

40 Clock Hours

The Internet class prepares students to launch the Internet Explorer and able to use the Internet as a resource for education, employment, and day-to-day activities. Students will perform a series of exercises that provide them with skills that will enhance their employment opportunities. Another



important portion of the class is the setup and installation of the hardware components to ensure that the Internet works.

Prerequisite: None

COMR-16 A+ Certification Exam Review

the class prepares students to have the knowledge and skills in order to pass the A+ Certification Exam. The course will consist of a series of practice exams in two main categories: the A+ Core Hardware Exam and the A+ Operating System Technologies Exam.

Prerequisite: COMR-11 to COMR-15

COM-42 Microsoft Office

96 Clock Hours

The course involves the acquisition of skills in the following Microsoft software: Word, Excel, Outlook, PowerPoint, Publisher, and Access.

Prerequisite: None

COMN-21 Basic Networking

100 Clock Hours

The course introduces students to networking, learning the basics safety standards, building codes, networking tools, and networking topology.

Prerequisite: None

COMN-22 Advanced Networking

100 clock Hours

The course involves Ethernet concepts of configuration .TCP/IP installation and configuration, TCP/IP fundamentals, cabling a network, troubleshooting networking problems, remote connectivity, and network security.

Prerequisite: COMN-21

COMN-23 Network + Review

160 Clock Hours

The class prepares students to have the knowledge and skills in order to pass the Network + Certification Exam. The course will consist a series of assessment and practice exams.

Prerequisite: COMN-22

CDJP-55 Career Development & Job Placement 20 Clock Hours Units The class deals with the planning of a student's career and the preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. "Mock" interviews will be conducted in class. Employment tests and salary negotiations will be discusses.



# **COMPUTER GRAPHICS SPECIALISTS - WEB PAGE DESIGNER**

#### **PROGRAM OBJECTIVE**

The Computer Graphic Specialist / Web Page Designer Program prepares students to acquire the knowledge, skills, experience and abilities needed to design and construct web pages, create animation, adjust colors or images, create complicated illustrations, and add effect to images. Students will learn how to write and edit HTML, create more compelling web sites and graphic design using multimedia software such as Photoshop, Illustrator, Flash, In Design, and Dreamweaver. Students will acquire the ability to publish their web sites in the World Wide Web.

Class Number	COURSE	Clock Hours
COMG-11	Adobe Photoshop	90
COMG-12	Adobe Illustrator	60
COMG-13	Adobe Flash	90
COMG-14	Adobe In Design	60
COMG-15	Adobe Webdesign	90
WEBD-01	Basic Web Design	125
WEBD-02	Advanced Web Design	125
WEBD-03	Portfolio/Web Site Design	120
WEBD-04	Project	120
CDPJ-55	Career Development and Job Placement	20
	Total Hours	900



#### COMG-11 Adobe Photoshop

90 Clock Hours

The course involves the learning of image file formats for the web, creating image buttons, creating backgrounds, grid cutting/slices, scanning, GIF animation, quick and layer mask, working with channels, color correction, photo retouching, and filter and styles.

Prerequisite: None

#### COMG-12 Adobe Illustrator

60 Clock Hours

Adobe illustrator is the industry-standard illustration program for print, multimedia, and online graphics. Whether you are a designer or technical illustrator producing artwork for print publishing, an artist producing multimedia graphics, or a creator of Web pages or online content, the Adobe Illustrator program offers you the tools you need to get professional-quality results. The course includes topics on getting to know the work area, creating basic shapes, painting, working with brushes, using the pen tool, working with type, working with layers, creating airbrush effects, and preparing graphics for Web publications.

Prerequisite: None

#### COMG-13 Adobe Flash

90 Clock Hours

Action Script is Flash's scripting language. Students will use Action Script to control objects in Flash movies to create navigation and interactive elements and to extend Flash to create highly interactive movies and Web Applications. Students will learn new features for creating immersive, interactive Web sites with sophisticated games, forms, surveys, and real-time interactivity such as chat systems. Topics in this course include drawing, animation, buttons, sounds and exporting to the Web.

Prerequisite: None

#### COMG-14 Adobe In Design

60 Clock Hours

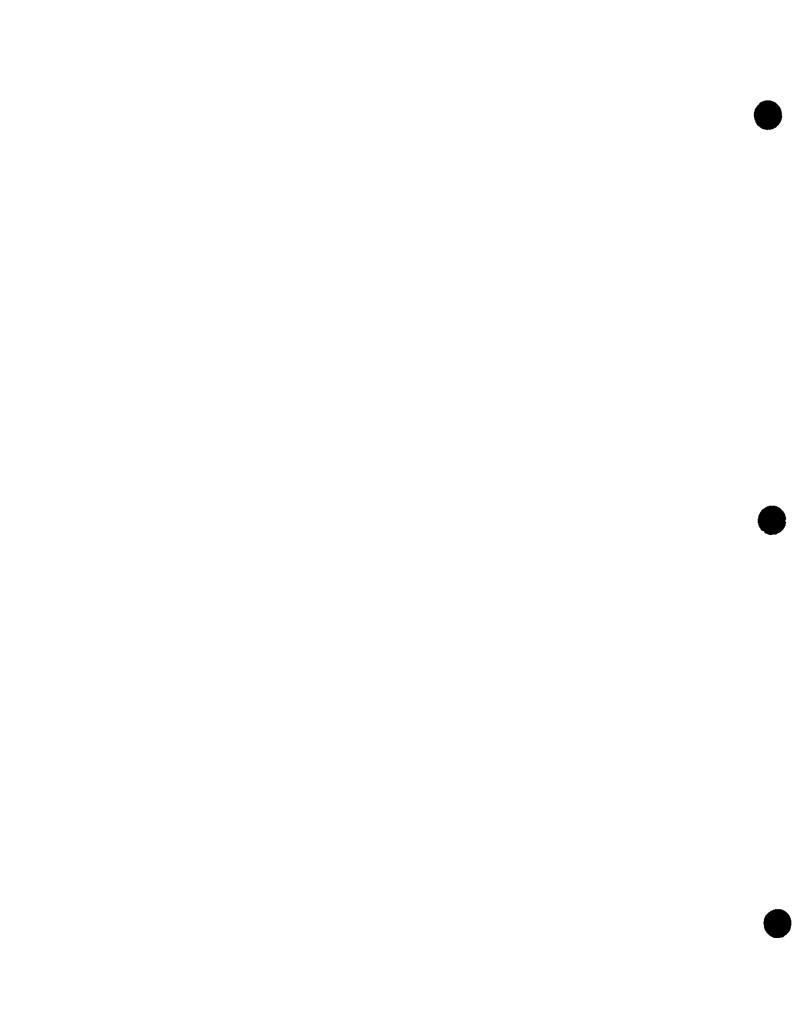
In Design is a page layout application. A page layout application is a central gathering place for text, pictures, lines and tables, all of which together make up a page or a series of pages. In Design can be used to produce anything from a tiny hang tag or a line of apparel to a multiple-volume encyclopedia. A finished layout can be output on a home laser printer, an output on a highend image setter for final printing by a commercial printer, or exported for online viewing. The course involves learning the tool palette, creating items and editing basics shades, creating formatted text, formatting paragraphs & linking text, style sheets/libraries, preference, importing and editing, working with process color and spot, documents layout techniques master pages & templates, and preparing for press and image setter printing.

Prerequisite: None

COMG-15 Adobe Webdesign

90 Clock Hours

Macromedia Dreamweaver is a WYSIWYG (What You See Is What You Get) XHTML generator. This means that if something is changed on the screen inside Dreamweaver.



it will show the results instantly. The instant feedback of a live design environment speeds up the work tremendously.

Applications, e-commerce sites, dynamic data-driven sites, and much more. The course involves starting a Website ,learning basic commands ,editing HTML , adding and editing images ,creating links, tables frames, forms ,and plug ins.

Prerequisite: None

WEBD-01 Basic Web Design

125 Clock Hours

The course introduces students to HTML, Web publishing, and to basic HTML documents. Students will also learn links and addresses, HTML and images, Web page layout and presentation, graphic design, layout with frames and style sheets for printing.

Prerequisite: None

WEBD-02 Advanced Web Design

125 Clock Hours

The course involves embedding media of HTML, list and tables, frames, forms, introduction to service-side programming, scripting, JavaScript Essentials, Symbols, formatting and layout, VML: Web Pages for mobile devices ,testing and debugging Web pages, publishing the web site, and getting people to visit the web site.

Prerequisite:WEB-01

WEBD-03 Portfolio / Web Site Design

120 clock Hours

The class is an application of all the skills and knowledge that the student has gained while attending this course. It can be a compilation of their precious work in the different classes and to be able to prepare a business-like web site on the Internet. Students will develop a concept or a business idea, plan and design the Web site execute the details of the project.

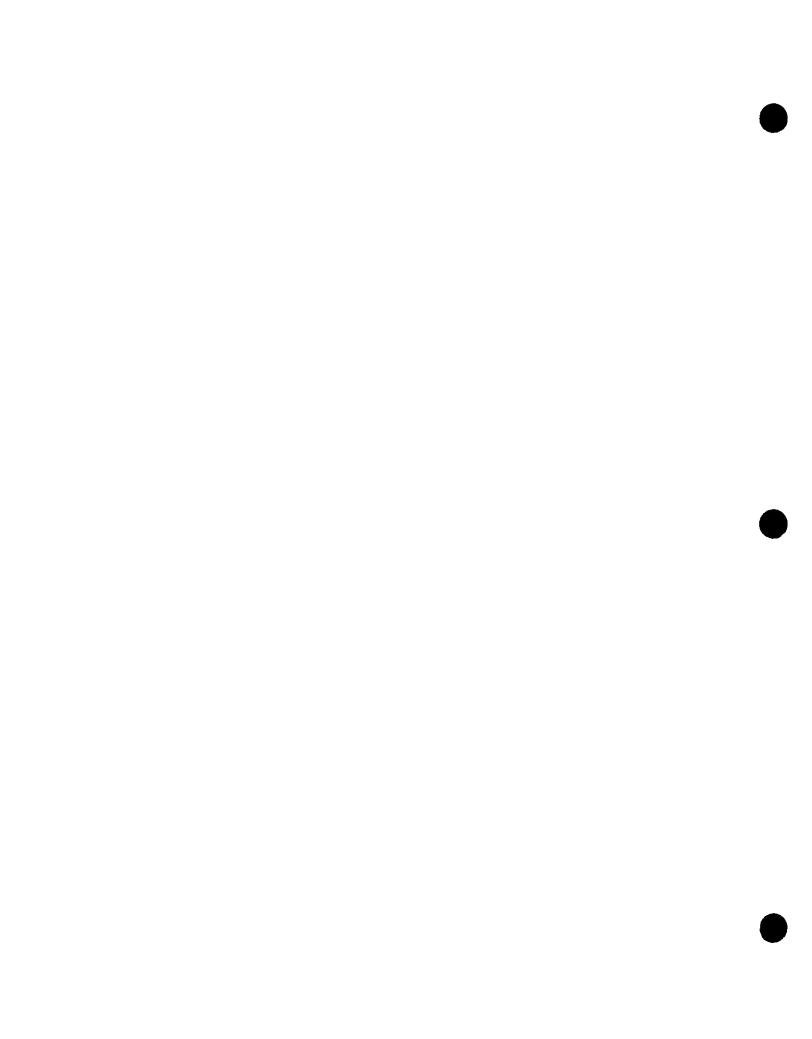
Prerequisite:WEBD-02

WEBD-04 Project

120 Clock Hours

The portion of the Computer Graphics & Web Design Program allow the students to apply in a work environment what they have learned in the classroom. The Internship can be completed at the Institute by completing a work project that simulates an operational business website.

Prerequisite: Students must complete all required classes and have achieved a GPA of 2.0 ( B or 80% ) and a cumulative attendance of 80%.

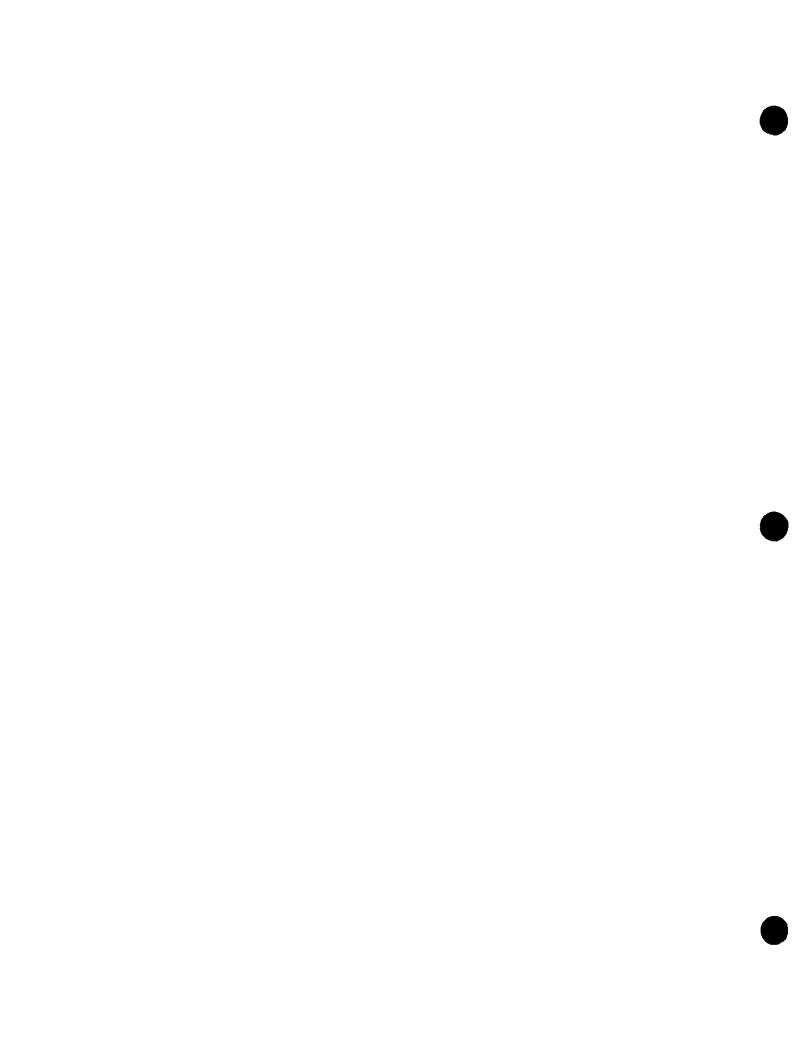


CDJP-55 Career Development & Job Placement 20 Clock Hours The class deals with the planning of a student's career and the preparation for actual employment that includes the assessment of skills, application of human relations, attitudes, appearance. Job search, resume preparation, and interviewing techniques will also be covered. "Mock" interviews will be conducted in class. Employment tests and salary negotiations will be discusses. Students will be prepared to accept or reject a job offer and to adjust to a new job.

Prerequisite: None

Graduates from this program will be able to work in the following job

15-1134 Web Developers



#### NURSE ASSISTANT

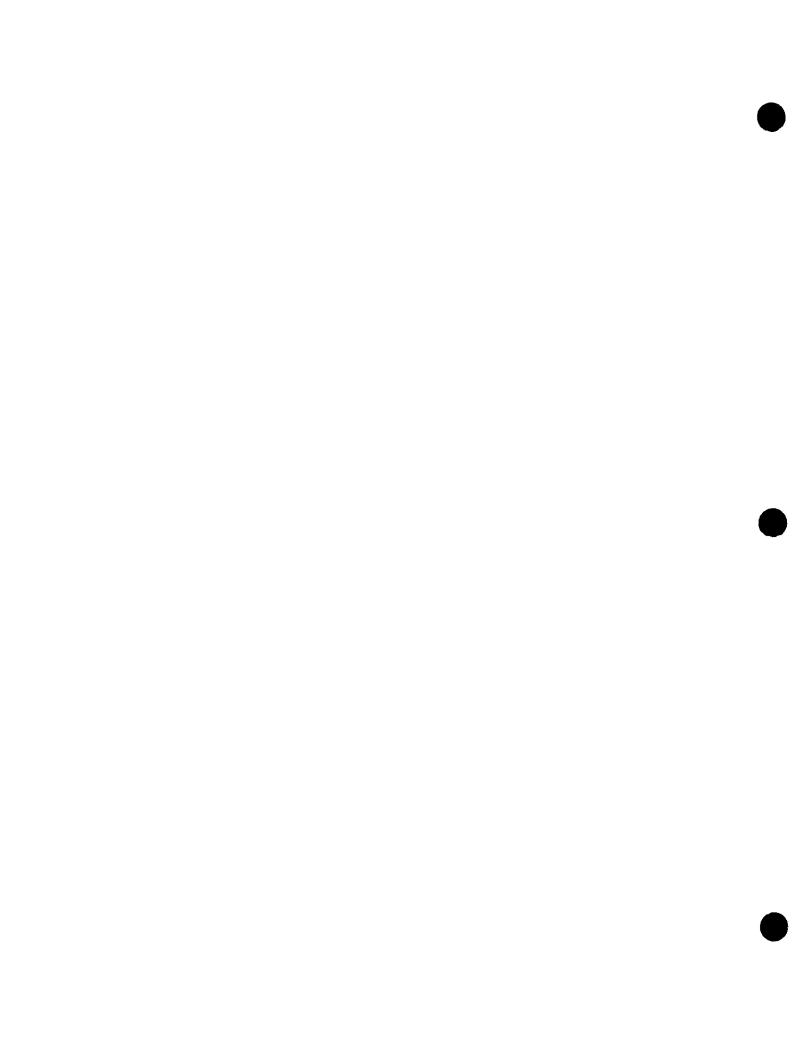
#### **PROGRAM OBJECTIVE:**

This 150-clock hour course will train the student to provide quality nursing care to residents in long-term care facilities, hospitals and private care. Day class from Monday through Friday 8:00 am thru 4:30 pm. The program consists of 16 modules focused on aspects of resident care, including resident's rights, body mechanics taking vital signs and rehabilitative nursing among other care.

The Nurse Assistant training program is designed to prepare nursing assistant to care for Geriatric and the chronically ill in a long-term nursing skilled facility. The program, upon successful completion of the required mandated theory and clinical training, prepares the Nurse Assistant to be eligible to take the competency examination, a process which will lead to an occupation as a Certified Nursing Assistant (C.N.A). A certified Nurse Assistant may be defined as an individual trained to give personal care and assistance, determined by Title 22, under the supervision of a Registered Nurse.

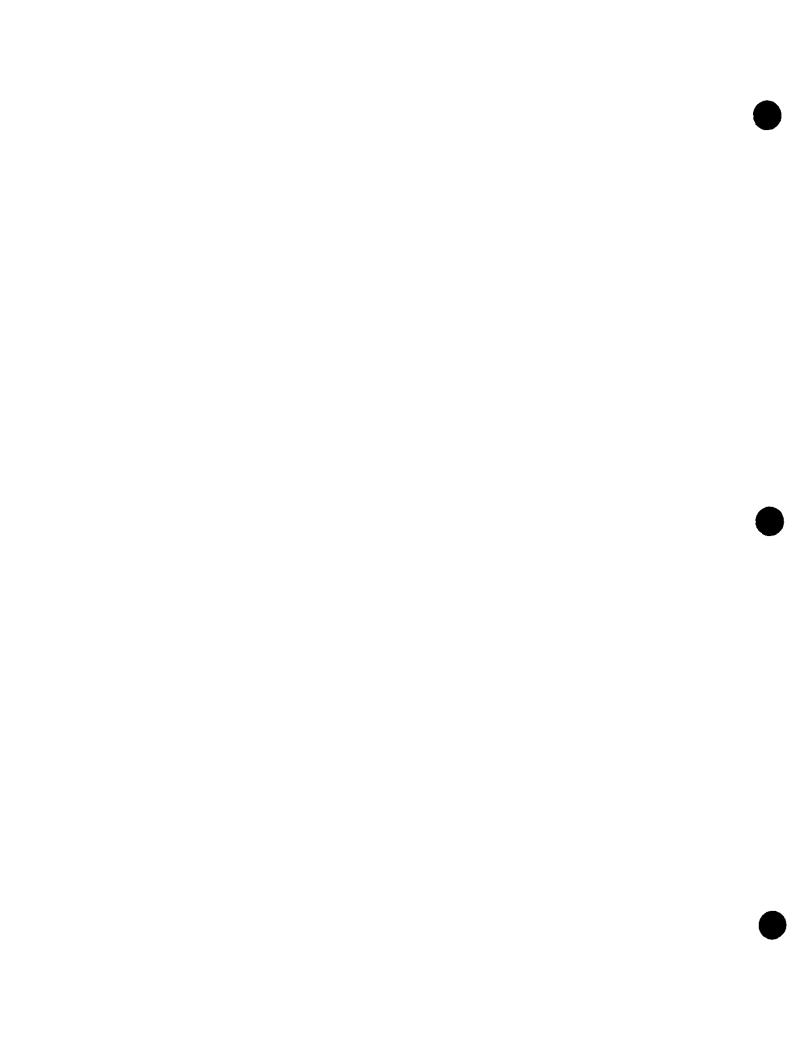
#### PROGRAM OUTLINE:

MODULES	CONTENTS	Theory	Clinical	Clock
		Hour	Hours	Hours
Module 1	Introduction	2	0	2
Module 2	Resident's Rights	2	1	3
Module 3	Interpersonal Skills	2	0	2
Module 4	Prevention Management of Catastrophe & Unusual	1	1	2
Occurrences				
Module 5	Body Mechanics	2	4	6
Module 6	Medical and Surgical	2	8	10
Asepsis				
Module 7	Weights and Measures	1	1	2
Module 8	Resident Care Skills	24	44	58
Module 9	Resident Care procedures	7	20	27
Module 10	Vital Signs	3	6	9
Module 11	Nutrition	2	6	8
Module 12	Emergency Procedures	2	1	3
Module 13	Long-Term Care	2	0	2
Residents				
Module 14	Rehabilitative Nursing	2	4	6
Module 15	Observation and	4	4	8
Charting				
Module 16	Death and Dying	2	0	2
5totals		60	120	180



# Graduates from this program will be able to work in the following jobs

31-1011	Home Health Aides
31-1012	Nursing Aides, Orderlies, and Attendants*
31-1013	Psychiatric Aides
31-1014	Nursing Assistants
31-1015	Orderlies
31-2011	Occupational Therapy Assistants
31-2012	Occupational Therapy Aides
31-2021	Physical Therapist Assistants
31-2022	Physical Therapist Aides



#### **Program Objectives:**

#### Module1: Introductions to Health Care

2 Clock Hours

During this module, the student learns of the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

#### Module 2: Resident's Rights

3 Clock Hours

#### Module 3: Interpersonal Skills

2 Clock Hours

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care, and family interaction. The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 482.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting.

# Module 4: Prevention Management of Catastrophic & Unusual Occurrence

2 Clock Hours

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient Safety.

#### Module 5: Body Mechanics

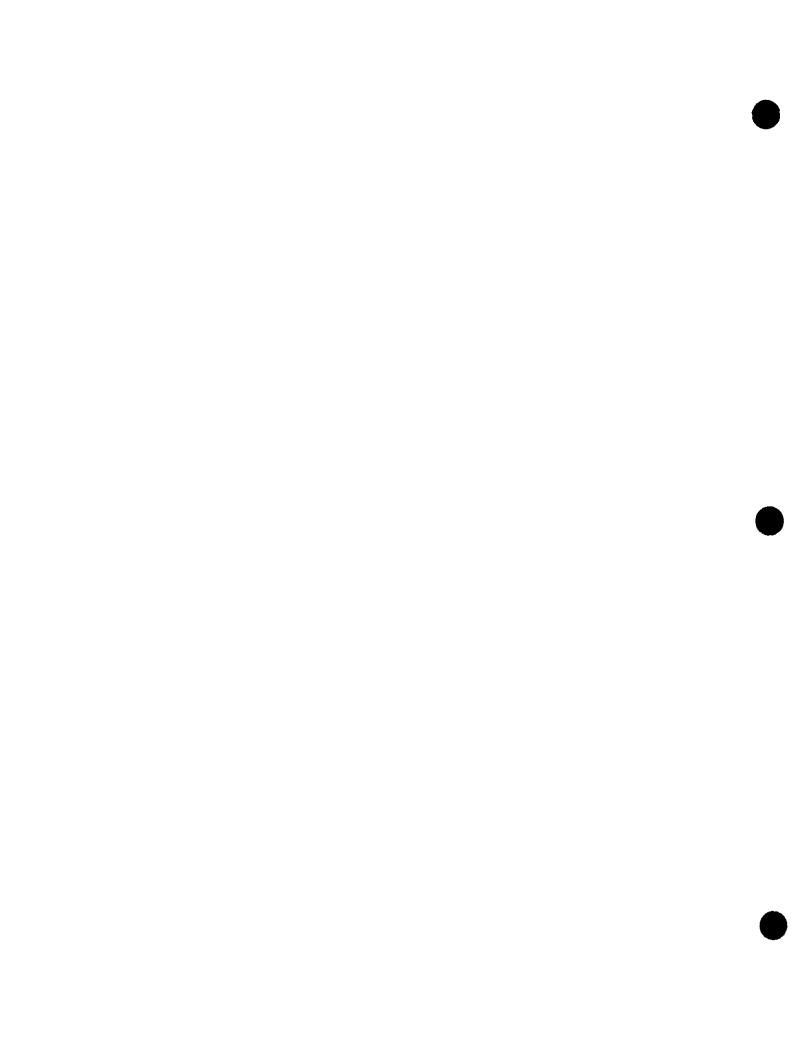
6 Clock Hours

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

## Module 6: Medical & Surgical Asepsis

10 Clock Hours

The student will learn of Micro-organisms, the universal precautions used for infection control including methods to handle patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of the transmission of potentially health care workers.



### Module 7: Weights and Measures

2 Clock Hours

Measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale.

#### Module 8: Resident Care Skills

58 Clock Hours

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care, including back rub to supervise, assist

#### Module 9: Resident Care Procedures

27 Clock Hours

During this module, the student learns hot to collect specimens, including stool, urine and sputum. Student learns to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, or changing the tubes). Student also learns meaning of intake and output, bed making, cleaning enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

### Module 10: Vital Signs

9 Clock Hours

Vital Signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure. Learn different parameters of vital sign and nursing care management, reporting and proper documentation

#### Module 11: Nutrition

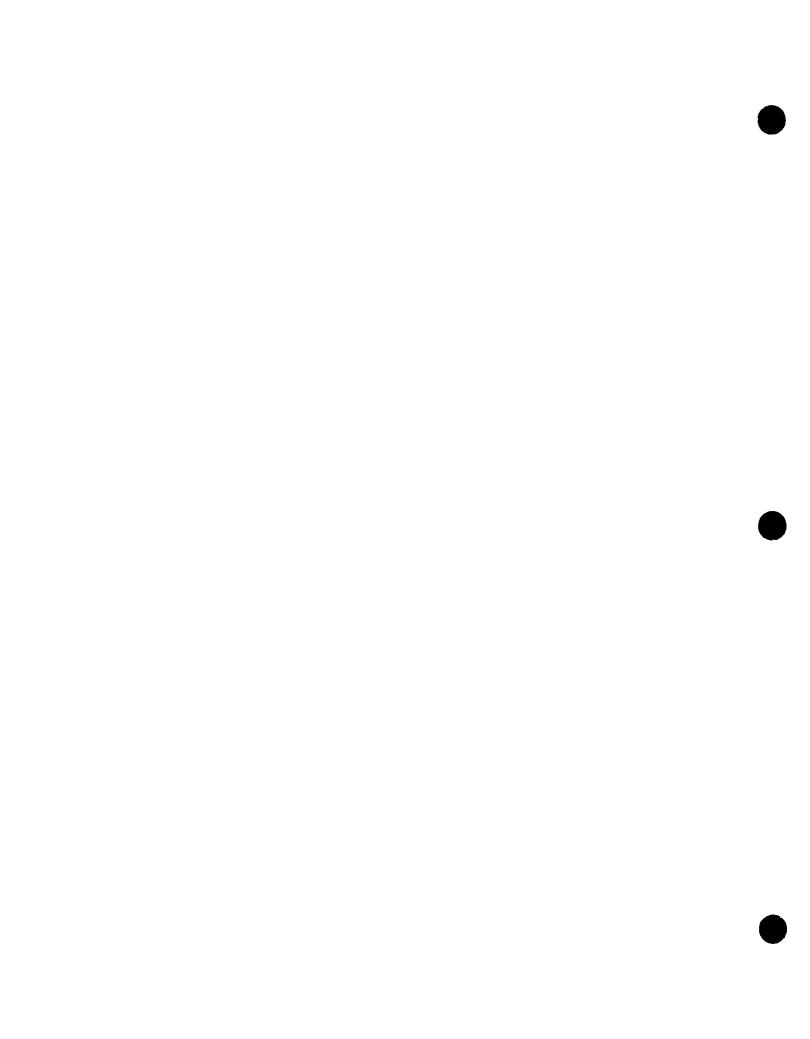
8 Clock Hours

The student learns the principles of Basic Nutrition, Basic Four Food groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs. Poor, Regular and Special (Therapeutic) Diets, Therapeutic Diets that Eliminate, Restrict, or Change the Proportion form, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet, Planning a Menu and Shopping List, Purchasing Food Wisely, Shoring Food Properly, Feeding the Client, Food Preparation.

# Module 12: Emergency Procedures

3 Clock Hours

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking residents.





## Module 13: Long-Term care Residents

2 Clock Hours

During this module, the student learn normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

### Module 14: Rehabilitative Nursing

6 Clock Hours

During this module, the student learn importance of Rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to assist the resident to assist with their activities of daily living.

### Module 15: Observation and Charting

8 Clock Hours

The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patients care documentation, and legal issues of charting. Introduction to medical terminologies.

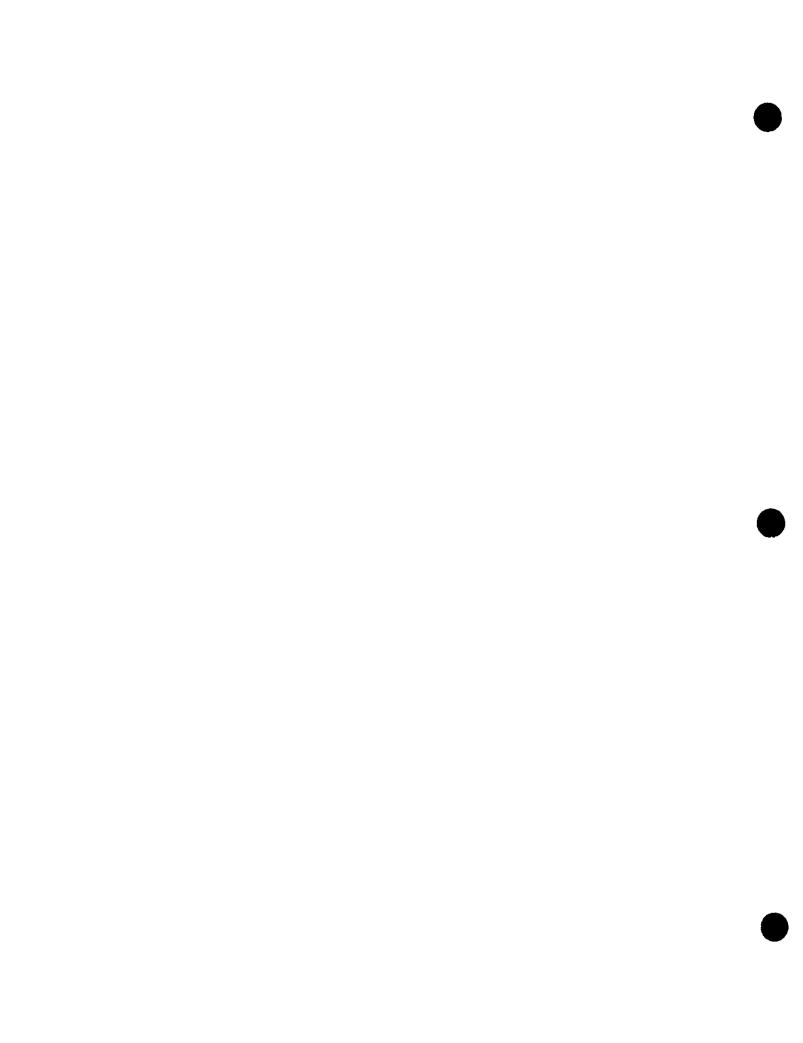
### Module 16: Death & Dying

2 Clock Hours

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

### **LICENSE**

Nurse Assistant students, upon completion of the program with a minimum grade of 80% will be eligible to take the Nurse Assistant Certification Exam which will be scheduled by the Regional Testing Center <a href="www.regionaltestingcenter.org">www.regionaltestingcenter.org</a> for the school. The School Registrar will assist the student with the exam registration process. Upon passing the certification exam the student will receive a Nurse Assistant License issued by the California Department of Public Health (CDPH)..





#### **PROGRAM OBJECTIVE:**

The Home Health Aide training program, a 40-clock hours(five(5) days for Day Class, is designed to expand the role of a Certified Nursing Assistant to provide quality care to a client in a homecare setting under the supervision of a Case Manager or a Registered Nurse.

The applicant must be a Certified Nursing Assistant (C.N.A) to take this 40-clock hour, State of California Approved course, which will train to provide quality care to clients to their home or assisted living facility. The applicant will learn: (1) how to work well with the clients and their families (2) how to assist client in taking care of their daily needs. Upon successfully completing this course the applicant will be issued by the State of California a certification which will lead to an occupation as a Home health Aide.

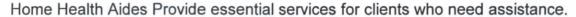
This course syllabus was developed following the Department of health Services guidelines for training of C.N.A's to become a certified Home Health Aide. OBRA and Title 22 were included in the 40 hour curriculum:

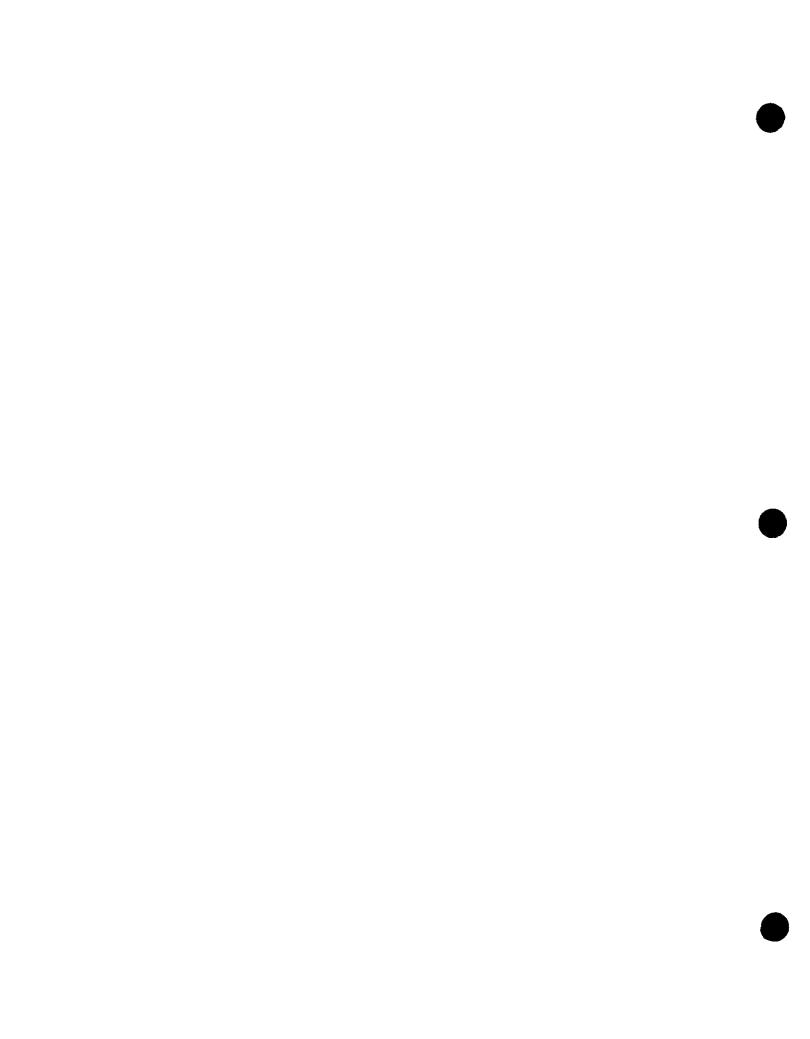
	Theory Hours	Clinical	Clock
Content		Hours	Hours
Introduction to Aide and Agency Role	2	0	2
Interpretation Of Medical and Social	5	0	5
Needs Clients			
Personal Care Services	5	15	20
Nutrition	5	3	8
Cleaning and Care Tasks in the	3	2	5
Homes			
Total Hours	20	20	40

#### PROGRAM OBJECTIVES:

CERTIFIED HOME HEATH AIDES (CHHA) are paraprofessional who are employed by private health care and non-profit community agencies. According to the physician's plan of treatment, Home Health Aides work under the supervision of Registered Nurse and to provide personal and homemaking services to the geriatric and disabled. They also care for children whose parents are ill and/ or incapacitated.

The Student learns an introduction to homemaking tasks, cleaning the client's house, economical cleaning materials and how to use them, specific tasks, general rules of safety in the home, fire and safety prevention, poisons, oxygen safety, making your own cleaning equipment.





Typical tasks performed by home health aides include assisting clients to bathe and personal hygiene. They check vital signs, change surgical dressings. They also assist with cleaning tasks relation to the safety and comfort of residents. Tasks include cleaning the clients room, kitchen and bathroom, doing laundry and changing bed linens. Home health aides also plan meals (including special diets), shop for groceries and prepare meals.

In the Certified Nursing Assistant/Home Health Aide Program, the Department of Health Services requires fingerprints and a criminal background check. A clearance must be issued by the Department of Justice. In the event a clearance is not issued by the Department of Justice, and the student has certified by signature on a criminal screening form, a NO ANSWER AS FOLLOWS:

Have	you	ever	been	convicted	by	any	court	of	а	crime	other	than	a
minor	traf	ic vio	lation	? YES		NO.							

If you answered yes to this question, you must supply certain confidential information for the entrance into the program. Please meet with the Program Director prior to enrollment to review the steps you must take. Failure to receive the proper clearance will result in your inability to complete the course and receive your diploma.

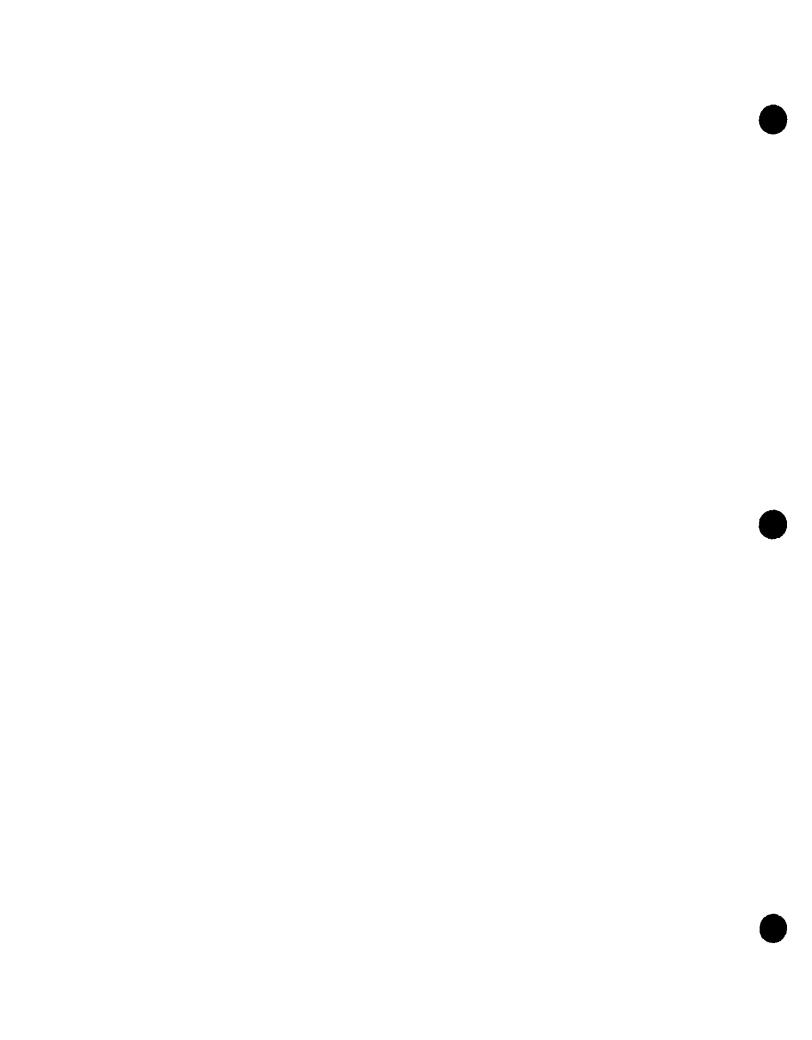
Signature of Applicant:	Date:



This Institute will not be responsible if appropriately signed, to refund the students money for this program.

Graduates from this program will be able to work in the following jobs

31-1011	Home Health Aides
31-1012	Nursing Aides, Orderlies, and Attendants*
31-1013	Psychiatric Aides
31-1014	Nursing Assistants
31-1015	Orderlies
31-2011	Occupational Therapy Assistants
31-2012	Occupational Therapy Aides
31-2021	Physical Therapist Assistants
31-2022	Physical Therapist Aides



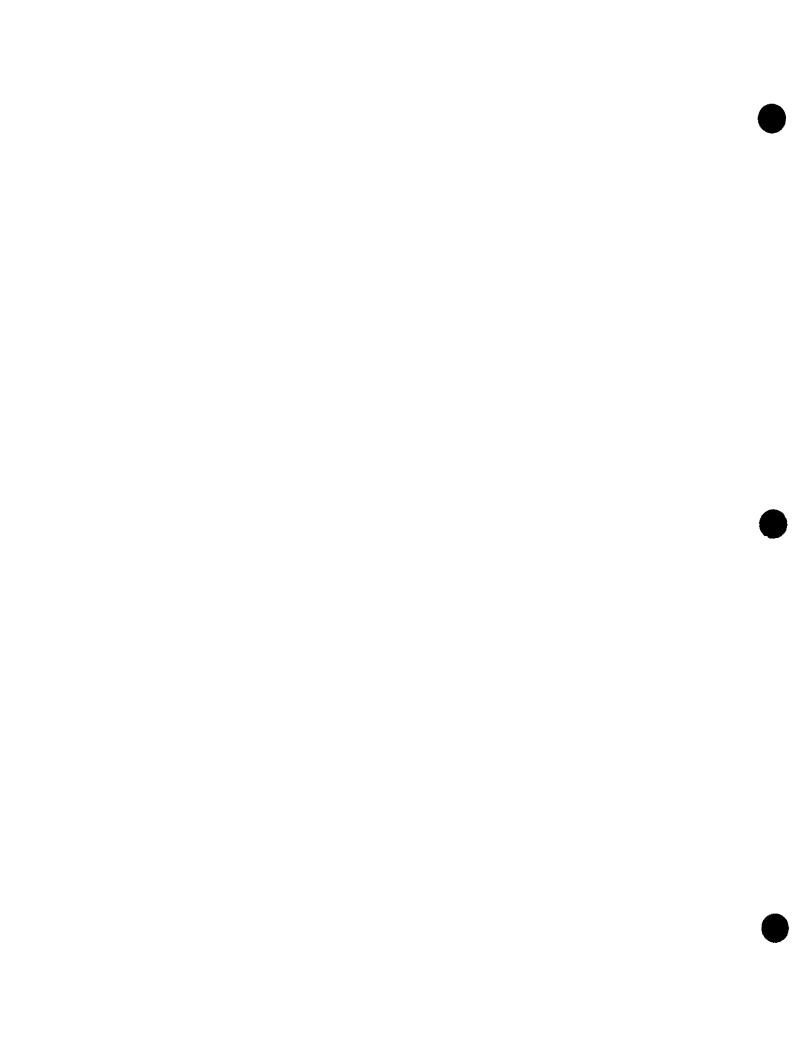
#### RESTORATIVE NURSE ASSISTANT

#### PROGRAM OBJECTIVE

The goal of this program is to prepare the student for an entry-level position as a Restorative Nurse Assistant. The student is trained in the principles of health care, patient care, long-term care, and rehabilitative nursing. Prospective Students must have C.N.A Certification or have passed the Red Cross examination.

This Program provides theory and hands-on instruction in those skills necessary to assist clients in nursing facilities, clinics, independent living settings, or home care to achieve and maintain their highest functional level. Working in conjunction with physical, speech, and occupational therapy, students will develop assessment skills for determining the need for restorative nursing. Upon successful completion of this class, students will earn CEU's and/or become eligible for employment as an RNA, significantly increasing job opportunities.

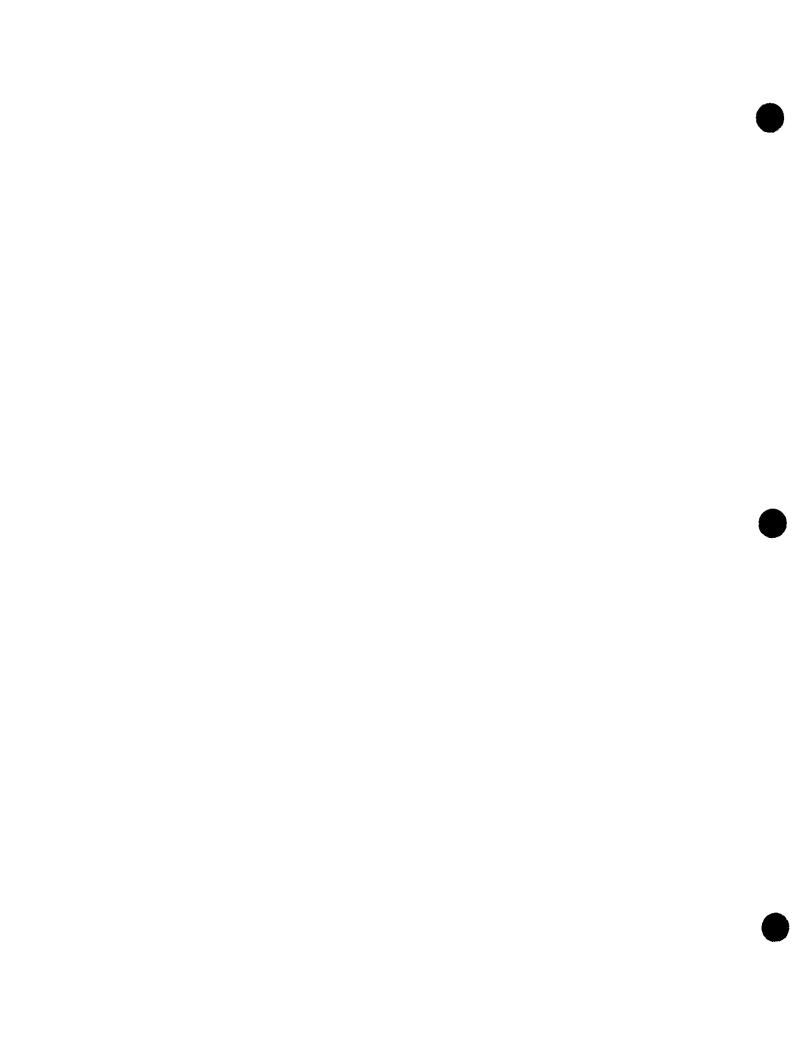
Class Title	Theory Hours	Practicum Hours	Total Clock Hours
RESTORATIVE NURSING I	4		4
Introduction to restorative nursing			
Job Description and Responsibilities of the			
RNA			
Needs and care of other adults			
RESTORATIVE NURSING II	2	2	4
Physical Therapy			
Review of Muscular System			
Terminology			
RESTORATIVE NURSING III	4		4
Occupational Therapy			
Assisting the client toward independence.			
RESTORATIVE NURSING IV	4		4
Speech Therapy			
Swallowing impairment			
Nutrition for the geriatric patient			
Feeding techniques			
RESTORATIVE NURSING V	2	2	4
Whirlpool Therapy			
Care of patients with fractures			
Terminology			
RESTORATIVE NURSING VI	4		
Documentation			
Effective Communication			
Interaction with Rehabilitation Department			
Total	20	4	24



RNA I	A Clock Hours Introduction to restorative nurse assistant jobs and duties. Description of role and responsibilities of the RNA in the health care environment. Description of needs of patients and assessment of needs and care of the clients. Development of plan of restorative exercises.
RNA II	Activities and physical therapy exercises. Review and assessment of muscular system. Review of terminology. Application to Range of Motion.
RNA III	4 Clock Hours Activities and physical therapy exercises. Review and assessment of muscular system. Occupational Therapy. Assist client developing a plan to improve mobility. Assist the client toward independence.
RNA IV	Assess patient ability to benefit. Review and assessment of nutrition principles. Feeding techniques. Swallowing impairment. Geriatric assessment. Feeding techniques
RNA V	A Clock Hours  Physical and whirlpool therapy. Range of motion. Care of patients with physical limitations, fractures. Assessment., reporting. Terminology Review.
RNA VI	4 Clock Hours  Documentation of physical rehabilitation . Communication with patient and staff. Interaction with rehabilitation department. Interaction with patient and family of patient
Graduates fr	om this program will be able to work in the following jobs
31-1011	Home Health Aides
31-1012	Nursing Aides, Orderlies, and Attendants*
31-1013	Psychiatric Aides
31-1014	Nursing Assistants
31-1015	<u>Orderlies</u>
31-2011	Occupational Therapy Assistants
31-2012	Occupational Therapy Aides

Physical Therapist Assistants

31-2021



# **PHLEBOTOMY**

#### PROGRAM OBJECTIVE

The goal of this program is to prepare the student for an entry-level position as a Certified Phlebotomy Technician CPT-I. The student is trained in the principles of venipuncture, hands on techniques and the following categories; quality assurance and legal issues; infection control, safety and first aid. training length is 64 hours plus additional mandatory 40 hours externship with a total of 104 hours for a total of 6 weeks.

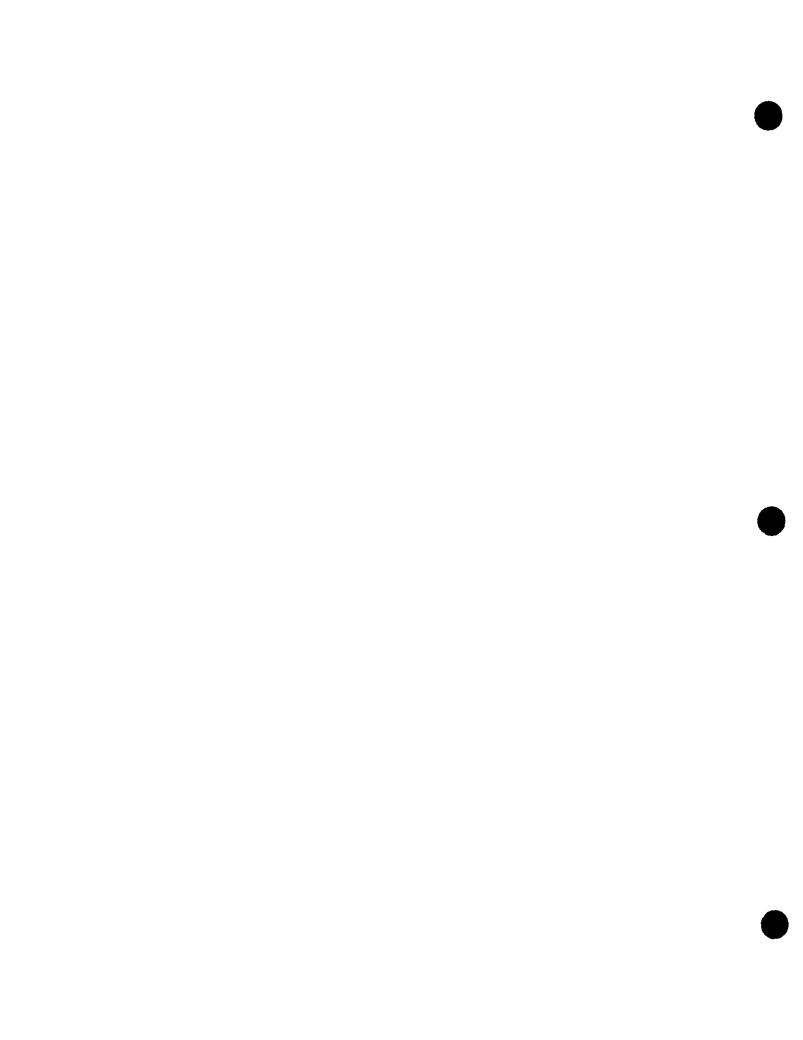
#### PROGRAM OUTLINE

Class Title	Lecture Hours	Lab Hours	Practicum Hours	Total Clock Hours
Module A: Introduction to Phlebotomy, Safety and First Aid	6	2		8
Module B: Basic Anatomy and Physiology Medical Terminology, Circulatory System	6	2		8
Module C: Patient Identification, Infection Control, Waste Disposal	6	2		8
Module D: Blood collection techniques, Post puncture care and equipment	6	18		24
Module E: Anticoagulant Theory, specimen Processing and Transport	6	2		8
Module F: Quality assurance, communication skills, risk factors, Legal issues related to Phlebotomy	6	2		8
Module G: Externship			40	40
Total	36	28	40	104

In addition, you will complete your Phlebotomy program as an extern in a healthcare environment with hands-on, practical experience.

Our externship instruction will give you the opportunity to use your new phlebotomy skills in a medical healthcare environment. You will extern with patients under the supervision of medical healthcare professionals with the oversight of our Phlebotomy approved staff.

CIT's course equips and prepares students to take the National certifying examinations including the National Center for Competency Testing/Multi skilled Medical certifications Institute and National Health career Association/Multi skilled Medical Certifications Institute and National Health Career Association examinations.



# Module A: Introduction to Phlebotomy, Safety and First Aid

16 Clock Hours

Students will be introduced to basic concepts of phlebotomy. They will learn to evaluate the work environment to identify unsafe working conditions, discuss safety issues in a healthcare environment and applied First aid.

16 Clock Hours

Module B: Basic Anatomy and Physiology Medical Terminology, Circulatory System

Students will learn the basic root words, prefixes and suffixes used in the field of Phlebotomy. The correct laboratory test names and abbreviations used for blood drawing and the correct terminology for documentation of the technique for the patient. Students will be exposed to the anatomical region, structural organization, and the major organs system. Students will learn the functions and tests related to the organ system, circulatory system and functions of all cellular components of the blood and hemoglobin.

8 Clock Hours

Module C: Patient Identification, Infection Control, Waste Disposal

Students will learn the infection sources, chain of infection, The OSHA standards for occupational exposure to blood borne pathogens, standard precautions, the use of standard precautions, the isolation techniques, Nosocomial Infections. Patient identification and waste disposal techniques will be emphasized in this module.

8 Clock Hours

<u>Module D</u>: Blood collection techniques, Post puncture care and equipment \_Students will begin to identify the equipment and become familiar with needed sterile equipment and the proper procedures used for blood drawing, labeling and documenting system. The student will learn the skills of actual venipuncture and blood drawing.

48 Clock Hours

Module E: Anticoagulant Theory, specimen Processing and Transport

Students will learn the anticoagulant theory. They will also be taught specimen handling, processing and transportation.



#### 8 Clock Hours

<u>Module F:</u> Quality assurance, communication skills, risk factors, Legal issues related to Phlebotomy

Students will work in the lab using interpersonal communication with patient care role playing to understand the patient they will work with in the industry.

The student will learn and use the legal aspects of the Phlebotomist and the responsibility and respect for the patient.

64 Clock Hours

Module G: Externship

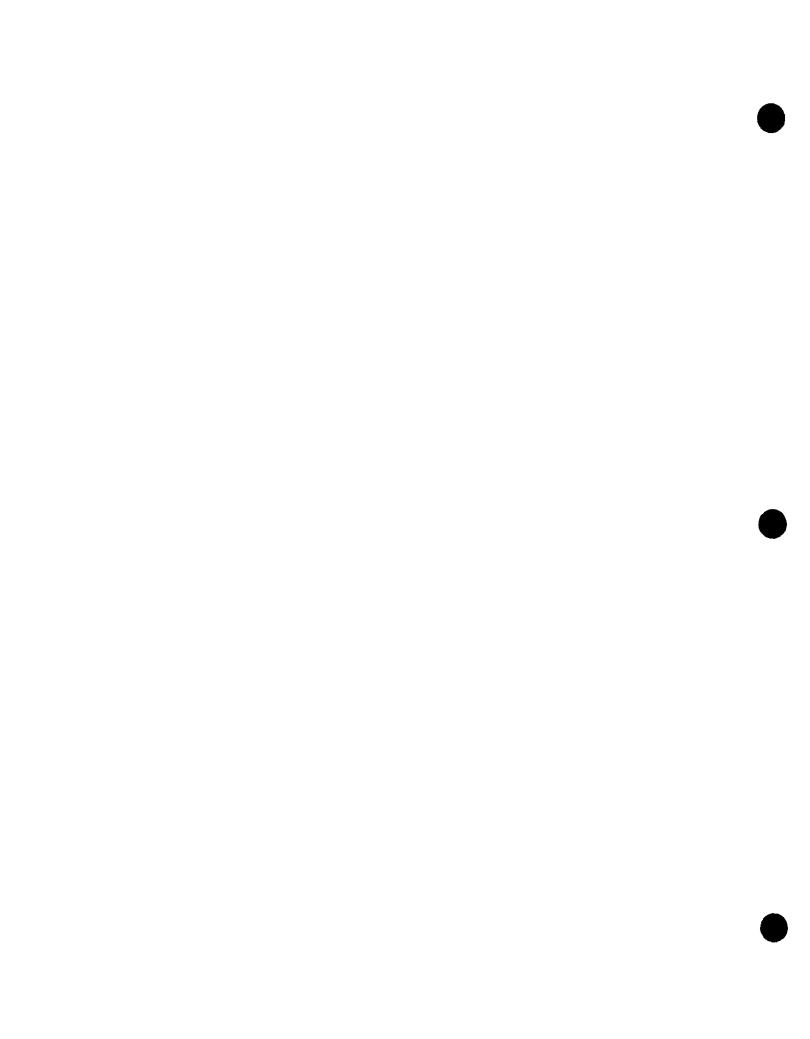
The final module of this program allows student after successfully completing the desired skills of this course to be placed within the industry to continue to use the skills and prepare for employment in Doctors' offices, Hospitals and labs and have the required venipuncture needed for the certification exam.

#### LICENSE

Phlebotomy students, upon completion of the program with a minimum grade of 80% will be eligible to take the National Healthcare Association (NHA) Certification Exam. The School Registrar will assist the student with the exam registration process. Upon passing the NHA Certification Exam the student will receive a Phlebotomy NHA Certificate. The student will then be able to apply for a Phlebotomist CPT1 license which will be issued by Life Field Services (LFS) CDPH.

Graduates from this program will be able to work as:

31-9097 Phlebotomists



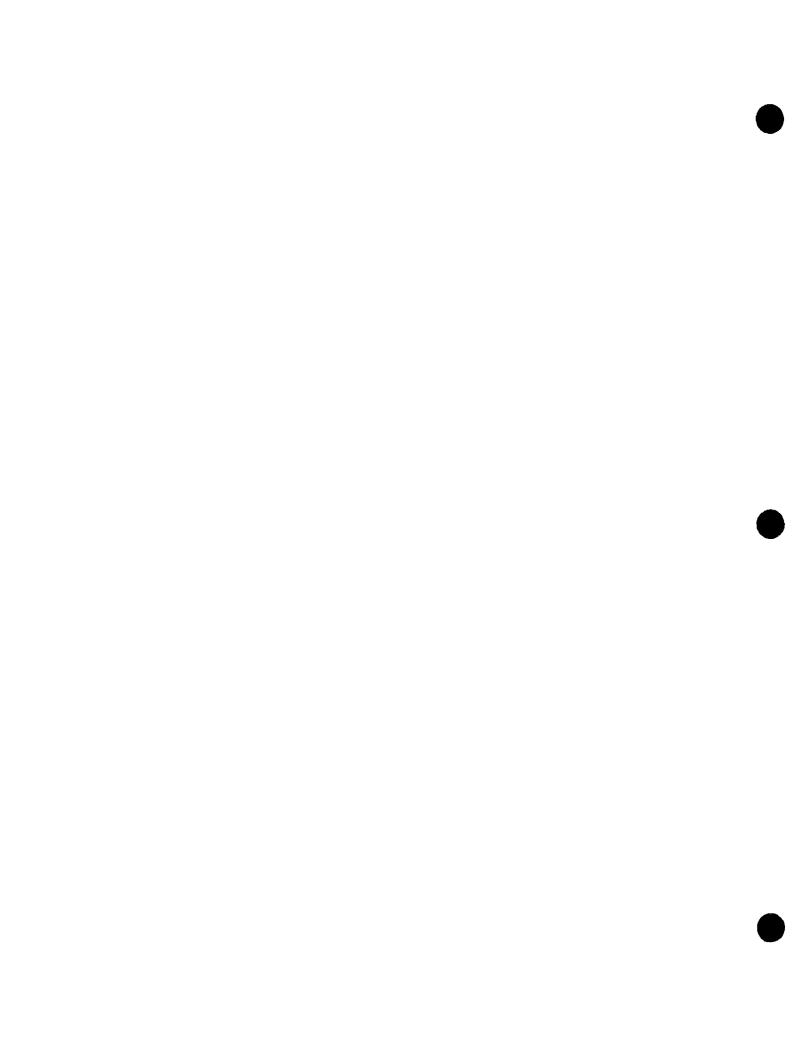


#### PHYSICAL THERAPY AIDE

#### PROGRAM OBJECTIVE

The Physical Therapy Aide program provides the student with career training as a Physical Therapy Aide. The program applies an integrated approach to health and wellness by incorporating medical massage and physical therapy modalities. Training is provided in the utilization of physical therapy equipment and the treatment of back and limb disorders through medical massage. The program also offers training in anatomy & physiology, pathology, kinesiology, CPR and First Aid certification, professional ethics, patient intake and professional development. Upon successful graduation from the 260 hour program the student is prepared for an entry-level position as a Physical Therapy Aide.

COURSE	Theory Hours	Lab Hours	Total Hours
Introduction to Physical Therapy Aide	20	0	20
First Aid and CPR	2	8	10
Professional Ethics	10	0	10
Basic Medical Terminology	10	0	10
Medical Systems I	20	0	20
Medical System II	20	0	20
Medical System III	20	0	20
Physical Therapy Modalities	20	40	60
Therapeutic Regional Massage	10	40	50
Externship		40	40
Total	132	128	260





Module A. Introduction to Physical Therapy Aide

20 Clock Hours

Module B: First Aide & CPR

10 Clock Hours

Module C: Professional Ethics

10 Clock Hours

Module D: Basic Medical Terminology

10 Clock Hours

This module introduces the student to the basics for building terms. Word terminals, suffixes, prefixes and combining forms are covered to assist the student in building formats to make medical terms

Module E: Medical Systems I

20 Clock Hours

This module includes the safety of the skeletal/muscular/Integumentary systems. This will include the basic anatomy, physiology function and location of the organs of each system. Disease symptoms, diagnostic procedures, and treatment will be included

Module F: Medical System II

20 Clock Hours

This module includes the study of the hematology/cardiology/respiratory/urological systems. It includes various types of hematological test and the normal results. Anatomy, physiology function and location of the organs within the system will be discussed. Disease process diagnostic procedures, and treatment will be discussed.

20 Clock Hours

Module G: Medical System III

This mode includes the study of the Endocrinology/Gastrology/Lymptic/ and Reproductive system. This includes the basic anatomy, physiology function and location of the organs of each system. Diseases, symptoms, diagnostic procedures, and treatment will be discussed

Module H Physical Therapy Modalities

60 Clock Hours

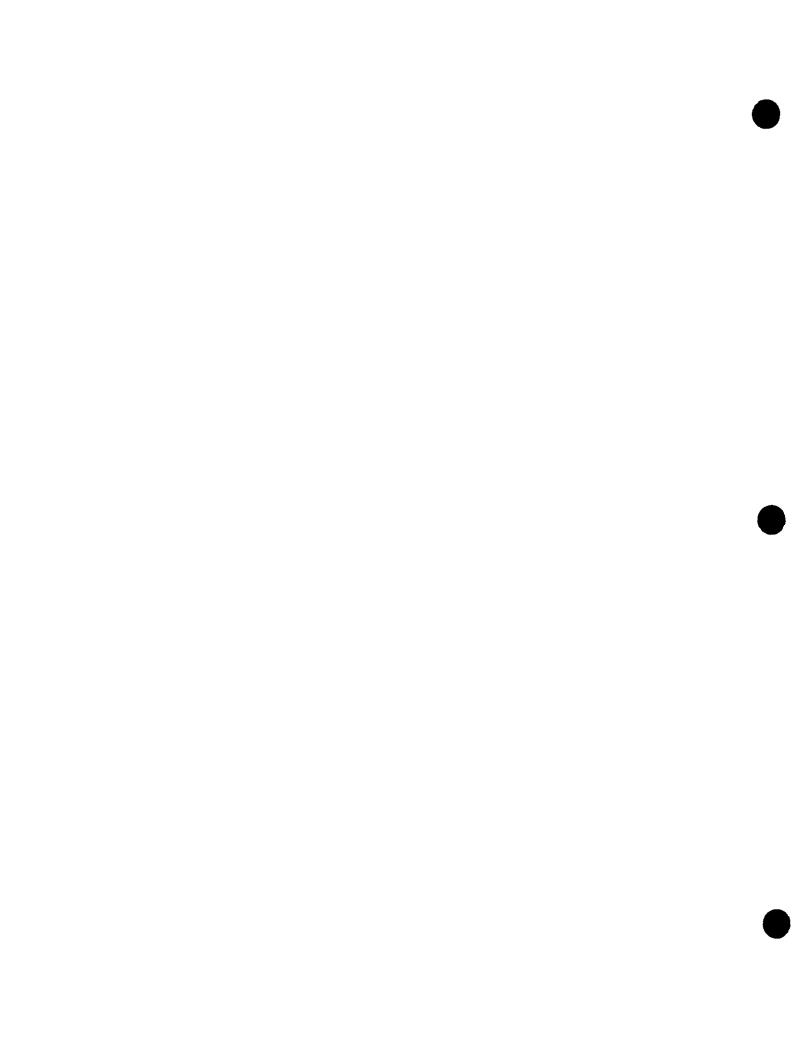
Module I: Therapeutic Regional Massage

50 Clock Hours

Module J: Externship

40 Hours

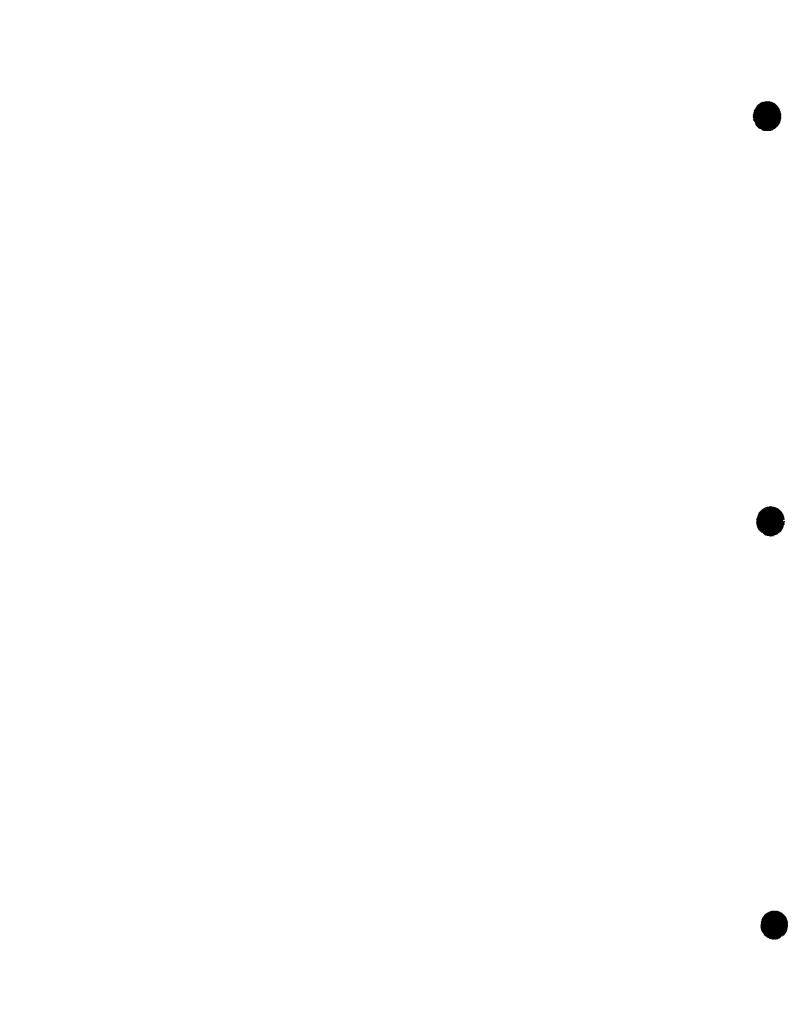
This course unit is designed to provide the student with on-the-job-training under the guidance of the Program Director, a facility supervisor, and the instructional staff. The student is given the opportunity to apply the knowledge gained in the classroom to a real life situation, while receiving support from the Institute.



The Student will perform clinical procedures as required by the facility, during the operational hours of the facility. Each student will be evaluated during this experience, to strengthen areas of weakness, build self-confidence, and gain a better understanding of the skills needed to be successful in their chosen career

Graduates from this program will be able to work in the following jobs:

31-2011	Occupational Therapy Assistants
31-2012	Occupational Therapy Aides
31-2021	Physical Therapist Assistants
31-2022	Physical Therapist Aides
31-9011	Massage Therapists



# **PHARMACY TECHNICIAN**

# **Program Description:**

This 16.0 Semester Credit Hour (900 clock hour ) program requires weeks of training . There are no prerequisites for this 14 module course. This program is designed to familiarize students with drug and medical terminology, and basic human anatomy as well as the necessary skills to assist the pharmacist in prescription preparation and administration.

# **Program Objectives:**

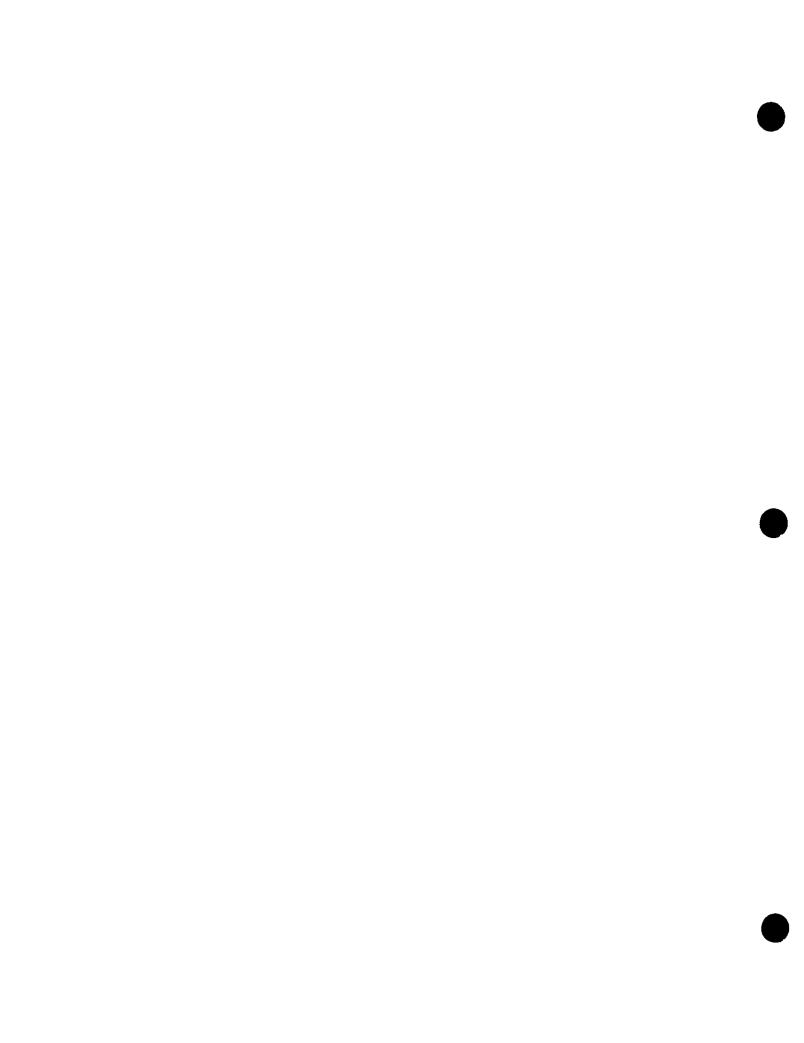
This program is designed to provide an extensive course of instruction in handling over the counter prescriptions or "chart orders" from Doctors in a hospital pharmacy. The program is detailed to allow the pharmacy technician or pharmacy assistant to package and distribute prescribed medications.

#### Occupational Objectives:

Graduates of this program will be qualified for entry level positions and will be able to perform a wide variety of clerical and technical tasks involved in operating a public or hospital pharmacy as a Pharmacy Technician.

Graduates from this program will be able to work in the following jobs:

31-9095 Pharmacy Aides

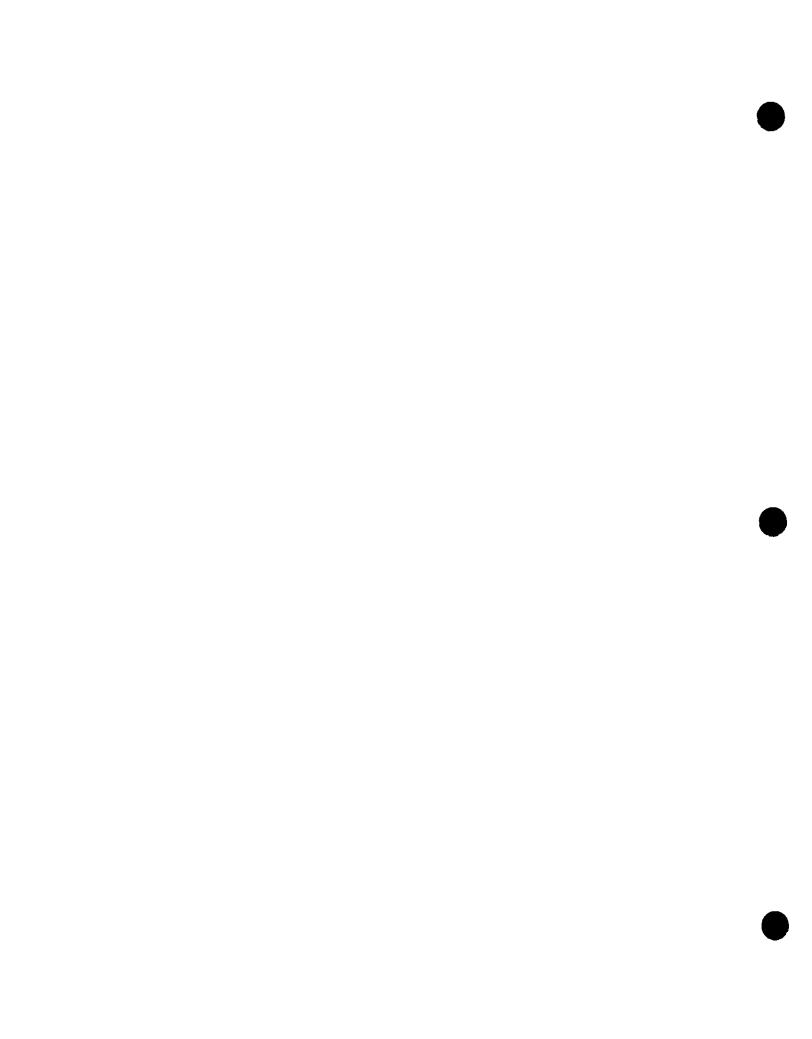


	OBJECTIVES	
	COURSE	Clock Hours
PHT-101	Introduction to Pharmacology, History and Legislation	40
PHT- 102	Pharmacy Law and Ethics	40
PHT-103	Medical/Drug Terminology	80
PHT-104	Anatomy and Physiology	70
PHT-105	Pharmacy Drug Monograph	70
PHT-106	Prescription Math	80
PHT-107	Systems of Measurement	40
PHT-108	Pharmacy Computations	80
PHT-109	Dosage Calculations	80
PGT-110	Drug & Route of Administration	80
PHT-111	Intravenous Pharmacy	40
PHT-112	Community Pharmacy Issues	40
PHT-112	Externship	160
	Total	900

PHT-101: Module A:Introduction to Pharmacology, History and Legislation

40 Clock Hours

The student is exposed to the field of Pharmacology, its history and its future. The legislation behind Pharmacology. The origins, plant, animal, and mineral sources of Pharmacology. The origins of drug laws, FDR, schedules of drugs, and other legislation governing prescription and over the counter drugs.



PHT-102:

Pharmacy Law and Ethics

40 Clock Hours

The student studies the basics of pharmaceutical law and ethics. The legal controls, drug abuse, and the drugs involved with this industry

PHT-103: M

Medical/Drug Terminology

80 Clock Hours

Through an intensive process, the student learns of word formation: prefix, root and suffix of over 350 medical terms. The student also learns the definitions for terminology associated with pharmacies.

PHT-104: Anatomy and Physiology

70 Clock Hours

The student focuses in on the skeleton system, muscular system, the nervous system, circulatory, respiratory, digestive, urinary, reproductive, endocrania systems of the human body and the effect of drugs on them.

PHT-105: Pharmacy Drug Monograph

70 Clock Hours

The student will gain the knowledge in the areas of pharmacy practice, pharmacy protection, safety in the pharmacy, drug monographs, signs, symptoms and side effects of specific drugs, and PDR's.

PHT-106: Prescription Math

80 Clock Hours

The student will learn the procedures and concepts concerning number manipulation involved with basic arithmetic using decimals, percentages for drug prescriptions.

PHT-107: Systems of Measurements

40 Clock Hours

The student will learn the apothecary system, metric system, and other types of measurements used in Pharmacology. The student will also learn the number forms, dosage schedule, and methods for calculations.

PHT-108: Pharmacy Computations

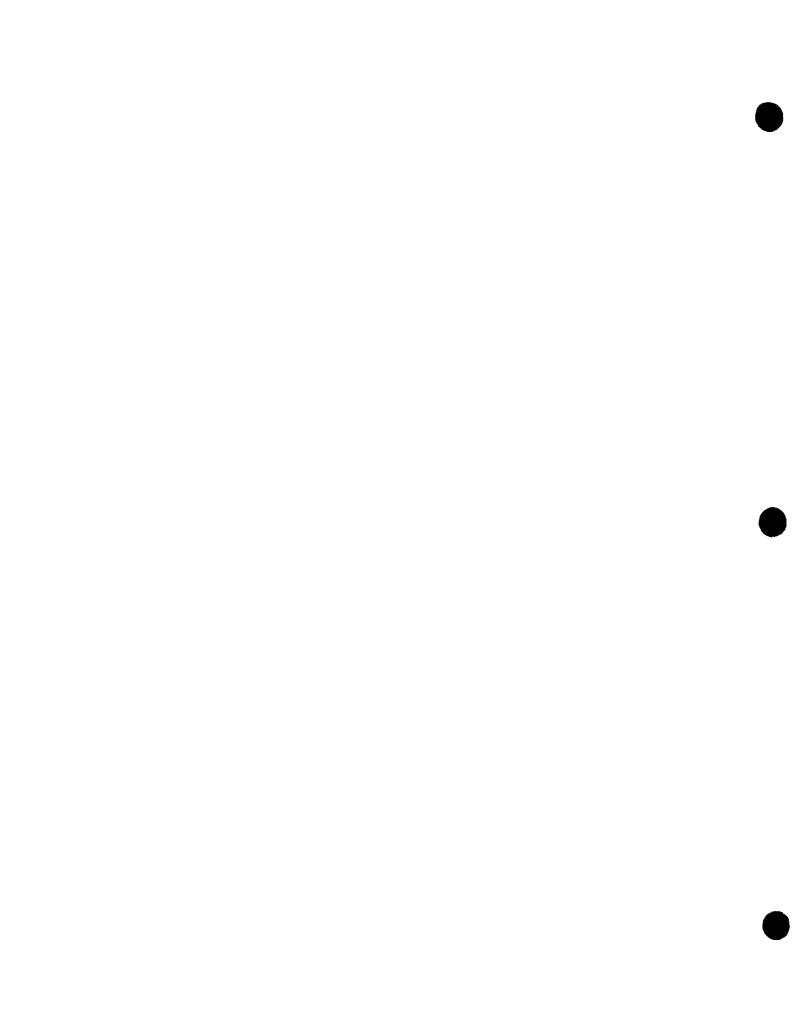
80 Clock Hours

The student will learn the meaning of Necrology, the theory of ratios, posology, and disbursement of drugs.

PHT-109: Dosage Calculations

80 Clock Hours

The student will learn the procedure for greeting customers/patients, taking the prescriptions, utilizing a computer system to identify the patient, log the prescription and bill. The student will also learn to assist the Pharmacist with the dispensing of drugs, the



side effects of certain drugs, allergies and refills. The student will develop skills in take phone orders for prescriptions, processing insurance claims and payments.

PHT-110: Drug & Route of Administration

80 Clock Hours

The student will learn of the various absorption, distribution, metabolism and excretion of drugs.

PHT-111: Intravenous Pharmacy

40 Clock Hours

The student will learn the background surrounding intravenous pharmacy, along with intravenous therapy. The student will also learn the equipment, tools, nutrient support, mixing, calculations involved with intravenous pharmacy.

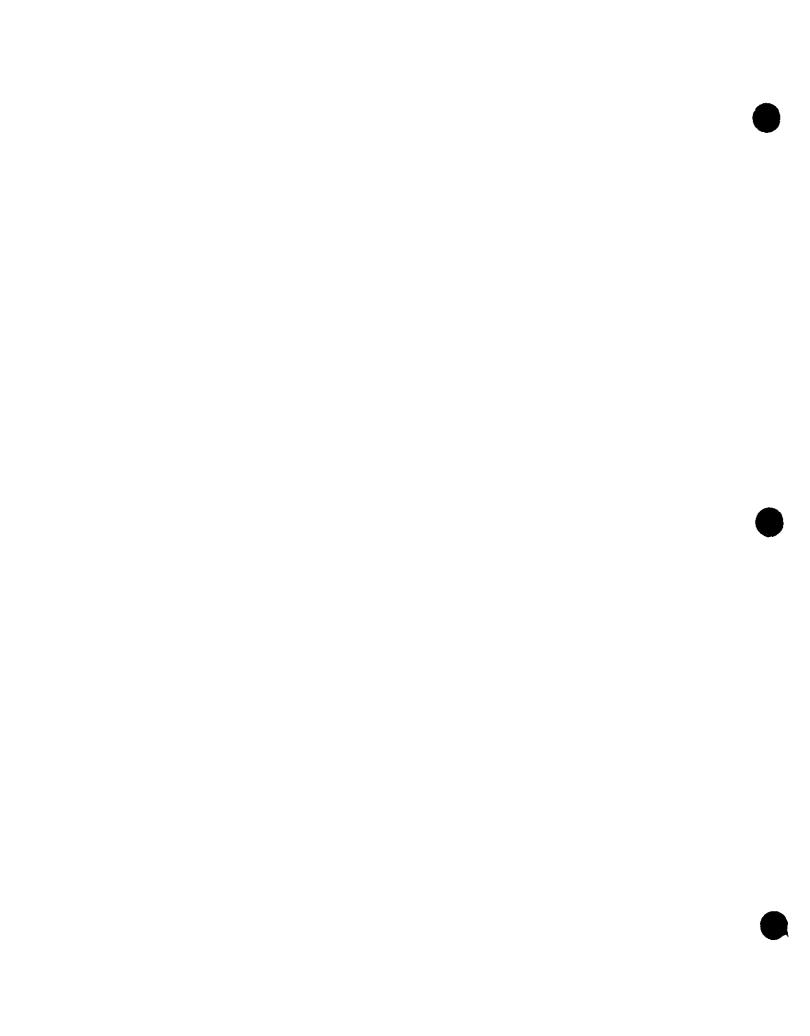
PHT-112: Community Pharmacy Issues

40 Clock Hours

The student will learn the background surrounding community pharmacy issues. The student will also learn the system of long-term care pharmacy packing drugs for delivering to in-house pharmacy's for elderly care and rehabilitation facilities.

PHT-113: Externship

160 Clock Hours





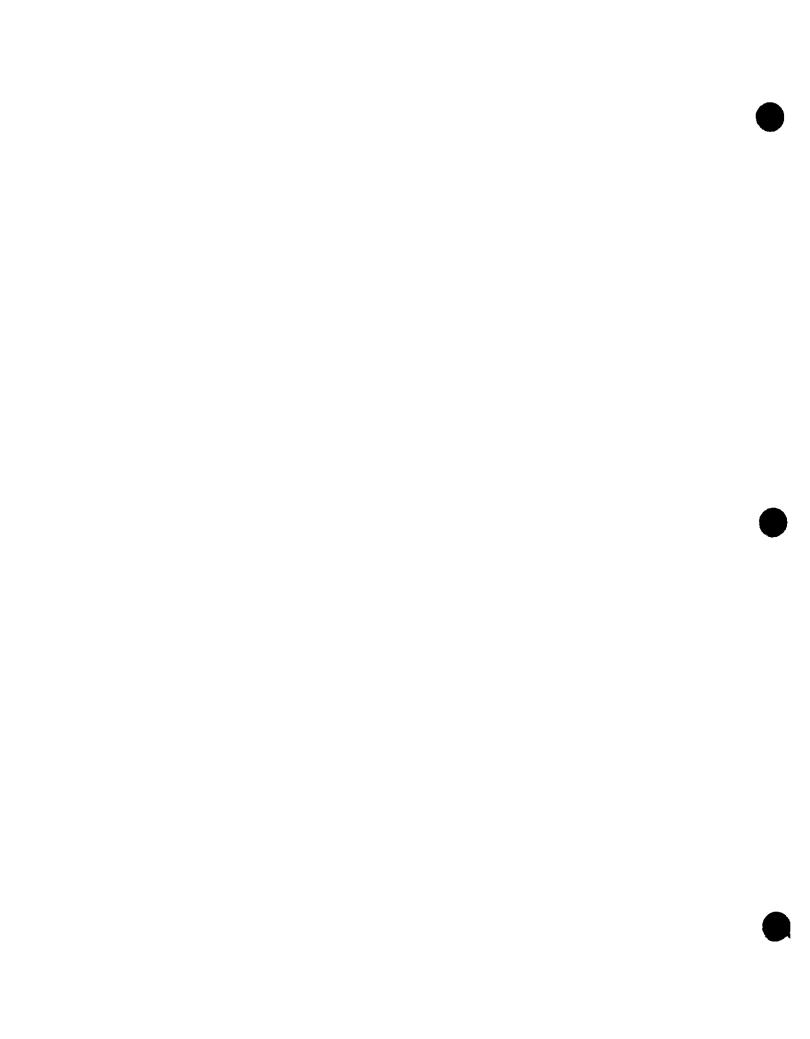
#### MEDICAL ASSISTANT CODING AND BILLING/PHLEBOTOMY PROGRAM OBJECTIVE

The Medical Assistant - Billing and Coding Program prepares student to be an entry level health care support team member. Student will learn anatomy, physiology, medical terminology, taking of vital signs, EKG and other diagnostic testing, first aid and cardiopulmonary resuscitation (CPR). programs culminates with externship. Graduates receive a CPR certificate from American Heart Association and a diploma upon successful completion of the program, CPT-NHA, and CMA-NHA certifications, and CPT1 state license. The Medical Assistant - Billing and Coding program prepares students in acquiring job skills in entry level jobs such as Billing or Insurance Processing Clerks in Physician offices, hospital billing, outpatient departments.

	COURSE	Clock Hours
COM-11	Pharmacology / Mathematics	60
MA-02	Medical Terminology / Anatomy and Physiology I, Vital Signs	50
MA-03	Medical Terminology / Anatomy and Physiology II, CPR, EKG	50
MA-09	Medical Records Management	80
MBC-21	Medical Insurance Procedures	40
MBC-22	Coding Diagnoses and Procedures	40
MBC-31	Computerized Medical Billing. EMR	80
COM-12	Diagnostics, Medications, Pharmacology	80
CPT	Phlebotomy Technician - Certification	100
CDJP- 55	Career Development and Job Placement	40
MBC-41	Medical Coding Review ICD9	80
MBC-51	Externship / CPT1/ Medical Assistant – General Review	200
	Total 67	900









#### **PROGRAM OBJECTIVES**

MA-01Pharmacology /Mathematics

60 Clock Hours.

MA-02 Medical Terminology I/Anatomy & Physiology I, Vital Signs

50 Clock Hours

The class in anatomy & Physiology/Medical Terminology I provides a basic knowledge of the different prefixes combining forms, suffixes of medical terms that are associated with the following body systems: Integumentary ,nervous, cardiovascular, lymphatic and immune, respiratory, skeletal and muscular systems. Likewise, the terms related to the eyes and ears are studied. The course focuses on the recognition , definition ,spelling, and pronunciation of these medical terms and the same time learning the structures and functions of the body systems.

MA-03 Medical Terminology I/Anatomy & Physiology II, CPR, EKG

50 Clock Hours

The class in anatomy & Physiology / Medical Terminology II provides a basic knowledge of the different prefixes , combining forms, suffixes of medical terms that are associated with the following body systems : digestive, reproductive, endocrine and urinary systems. Likewise , the terms related to the eyes and ears studied. The class focuses on the recognition , definition, spelling , and pronunciation of these medical terms and at the same time learning the structures and functions of the body systems. Students will observe a series of procedures during the demonstration , and the instructor will closely monitor the student's progress in administering the EKG

MA-04 Medical Records Management

80 Clock Hours

The course discusses the importance of accurate medical records, the identification of equipment and supplies, and the basic rules of filing medical records. The course also includes the steps for filing medical documentation in patient files, filing techniques, and common filing systems and terminal digit filing.

MBC-05 Medical Insurance Procedures

40 Clock Hours

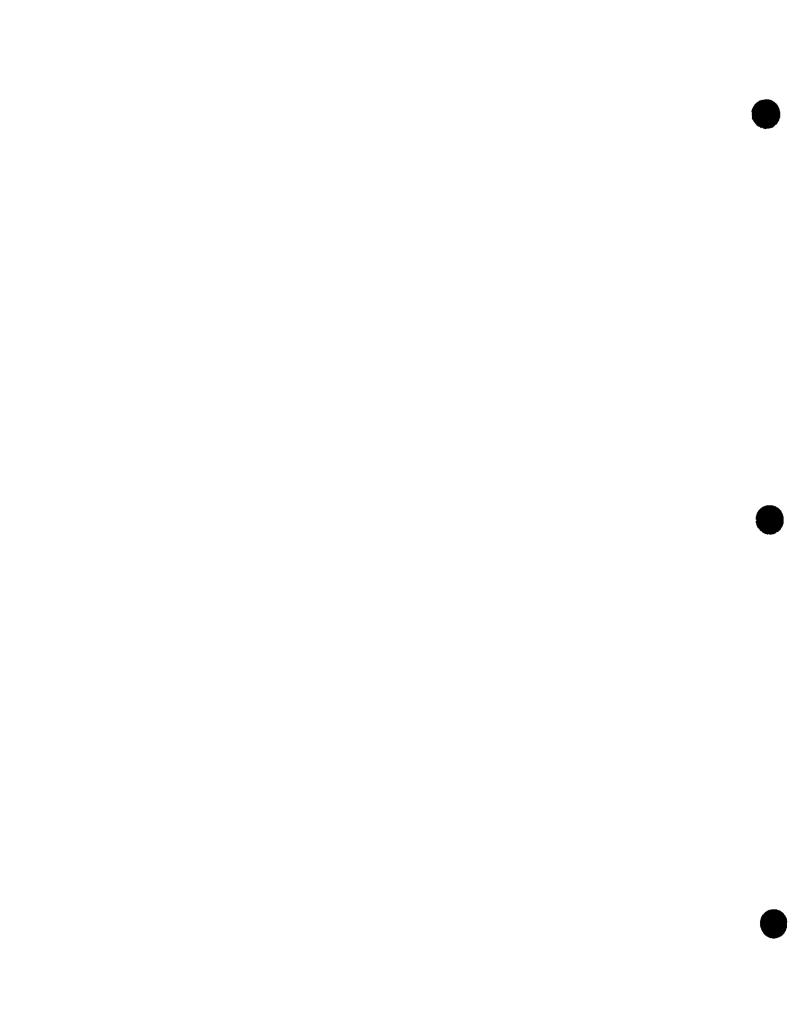
The class in Medical Insurance Procedures provide a solid foundation of the different types of insurance coverage that are available. Eligibility requirements as well as the processing of insurance claims will be stressed. Student will also become familiar with the different forms used in the industry.

MA-06 Coding Diagnoses and Procedures

40 Clock Hours

The class prepares the student to perform medical coding of different diagnoses and procedures used by several health care providers. The used of the current procedural







Terminology (CPT), the International Classification of Diseases (ICD-9), and the HCPCS manuals will be presented in easy step-by-step fashion. Students will also use a textbook that will provide them with several hands-on experiences to enhance their skills.

#### MA-07 Computerized Medical Billing EMR

80 clock Hours

A computerized job-simulated billing exercise using Medisoft will provide the student with a complete learning package in this course. Students will have hands-on experience on scheduling appointments on appointment sheets and on the computer; perform pegboard bookkeeping systems. Students will perform billing operations including the preparation of super bills. Proper collection procedures will be discussed.

## MA-08 Diagnostics, Medications, Pharmacology

80 clock Hours

The class introduces the administration of prescription and nonprescription medications including the use of the PDR. Students learn how to write prescriptions, record and store

#### MA-09 Phlebotomy Technician Certification

100 Clock Hours

This class prepares students to perform a series of practical skills. Students perform hand-washing techniques and Venipuncture procedures. Students perform blood withdrawal and learn the standard procedures in the collection, storage, and labeling of blood specimen.

## MA-10 Career Development and Job Placement

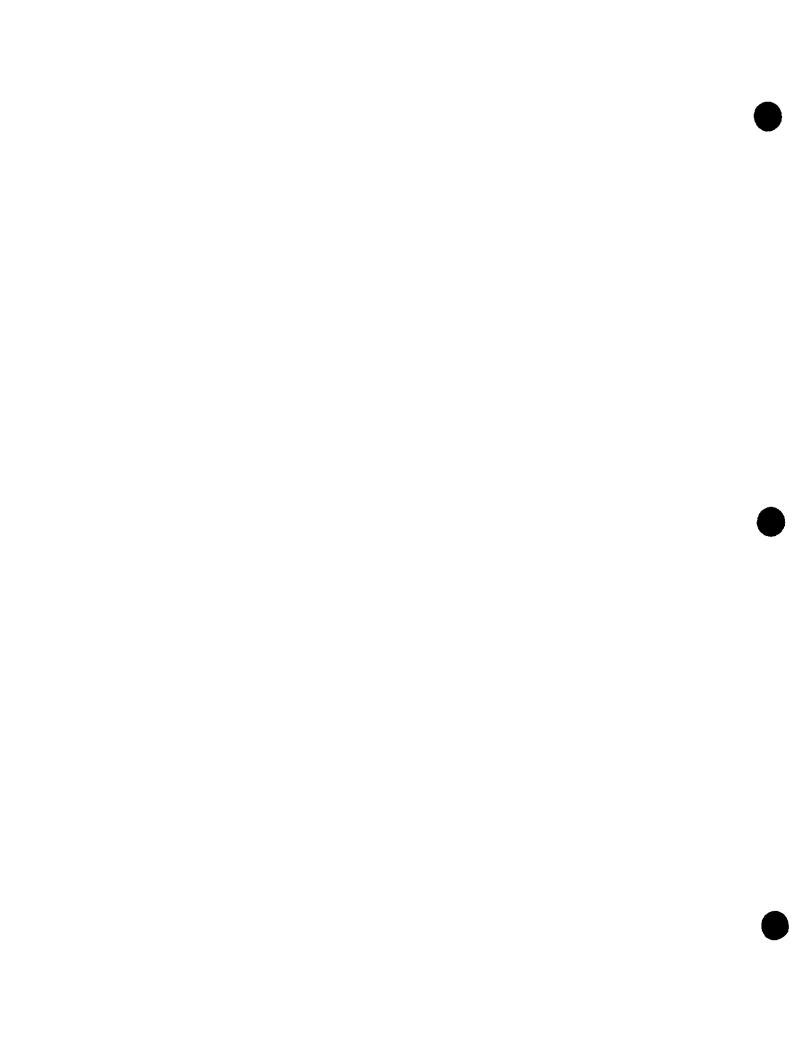
40 Clock Hours

One of the skills a Medical Assistant has to master is the taking of vital sign of a patient. Students learn through hands-on, practical procedures. Medical emergencies occur anywhere near a physician's office, at home, or at a recreational area. Medical Assistant must learn how to near a physician office, at home, or at a recreational area. Medical Assistants must learn how to evaluate the situation and respond in the manner expected from a member of a health-care team. This course presents guidelines for preventing accidents and describe emergency procedures and first aide care of accident victims. Lifesaving skills are best learned through practical activities that are conducted in administering first aide, bandaging, and CPR. Students follow step-by-step procedures through the guidance of a certified instructor.

## MA-11 Medical Coding Review ICD9

80 Clock Hours

His class prepares students with skills related to medical health insurance packages. They will be introduced to the coding manuals and become familiar with different sections and subsections of the manuals. Students will be thoroughly instructed on the diagnoses and procedures codes. Students will become proficient in completing the HCFA 1500 and UB 92 Forms. ICD9



# MA-12 Externship /CPT1/Medical Assistant

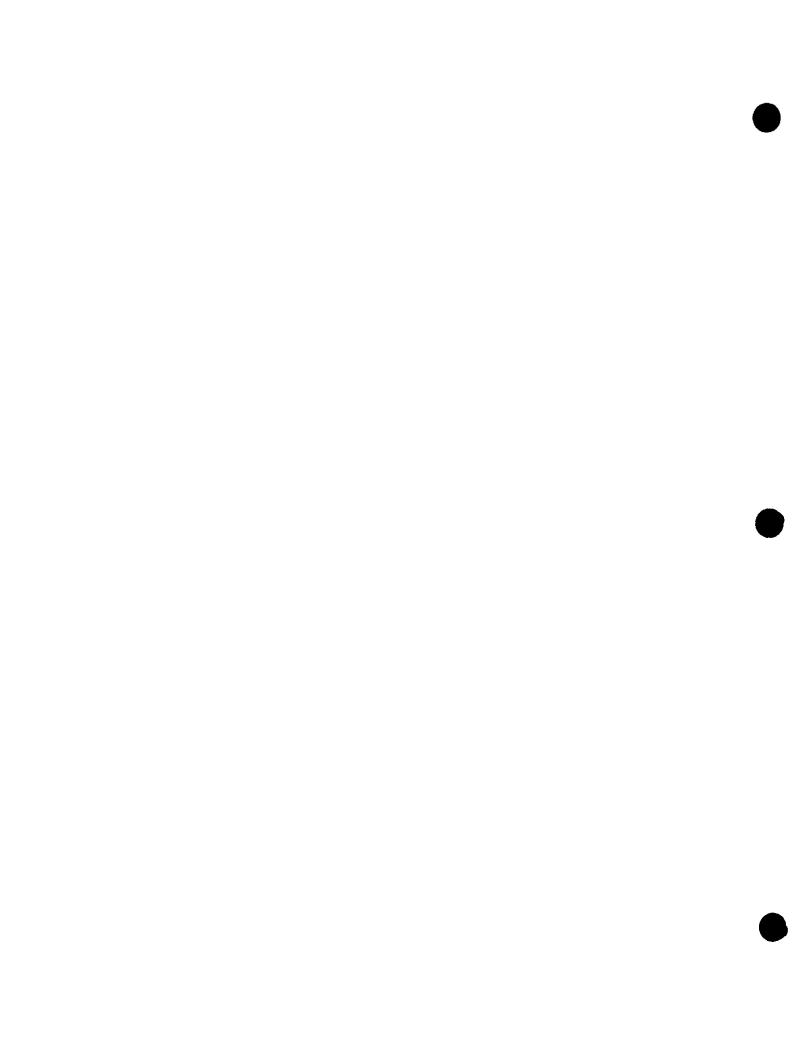
200 Clock Hours

The purpose of an externship assignment is to provide successful completion of the "classroom" portion of the Medical Assistant program the opportunity to work within a medical environment. This work allows the student to continue the learning process about the profession as well as the opportunity to apply the knowledge and skills they have gained from the classroom. The externship work also serves as a job experience when the time comes to begin the search for regular employment. The externship site for Medical Assistant students shall be a clinic under the supervision of a medical practitioner.

Prerequisite: Students must complete all the required classes and have achieved a (B or 70%) and a cumulative attendance of 80%.

Graduates from this program will be able to work in the following jobs

31-9092	Medical Assistants
31-9093	Medical Equipment Preparers
31-9094	Medical Transcriptionists





46-6012

Legal Secretary

# INTERPRETATION AND TRANSLATION PROGRAM OBJECTIVE

This 480 hour certificate program prepares the student, upon certification; to function as a competent entry-level state certified interpreter, providing the foundation they need in language proficiency, and interpretation/translation skills, and vocabulary.

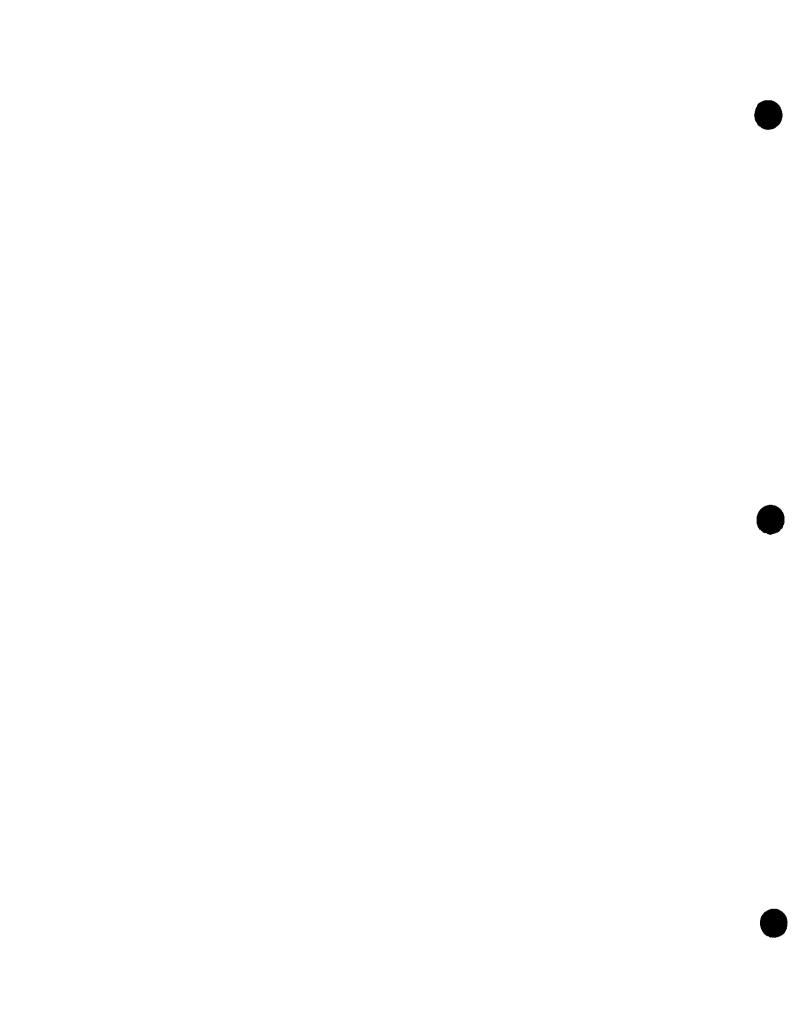
Upon course completion, student must register and pass California's Court Certification Exam, administered by the state Judicial Council's Court Interpreters' Program. All fees for the written an oral exam to be paid by student directly to the California Court system.

All courses taught by State Certified Interpreters with over 15 years experience in the field.

**REQUIREMENT:** Applicants to the Interpretation and Translation Certificate Program must have native or near-native proficiency in English and Spanish.

		COURSE	Clock
	IT-101	Interpreting in the American Legal System	20
	IT-102	Intro to Court Interpreting	30
	IT-103	Court Practicum for Legal Interpreters	80
	IT-104	Sight Translation: Spanish/English – English/Spanish	90
	IT-105	Consecutive Interpretation: Court Proceedings –Spanish/English – English/Spanish	90
	IT-106	Consecutive Interpretation: Administrative Hearings and Depositions	90
	IT-107	Simultaneous Interpretations: Spanish/English	80
		Total	480
3	3-9199	Office and Administrative Support Workers, All Other-Interprete	r
Office and Administrative Support Workers, All Other*			







#### PROGRAM OBJECTIVES - INTERPRETATION AND TRANSLATION

IT – 101 Interpreting in the American Legal System 20 Clock Hours
This course establishes the principles and protocol associated with interpreting in the legal context and explores best practices associated with interpreting in the American judicial system.

IT – 102 Intro to Court Interpreting 30 Clock Hours Familiarizes students with the techniques and terminology of consecutive and simultaneous interpreting, and the practical considerations particular to judicial and quasi-judicial settings. Students learn courtroom protocol, witness control techniques, and review the practical implications of the court interpreter code of ethics.

IT – 103 Court Practicum for Legal Interpreters 80 Clock Hours
This skills course involves the interpretation of frozen legal texts (such as jury instructions and various legal/courtroom forms), the interpretation of client-attorney interviews, and the interpretation of direct and cross examination.

IT – 104 Sight Translation: Spanish/English – English/Spanish 90 Clock Hours Introduces students to the basic theory and practice of translation, both written and sight. Students will learn to apply text analysis, text typology, and contrastive analysis of their working languages to identify, analyze, and resolve translation problems while independently developing an efficient and rational approach to the process of translation.

#### IT – 105 Consecutive Interpretation:

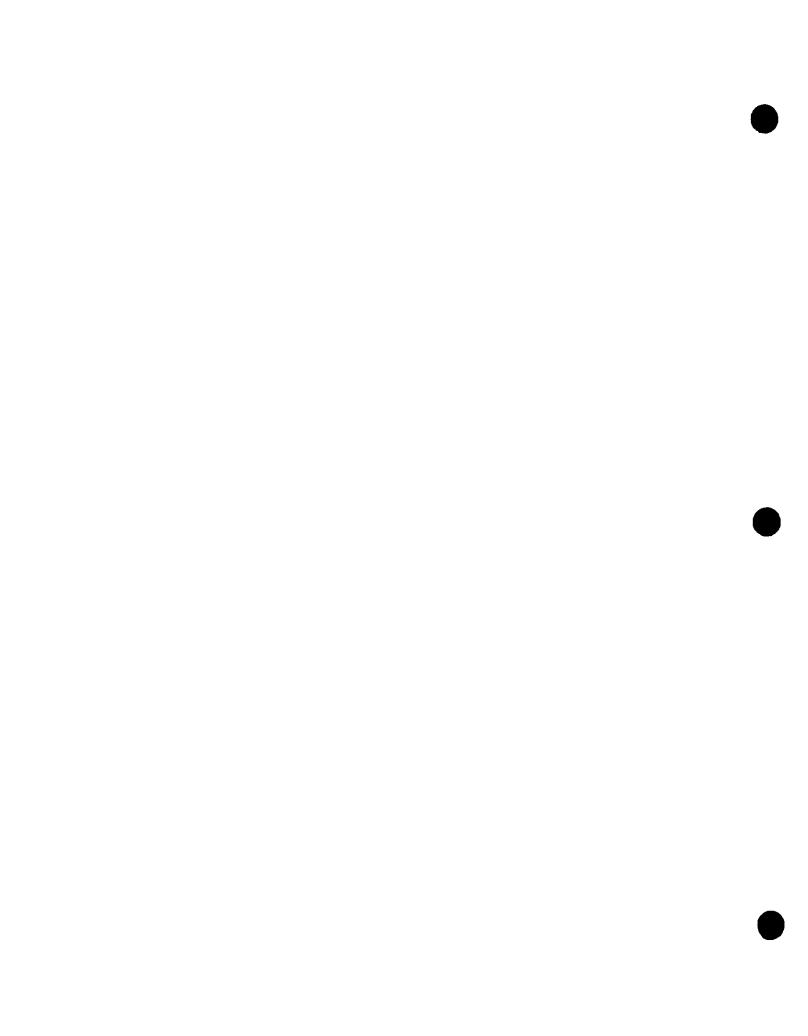
Court Proceedings –Spanish/English – English/Spanish 90 Clock Hours Lays a foundation for the development of professional skills in consecutive interpretation, emphasizing the ability to understand and analyze a message in the source language and convey it in the target language in a straightforward and clear manner.

#### IT – 106 Consecutive Interpretation:

Administrative Hearings and Depositions 90 Clock Hours Focuses on nuance of meaning, accuracy of interpretation, research and preparation for conferences, and glossary development. Special attention is given to maintaining concentration while under significant psychological stress. Students learn to recognize source language discourse patterns and render them effectively in target language.

IT – 107 Simultaneous Interpretations: Spanish/English 80 Clock Hours In simultaneous interpretation, the techniques learned in the previous classes are consolidated, which enables students to polish their delivery and language register. Special attention is given to maintaining concentration while under significant psychological stress. Students learn to recognize source language discourse patterns and render them effectively in target language.

\*\* The test for certification is done through the court and they will charge a fee when course is complete.



## **ENGLISH AS A SECOND LANGUAGE**

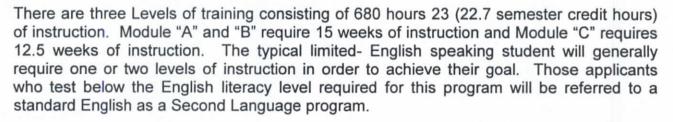
#### PROGRAM OBJECTIVE

The course involves the use of certain language and cultural literacy skills; namely Vocabulary, Social Language, Grammar, Speaking Activities, Pronunciation, Listening, Reading and Writing in the following content areas: Getting Acquainted. Going Out, Talking about Families, Coping with Technology, and Eating In, Eating Out.

This course is designed for those students with limited English language skills. The objective is to further develop and improve the student's English proficiency. Instructional methods and techniques include intensive lecture, demonstration and practical application.

The program makes effective use of audio-visual materials, textbooks and materials and computerized instruction.

Students entering this program who have limited English language skills first enter the beginning English course. An English language placement test is administered to each applicant prior to entering the program. Students are then placed in a class level appropriate to their English proficiency. This placement test will also determine the approximate amount of time required for the student to achieve a level of English proficiency necessary to achieve their goals.

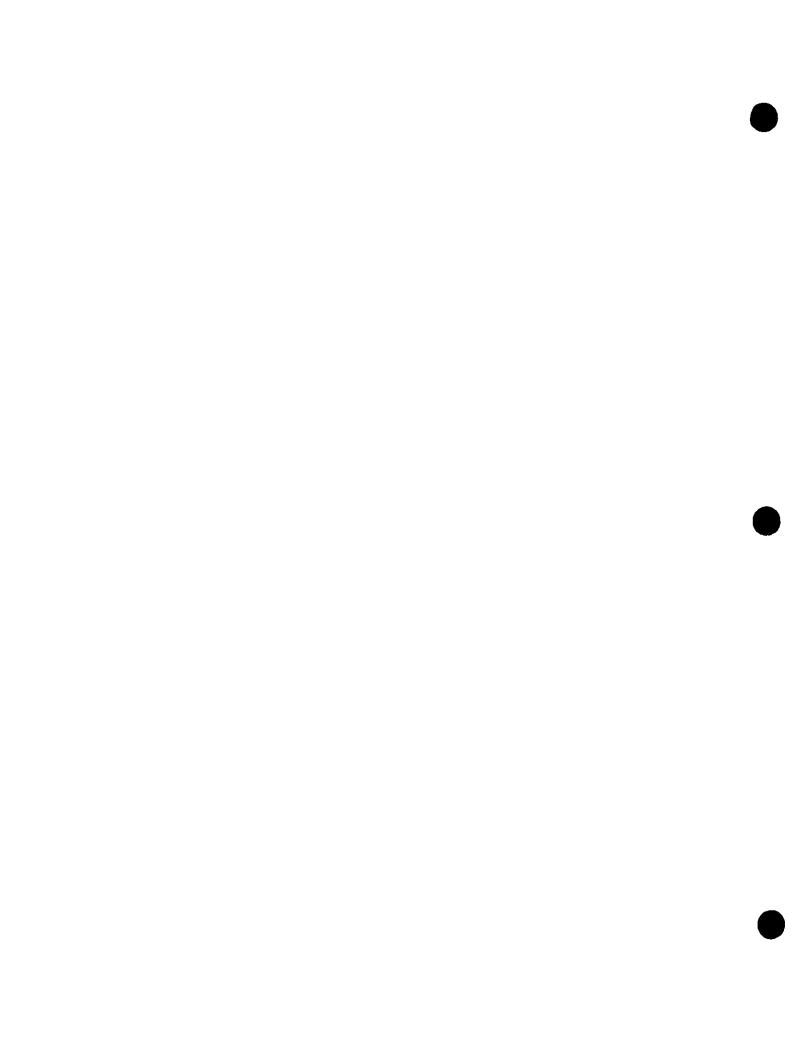


Successful graduates of the program acquire sufficient English skills. Students will graduate from the program when they have attained a level of English language skills necessary.

# PROGRAM OUTLINE

MODULE	TITLE	TOTAL HOURS	TOTAL HOURS
MODULE A	Beginning/Intermediate Literacy	16	240
MODULE B	Intermediate/Advanced Literacy	16	240
MODULE C	Principles of the Alphabet System	13	200
TOTALS		46	680







# PROGRAM OBJECTIVES LEVEL I (BEGINNING)

In this level, students will be introduced to the English language. This course will emphasize elementary competency in Standard English, with a focus on: basic grammar, writing, academic vocabulary, oral communication and reading skills that are necessary for success in introductory academic English.

# LEVEL II

In level II, students will be introduced to the basics of the English Language with more intense emphasis on the fundamentals of the construction. This course will extrapolate from the building blocks obtained in Module I, but with more detail in order to obtain higher grammar, oral communication, writing, vocabulary, listening and pronunciation skills.

# LEVEL III (INTERMEDIATE)

In this level, students are now assumed to have conquered the basics, and are now expected to utilize the obtained information as building blocks to achieve intermediate proficiency in the English language. Intermediate-leveled academic vocabulary, grammar, listening, oral communication, writing, and pronunciation skills will be taught to individuals.

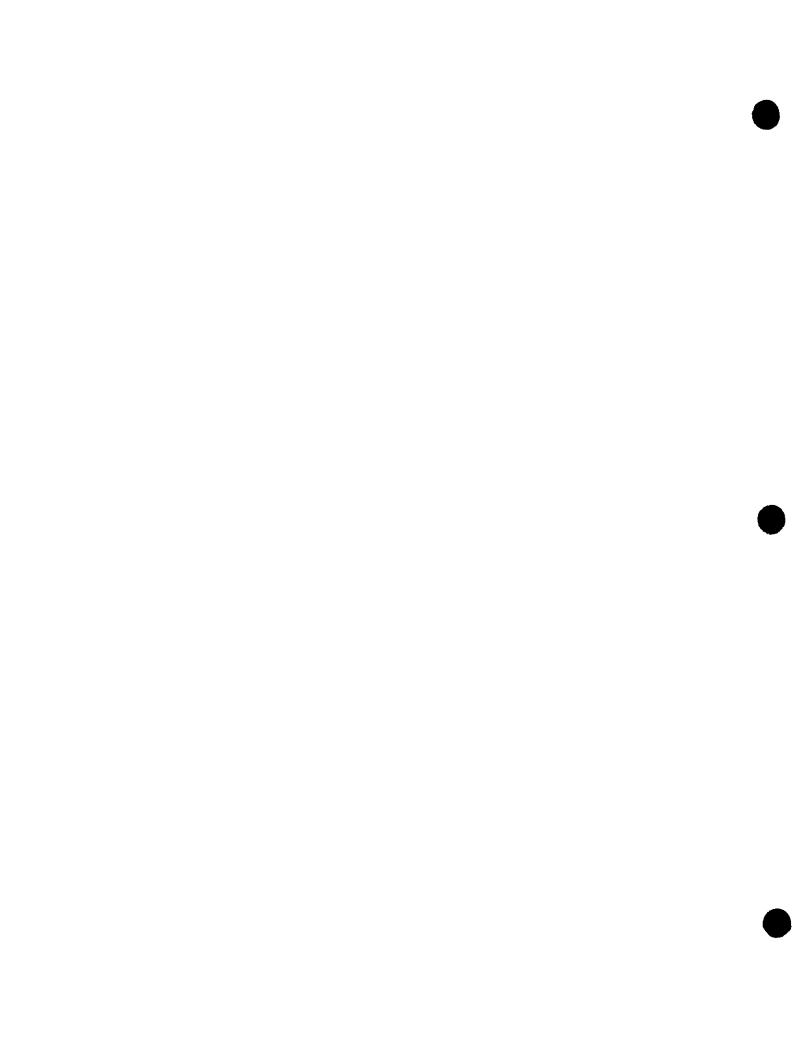


# LEVEL IV ( ADVANCED)

This level will concentrate on the advancement of English skills. More intricate lessons based on grammar, pronunciation, writing, listening, oral communication and vocabulary skills will be taught. Students are expected to handle most personal, social, and academic language. This course will utilize all the foundational English basics that were obtained throughout Level I-IV to focus on literacy skills necessary for success in a grade level classroom or vocational environment.

# CHANGES IN SCHOOL PROGRAM

The school, will make all attempts to notify the student of changes or modifications with an addendum to the catalog posted in the administrative area. It is the student's responsibility to stay abreast of any changes.





## **TUITION AND FEE SCHEDULES**

Program	Total Charges	Period of Attendance
	for Period of	
	<u>Attendance</u>	
Nursing Assistant *	3000.00	11 weeks
Home Health Aide *	500.00	3 weeks
Computer Graphics Specialists - Web Page Des	igner 7500.00	36 weeks
Office Software Specialist *	5500.00	36 weeks
Computer Networks Specialists – MCSE	7500.00	36 weeks
Phlebotomy *	2500.00	11 weeks
Physical Therapy Aide	2500.00	15 weeks
Pharmacy Technician	7500.00	36 weeks
Medical Assistant-Coding and Billing/Phlebotom	ny * 7500.00	36weeks
Interpretation and Translation	7500.00	36 weeks
English as a Second Language	7500.00	36weeks
Restorative Nurse Assistant	* 300.00	2 weeks

## \*Active Programs

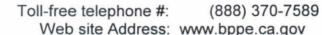
#### **TUITION PAYMENT POLICY**

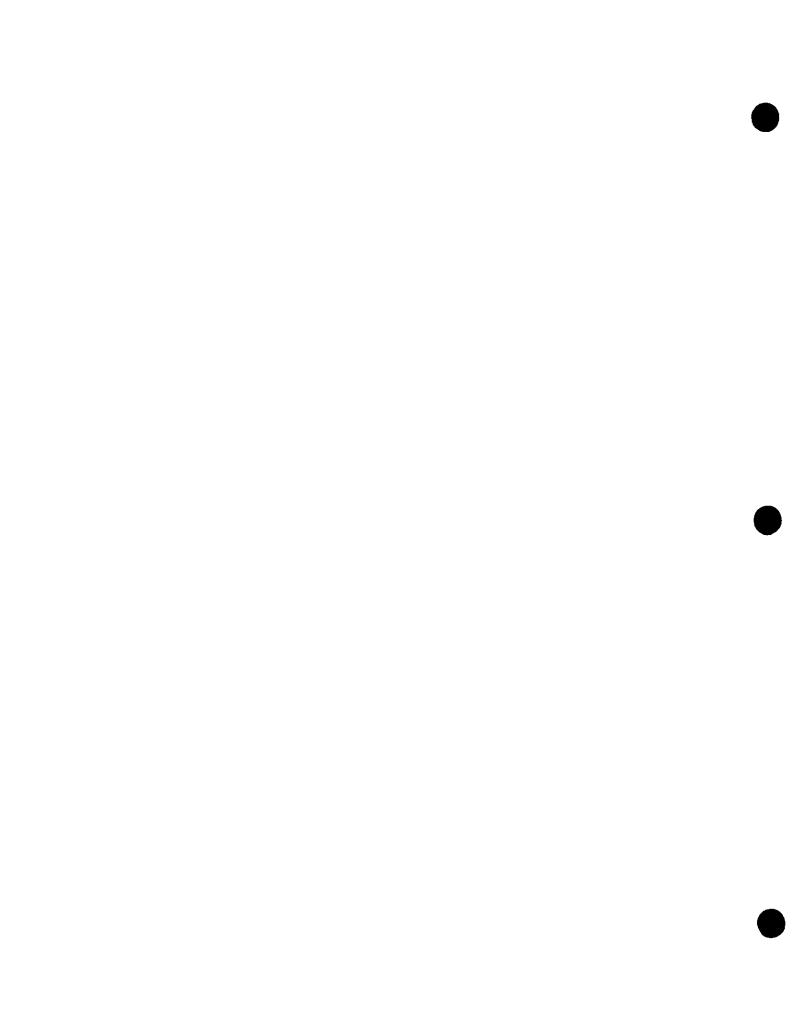
Computer Institute of Technology's tuition and fees for all programs may be satisfied with payment by check, money order, credit card. Cash payment for tuition and fees will only be accepted when paid at the admissions office.

#### REPAYMENT POLICY

All financial obligations are to be met prior to withdrawal or graduation from the program. Arrangements for repayment of tuition are to be made prior to withdrawal or graduate. The student who becomes indebted to Computer Institute of Technology due to unpaid deferred tuition, library fines, damage or loss of equipment/materials, or other reason may be denied further enrollment and release of official academic transcripts. Release of information to potential employers or other agencies may be denied until all indebtedness has been cleared.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet web site at: www.bppe.ca.gov.







#### GENERAL TERMS:

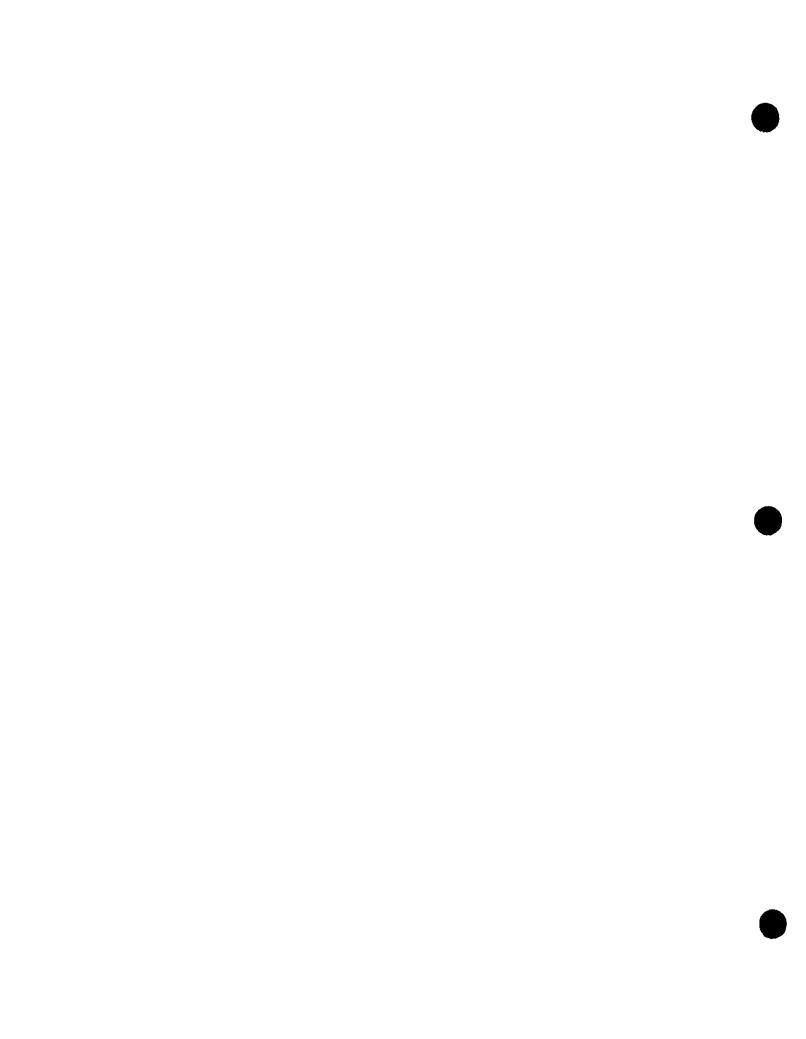
- A No applicant shall be rejected from admission to the School the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind base on the above. For information regarding non-discrimination issues or to resolve complaints, contact the School Director of designee.
- B The School does not and cannot guarantee employment nor level of income or wage rate to any student or graduate. However, placement assistance will be provided in the form of referrals to potential employers, resume preparation, training on job seeking skills and interview techniques. "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

  You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
- You have been awarded restitution, a refund, or other monetary award by an arbitrator or courts, based on a violation of this chapter by an institution or representative of an institution, but has been unable to collect the award from the institution.
- 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.To





qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of no collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number."

All instructional equipment for the course selected will be furnished by the School. There are, however, required books and materials that are to be paid by you.

The cost of medical or other examinations, if required, is to be paid by the student.

Diplomas, certificates signifying satisfactory completion will be issued after the completion of the entire program. Students will be tested/evaluated on classroom (lecture). The student must achieve the cumulative grade point average (GPA) as stated in the catalog in order to graduate and receive the Diploma or certificate.

The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. for a maximum of 30 days. Students will be duly notified by phone, e-mail, or letter.

All course schedules are subject to change in starting and completion dates. Students will be duly notified. Students will be offered the opportunity to consent" as provided by law.

In cases where such changes would cause an undue hardship, a refund will be offered. The maximum postponement of class is 90 days.

The School reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All student charges paid will be refunded.

The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching any program or result in tuition changes for current attending students.

The School reserves the right to reject an applicant from admission not meeting the requirements for the course selected. The student's enrollment may be terminated at the discretion of the School Director if the student's academic progress, behavior, absences, lateness, dress, etc. does not conform to the attendance requirements, rules and regulations of the School, as stated in the catalog; in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

In any particular provision of this agreement shall be deemed invalid if unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid of unenforceable provisions were omitted.

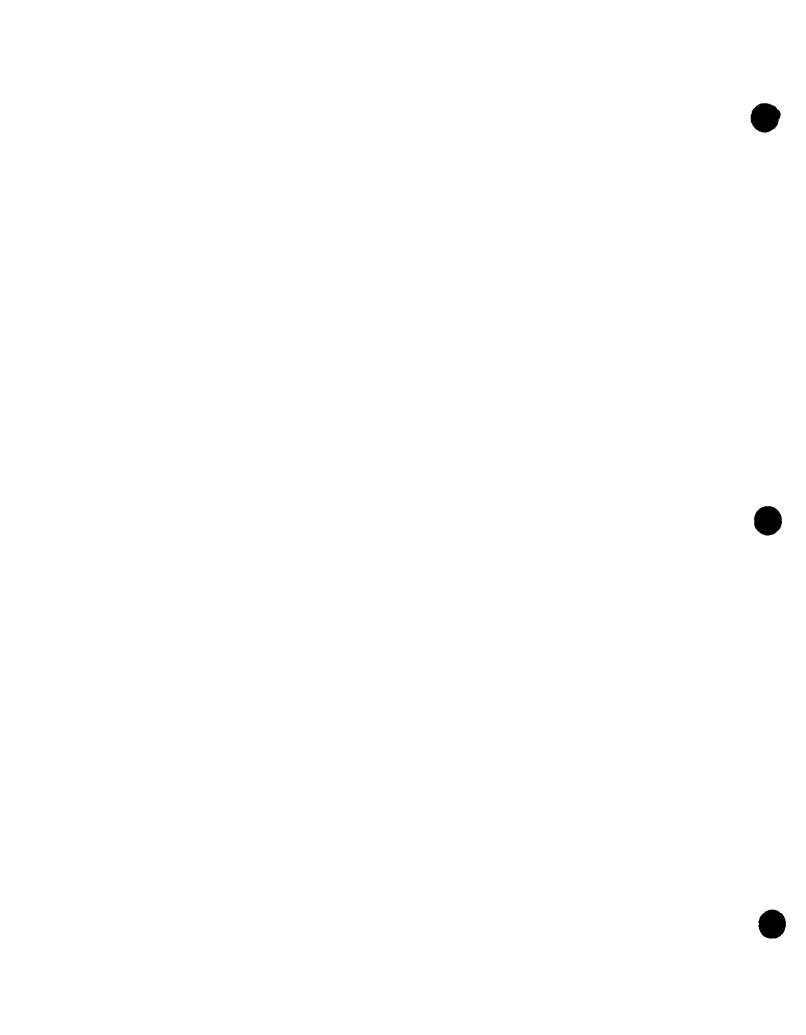
This Agreement constitutes the complete contract between the School and the student, and no verbal statements or promises will be recognized.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education by at

Address: 2535 Capitol Oaks Drive Ste 400, Sacramento, CA 95833 P.O Box 980818, West Sacramento, CA 95798-0818 Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet web site at: www.bppe.ca.gov.







#### **REFUND POLICY**

Students withdrawing after more than five business days are entitled to a partial refund. The amount of that refund shall be pro-rated according to the uncompleted portion of the course. The refund will be calculated on the tuition fees only. Books, other supplies and the registration fees will not be part of the pro-rated calculation. Refunds will be made within 30 days of determining that the students is no longer in school.

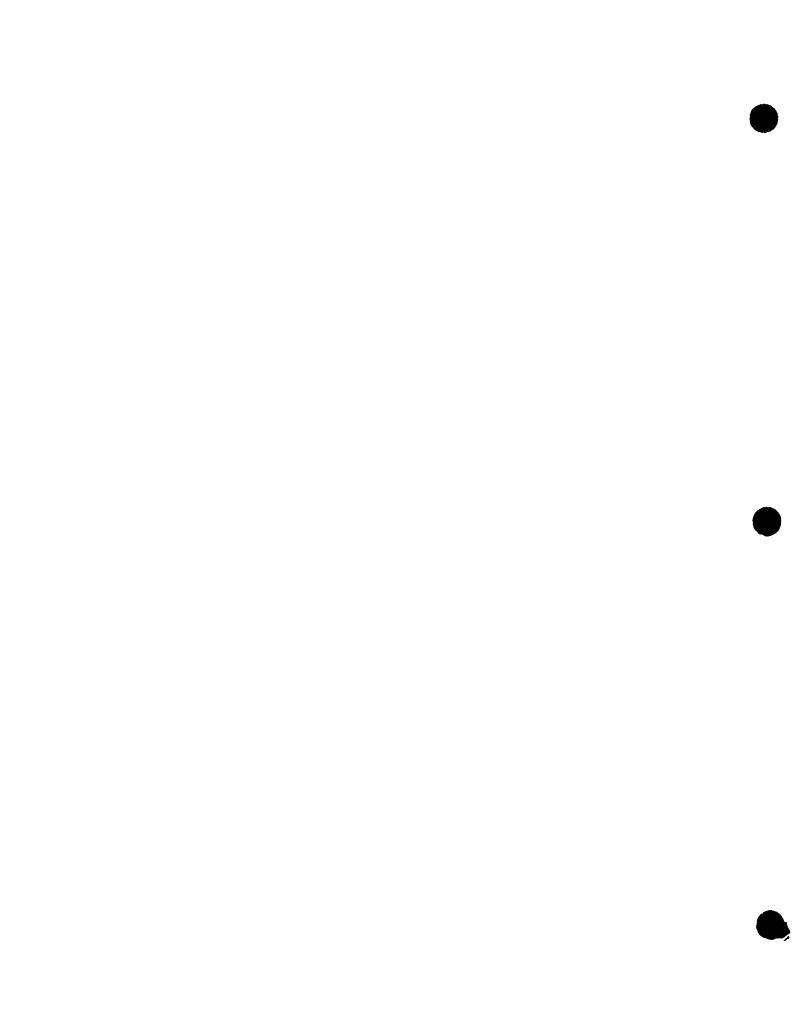
- The student has the right to cancel his or her Agreement for a course of instruction without any penalty or obligation and the school will refund 100% of the amount paid by the student less the registration of 75\$, if notice is made prior to or on the day for instruction. Notification of cancellation is required to be made in writing.
- 2. The written notice of cancellation needs not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Agreement with the school. The student will be given a form to use on the first day of classes, but he or she can use any written notice that he or she wishes.
- 3. If the school has given the student any books or equipment, he or she shall return it to the school within 30 days following the date of his or her notice of cancellation. Refund will be made within 30 days following the date upon which the student's withdrawal has been determined.
- 4. When a student withdraws prior to completion of the course, or otherwise fails to complete the period of enrollment, a refund shall be provided for the unused portion of the tuition.
- The student is not entitled to a refund if the tuition and fees are paid by a third-party. Any amount in excess of the total charges incurred shall be returned to the third-party, e.g. Worksource.
- 6. The institution's refund policy for students who did not cancel pursuant to paragraph 1 shall be a pro-rata basis. The refund under this paragraph shall be the amount the student paid for the instruction (minus the registration fee) multiplied by a fraction, the numerator of which is the number of hours of instruction in the course which the student has not received, for which the student has paid, and the denominator of which is the total number of instruction hours for which the student has paid.

#### Refund due dates

If an applicant never attends class (no show) or cancels the contract prior to the class start date, all refunds due will be made within the 30 calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the Last Day of Attendance (LDA) and be paid within 30 calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress Policy.





# Rejection and Cancellation before the Start of Class:

If an applicant is rejected for enrollment, a full refund of all tuition monies paid will be made to the applicant.

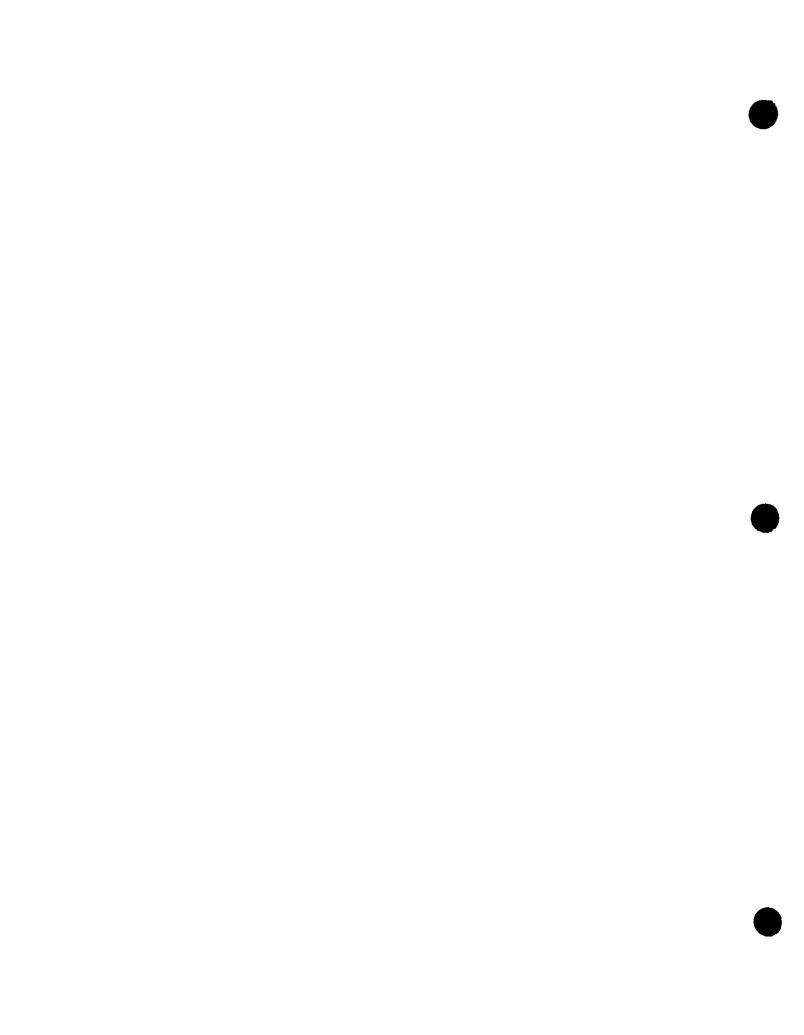
If the school cancels a program subsequent to a student's enrollment, the school will refund all monies to the student.

If an applicant accepted by the school cancels prior to the start of scheduled classes or never attends class (no show), the school will refund all monies paid, less a registration fee of \$75.

For the purpose of determining the amount the student owes for the time he or she attended, the student shall be deemed to have withdrawn from the course when any of the following occurs: a) The student notified=s the school of his or her withdrawal or the actual date of withdrawal, b) The school terminates his or her enrollment, c) The student fails to attend classes for a three-week period (In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.), and d) The student fails to return from a leave of absence (LOA).

If any portion of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs for which he or she received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to him or her. If there is a balance due, the student will be responsible to pay the amount.

The student is not entitled to receive a refund if: a) All of the student's tuition and fees are paid by a third party organization, such as Job Training Partnership Act Agency, Regional Occupational Program or Regional Occupational Center, Private Industry Council or a Vocational Rehabilitation Program, if the student is not obligated to repay the third party organization or does not lose time-limited educational benefits, and b) The third party organization and the institution have a written agreement, entered into on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion.





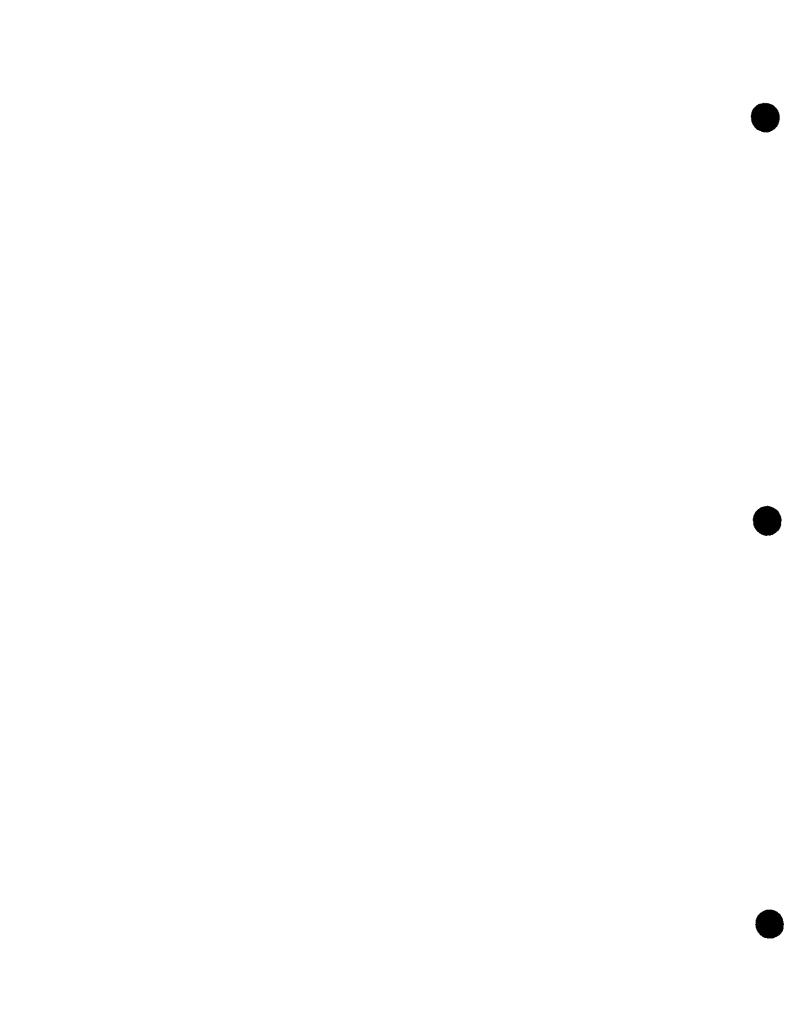
#### NOTICE OF CANCELLATION

You have the right to cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction. The numerator of which is the number of hours of instruction, which you have not received, but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course completion) or the documented cost of the listed equipment. (For 2<sup>nd</sup> term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

NOTE: YOU WILL RECEIVE 2 COPIES OF THE NOTICE OF CANCELLATION ON THE DAY YOU START CLASSES







## HYPOTHETICAL REFUND EXAMPLE:

Assume you, upon enrollment in a 400 hour course, pay \$2,000 for tuition, \$100 for registration,

and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%)

without returning the equipment you obtained.

\$2100 (\$2,000 Tuition + \$100 Registration Fee)Amount Paid - \$75.00 Registration Fee Retained by the School, X (.75) or 300 Hours of Instruction Paid for & Not Received (Divided by) – 400 Hours of Instruction for which you have paid = \$1,518.75 Actual Refund Amount.

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be (\$1518.75+\$150) = \$1668.75.

For programs over 12 months, if you withdraw prior to the next 12 month period, all charges collected for the next period will be refunded.

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:

(a) You notify School of your withdrawal or the actual date of withdrawal;

(b) School terminates your enrollment;

© You fail to attend classes for a three-week period (21 school days);

(7471) You fail to return from a leave of absence.

In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid obligations programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

\*Registration fee is non-refundable after the seventh day of attendance.

\*\*Student tuition recovery fund is non-refundable after the seventh day of attendance.

Tuition Assistance: At the present time, Computer Institute of Technology does not offer financial aid programs

"AS A PROSPECTIVE STUDENT, YOU ARE ENCOURAGED TO REVIEW THIS CATALOG PRIOR TO SIGNING AN ENROLLMENT AGREEMENT. YOU ARE ALSO ENCOURAGED TO REVIEW THE SCHOOL PERFORMANCE FACT SHEET, WHICH MUST BE PROVIDED TO YOU PRIOR TO SIGNING AN ENROLLMENT AGREEMENT"

COMPUTER INSTITUTE OF TECHNOLOGY 6444 Bellingham Ave, Suite 202. North Hollywood, CA 91606

