

2020-2021

# NIU COLLEGE CATALOG



**June 1, 2020 – July 1, 2021**



# NIU COLLEGE

Newport International United College

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June 1, 2020 – July 1, 2021

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**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.**

**Any inquiries can be addressed to the admission office at:  
NIU College  
5959 Topanga Canyon Blvd., Suite 110  
Woodland Hills, CA 91367**

**Phone: (818) 347-9400  
Toll free: (855) NIU-COLLEGE or (855) 648-2655  
Fax: (818) 347-9406**

# INTRODUCTION

## **Mission Statement**

NIU College offers training to students that will enable them to achieve occupational and financial stability, career advancement and personal enrichment through reasonably priced, high quality career education in an environment that fosters excellence.

## **Institutional Goals**

In order to survive in competitive industries, businesses must meet the consumer's ever growing need for better value in the products and services purchased. In turn, these businesses seek a skilled and well-trained workforce as one way to increase the value of the product or service they offer. NIU College, therefore, operates to supply employers with the high value workforce they demand.

## **Location and Contact Information**

All class sessions will be held at main school location below. Any inquiries can be addressed to the admissions office at the following address:

NIU College – Main Campus  
5959 Topanga Canyon Blvd., Suite 110  
Woodland Hills, CA 91367  
Phone: 818-347-9400  
Fax: 818-347-9406

Externships are required as part of the curriculum to complete some of the programs. The physical addresses of the externship sites are in the last page of this catalog. You may select the externship site of your choice among these available sites or let the NIU college coordinator place you where you would learn and benefit the most. Externship sites may change from time to time, and the list will be updated as it happens.

## **Effective Date of Catalog**

This catalog is effective as indicated on the cover, and will be updated annually.

**Disclaimers:** Although every effort has been made to ensure the accuracy of the statements in this catalog, errors do occur and they are subject to change, correction and modification.

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankrupt 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 seq.)

Prior to enrollment, NIU College shall provide a prospective student, either in writing or electronically, with a school catalog.

## **Programs Offered**

NIU College offers the following career training programs:

MEDICAL:

Medical Assisting (720 HOURS)

Certified Phlebotomy Technician I (80)

Nurse Assistant (160 HOURS)

Administrative Medical Assisting (240 HOURS)

Clinical Medical Assisting (244 HOURS)

Medical Billing and Coding (720 HOURS)

Medical Billing (240 HOURS)

Medical Coding (240 HOURS)

LEGAL

Paralegal (449 HOURS)

Human Resources (99 HOURS)

Payroll & QuickBooks (24 HOURS)

HVAC:

Advanced HVAC Technology (220 HOURS)

HVAC Technician (150 HOURS)

AUTOMOTIVE:

Automotive Technology (800 HOURS)

## **Programs Objectives & Goals**

**Medical Assisting (Administrative and Clinical):** To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity for medical assistant, clinical medical assistant, administrative medical assistant, front office medical assistant, medical secretary, medical office clerk, medical office assistant, medical administrative assistant, scheduler, medical receptionist; and to meet the basic competencies of the medical assistant; or to achieve exam eligibility for third party professional certification. (United States department of Labor's Standard Occupational Classification code 31-9092).

**Certified Phlebotomy Technician I:** This program Prepare the learners with the basic background information on phlebotomy, including the history of the phlebotomy, the roll of the phlebotomist in the clinical setting environment, demonstrating competence and professionalism, state requirements and introduce legal and ethical issues. (United States department of Labor's Standard Occupational Classification code 31-9097).

**Nurse Assistant:** This program prepares students not only to successfully pass the certification exam, but also for the challenges of working in long-term care. Essential care skills and signs and symptoms to observe and report

are explained in everyday language. (United States department of Labor's Standard Occupational Classification code 31-1014).

**Administrative Medical Assisting:** To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity for medical assistant, administrative medical assistant, front office medical assistant, medical secretary, medical office clerk, medical office assistant, medical administrative assistant, scheduler, medical receptionist; and to meet the basic competencies of the administrative medical assistant; or to achieve exam eligibility for third party professional certification. (United States department of Labor's Standard Occupational Classification code 31-9092).

**Clinical Medical Assisting:** To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity as a medical assistant, clinical medical assistant, back office medical assistant, clinical assistant, medical office assistant; or to achieve exam eligibility for third party professional certification. (United States department of Labor's Standard Occupational Classification code 31-9092).

**Medical Billing and Coding:** To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity as a medical coder, medical biller, patient account technician; or to achieve exam eligibility for medical billing certification exam from third party organizations. (United States department of Labor's Standard Occupational Classification code 29-2071).

**Medical Billing:** To acquire the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical biller, patient accounts technician; or to achieve eligibility for medical billing certification exam from third party organizations. (United States department of Labor's Standard Occupational Classification code 29-2071).

**Medical Coding:** To acquire the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical coder; or to achieve exam eligibility for certification from third party organizations. (United States department of Labor's Standard Occupational Classification code 29-2071).

**Paralegal:** The educational objective of the Professional Paralegal Program is to develop the students into job-ready paralegals across a broad spectrum of legal practice areas. The overall instructional plan for the Program includes presentation of each subject area's policy, review of the relevant law (including statutory authority and interpreting case law), review of typical attorney action items in conjunction with correlative paralegal tasks, office procedures and exemplar forms so that the students obtain both breadth and depth in connection with each particular course. Students will learn basic paralegal skills through both theoretical and practical instruction. Students also learn the fundamentals of various legal fields -- ranging from contract to tort to personal injury to intellectual property, and then focus upon discovery, litigation/trial preparation and alternative dispute resolution. Instruction for these progresses through approximately 30 different modules, each taught at college-level requirements. Grading is based on a mix of exams, student analyses, case and fact briefs, as well as practical training. The Program concludes with the Practicum, where the students prepare a Motion for Summary Judgment in a law firm setting. (United States department of Labor's Standard Occupational Classification code 23-2011).

**Human Resources:** The objective of the Human Resources Assistant program is to develop well-rounded HR assistants who can work in the full spectrum of today's medium and large companies. Students will learn basic employment law, recruitment/selection, employee file maintenance, Workers' Compensation and basic bookkeeping related to HR. Instruction for this is provided by a review of the goals of HR. and then real-world examples and exercises related to the applicable law and best-practices of HR. management, including employee selection, required documentation, Workers' Compensation compliance and wage/hour recordation. (United States department of Labor's Standard Occupational Classification code 23-2011).



**Payroll & QuickBooks:** The learning, skills, and other competencies to be acquired by students who complete the Payroll & QuickBooks HR. Supplement program are to develop the student's knowledge of compensation, including forms and how and when to generate pay to employees and independent contractors. It also covers mechanics of QuickBooks and how to use the various functions by HR. professionals. This educational program is designed to prepare students for employment after receiving their Payroll & QuickBooks HR. Supplement certificate. Human resource clerks, HR assistants and assistant recruiters are some of the most popular jobs. Others work as training and development coordinators, payroll assistants and compensation or benefits specialists. (United States department of Labor's Standard Occupational Classification code 43-3051).

**Advanced HVAC Technology:** Students who enroll in the Advanced HVAC Technician 220 hour program will acquire working knowledge of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems in 220 clock hours over the course of approximately 28 days. Students also will learn the principles and concepts associated with the EPA Section 608 Certificate and, if the student successfully passes the EPA examination, will graduate with their EPA Certificate. Upon successful completion of the Advanced HVAC Technician 220 hour program, the students have the ability to earn four nationally recognized certificates: EPA 608 Certificate, R-410 A Safety Certificate, OSHA 10 Hour Certificate, and HVAC Excellence Air-Conditioning and Heat Pump Certification. (United States department of Labor's Standard Occupational Classification code 49-9021).

**HVAC Technician:** Students who enroll in the HVAC Technician 150 hour program will acquire working knowledge of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems in 150 clock hours over the course of approximately 18 days. Students also will learn the principles and concepts associated with the EPA Section 608 Certificate and, if the student successfully passes the EPA examination, will graduate with their EPA Certificate. Upon successful completion of the HVAC Entry Level 150 hour program, the students have the ability to earn three nationally recognized certificates: EPA 608 Certificate, R-410 A Safety Certificate, and OSHA 10-Hour Certificate. (United States department of Labor's Standard Occupational Classification code 49-9021).

**Automotive Technology:** To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity as an automotive technician or to achieve certification eligibility from third party organizations. (United States department of Labor's Standard Occupational Classification code 49-3023).

NIU College will monitor student progress towards achievement of these goals and provide encouragement and assistance to students that are experiencing difficulty.

## GENERAL INFORMATION

### Approval & Associations

#### **Bureau for Private Postsecondary Education, Department of Consumer Affairs**

NIU College is a private institution and it is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.



#### **South Bay Workforce Investment Board**

NIU College is a Regional Training Vendor and has been approved by South Bay Workforce Investment Board (SBWIB)



#### **Workforce Innovation & Opportunity Act**

NIU College offers programs that are eligible for Financial Assistance under the Workforce Innovation and Opportunity Act (WIOA)



#### **CalJOBS – State of California’s Career & Business Network**

NIU College is a provider to offers training programs for State of California’s Career & Business Network (Cal-JOBS)



#### **National Center for Competency Testing (NCCT)**

NIU College is a Certified Proctor Site to offer NCCT testing for professional certification at our West Hills campus for: National Certified Medical Assistant (NCMA), National Certified Insurance and Coding Specialist (NCICS), National Certified ECG Technician (NCET) and National Certified Medical Office Assistant (NCMOA). If you work in the medical field, these certifications can greatly enhance your marketability for employment. Exam reviews and booklets are also available.



#### **NHA (National Healthcare Association) Testing**

NIU College is a Certified Proctor Site to offer NHA (National Healthcare Association) testing for professional certification at our campus. Since 1989, NHA has prepared and certified more than 500,000 healthcare students and professionals, providing them with nationally recognized measurements of competency paired with easy-to-use study tools and personalized customer service.



#### **HVAC Excellence Certification**

NIU College is a Certified Proctor Site to offer HVAC Excellence testing for professional certification at our West Hills campus. If you work in the HVAC field, these certifications can greatly enhance your marketability for employment.



### **The California Department of Public Health (CDPH)**

NIU College Certified Phlebotomy Technician I Program has been approved by The California Department of Public Health (CDPH). The CDPH works to protect the public's health and helps shape positive health outcomes. The programs and services, implemented in collaboration with local health departments and state, federal and private partners. CDPH's mission is optimizing the health and well-being of the people in California. This mission is achieved, in part, through the issuance of certificates, licenses, permits, and registrations. These authorizations assist in the regulatory oversight of professionals, facilities, and equipment.



History of job training organizations such as colleges and private training have been researched and found to be qualified to be reimbursed with their training individual job trainees. [www.i-train.org/](http://www.i-train.org/) helps job seekers, those in need of training, and employers as well as training providers.



### **California Association of Private Postsecondary Schools (CAPPS)**

NIU College is a proud member of the California Association of Private Postsecondary Schools (CAPPS), the oldest and largest association of private postsecondary schools in California who provide valuable vocational and professional training, products and services to Californians. Scholarships are available from CAPPS.



### **San Fernando Valley Chamber of Commerce**

NIU College supports local businesses and is an active member of our local chamber of commerce bringing growth to the San Fernando Valley economy. Scholarships are available from the Chamber.



### **Los Angeles Valley College**

In partnership with LAVC extension department, NIU College offers its Medical programs at LAVC campus as a satellite location, to provide convenience for their students. Students choosing Physician Assistant as their career will take Clinical Medical Assisting program in order to become more qualified and get their clinical hours requirements for the PA program at the University of their Choice.

## **Staff and Faculty**

### **Administrative Staff**

Administrative staff follows procedures, regulations, standards, and guidelines to deliver the education as described.

Jay Askari – President

Sheyda Daryabegi –Director of Administration/Registrar

Sam Askari – Director of Strategic Initiatives

Edward Brett Lovett – Director of Public Relation

Vernon Smith – Director of Special Services

Maria Luisa Latuno – Director of Certified Phlebotomy Technician Program

Joievelynn Herra – Director of Nurse Assistant Program

Pamela Turcios – Placement Coordinator

Dr. Fannie Washington – Church Liaison

### **Faculty**

Our faculty members are highly qualified in the field they teach. They are local professionals with a personal stake in the student outcomes and are committed to excellence in their field.

#### **Dr. Bahman Ranjbar MD, CPHT**

Dr. Ranjbar is a Doctor of Medicine with specialty in Pediatric First Aid. Dr. Ranjbar is also a certified Pharmacy Technician (CPHT). He is trained as an Emergency Response for Childcare Providers. Dr. Ranjbar is a Licentiate of the Medical Council of Canada, and his name is entered into the Canadian Medical Register. He has many years of experience working in the hospital providing care to patients, Supervising Medical Assistants, and teaching Medical Assisting to students. His specialties other than CPR for both adult and children include but are not limited to:

- Classroom teaching in medical terminology, pharmacology, nutrition, anatomy and physiology, as well as theory, clinical, lab and computer work for medical assisting students.
- Implementing a variety of teaching strategies appropriate in content, setting, learner’s needs and desired outcome.
- Using information technologies to support the teaching-learning process.
- Creating learning environments that facilitates personal goal setting.

### **Jaime Serna, CPT2**

Mr. Serna utilizes his many years of Clinical Laboratory and Medical experience along with his communication, entertainment and public motivational speaking skills and bilingual attributes to teach the class. He is a Certified Phlebotomy Technician II with State of California Department of Public Health.

Some of his Experiences include but are not limited to:

- Cross-Training employees (New Residents, Nurses, Phlebotomist)
- Following all laboratory safety rules and reporting possible hazards to the Laboratory Supervisor.
- Phlebotomy performing accurately and skilled blood collection procedures.
- Collecting venipuncture and capillary specimens in Nicu Unit.
- Data collecting, processing, scheduling, filling, and billing.
- Glucose tolerance screening.
- And many years of teaching Phlebotomy.

### **Maria Luisa Latuno, RN**

Ms. Latuno holds a Master of Science in Nursing degree from California State University. She also has a second Master degree in Law. Ms. Latuno has worked as Program Director at Career Care Institute for associate degree in Nursing (RN) Program. She also worked as Associate Director of Nursing and Clinical Coordinator for many years. Ms. Latuno's qualifications include:

- Approved by CA BRN as Director of Nursing
- Approved by CA BRN to teach MED-Surg and Geriatric Courses

### **Joievelynn Herra, RN**

Ms. Joievelynn Herra is a California State Registered Nurse with over 21 years of professional nursing experience in clinical, community, home health, occupational health and nursing education. Ms. Herra has extensive experience in nursing education leadership and management. She has earned her bachelor of Science in Nursing in 1995 and Master in Nursing in 1998.

### **Gina Taylor**

Ms. Taylor has 25 years of experience as a nurse working in all fields such as Pediatric, home health, correctional nursing, mental health, Hospice, and Medical/surgical. Ms. Taylor obtained her DSD in 2019 and has enjoyed educating students about the wonderful field of healthcare. She is passionate about preparing her students with the knowledge and skills required to care for others.

### **Marguerite Green, LVN**

Ms. Green is an experienced Licensed Vocational Nurse professional, who has extensive clinical experience. Ms. Green's work experience include, but is not limited to:

- Administering medications and treatments
- Admission, discharges and transfer of patients
- IV start, administration and blood
- Implementing Doctors Orders per patient care plan
- Wound care and skin integrity
- Specimen collections and review lab results
- Quality assurance assistant
- Initiate emergency procedures as needed
- Certified nurse assistant educator

### **Sandra Pirio**

Ms. Pirio has taught CNA classes based on guidelines identified by certification requirements established by the State of California Department of Health Administered tests. She has years of experience working as a Licensed Vocational Nurse and also teaching CAN classes in North Valley Nursing Center, and St. Jude Nursing Center

### **Wanda Pacis Garcia**

Ms. Garcia obtained her degree in Bachelor of Science Health in professional Development and Advanced Patient Care from Grand Canyon University. Her experiences include working as LVN Field Nurse, Clinical Instructor, VN Clinical Instructor, Utilization Review Nurse, Relief Nurse, VN Staff Nurse, and Tele Recruiter for American Red Cross. She has many years of experience teaching at various vocational colleges.

### **Jonathan Arnold, Esq.**

Oxford University - Law,  
University of Southern California, USC - B.A.,  
California State University Northridge, CSUN - Certificate, Contract Management,  
Pepperdine University - Certificate, Mediation

In addition to his research work and being the voice of the Finz Advance Series on California Evidence, Civil Procedure & Discovery (<http://finz.pincusproed.com/index.cfm>), he is the host of Don't Sign That, an Entertainment Law Podcast for the Starving, and Not So Starving, Artist! ([www.dontsignthatpodcast.com](http://www.dontsignthatpodcast.com)), Mr. Arnold is also the author of one of the most prominent blogs on Art Law ([www.theartslaw.blogspot.com](http://www.theartslaw.blogspot.com)) and is a guest columnist on Medieval Law ([www.darkag.es/vi5Au0](http://www.darkag.es/vi5Au0)). Other speaking engagements of note include The Art of Entertainment Deal making, MCLE presentations on Proprietary Information Agreements, Indemnity Types & Insurance and Federal Legal Issues in Contractual Risk Management, which he co-chaired with NASA's former Chief Counsel at the Dryden Flight Research Center, Edwards Air Force Base. He has also had articles published in the Los Angeles Daily Journal, Bar Notes Magazine, and Contract Management Magazine and was a featured, regular columnist for The Patch ([http://shermanoaks.patch.com/users/jonathan-arnold-esq/blog\\_posts](http://shermanoaks.patch.com/users/jonathan-arnold-esq/blog_posts)).

An active member of the California Bar, Mr. Arnold is also admitted to practice before the U.S. District Court, Central District. He is a member of the American Bar Association (ABA), the California Copyright Conference (CCC), the Los Angeles County Bar Association, the San Fernando Valley Bar Association and the past President of the San Fernando Valley Chapter of the National Contract Management Association (NCMA).

### **T. Valfrid Anderson, JD**

Mr. Val Anderson earned his Juris Doctorate in 1986. He has received many awards such as American Jurisprudence Award – contracts 1984, and Best Oral Argument – Moot Court 1984. Mr. Anderson has extensive teaching experience in many universities around Los Angeles area, teaching marketing and business law, legal writing skills, security law, employment law, international business law, intellectual property, real estate transactions, research and writing, and Bar review courses, just to name a few.

### **Mark Robinson, PHR.**

Master of Business Administration - Benedict University -Lisle, Illinois  
Bachelors of Science in Management - National-Louis University - Wheaton, Illinois  
Professional Human Resource Certification program (PHR) - Human Resource Certification Institute  
Human Resource Management Certification program - University of California - Los Angeles  
Several Leadership & Recruiting Courses - US Army

Mr. Robinson has over 25 years of solid, on-the-job Human Resource experience, proven success in leading Human Resource operations in diverse organizations across multiple states and achieving bottom line results. He is a great Motivational Leader, analytical thinker, productive problem-solver with excellent people skills. Mr. Robinson is a vibrant communicator, delivering engaging recruitment presentations and he holds many professional certifications.

### **Brandon Klock**

Watterson College Sherman Oaks, CA - Paralegal Certificate  
Los Angeles Pierce College – Psychology

Mr. Klock is an Independent Contractor Paralegal, Litigation Strategy & Transactional Consultant for Small & Boutique Businesses & Civil Litigation Firms. Litigation services include composition of pleading, pretrial motions, motions for summary judgment, oppositions, trial preparation & trial support in real Estate, fraud, breach of contract & other business litigation matters.

### **Mr. James Liko**

Mr. Liko has many years of experience in HVAC/R industry which includes LA City Fire Department certification in the event of an earthquake and other disasters. He has worked in his field as an HVAC/R technician and HVAC instructor for many colleges.

Some of his Experiences include but are not limited to:



- Planning and scheduling preventive maintenance projects, preparing material lists, ordering materials, preparing job estimates, supervision, coordination and assignment of work to personnel and inspection of completed projects.
- Inspection of HVAC equipment and related controls for needed repairs and maintenance.
- Operating computer automation energy management system and maintaining records and writing reports.
- Instruction and training of students for the HVAC field.
- Instruction include HVAC controls, control system theory, control hardware, simple and complex control systems, supervisory control and the use of computer in control systems.
- Laboratory and clinical instruction in accordance with the curriculum.

### **Hector Manuel Quintanilla**

Mr. Hector Quintanilla has over twenty five years of experience and strong knowledge of automotive and heavy-duty equipment and parts; maintenance practices; procedures and requirements for automotive equipment and safe work practices and conditions. His remarkable ability to: maintain, repair, overhaul, adjust, install and check a variety of automotive equipment; reading and understanding electrical schematics, manuals, and other information, makes him a great candidate to teach these subjects.

Mr. Quintanilla has the ability to troubleshoot malfunctions in automotive engine, transmission, break and heavy-duty equipment and determine repair requirements. He understands instructions and communicates and teaches others effectively; fill out forms and keep records; and interact with others in a professional manner.

He has in-depth knowledge and ability to identify tools, shop equipment, and use the tools, excellent knowledge of body and frame construction, sound knowledge of employee policies and procedure, strong ability to read automotive diagrams, schematics, blueprints, and reference manuals, exceptional ability to instruct and supervise the disassembly and assembly of auto engines and parts.

### **Hours of Operation**

|               |                    |                     |
|---------------|--------------------|---------------------|
| Office Hours: | 8:00 am – 6:00 pm  | Monday - Friday     |
| Class Hours:  | 8:00 am – 10:00 pm | Monday – Friday     |
|               | 8:00 am – 4:30 pm  | Saturdays & Sundays |

Evening and weekend administrators are available in a limited capacity to students requiring assistance during the night and weekend class sessions. Appointments may be available for consultation on Saturdays.



## Holiday Calendar

Classes are not held on the following days in 2020:

| Dates                                       | Holiday Schedule                 |
|---|----------------------------------|
| Jan 1 <sup>st</sup>                         | New Year's Day                   |
| Jan 20 <sup>th</sup>                        | Martin Luther King Jr. Day       |
| Feb 17 <sup>th</sup>                        | Presidents Day                   |
| Apr 10 <sup>th</sup>                        | Good Friday                      |
| May 25 <sup>th</sup>                        | Memorial Day                     |
| Jul 3 <sup>rd</sup> & Jul 4 <sup>th</sup>   | Independence Day                 |
| Sep 7 <sup>th</sup>                         | Labor Day                        |
| Nov 11 <sup>th</sup>                        | Veteran's Day                    |
| Nov 25 <sup>th</sup> - Nov 27 <sup>th</sup> | Thanksgiving Holiday             |
| Dec 21 <sup>st</sup> to Jan 3 <sup>rd</sup> | Christmas Holiday / Winter Break |

Classes are not held on the following days in 2021:

| Dates                                     | Holiday Schedule           |
|---|----------------------------|
| Jan 1 <sup>st</sup>                       | New Year's Day             |
| Jan 18 <sup>th</sup>                      | Martin Luther King Jr. Day |
| Feb 15 <sup>th</sup>                      | Presidents Day             |
| Apr 2 <sup>nd</sup>                       | Good Friday                |
| May 31 <sup>st</sup>                      | Memorial Day               |
| Jul 3 <sup>rd</sup> -5 <sup>th</sup>      | Independence Day           |
| Sep 6 <sup>th</sup>                       | Labor Day                  |
| Nov 11 <sup>th</sup>                      | Veteran's Day              |
| Nov 24 <sup>th</sup> -28 <sup>th</sup>    | Thanksgiving Day           |
| Dec 20 <sup>th</sup> -Jan 2 <sup>nd</sup> | Holidays / Winter Break    |

|                   |
|-------------------|
| No School/Holiday |
| Start of Module   |
| End of Module     |
| Weekends          |

Morning Class

|                   |
|-------------------|
| No School/Holiday |
| Start of Module   |
| End of Module     |
| Weekends          |

Evening Class

# Academic Calendar

Classes start every month at NIU College. Enrollment is on-going and students can start any time.

## 2020

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
|         |    |    | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

| February |    |    |    |    |    |    |
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| March |    |    |    |    |    |    |
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| July |    |    |    |    |    |    |
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| August |    |    |    |    |    |    |
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| November |    |    |    |    |    |    |
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| December |    |    |    |    |    |    |
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| January |    |    |    |    |    |    |
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| February |    |    |    |    |    |    |
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| August |    |    |    |    |    |    |
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| September |    |    |    |    |    |    |
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| October |    |    |    |    |    |    |
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| November |    |    |    |    |    |    |
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| December |    |    |    |    |    |    |
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| 26       | 27 | 28 | 29 | 30 | 31 |    |

## **Facilities**

All of NIU's classrooms are fully equipped with necessary technology and resources to provide an optimal environment for students to excel in their studies. Projectors and flat screen television connected to the internet can be found in classroom to maximize the delivery of visual supplements to lesson.

A computer lab provides students with up to date information in their fields, as well as helping with preparing their resume at the end of their program. Students have access to all school resources during the hours the school is in operation.

Main Campus located on 5959 Topanga Canyon Blvd., Suite 110. Woodland Hills, CA 91367. Besides the administrative offices, the classrooms and laboratory areas were designed to keep class sizes to fewer than 20 students in keeping with current best practices trends. The facility is close to shops and restaurants, and ample parking is available. Located on a main thoroughfare, our facility is highly visible. The rooms are air-conditioned and well lit. The parking lot is well lit. The main campus is a short distance to the main highway (highway 101) and two hospitals. Public transportation is easily accessible.

## **National Center for Competency Testing Professional Certification**

Another important boost to a resume is professional certification. Professional certification serves to enhance the job seekers resume by assuring a minimum level of competency in a given field. These certifications are usually earned by passing an examination that is usually offered by an independent examination and certification agency.

NIU College is a certified proctor site and is approved by the National Center for Competency Testing ([www.ncctinc.com](http://www.ncctinc.com)), a leading healthcare industry certifying agency, to offer the following certification exams for our medical students and graduates:

- National Certified Medical Assistant (NCMA)
- National Certified Electrocardiographic Technician (NCET)
- National Certified Insurance and Coding Specialist (NCICS)
- National Certified Medical Office Assistant (NCMOA)

These certifications not only serve to further validate a level of competency, but also greatly enhance marketability for employment. Exam review booklets are available as well as some scholarships for the cost of the exams, through NIU College.

## **HVAC Excellence Certification**

NIU College is a Certified Proctor Site to offer HVAC Excellence testing for professional certification at our West Hills campus. If you work in the HVAC field, these certifications can greatly enhance your marketability for employment.

## **Library and Resource Center**

NIU College has a library and resource center available to students and graduates during regular business hours. The library has various current texts and publications related to programs offered at the college. The purpose of this resource is to promote study with additional resource materials other than what it is presented in the classroom. Each student is encouraged to utilize the resource center. NIU College Resource Center also provides

sample exams for those interested in certification. There are computers with internet access available for studying and research. In addition, students should be aware the NIU College is located a short distance from the Canoga Park and West Hills Public Library. These libraries are enormous resource for students requiring additional or supplementary learning materials. Students are invited to visit the library and learn from materials and resources available to them.

## **Equipment**

### **Medical equipment and materials description:**

The equipment in medical related programs include the ones which may be customarily found in an outpatient healthcare facility such as a physician's office or clinic, and may include simulated healthcare environments such as exam rooms and laboratories. Equipment typical of the procedures performed in outpatient environment include the necessary to perform blood drawing (venipuncture), such as needles, vacuum tubes, etc., electrocardiograms, urinalysis, ear lavage, injections, syringes, and vital signs, medical balance beam scale, visual acuity charts, artificial arm to name a few.

In administrative competencies, equipment include the ones which may be typically found in the front office or medical billing and administrative environments to perform basic secretarial skills, such as computers and simulated medical records (paper and electronic), practice management software for scheduling appointments, and performing medical coding and billing.

### **Automotive equipment and materials:**

The equipment in this program includes the ones which may be customarily found in a general automotive repair facility. NIU College's program uses an off campus facility which is a functioning automotive repair shop within a short distance of the campus. This shop contains the equipment necessary to complete the competencies required of the program such as brake repair equipment, hoist equipment, electrical diagnostic equipment, tire and wheel equipment, engine and transmission repair equipment, as well as general parts and supplies required for routine maintenance of late model automobiles.

### **HVAC-R equipment and materials:**

This program utilizes typical general HVAC-R equipment including Acetylene torches, Oxy-Acetylene torches and Nitrogen cylinders with regulators for leak testing, hack saws, tube cutters, pipe primer and pipe cement, flaring tools, flaring blocks, swaging tools, swaging blocks, reamers and various tasks measuring, preparing and assembling copper tubing and brass fittings; as well as electrical training boards utilizing contactors, relays, toggle switches, thermostats, light fixtures and transformers; and air-distribution equipment such as flat sheet metal, assorted sheet metal fittings, duct board, flex duct, assorted sheet metal hand tools, assorted duct board hand tools; and assorted hand tools and hand held instruments.

## **Bureau for Private Postsecondary Education (BPPE)**

Any question a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education  
1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818

Phone: (916) 574-8900 or by fax (916)263-1897

Toll Free: 888-370-7598

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## ADMISSION INFORMATION

### **Admission Instruction**

Candidates for enrollment must have attained a high school diploma or its equivalent. Those interested are encouraged to contact an admission representative to help them with more information and enrollment.

### **English as a Second Language**

NIU College does not offer ESL (English as a Second Language) at this time. While there is no English language proficiency test required for admission, students are expected to speak English to attend classes. All instructions will occur in English, therefore students will first be interviewed by an advisor and if necessary, then take an English test (CELSA: Combined English Language Skills Assessment) to determine if the student is able to understand and follow the instructions. Students need to get a score of 37 out of 75 to be considered for admission.

### **Maintaining Lawful Student Status**

This institution does not provide/offer immigration status sponsorship or any type of student visa (INS Form I-20). Students who have obtained student visas while attending other institutions in the United States cannot maintain their student visa status based on enrollment at NIU College.

### **Nondiscrimination Policy**

NIU College offers its programs to all persons regardless of race, color, creed, national origin, sex or age. The school does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, or disability in the administration of any of its educational programs or activities, or with respect to admission or employment. For information on the school's equal opportunity policy and grievance procedure, please contact the school President at NIU College; see contact details. If you need reasonable accommodation, please contact the school Director Jay Askari, at (818) 347-9400 or [jay@niu-college.com](mailto:jay@niu-college.com), or see him in person.

### **Class Size**

The maximum number of students in a typical class is 20.

## ACADEMIC POLICIES

### **Satisfactory Academic Progress**

The student must complete required clock hours within 150% of the regular time frame and achieve a cumulative GPA of 70% for instruction completed. Students will be evaluated at 25%, 50%, 100%, and if necessary 150% of program attempted and must have a minimum of the following:

| Evaluation Point | Minimum CGPA | Successful Completion of Attempted Hours |
|------------------|--------------|--|
| 25%              | 1.0          | 55%                                      |
| 50%              | 1.5          | 60%                                      |
| 100%             | 1.75         | 67%                                      |
| 150%             | 2.0          | 100%                                     |

## Grading System

The following is the grading scale used for the majority of NIU's classes:

|         |   |
|---------|---|
| 90-100% | A |
| 80- 89% | B |
| 70- 79% | C |
| 60- 69% | D |
| 0- 59%  | F |

The students will be graded on written exams, quizzes, performance evaluations, assignments, and degree of participation and cooperation as well as attendance.

## Graduation Requirements

To graduate from a program, the student must have achieved a 70% CGPA and completed all clock hours for the program; the student conduct and financial status must be in good. The school reserves the right to withhold completion documents if the student account is not in good standing or if student conduct is poor (violates school standards).

## Attendance Policy

Since much of each program is conducted in a hands-on environment attendance is critical to proper skill building. Good attendance is critical to success both as a student and later as an employee in the field.

The specific requirements for attendance are: A tardy is considered as more than 10 minutes past the regular start time or returning from a break period.

An absence is considered as more than 20 minutes tardy from either the start of class or returning from a break period. For every 5 tardy the student will receive 1 absence recorded for the month of the fifth tardy. Satisfactory attendance is regarded as no more than two absences during a month. Students who are absent 7 consecutive calendar days excluding scheduled breaks and approved leave will be dismissed from the program. Students leaving within 20 minutes before the end of class early are considered tardy for that day. Students are expected to attend every class on time. If a student is not in attendance for over 40 minutes of a scheduled class, the student

will be marked absent for that class. Continued excessive tardiness in any class will lead to disciplinary action up to and including dismissal from the school.

A student that does not maintain satisfactory attendance during a course will be placed on probation for a period of thirty days during which time the student must maintain satisfactory attendance.

If the student does not maintain satisfactory attendance during probation the student will be dismissed from the school. In considering dismissal, school administrators may hear the student's explanation as to why satisfactory attendance could not be maintained. Thereafter the school director retains the authority to terminate the educational contract with the student that does not satisfactorily support the continuance of their enrollment; or, to permit the student to continue with or without additional probationary provisions.

### **Make-up Standards**

The students must learn the material covered while absent. Make up work will be assigned. Hours of make-up work cannot be accepted as hours of class attendance. Make up of clock hours will be achieved by attendance to a class outside of the student's current class schedule (i.e. Evenings) or added on to externship.

### **Leave of Absence**

Leaves of absence may be granted by the director or director appointed administrator. The student may request a leave of absence for personal emergencies or those reasons set forth in family medical leave act, or military service. A leave of absence may not exceed 180 days. One leave of absence is permitted for a 12 month period. Students that do not return after a leave of absence will be dismissed from the program. When calculating the maximum time frame for a student's approved LOA, the school must ensure that it accounts for all periods of nonattendance (including weekends and scheduled breaks). Thus, since an approved LOA may not be more than 180 days, a school might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the school would be closed or the course is not scheduled.

### **Academic Probation, Suspension, Dismissal Policies**

If a student does not maintain satisfactory academic progress, the student will be placed on probation until the next evaluation point. If there is no improvement to the minimum requirements upon reevaluation, the student will be dismissed from the program. The student must maintain good study habits, participation and cooperation, and good conduct.

A student may receive demerits for late or missed assignments or low participation and cooperation, poor student conduct and attendance. A student that does not maintain satisfactory attendance during a course will be placed on probation for a period of thirty days during which time the student must maintain satisfactory attendance. If the student does not maintain satisfactory attendance during probation the student will be terminated from the school.

In considering termination, school administrators may hear the student's explanation as to why satisfactory attendance could not be maintained. Thereafter, the school director retains the authority to terminate the educational contract with the student that does not satisfactorily support the continuance of the enrollment; or, to permit the student to continue with or without additional probationary provisions. An instructor or school administrator with adequate and appropriate reason can suspend a student for school policy violations. Upon verbal notification of suspension the student may not be allowed on campus. Thereafter school administrators will contact the student by phone or in writing to inform them of when or if they may return to school. A student may



not appeal probation or suspension. The student may appeal termination. To appeal termination the student must submit in writing the reason unsatisfactory status occurred and why he/she should be allowed reinstatement. The appeal letter must be received in 10 business days following notification of termination.

### **Credit Transfer for Prior Experiential Learning Policy**

Students may receive credit earned from a previous school accredited by an agency recognized by the US, Department of Education. NIU will maintain a record of the previous education and training and the record will indicate that credit has been granted and the student notified. If warranted, the program may be shortened and the tuition reduced accordingly. A nonrefundable fee of \$75.00 will be assessed for each course evaluated for previous credit whether or not the credit is awarded. Whether credits earned at NIU College can be transferred to other institutions is dependent upon the credit granting policy of each individual institution. For purposes of evaluating credits earned at NIU College, 10 lecture contact hours equals 1 credit hour, 20 laboratory contact hours equals 1 credit hour, and 30 externship contact hours equals 1 credit hour. A clock hour is defined as 50 minutes of instruction in a 60 minutes period. At the present time NIU College has not entered into an articulation or transfer agreement with any other college or university.

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at NIU College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution which you may seek to transfer. If the credits or certificate 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 coursework at that 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 NIU College to determine if your credits or certificate will transfer.

### **Student Transcript and Records**

Student files will include complete information obtained regarding each student for admissions, proof of previous education, enrollment agreement, and enrollment disclosure acknowledgements, and information concerning student progress, completion of program including grade and attendance information, transcript, externship, job placement information, completion documents (certificates/diploma), student advisements, and documentation of student conferences. Financial records will be kept in a separate file and will include the enrollment agreement, the payment agreement or loan fees charged for a program to a student and all payments. If applicable all refund information, student advisory meetings and conferences, student complaints are included. All student records are maintained for a minimum of five years. Transcripts are maintained indefinitely. Transcripts contain grades, attendance and student status upon leaving the institution. All records are retrievable. Students are provided with copies of documents they sign in regard to enrollment agreement at enrollment. In addition, students may request copies of their file by submitting a written request and a copy fee of \$15.00 and \$0.25 per page. Copies take 5 days.

### **Homework**

In addition to regular attendance in scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

## **Curriculum**

The school reserves the right to revise course contents, course titles, and the sequence of classes, subject to applicable regulatory approval or accreditation standards.

## **STUDENT SERVICES**

### **Student Services**

Student services include job placement services; inquiries regarding educational supplies, uniforms, books, library, free tutoring for eligible students, general inquiries and student complaints. The staff and faculty are always available to assist students in the pursuit of their educational or vocational goals. Students will find the staff and faculty more than willing to write letter of recommendation and offer their advice. Instructors and school administrators may offer academic advising to inform the student of their current status, answering any questions they may have concerning the training program or occupational opportunities in the field they train, and available options to students based on current student status, school policy state regulation. Instructor and school administrators may not offer counseling or advice for which they are not qualified. Instead, the school will refer these students to appropriate community agencies.

To receive a response for a student request, the student must submit a written request form documenting their question or issue. The written request is reviewed by the student services representative (the director or director appointed personnel) for a timely response. If the student request or question remains unanswered the student may complete a student complaint form. Initial response or written acknowledgement of receipt of the complaint form is given within 10 days. If the initial response does not resolve the issue, it must state why and suggest a reasonable time frame that the student may expect a further response or resolution (i.e. no later than 30 days). The student may contact the BPPE for complaints that remain unresolved as stated in the catalog.

### **Student Grievance**

Students may often experience educational, personal, or financial problems during their enrollment. The college staff and faculty welcome the opportunity to assist students in working out solutions to these problems. The college offers academic advising to students as necessary to assist them in meeting their educational goals. Students requiring other types of professional assistance will be referred to counselors or agencies that they may contact.

From time to time, miscommunications or differences in the interpretation of school policies may arise among students, faculty, and/or the administration. Should this happen, the student should pursue the following procedures: Students and staff/faculty members are urged to first try to resolve any problems privately with the individual(s) involved. If the problem cannot be resolved in this manner, contact the Student Services Department of the school. Student services will make an arrangement with the director to further investigate the situation. Normally, the informal procedure of discussing the difference will resolve the problem. However, occasionally, more formal (i.e. written) procedures are required. When deemed appropriate by either a student and/or a staff/faculty member, the individual may communicate the specific concerns in writing to the director for specific issues. The director will then review the grievance and meet with the parties involved. Further, the director will notify all parties of the decision within ten (10) working days of receiving the written complaint, whenever possible.

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 or by completing a complaint form, which can be obtained on the bureau's internet web site (Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)).

## **Placement Services**

The benefit of education is in the ability to improve standard of living. Job placement ranks among the top reasons why students enroll in a program. And, one of the key performance criteria for any college is the ability of its graduates to attain and maintain employment in the field for which they have trained.

It's no secret that most of us spend our time gaining expertise in a marketable skill instead of looking for a job. So, it's no wonder that although our skill set and competency are adequate we find that many of us may need help when it comes to landing a job. NIU College has staff whose job is to guide graduates through the job search jungle.

Job placement starts from the time of enrollment. Students are coached-through to exhibit behaviors that employers seek in candidates for hire. Each of the programs offered at the college are in fields that indicate a strong job outlook. Students are encouraged to inquire of the job growth rate of the particular industry or occupation they would like to train in.

A successful job search involves certain steps: 1) Preparing a resume, 2) resume exposure 3) telephone calls and follow up, 4) scheduling and interview 5) interview 6) job acceptance. NIU College programs include a career development course where students receive assistance and guidance with each of these areas.

It is unethical to guarantee job placement. The school does not guarantee the job placement for any program to any student or graduate. However, those graduates experiencing difficulty in finding a job on their own may utilize the school job placement services free of charge for up to five years after graduation. These services include job seeking advising, resume editing, resume faxing, and may include job referrals. All students and graduates are encouraged to utilize the school's job placement services. To utilize these services a student or graduate may complete a student inquiry form asking for job placement services assistance. Thereafter, the job placement services representative or director appointed staff will contact the student for follow-up of the student/graduate request. The student or graduate will either receive telephone advisement or if needed can be scheduled for an appointment to meet with the job placement services representative. A journal of job placement services activities, such as date when resume was completed, fax numbers resume was sent, conferences with job placement officer, is maintained for each individual student file in a database. Graduates who confine employment search to only local area limit the employment opportunities available to them.

## **Housing**

NIU College does not offer student housing and has no responsibility to find or assist a student in finding housing.

The institution does not have dormitory facilities under its control. However there are plenty of housing facilities, including apartments and rooms, located within walking distance from the institution's facility. The cost for housing is approximately \$400-\$700 per month, depending on the living arrangements.

## FINANCIAL INFORMATION

### Tuition Financing

There are many different financing options available to students. NIU College will accept cash pay, in-house installment plans, or refer students to companies offering private loans. NIU College will assist students in the application process. Please ask for a copy of the colleges' "Financing Options Summary" which provides a brief description of plans available. You may also receive an example financial plan. Some of the programs at NIU College are eligible for financial assistance under the Workforce Innovation and Opportunity Act (WIOA). NIU College does not participate in Title IV programs.

### Financial Aid Disclosure

NIU College does not participate in federal and state financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### Certification Scholarship

One of NIU College goals is graduate eligibility for third party exam/certification. Certification fees vary from \$50.00 to \$400.00 and are paid directly to the certifying agency. Upon completing, graduate will receive information regarding third party certification that discloses of the cost of the exam, eligibility requirements, availability of examinations, and application process. The graduate services department will assist students in finding out more about these certification examinations.

### Tuition and Fees

| <b>Program</b>                       | <b>Total Charges for a Period of Attendance</b> | <b>Registration Fee (Non-Refundable, due upon enrollment)</b> | <b>Books</b> | <b>Supplies</b> | <b>STRF<sup>+</sup> (non-Refundable)</b> | <b>Total Tuition</b> | <b>Estimated Schedule of Total Charges for the Entire Educational Program</b> |
|--------------------------------------|---|---|--------------|-----------------|--|----------------------|---|
| Medical Assisting (720 Hrs)          | \$3640.00                                       | \$75.00   | \$300.00     | \$200.00        | \$0.00                                   | \$9,200.00           | \$9,775.00  |
| Admin. Medical Assisting (240 Hrs)   | \$4,925.00                                      | \$75.00   | \$300.00     | \$100.00        | \$0.00                                   | \$4,450.00           | \$4,925.00  |
| Clinical Medical Assisting (244 Hrs) | \$4,925.00                                      | \$75.00   | \$300.00     | \$100.00        | \$0.00                                   | \$4,450.00           | \$4,925.00  |
| Medical Billing (240 Hrs)            | \$4,925.00                                      | \$75.00   | \$300.00     | \$100.00        | \$0.00                                   | \$4,450.00           | \$4,925.00  |

|   |            |         |          |          |        |             |             |
|---|------------|---------|----------|----------|--------|-------------|-------------|
| Medical Coding<br>(240 Hrs)                                 | \$4,925.00 | \$75.00 | \$300.00 | \$100.00 | \$0.00 | \$4,450.00  | \$4,925.00  |
| Medical Billing and<br>Coding<br>(720 Hrs)                  | \$3640.00  | \$75.00 | \$300.00 | \$200.00 | \$0.00 | \$9,200.00  | \$9,775.00  |
| Certified Phlebotomy<br>Technician <sup>§</sup><br>(80 Hrs) | \$1,950.00 | \$75.00 | \$125.00 | \$125.00 | \$0.00 | \$1,625.00  | \$1,950.00  |
| Nurse Assistant <sup>¥</sup><br>(160 Hrs)                   | \$2,300.00 | \$75.00 | \$100.00 | \$125.00 | \$0.00 | \$2,000.00  | \$2,300.00  |
| Home Health Aide<br>(20 Hrs)                                | \$600.00   | \$75.00 | \$0.00   | \$125.00 | \$0.00 | \$400.00    | \$600.00    |
| Paralegal<br>(449 Hrs)                                      | \$1895.00  | \$75.00 | \$313.00 | \$0.00   | \$0.00 | \$5,295.00  | \$5,683.00  |
| Human Resources<br>(99 Hrs)                                 | \$2,550.00 | \$75.00 | \$125.00 | \$25.00  | \$0.00 | \$2,325.00  | \$2,550.00  |
| Payroll &<br>QuickBooks<br>(24 Hrs)                         | \$725.00   | \$75.00 | Included | Included | \$0.00 | \$650.00    | \$725.00    |
| Advanced HVAC<br>Technology<br>(220 Hrs)                    | \$4330.00  | \$75.00 | \$300.00 | \$500.00 | \$0.00 | \$12,118.00 | \$12,993.00 |
| HVAC Technician<br>(150 Hrs)                                | \$9,994.00 | \$75.00 | \$300.00 | \$400.00 | \$0.00 | \$9219.00   | \$9,994.00  |
| Automotive<br>Technology<br>(960 Hrs)                       | \$5525.00  | \$75.00 | \$300.00 | \$400.00 | \$0.00 | \$15,800.00 | \$16,575.00 |
| Excel<br>(24 Hrs)   | \$249.00   | \$75.00 | \$0.00   | \$0.00   | \$0.00 | \$174.00    | \$249.00    |

† Student tuition recovery fund (non-refundable). See Student Tuition Recovery Fund on page 30.

§ NHA or NCCT National Test Fee for the first certification test is included in the tuition. Practice tests are not included and is optional (\$75.00)

¥ CNA students are required to provide Live Scan, CPR, and TB test results. NIU College is not responsible for the cost of these third party services.

### Other Fees and Charges

The following fees also may apply, based on the program enrolled:

- **Allied Health programs** require to have BLS certification are subject to additional fees that range from \$30.00 to \$100.00.

- All Allied Health Programs students will be given scrub at no extra cost.
- **Certified Phlebotomy program** students have the option to purchase practice test from a third party certification provider for an additional \$75.00. The cost of the first national certification exam is included in the tuition. In case a student does not pass the first time, they will have to pay the cost of \$175.00 to the third party testing center to retake the national test.
- **Certified Phlebotomy** students with a high school diploma from another country need to evaluate their high school diploma or college degree before submitting it to California Department of Public Health for their certificate. The cost may be anywhere from \$95.00 to \$125.00 paid to the third party performing the task.
- **Certified Nurse Assistant** students are required to provide the school with Live Scan (\$67.00-\$70.00), CPR (\$50.00), and TB test results (\$30.00-\$40.00) prior to starting the program. CNA students need to take the national exam to be certified which costs \$100.00. NIU College is not responsible for the cost of these third party services.
- **Third party certification fees:** Additional fees may vary from \$50.00 to \$1500.00. These fees are to be paid directly to the certifying organization and are not paid to the school. Upon enrollment, students will receive disclosures for third party certification that informs of the cost of the exam, eligibility requirements, availability of examinations, and application process. The student/graduate services department will assist students in finding out more about these certification examinations.
- **A Late Fees** of \$35.00 will be incurred for in-house installments/payments not made by 10 days of due date.
- Returned checks unpaid are subject to a \$35 fee per item, plus any bank fees and any consequent late fee.
- **A credit check fee** of up to \$50.00 may incur, only for individuals applying for credit for a loan with a third party in connection with NIU College.
- **Repeated Courses:** Students will pay full cost of tuition for any repeated course, unless otherwise indicated.
- **Administrative Fee:** Fee of \$75.00 for additional administrative services not included in the cost of the program that require more than 30 minutes duration. Example is when a school administrator is requested to complete a form or write a letter verifying attendance or completion of a program.
- If student separates from the school prior to completion, all earned fees become payable and due.
- The student will be charged fees and interest charged to the school for the student's account by any third party (i.e. finance company, financial institution, credit card fees, collection company, etc...). These fees will be added to the student's ledger.
- Estimated schedule of total charges for the entire educational program does not include transportation costs to and from externship sites. This cost will be the responsibility of the student.

## Tuition Refund Policy

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. The refund shall be calculated as follows:

1. Deduct a registration fee not to exceed two hundred fifty dollars (\$250.00) from the total charge.
2. Divide this figure by the number of hours in the program.
3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

The calculation is based on the length of the completed portion of the course relative to its total length. Example: if the student pays \$500.00 tuition fee in advance for 40 hours of course and withdraws after 10 hours, the tuition refund would be \$375.00 (10 divided by 40=25%, 500.00 times 25%-\$125.00 tuition the school is allowed to retain). Termination – If a school is permanently closed and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.

If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

- Provide a full refund of all monies paid;
- Provide completion of course.
- If a student is granted a leave of absence and fails to return, then a refund will be calculated based on the day the student was supposed to return from the leave of absence. Students who fail to return will be terminated.

The school will terminate the student no more than 14 days from the last day of physical attendance, unless student is on an approved leave of absence.

### **Student Tuition Recovery Fund (STRF) Disclosures**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that 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, 1747 North Market Blvd., Suite 225 Sacramento, CA 95834, Phone: (916) 574-8900, Toll Free: (888) 370-7589, Main Fax: (916) 263-1897.

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:

1. 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 did not complete a chosen teach-out plan approved by the Bureau.
2. 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.
5. 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.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have 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 non-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 a taxpayer identification number.”

## STUDENT REQUIREMENTS

### **Right to Refuse or Cancel Service**

NIU College reserves the right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, and failure to maintain satisfactory academic progress.

### **Financial Responsibility Requirements**

Violation of the conditions set forth in the Enrollment Agreement may lead to probation and/or termination from the school. Failure to meet all financial obligations to the school during financial probation may result in termination from the program, placing a stop on classroom training, externship, transcript and diploma. If student separates from the school prior to completion, all earned fees become payable and due. All charges for education not covered by the loan or otherwise financed, including fees and down payments that are to be paid directly to the school, must all be paid to the school before issuance of completion document (certificate or diploma). The school may place a student on probation, suspension or terminate the student from the program if payment is not made as agreed. See additional fees.

### **Student Conduct**

Students must maintain satisfactory adult standards of conduct. NIU College has set standards it maintains for student conduct. In today’s competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, the following violations while on school, clinical, or externship property.



- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of school documents.
- Theft of, or deliberate destruction, damage, misuse of, abuse of, school property or the property of private individuals associated with the school.
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other school activities.
- The use of alcoholic beverages or controlled substances on the school or externship property, including the purchase, consumption, possession, or sale of such items.
- Smoking in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas.
- Failure to comply with school officials acting within the scope of their employment responsibilities.
- Bringing animals onto school property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
- Bringing children into the school teaching areas. The school does not provide childcare services and cannot assume responsibility for their health and safety.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
- Failure to comply with school publications announced as policy by a person authorized by the Executive Director of the School.
- Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the school property.
- Violence or threats of violence toward persons or property of students, faculty, staff, or the school.
- Improper use of email and internet access. Please see the Computer and Electronic Communications Policy section for additional information.
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- Inappropriate use of pagers, cell phones, or other electronic devices.

A student committing any of the violations listed above may receive a written warning concerning the misconduct and may receive disciplinary action up to and including immediate suspension or dismissal.

If a student does not maintain satisfactory conduct while on probation, the student will be dismissed from the school. An instructor or school administrator with adequate and appropriate reason can suspend a student for school policy violations. Upon verbal notification of suspension the student may not be allowed on campus. Thereafter school administrators will contact the student by phone or in writing to inform them of when they may return to school. A student may not appeal probation or suspension. The student may appeal dismissal. To appeal dismissal the student must submit in writing the reason why unsatisfactory status occurred and why should be allowed reinstatement. The

appeal letter must be received in 10 business days following notification of termination.

## CONSUMER PROTECTION

### **Before You Enroll**

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.

### **Department of Consumer Affairs**

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 or by completing a complaint form, which can be obtained on the bureau's internet website (Website: [www.bppe.ca.gov](http://www.bppe.ca.gov))

### **Student's Right to Cancel**

Students have the right to cancel anytime. A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The school shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

### **Student Withdrawal**

For the purpose of calculating a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. Student officially notifies NIU College that he/she is withdrawing.
2. Student does not notify NIU College that he/she is withdrawing but stops attending. The date that NIU College determines that the student is not attending is the date of withdrawal (i.e. 14 consecutive days of absence).
3. NIU College terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal.

## PROGRAMS DESCRIPTION

### ***MEDICAL INDUSTRY***

#### **Medical Assisting**

This program aims to adequately prepare students to fill any one of the following job opportunities in an entry level capacity: medical assistant, clinical medical assistant, back office medical assistant, administrative medical assistant, front office medical assistant, medical receptionist, clinical assistant, laboratory assistant, medical office assistant, medical secretary, medical scheduler, among others.

In the classroom, the main learning activities are lectures, written assignments, reading assignments, quizzes and exams, presentations, videos (as available). In the laboratory, the learning activities will involve the student's mandatory participation in performing procedures to achieve the course objectives and undergo procedural evaluations. Classroom total hours are 560

Externship will involve the student working in an entry level position for which they have trained. Externship hours are 160 hours. (Externship may be fulltime M-F)

Completion document awarded: Diploma in Medical Assisting, Certificate of Instruction in Venipuncture and Injections, and Certificate of Instruction in Electrocardiography.

Total program clock hours: 720 (includes 160 hours externship)

Program Length: 36 weeks

Program schedule: M-F 8 am-12 pm or 1 pm-5 pm or, 6 pm-10 pm (except for externship which may be fulltime M-F)

Pre-requisites: High School diploma or equivalent, and having submitted all information necessary for enrollment. Uniform Required.



#### **Courses required for this program:**

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

Pre-requisites: None.

Course description: This course will provide medical assistant program orientation, and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics include becoming a successful student, the medical assisting profession, the healthcare industry, infection control, career development, and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the text books and syllabi. Uniform is not required for this course.

Course Title: AA 101: Administrative Assisting I

Course Clock Hours: 80

Pre-requisites: None

Course description: In this course the student will learn about professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics and law with the goal providing an understanding of the legal and ethical responsibilities of the medical assistant. The student will also be introduced to the computer's basic parts and functions. The student will begin typing practice. The student will be introduced to the MediSoft medical billing program. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Major topics include professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics, medicine and law, computer concepts, telephone techniques, scheduling appointments, patient reception and processing, office environment and daily operations, written communication and mail processing, the paper medical record, the electronic medical record, health information management, and privacy in the physician's office.

Course Title: AA 102: Administrative Assisting II  
Course Clock Hours: 80  
Pre-requisites: None

Course description: In this course topics include professional billing and collecting procedures, basic diagnostic coding, basic procedural coding, the health insurance claim form and third party reimbursement. The goal of the course is to provide theory and practical exercises in basic patient accounts and medical billing procedures. The student will also have typing practice and perform basic procedures on the MediSoft program. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Major topics include basics of diagnostic coding, basics of procedural coding, basics of health insurance, health insurance claim form, professional fees, billing, and collection, banking services and procedures, financial and practice management, medical practice management and human resources, medical practice marketing and customer service, word processing, and typing.

Course Title: CA 101: Clinical Assisting I  
Course Clock Hours: 80  
Pre-requisites: None

Course description: Major topics include Patient Assessment, Patient Education, Nutrition and Health Promotion, Vital Signs, Assisting with the Primary Physical Examination, Assisting in Cardiology, Principles of Electrocardiography, Surgical Supplies and Instruments, and Surgical Asepsis and Assisting with Surgical Procedures. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CA 102: Clinical Assisting II  
Course Clock Hours: 80  
Pre-requisites: None

Course description: In this course the main topics are Assisting in the Clinical Laboratory, Assisting in the Analysis of Urine, Assisting in Phlebotomy, Assisting in the Analysis of Blood, Assisting in Microbiology

and Immunology. The goal is to provide theory and develop clinical skills in a laboratory, phlebotomy, microbiology, and performing blood analysis and urinalysis. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CA 103: Clinical Assisting III  
Course Clock Hours: 80  
Pre-requisites: None

Course description: Topics include Assisting in Endocrinology, Assisting in Pulmonary Medicine, Administering Medications, Emergency Preparedness and Assisting with Medical Emergencies, Assisting in Gastroenterology, Assisting in Urology and Male Reproduction, Assisting in Geriatrics, Assisting with Diagnostic Imaging, and Career Development and Life Skills. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting these specialties. Note that currently in the State of California only those individuals with appropriate State licensure or certification may produce radiographs. This course does not prepare the student for this licensure. Therefore, the course does not involve exposing radiographs. The intention of the imaging segment of this course is to provide only theory for the purpose of preparing the medical assistant for working in an imaging department or specialty office or group in the capacity of a medical assistant. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CA 104: Clinical Assisting IV  
Course Clock Hours: 80  
Pre-requisites: None

Course description: Major topics include Assisting in Ophthalmology and Otolaryngology, Assisting in Dermatology, Principles of Pharmacology, Pharmacology Math, Assisting in Obstetrics and Gynecology, Assisting in Pediatrics, Assisting in Orthopedic Medicine, and Assisting in Neurology and Mental Health. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo

weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CD 100 Career Developments

Course Clock Hours: 4 (integrated)

Pre-requisites: Student must complete all other courses with the exception of MA 200

Course description: Topics include career development and life skills. The goal of this course is to provide the student with an understanding of career development and exemplary employee behaviors. This course will involve lectures and reading assignments, mock interviews, interviews and phone calls. The student will complete written assignments, procedure evaluations and undergo quizzes, and exams. The student will be required to participate in class discussions and activities and take notes. This course may be integrated with AH 100 or offered separately.

Course Title: MA 200: Medical Assistant Externship

Course Clock Hours: 160

Pre-requisites: Student must have completed all other courses satisfactorily.

Course description: No amount of classroom instruction can replace the experience of working in a healthcare facility. Students (externs) are allowed the chance to apply their acquired knowledge and training in real work situations and gain valuable experience in exchange for providing the employer (externship host) with trained, readily available staff at no cost. Externship usually takes place in the last phase or module of training. Students will work in a healthcare facility at an entry level position in the field for which they been trained. The student will be placed at an approved site. The students may find their own site but acceptance is based on the schools evaluation of the site. The students are assigned sites based on the sites availability. The student must agree to drive at least within a 60-mile radius of the school to attend externship. Students entering externship must undergo a mandatory externship meeting where they will receive information concerning requirements of externship. The student must follow the Externship Guidelines and treat the externship experience like a job. The employer may offer to hire the extern at completion or at any time before the completion of externship if the extern is found suitable for the position.

## **Certified Phlebotomy Technician I**

Phlebotomy is a word that comes from the Greek language. “Phleb” meaning vein, and “tomy” meaning cut into. Healthcare workers are taking greater rolls in phlebotomy. The requirements are to collect specimens in an appropriate manner while keeping dignity and privacy in addition to a respectful and professional relationship with the patients and staff members. The scope of practice will be greater and so will the responsibility and vigilance.

The objective of this course is to prepare the learner with the basic background information on phlebotomy, including the history of the phlebotomy, the roll of the phlebotomist in the clinical setting environment, demonstrating competence and professionalism, state requirements and introduce legal and ethical issues.

Upon completion of this program the students will be prepared and required to sit for the licensure certification exam and then be certified by the State of California Department of Health after passing the national test and meeting all specific requirements. These requirements are completion of 80 hours of this program, including 20 hours of basic didactic and 20 hours of advanced didactic training, plus 40 hours of externship which includes 50 successful venipunctures and skin punctures and 2 arterial observations. The phlebotomist has to have professionalism (define as the conduct and quality that characterizes a professional person), self-confidence, integrity, compassion, self-motivation, dependability, and most important ethical behavior.

Completion document awarded: upon completion of this program, students will receive a Certificate of Completion and will be prepared to sit for the required state certification exam and then become certified by the State of California after meeting all specific requirements.

Total program clock Hours: 80 Clock Hours

Program Length: 3 weeks class hours plus externship

Program Schedule: 3 Saturdays & 3 Sundays 8:00 am – 4:30 pm, or M-F 8 am-3 pm, or M-F 6 pm-10 pm

Externship will involve the student doing 50 venipunctures at a medical facility. Externship hours



are 40 hours. (Externship may be part-time or full-time M-F)

Pre-requisites: High School Diploma or equivalent and you must have a sealed copy of either High School transcripts or proof of GED, or if you attended a college, sealed transcripts. This is required by the State for your CPT 1 certification. Please do not send the transcripts to the school. If you attended high school or college in a foreign country, the American Association of Collegiate Registrar and Admissions Officers must validate your transcripts. All non-U.S. transcripts must be evaluated by "Current Members" of the National Association of Credential Evaluation Services (NACES) or "Endorsed Members" of the Association of International Credential Evaluators, Inc. (AICE). Prior to externship, you must provide the school with evidence of either a negative TB Tine Test or negative chest x-ray (no older than 2 years), and Hepatitis immunization or series inoculation. Uniform and closed toe shoes required.



### **Courses Required for this Program:**

Chapter 1: Phlebotomy Practice and Quality Assessment

Chapter 2: Communication, Computers Essentials, and Documentation

Chapter 3: Professional Ethics, Legal, and Regulatory Issues

Chapter 4: Infection Control

Chapter 5: Safety and First Aid

Chapter 6: Medical Terminology, Anatomy, and Physiology of Organ Systems

Chapter 7: The Cardiovascular and Lymphatic Systems

Chapter 8: Blood Collection Equipment for Venipuncture and Capillary Specimens

Chapter 9: Pre-examination / Pre-analytical Complications Causing Medical Error in Blood Collections

Chapter 10: Venipuncture Procedures

Chapter 11: Capillary Blood Specimens

Chapter 12: Specimen Handling, Transportation, and Processing

Chapter 13: Pediatric and Geriatric Procedures

Chapter 14: Point-of-Collections

Chapter 15: Blood Cultures, Arterial, Intravenous (IV) and Special Collection Procedures

Chapter 16: Urinalysis, Body Fluids, and other Specimens

### **Nurse Assistant**

This program prepares students not only to successfully pass the certification exam, but also for the challenges of working in long-term care. Essential care skills and signs and symptoms to observe and report are explained in everyday language.

The objective of this course is to focus on the basics. Students will master OBRA's required content. Anatomy and physiology and common conditions are placed together, organized by body system. Rationals are provided for important steps in each procedure to aid understanding.

Upon completion of this program the students will be prepared and required to sit for the licensure certification exam and upon passing the exam, then be certified by the State of California Department of Health after meeting all specific requirements. These requirements include completion of 160 hours of this program including 80 hours of classroom preparation plus 80 hours of externship, live scan, TB test, and CPR.

Completion document awarded: upon completion of

this program, and passing the State exam students will receive a Certificate of Completion.

Total program clock Hours: 160 Clock Hours

Program Length: 4 weeks.

Program Schedule: M-F 8 am-4:30 pm,

Pre-requisites: No High School Diploma required.

Uniform and closed toe shoes required.



### **Courses Required for this Program:**

The Nursing assistant in Long-Term Care

Foundations of Resident Care

Understanding Residents

Body systems and Related Conditions

Confusion, Dementia, and Alzheimer's Disease

Personal Care Skills

Basic Nursing Skills

Nutrition and Hydration

Rehabilitation and restorative Care

Caring for yourself

### **Administrative Medical Assisting**

In this program, students will acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity for administrative medical assistant, front office medical assistant, medical secretary, medical office clerk, medical office assistant, medical administrative assistant, scheduler, medical receptionist, office administrator; and to meet the basic competencies of the administrative medical assistant; or to achieve exam eligibility for professional certification. Students will learn basic introduction to anatomy, medical terminology, medical front office procedures, medical office computer applications, and legal considerations.

Completion document awarded: Certificate in Administrative Medical Assisting, Certificate of Instruction in Venipuncture and Injections, and Certificate of Instruction in Electrocardiography.

Total program clock Hours: 240 Clock Hours

Program Length: 12 weeks.

Program Schedule: M-F 8 am-12 pm, or M-F 1 pm-5 pm, or M-F 6 pm-10 pm

Pre-requisites: High School Diploma or equivalent and having submitted all information necessary for enrollment. Uniform Required.



### **Courses Required for this Program:**

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

Pre-requisites: None

This course will provide medical assistant program orientation, and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics include becoming a successful student, the medical assisting profession, the healthcare industry, infection control, career development, and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the text books and syllabi. Uniform is not required for this course.

Course Title: AA 101: Administrative Assisting I  
Course Clock Hours: 80  
Pre-requisites: None

In this course the student will learn about professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics and law with the goal providing an understanding of the legal and ethical responsibilities of the medical assistant. The student will also be introduced to the computer's basic parts and functions. The student will begin typing practice. The student will be introduced to the Medi-Soft medical billing program. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Major topics include professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics, medicine and law, computer concepts, telephone techniques, scheduling appointments, patient reception and processing, office environment and daily operations, written communication and mail processing, the paper medical record, the electronic medical record, health information management, and privacy in the physician's office.

Course Title: AA 102: Administrative Assisting II  
Course Clock Hours: 80  
Pre-requisites: None

In this course topics include professional billing and collecting procedures, basic diagnostic coding, basic procedural coding, the health insurance claim form and third party reimbursement. The goal of the course is to provide theory and practical exercises in basic patient accounts and medical billing procedures. The student will also have typing practice and perform basic procedures on the MediSoft program. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Major topics include basics of diagnostic coding, basics of procedural coding, basics of health insurance, health insurance claim form, professional fees, billing, and collection, banking services and procedures, financial and practice management, medical practice management and human resources, medical practice marketing and customer service, word processing, and typing.

Course Title: CD 100 Career Developments  
Course Clock Hours: 4 (integrated)  
Pre-requisites: Student completes all other courses.  
Topics include career development and life skills. The goal of this course is to provide the student with an understanding of career development and exemplary employee behaviors. This course will involve lectures and reading assignments, mock interviews, interviews and phone calls. The student will complete written assignments, procedure evaluations and undergo quizzes, and exams. The student will be required to participate in class discussions and activities and take notes. This course may be integrated with AH 100 or offered separately.

### **Clinical Medical Assisting**

The program involves classroom theory and laboratory procedures. In the classroom, the main learning activities are lectures, written assignments, reading assignments, quizzes and exams, presentations, and videos (as available). In the laboratory, the learning activities will involve instructor demonstrations, student participation in performing procedures and procedural evaluations. The student will have procedures performed on them by other students and perform procedures on other students. Procedures will include obtaining blood samples, electrocardiograms, urinalysis, ear lavage, injections (saline) and vital signs to name a few. Students must agree to this and sign a liability release form before they can be accepted into the program.

Completion Document Awarded: Diploma in Clinical Medical Assisting, Certificate of Instruction in Venipuncture and Injections, and Certificate of Instruction in Electrocardiography.

Total program clock hours: 244  
Program length in weeks: 12  
Program Schedule: M-F 8 am-12 pm; or, 1 pm-5 pm;  
or, 6 pm-10 pm  
Prerequisites: High School Diploma or equivalent, and having submitted all information necessary for enrollment. Uniform Required.





### **Courses Required for this Program:**

Course Title: CA 100 Clinical Assisting Introductions  
Clock Hours: 4 (Integrated)  
Pre-requisites: None

This course will provide medical assistant program orientation and introduce the new medical field assistant student to the medical assisting field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. Major topics include becoming a medical assisting student, introduction to medical assisting, an overview of the healthcare industry and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the textbooks and syllabi.

Course Title: CA 101: Clinical Assisting  
Course Clock Hours: 80  
Pre-requisites: None

Major topics include Patient Assessment, Patient Education, Nutrition and Health Promotion, Vital Signs, Assisting with the Primary Physical Examination, Assisting in Cardiology, Principles of Electrocardiography, Surgical Supplies and Instruments, and Surgical Asepsis and Assisting with Surgical Procedures. The goal is to provide theory and develop clinical skills in initial clinical contact with

patients, patient education, and cardiology examinations. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CA 102: Clinical Assisting II  
Course Clock Hours: 80  
Pre-requisites: None

In this course the main topics are Assisting in the Clinical Laboratory, Assisting in the Analysis of Urine, Assisting in Phlebotomy, Assisting in the Analysis of Blood, Assisting in Microbiology and Immunology. The goal is to provide theory and develop clinical skills in a laboratory, phlebotomy, microbiology, and performing blood analysis and urinalysis. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CA 103: Clinical Assisting III  
Course Clock Hours: 80  
Pre-requisites: None

Topics include Assisting in Endocrinology, Assisting in Pulmonary Medicine, Administering Medications, Emergency Preparedness and Assisting with Medical Emergencies, Assisting in Gastroenterology, Assisting in Urology and Male Reproduction, Assisting in Geriatrics, Assisting with Diagnostic Imaging, and Career Development and Life Skills. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting these specialties. The course does not involve exposing radiographs. The intention of the imaging segment of this course is to provide only theory for the purpose of preparing the medical assistant for working in an imaging department or specialty office or group in the capacity of a medical assistant. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

### **Medical Billing and Coding**

In this program, the student acquires the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical biller and coder, patient accounts technician; or to achieve eligibility for medical billing certification exam from third party organizations such as the NCCT.

Completion document awarded: Diploma in Medical Billing and Coding.

Total program clock hours: 720 (includes 160 hours externship)

Program length: 36 weeks

Program schedule: M-F 8 am-12 pm; or, 1 pm- 5 pm; or, 6 pm-10 pm

Prerequisites for this Course: High school diploma or equivalent, and having submitted all information necessary for enrollment. Uniform Required.



### **Courses Required for this Program:**

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

Pre-requisites: None

Course description: This course will orientation, and introduce the new student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics include becoming a successful student, the medical assisting profession, the healthcare industry, infection control, career development, and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the text books and syllabi. Uniform is not required for this course.

Course Title: MB 101: Commercial Claims

Clock Hours: 80

Pre-requisites: None

Health insurance specialist-roles and responsibilities  
The career of the health insurance specialist is a challenging one with new opportunities arising

continuously. Job security is tight for an individual who understands claims processing and billing regulations, possesses sharp coding skills, and is successful in appealing underpaid or denied insurance claims. Recent surveys of medical office personnel help-wanted advertisements indicate the need for individuals with these skills.

Course Title: MB 102: Government Claims

Clock Hours: 80

Pre-requisites: None

Main topics are TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation and California Specific Workers Compensation. Major Topics include TRICARE Overview, TRICARE Eligibility, TRICARE Preauthorization, Covered Services, TRICARE as a Secondary Payer, TRICARE Limiting Charges, Uniformed Services Retiree HMO Plan, TRICARE Supplemental Plans, Till CARP Billing Information, TRICARE Primary Claim Instructions , TRICARE as Secondary Payer Instructions.

Course Title: MB 103: Managed Care, Claims, Patient Accounts, Collections

Clock Hours: 80

Pre-requisites: None

Introduction to Health Insurance. Major topics cover:  
What Is Health Insurance?  
Disability and Liability Insurance.  
Major Developments in Health Insurance.  
Current Mixture of Health Insurance Plans.  
Third-Party Reimbursement Methods.  
They include Managed Care, Claims, Patient Accounts, Collections, Legal Considerations, Managed Health Care, HCFA Reimbursement Issues and Life Cycle of an Insurance Claim.

Course Title: MC 101 Diagnosis Coding

Clock Hours: 80

Pre-requisites: None

Course Description: This course will include diagnosis coding topics. The student will receive lectures and demonstrations. The student will be required to take notes and perform various exercises and procedures. The student will be given various assignments, homework and will undergo weekly exams.

This section discusses the conversion of healthcare providers' documented descriptions of the patients' diagnoses and the services rendered to the patient into

numeric and alphanumeric codes. Codes are essential for the accurate transmission of diagnostic and procedural data between healthcare providers and agencies that compile healthcare statistics and the many insurance companies that now act as third-party payers for the healthcare services rendered to patients.

Course: MC 102 Procedure Coding

Clock Hours: 80

Pre-requisites: None

This section discusses the procedural coding of insurance claims submitted from non-institutional health-care providers for services rendered to patients in both the inpatient and outpatient settings, and by hospitals for reporting outpatient services rendered to patients. HCPCS chapter presents the procedure/service coding reference developed by the Health Care Financing Administration (HCFA), the Health Care financing Administration Procedure Coding System (HCPCS).

Course: MC 103 Coding From Source Documents

Clock Hours: 80

Pre-requisites: None

This course teaches the student to take diagnoses and procedures from the same case and link each procedure with an ICD-9 code that justifies the medical necessity for performing the procedure using information from the medical record.

Major Topics Include:

- Applying ICD-9-CM Coding Guidelines
- CPT/HCPCS Billing Considerations
- Coding Clinical Scenarios
- Coding Medical Reports
- Coding Operative Reports

Course Title: MBC 200

Course Clock Hours: 160

Pre-requisites: Student must have completed all other courses satisfactorily.

Course description: No amount of classroom instruction can replace the experience of working in a healthcare facility. Students (externs) are allowed the chance to apply their acquired knowledge and training in real work situations and gain valuable experience in exchange for providing the employer (externship host) with trained, readily available staff at no cost. Externship usually takes place in the last phase or module of training. Students will work in a healthcare facility at an entry level position in the field for which

they have been trained. The student will be placed at an approved site. The students may find their own site but acceptance is based on the schools evaluation of the site. The students are assigned sites based on the sites availability. The student must agree to drive at least within a 60-mile radius of the school to attend externship. Students entering externship must undergo a mandatory 1-hour externship meeting where they will receive information concerning requirements of externship. The student must follow the Externship Guidelines and treat the externship experience like a job. The employer may offer to hire the extern at completion or at any time before the completion of externship if the extern is found suitable for the position.

## Medical Billing

In this program, the student acquires the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical biller, patient accounts technician; or to achieve eligibility for medical billing certification exam from third party organizations. This course will include lecture, assignments and computer exercises concerning the roles and responsibilities of the health insurance claims specialist, introduction to health insurance and processing claims for commercial insurance companies, government medical claims such as Medicare, medical and workers compensation, Tricare and disability insurance claims as well as Blue Cross and Blue Shield.

Completion document awarded: Certificate in Medical Billing.

Total program clock hours: 240 Clock Hours

Program Length: 12 weeks.

Program Schedule: M-F 8 am-12 pm or M-F 1 pm-5 pm or M-F 6 pm-10 pm.

Pre-requisites: High School Diploma or equivalent, and having submitted all information necessary for enrollment. Uniform Required.



### **Courses required for this program:**

Course Title: MB 101: Commercial Claims  
Clock Hours: 80  
Pre-requisites: None

Main topics are Health insurance specialist roles and responsibilities, Essential Claim Form instructions, Filing Commercial Claims, Blue Cross and Blue Shield Plans and Basic medical terminology.

Course Title: MB 102: Government Claims  
Clock Hours: 80  
Pre-requisites: None

Main topics are TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation and California Specific Workers Compensation.

Course Title: MB 103: Managed Care  
Clock Hours: 80  
Pre-requisites: None

Main topics are Managed Care, Claims, Patient Accounts, Collections, Legal Considerations, Managed Health Care, HCFA Reimbursement Issues and Life Cycle of an Insurance Claim.

### **Medical Coding**

In this program, the student acquires the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical coder; or to achieve eligibility for professional certification exam (not always required for employment in the field). Please contact certification agency for more information on eligibility.

Completion document awarded: Certificate in Medical Coding.

Total program clock Hours: 240 Clock Hours  
Program Length: 12 weeks.

Program Schedule: M-F 8 am-12 pm or M-F 1 pm-5 pm or M-F 6 pm-10 pm.

Pre-requisites: High School Diploma or equivalent and having submitted all information necessary for enrollment. Uniform Required.

### **Courses required for this program:**

Course Title: MC 101 Diagnosis Coding  
Clock Hours: 80  
Pre-requisites: None

This section discusses the conversion of healthcare providers' documented descriptions of the patients' diagnoses and the services rendered to the patient into numeric and alphanumeric codes. Codes are essential for the accurate transmission of diagnostic and procedural data between healthcare providers and agencies that compile healthcare statistics and the many insurance companies that now act as third-party payers for the healthcare services rendered to patients.

Course: MC 102 Procedure Coding  
Clock Hours: 80  
Pre-requisites: None

This section discusses the procedural coding of insurance claims submitted from non-institutional healthcare providers for services rendered to patients in both the inpatient and outpatient settings, and by hospitals for reporting outpatient services rendered to patients. HCPCS chapter presents the procedure/service coding reference developed by the Health Care Financing Administration (HCFA), the Health Care financing Administration Procedure Coding System (HCPCS).

Course: MC 103 Coding From Source Documents  
Clock Hours: 80  
Pre-requisites: None

This course teaches the student to take diagnoses and procedures from the same case and link each procedure with an ICD-9 code that justifies the medical necessity for performing the procedure using information from the medical record.

### **LEGAL INDUSTRY**

#### **Paralegal**

The Paralegal Profession is changing and expanding. Law Firms are using Paralegals more often and with more professional depth. Education is now critical.



Our program is headed by a leader in the Paralegal Educational field. We also use the Thorn hill Publications material that actually wrote the book for Paralegals. They also are approved by the State Bar as a provider for Continuing Education for Paralegals, which by the way, is now required by the State of California.

The Programs 449 hours of training sets the Homestead Paralegal Program apart from other Paralegal schools. The training you will receive with this Program will give you an edge to start your Paralegal Career.

The educational objective of the Paralegal Program is to develop the students into job-ready paralegals across a broad spectrum of legal practice areas. The overall instructional plan for the Program includes presentation of each subject area's policy, review of the relevant law (including statutory authority and interpreting case law), review of typical attorney action items in conjunction with correlative paralegal tasks, office procedures and exemplar forms so that the students obtain both breadth and depth in connection with each particular course.

Completion document awarded: Paralegal Certificate.

Total program clock hours: 449 Hours (102, 3-4 Hour Class Meetings)

Program length: 26 weeks

Program schedule: M-F 8 am-12 pm; or, 1 pm- 5 pm; or, 6 pm-10 pm

Prerequisites for this Course: High school diploma or equivalent, and having submitted all information necessary for enrollment.



### **Courses Required for this Program:**

#### **Orientation Curriculum (3 hours)**

This course will orient the students to the entire program, including rules, attendance, and grading and student-faculty communications.

#### **Introduction Curriculum (7 hours)**

This course introduces the program; explains the topics to be covered, faculty expectations, overall learning objectives and graduation.

#### **Terminology Curriculum (7 hours)**

This course covers the typical terminology in the legal profession.

Outcome(s): Students will be versed in the fundamental, and most often used, terms in the legal fields.

#### **Legal Analysis Curriculum (12 hours)**

This course explains how to “think like a lawyer” and approach the law solidly.

Outcome(s): Students will know how to analyze a typical client fact-file.

#### **Legal Ethics Curriculum (6 hours)**

This course covers ethics, especially the new (and evolving) ethical standards paralegals must meet.

Outcome(s): Students will know the proper approach to working with clients, the attorney-employers and the out bounds of proper paralegal responsibilities.

#### **Speed Typing Curriculum (16 hours)**

This course gauges/improves student's typing/computer skills, as well as providing an introduction to legal software.

Outcome(s): Students will improve their typing skills and become familiar with some key legal programs, as well as the norms for BOOLEAN searching and the use of Natural Language search software.

#### **Case Briefing Curriculum (10 hours)**

This course provides guided instruction on reading cases and drawing out the key elements and holdings of both state and federal cases.

Outcome(s): Students will know how to brief a case and how to apply that skill to client intake and law office discovery/law and motion file maintenance.

#### **Investigations Curriculum (6 hours)**

This course covers the legal use of investigation in the litigation and employment forums, as well as how law firms – and paralegals – typically interface with licensed investigators.

Outcome(s): Students will learn the basics of working with private investigators.

#### **Legal Research Curriculum (12 hours)**

This course covers the fundamentals of legal research,

including: primary sources; secondary sources; practice-specific treatises; the Internet and e-shepardizing.

Outcome(s): Researching.

#### Law Library Curriculum (8 hours)

This course covers how to use a law library, including both book-based libraries and electronic practice resources.

Outcome(s): Students will be able to use a standard law library for legal research.

#### Personal Injury Curriculum (9 hours)

This course covers tort law from the standpoint of the tasks typically covered by paralegals in law firms that specialize in either plaintiff's litigation or personal injury defense firms.

Outcome(s): Students will gain a working knowledge of the personal injury field.

#### Contracts/Drafting Contracts Curriculum (16 hours)

This course covers both common-law and commercial code contracts, giving the students a solid foundation in all aspects of contract law, which will then be used as a basis for the basics of business law and the various forms of corporate formation and maintenance.

Outcome(s): Students will learn the fundamentals of contract law and how to apply that to draft/revise/redline contracts, analyzing contracts in breach of contract litigation and the various types of agreements.

#### Evidence Curriculum (16 hours)

This course covers evidence, how it works, strategies in connection with Discovery and Trial, as well as the various forms typically prepared by paralegals.

Outcome(s): Students will gain a working knowledge of evidence and then be able to apply that to discovery, law and motion and settlement.

#### Lawsuits Curriculum (7 hours)

This course covers the substance and procedures involved in initiating a lawsuit. Students will review a typical "slip-and-fall" scenario and then craft an actual Complaint, using a provided template.

Outcome(s): Students will be able to draft a standard complaint, as well as understand an answer.

#### Computer Curriculum (8 hours)

This course covers the use of computers for both litigation and transactional support.

Outcome(s): Students will learn details software programs such as Google Scholar, Premise, West's

Jury Instruction software and the notional basis for the various .pdf forms used by the courts and agencies of the State of California.

#### Discovery Curriculum (13 hours)

This course covers summarizing depositions, including the various types of deposition summaries; students will be instructed in how to summarize depositions and be provided with a template that can be used for class and paralegal work.

Outcome(s): Students will be able to propound and draft responses to discovery, as well as maintain the calendars and law office files relating to same.

#### Deposition Summaries Curriculum (7 hours)

This course covers summarizing depositions, including the various types of deposition summaries; students will be instructed in how to summarize depositions and be provided with a template that can be used for class and paralegal work.

Outcome(s): Students will be able to summarize depositions using the page-line, narrative and video-summary formats.

#### Calendaring Curriculum (6 hours)

This course covers the scheduling of key dates in connection with litigation, ranging from filing a complaint/answer to law and motion work, to trial setting.

Outcome(s): Students will know how to calendar Statutes of Limitation, contractual due dates and support attorney diary systems in connection with same.

#### Law & Motion/Post Trial Curriculum (27 hours)

This course covers the scope and utility of Law & Motion, with appropriate tie-ins to discovery and settlement.

Outcome(s): will understand how discovery ties into key, pre-trial matters, including settlement.

#### Trial Preparation Curriculum (6 hours)

This course covers preparing for trial, using the same case the students started with in the Lawsuits course.

Outcome(s): Students will understand and be able to – under the guidance of an attorney-employer – prepare a trial notebook.

#### Family Law Curriculum (12 hours)

This course covers the full scope of family law, as well as the forms and procedures for the various sub-categories such as marriage, divorce and support proceedings.

Outcome(s): Students will learn how to support attorneys who work in this field.

#### Employment Law Curriculum (10 hours)

This course covers employer-employee relationships, agreements covering same, as well as the typical types/procedures of employment-based disputes, including the emerging norms and novel employment relationships.

Outcome(s): Students will gain a working knowledge of the norms of employment law so that they understand what is and is not permitted in the context of an employer-employee relationship.

#### Entertainment Curriculum (6 hours)

This course covers the full spectrum of Entertainment Law, including the norms and typical contract clauses ranging from property acquisition through production and distribution.

Outcome(s): Students will gain a working knowledge of media law and the contracts and disputes related to same.

#### Intellectual Property Law Curriculum (6 hours)

This course covers the fundamental forms of intellectual property, as well some of the forms in connection with filing and/or protocols for the exploitation of intellectual property

Outcome(s): Students will learn how IP is developed, protected and used by IP owners.

#### Workers' Compensation Curriculum (6 hours)

This course covers the full scope of Workers' Compensation, including its unique procedures and variances from personal injury law and procedures.

Outcome(s): Students will gain a working knowledge of Workers' Compensation and the protocols for filing a case and managing discovery.

#### Bankruptcy Curriculum (13 hours)

This course covers the basic of bankruptcy law, including the various forms used and the paralegal's typical role in a bankruptcy law office.

Outcome(s): Students will learn the basics of debtor-creditor law, as well as how to handle paralegal support for a typical Chapter 7 Bankruptcy matter.

#### Constitutional/Criminal Law Curriculum (12 hours)

This course covers the basics of Constitutional law, mostly from the point of view of criminal law and criminal procedure.

Outcome(s): Students will learn the norms of Constitutional law and how that applies to criminal law and procedure.

#### Immigration Curriculum (18 hours)

This course introduces the students to a mostly unknown, yet vitally important, area of the law. It will serve as a summary of Immigration matters and the terminology used in this area.

Outcome(s): Student will be able to understand the categories of Visas and the types of entrants to the United States of America, as well as the various immigration procedures.

#### Probate Law Curriculum (6 hours)

This course covers estate planning and administration from the point of view of paralegals, including forms and probate-based file maintenance.

Outcome(s): Students will learn the basics of wills, trusts and estates; the procedures related to each; and, the office administration of files related to probate matters.

#### ADR Law Curriculum (7 hours)

This course covers Alternative Dispute Resolution [ADR], its origins and the various forms in connection with litigation and contracts.

Outcome(s): Students will learn the basics of ADR, ADR provisions, ADR procedures and out-of-court adjudication of disputed matters.

#### Real Property Curriculum (6 hours)

The course covers the basics of property law in order to lay a foundation for real property, including both residential and commercial leases, along with the basics of real property recordation and transactions.

Outcome(s): Students will learn the basics of property law, and then be able to apply that to managing law offices files related to property transaction and litigation.

#### Career Dev. Curriculum (6 hours)

This course helps prepare paralegals for searching for that "first" job, as well as professional development and opportunities outside of the "pure" legal environment.

Outcome(s): Students will be able to undertake a relevant, and targeted, job search.

#### Insurance Law Curriculum (7 hours)

This course covers insurance law, including how to understand a typical insurance policy, the import of insurance in litigation and the norms of insurance litigation.

Outcome(s): Students will understand the basics of insurance and how to apply that knowledge to discovery and litigation.

### Appellate Law Curriculum (3 hours)

This course covers appeals, their utility and forms, as well as the standards covering appellate briefs and their preparation.

Outcome(s): Students will gain a working knowledge of appellate law, supportive of their ability to do relevant legal research.

### Practicum Curriculum (16 hours Plus Project work of 116 hours = 132 hours)

This course covers the Motion for Summary Judgment, tying many of the previous courses together; students will be provided a template for this Motion.

Outcome(s): Students will draft a Motion for Summary Judgment based upon the same fact scenario used in the Lawsuits class.

## Human Resources

The objective of the Human Resources Assistant program is to develop well-rounded HR assistants who can work in the full spectrum of today's medium and large companies. Students will learn basic employment law, recruitment/selection, employee file maintenance, Workers' Compensation and basic bookkeeping related to HR. Instruction for this is provided by a review of the

goals of HR and then real-world examples and exercises related to the applicable law and best-practices of HR management, including employee selection, required documentation, Workers' Compensation compliance and wage/hour recordation.

Completion document awarded: Human Resource Assistant Certificate.

Total program clock hours: – 99 Hours (33, 3 Hour Class Meetings)

Program length: 11 weeks

Program schedule: M-F 8 am-12 pm; or, 1 pm- 5 pm; or, 6 pm-10 pm

Prerequisites for this Course: High school diploma or equivalent, and having submitted all information necessary for enrollment.



## Courses Required for this Program:

### Orientation Curriculum (3 hours)

This course will orient the students to the entire program, including rules, attendance, and grading and student-faculty communications.

### Introduction (3 hours)

This course introduces the program; explains the topics to be covered, faculty expectations, overall learning objectives and graduation requirements.

### HR in Context (3 hours)

This course will show how and why HR touches on practically all operations of an employer, as well as explain the reason why HR is one of the most important functions within any company.

### Methodology (3 hours)

This course covers the best practices for HR Managers, as well as shows how well HR management benefits the employer's business...day-to-day and long-term.

### Recruitment & Research (3 hours)

This course covers how to develop a recruitment plan and then how to execute on that plan, as well as keeping it current and employee retention.

### Harassment & Discrimination (6 hours)

This course covers both the laws relating to harassment and discrimination, and what HR Managers must do.

### Compensation (3 hours)

This course covers the bases of compensation, as well as the mechanics of paying employees and payroll norms.

### Investigation (3 hours)

This course covers the legal use of investigation in the litigation and employment forums, as well as how law firms-and HR- typically interface with licensed



investigators.

#### Statutory Obligations (6 hours)

This course reviews all of an employer's statutory obligations, ranging from compensation to fair labor practices to safety to leave policies and the prevention of discrimination/harassment.

#### Workers' Compensation (6 hours)

This course covers the full scope of Workers' Compensation, including its unique procedures and variances from personal injury law and procedures.

#### Safety & OSHA (6 hours)

This course covers an employer's obligation to provide a safe working environment and what HR Managers must – and should – do in this regard.

#### Leaves of Absence (9 hours)

This course covers the many types of leaves, as well as how much must be provided and how to track/maintain actual leave taken.

#### Protection of Company IP (3 hours)

This course covers why and how to protect company IP, ranging from Trade Secrets to Patents.

#### Lawsuits & ADR (6 hours)

This course covers lawsuits from the employer's perspective and both internal and external ADR options, ranging from ombudsman work to formal mediation, arbitration and other dispute resolution mechanisms.

#### Insurance & Indemnification (6 hours)

This course covers preparing for trial, using the same case the students started with in the Lawsuits course.

#### Employee Privacy (3 hours)

This course covers the legality of employee monitoring and suggested best practices.

#### Employment Contracts (6 hours)

This course focuses on the contractual nature of the employment relationship, with special emphasis on the "at will" doctrine and its implications.

#### Employer Handbooks (12 hours)

This is the capstone course: a detailed review will be made of a model Employment Handbook.

#### Violence in the Workplace (6 hours)

This course covers the sources of violence in the workplace...and how to prevent it.

#### Harassment & Discrimination (6 hours)

This course covers both the laws relating to harassment and discrimination, and what HR Managers must do.

#### Career Development (3 hours)

This course helps prepare students for searching for that "first" job, as well as professional development and opportunities outside of the "pure" legal environment. Students will be able to undertake a relevant, and targeted, job search.

### **Payroll & QuickBooks**

The learning, skills, and other competencies to be acquired by students who complete the Payroll & QuickBooks HR Supplement program are to develop the student's knowledge of compensation, including forms and how and when to generate pay to employees and independent contractors. It also covers mechanics of QuickBooks and how to use the various functions by HR professionals.

This educational program is designed to prepare students for employment after receiving their Payroll & QuickBooks HR Supplement certificate. Human resource clerks, HR assistants and assistant recruiters are some of the most popular jobs. Others work as training and development coordinators, payroll assistants and compensation or benefits specialists.

Requirements for Successful Completion of this Course: Satisfactory attendance and 70% or higher CGPA.

Clock Hours: 24 Clock Hours

Pre-requisites: Having submitted all information necessary for enrollment.

Completion document awarded: Payroll & QuickBooks HR Supplement Certificate



## Courses Required for the Program:

### Payroll (12 hours)

This course covers the specifics of compensation, including forms and how and when to generate pay to employees and independent contractors.

### QuickBooks (12 hours)

This course covers the mechanics of QuickBooks, providing instruction in how to use the various functions by HR professionals.

upon completion of this program students will:

- Learn Accounting terminology
- Learn specifics of compensation
- Learn forms and how and when to generate pay to employees and independent contractors.
- Learn how to use Forms including Form W4, Form W9, Form DE542, Form 941, Form(s) 1099 and the I-9 Form & Requirements.
- Learn the mechanics of QuickBooks and working with Lists and register.
- Learn how to use the various functions by HR professionals including QuickBooks File Manager.
- Learn creating, using, and editing Chart of Accounts.
- Learn adding, creating, and editing an account & adding a Subaccount.
- Learn working with Customers & Jobs list
- Learn working with vendors & employee center.
- Learn to manage & print a List.
- Learn how to work with Lead Center & add a new Lead.
- Be able to learn different ways you can handle bills in QuickBooks.
- Learn how to enter and pay bills in QuickBooks.
- Learn about Procedure and General Ledger.
- Learn how to process AP & AR.
- Learn how to create an invoice, and invoice letters and generate reminders.
- Learn how to record customer payments, how to handle customer discounts, partial payments, or down payments.
- Learn tracking credit card transactions, how to reconcile, and to make a credit card payment
- Be able to handle Payroll Forms.
- Learn about Employee Benefits.
- Be able to generate and Processing Checks,

etc.

- Able to create, and use report center and print reports.
- Learn how to analyze Financial Data.

## ***HVAC INDUSTRY***

### **Advanced HVAC Technology**

Students who enroll in the Advanced HVAC Technician 220 hour program will acquire working knowledge of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems in 220 clock hours over the course of approximately 28 days. Students also will learn the principles and concepts associated with the EPA Section 608 Certificate and, if the student successfully passes the EPA examination, will graduate with their EPA Certificate. The course introduces students to advanced training related to air conditioning and heat pump systems. Students will learn how to complete various tasks, including the explanation of heat transfer, thermodynamics, refrigerant and refrigerant oils applications, system components functions, recovery / recycling / reclamation, leak detection, charging procedures, evacuation, trouble shooting and problem solving. Students also will be able to complete various tasks, including the explanation of heat transfer, thermodynamics, refrigerant and refrigerant oils applications, system components functions, recovery / recycling / reclamation, leak detection, charging procedures, evacuation, trouble shooting and problem solving utilizing proper diagnostic procedures.

Upon successful completion of the Advanced HVAC Technician 220 hour program, the students have the ability to earn four nationally recognized certificates: EPA 608 Certificate, R-410 A Safety Certificate and OSHA 10 hour Certificate, and HVAC Excellence Air-Conditioning and Heat Pump Certification.

Theory hours: 75

Lab hours: 145

Externship hours: 0

Total program clock hours: 220

Program length in weeks: 11

Program schedule: M-F 8 am – 5 pm

Program prerequisite: High school diploma or equivalent, and having submitted all information necessary for enrollment.

**Textbook/ learning resources:**

EPA 608 Preparatory Manual, ESCO Press, 7th Edition, Federal Clean Air Act  
 R410A Preparatory Manual, ESCO Institute, ESCO Press  
 Institutional Binder with learning lessons and study guides  
 Films/Videos/CD  
 OSHA Training Safety Videos  
 Milwaukee Power Tool Safety Video NCCER Interactive CD's  
 NCCER Power Point Presentations  
 EPA Power Point Presentations  
 R-410A Power Point Presentations  
 Flow Charts, Transparencies and Posters NCCER Transparencies: Core, Levels 1  
 Refrigeration Cycle Components  
 Refrigeration Cycle Piping  
 Semi-Hermetic Compressor Cut Away  
 NCCER HVAC LEVEL 1 Textbook, Pearson-Prentice Hall 4th Ed.  
 HVAC Excellence Troubleshooting and Servicing Modern Air Condition and Refrigeration Systems, ESCO Press.

**Courses required for this program:**

R-410 A- Refrigeration (R-410 A), 5 hours, (4 lab hours)  
 EPA 608- EPA Certificate Study Course, 10 hours (6 lab hours)  
 OSHA- OSHA 10-Hour Training Course, 10 hours  
 HV 103 Basic Safety, 2 hours  
 HV 107- Introduction to the HVAC Trade, 8 hours (7 lab hours)  
 HV 109- Copper and Plastic Piping Practices, 10 hours (8 lab hours)  
 HV 117- Soldering and Brazing, 10 hours (8 lab hours)  
 HV 119- Ferrous Metal Piping, 10 hours (8 lab hours)  
 HV 121- Basic Electricity, 30 hours (25 lab hours)  
 HV 123- Introduction to Cooling, 30 hours (25 lab hours)  
 HV 127- Introduction to Heating, 20 hours (15 lab hours)  
 HV 129- Air Distribution Systems, 5 hours (4 lab hours)  
 HV 201- Air conditioning / refrigeration theory, A/C systems and components, Refrigerant flow control & applications, and Service, troubleshooting & problem resolution, 35 hours (18 lab hours)  
 HV 202- Heat pump cycles, refrigerant flow & theory,

Heat pump controls & component applications, Heat pump schematic diagrams, and Heat pump service, troubleshooting & problem resolution, 35 hours (17 lab hours)

Students perform various tasks utilizing soft solder and brazing techniques for copper to copper and copper to brass applications (one student per station), various tasks measuring, preparing and assembling plastic pipe (one student per station), various tasks measuring, preparing and assembling copper tubing and brass fittings (one student per station), various tasks measuring, cutting, reaming, threading and assembling black iron pipe (two students per station), various tasks of wiring simple and complex high and low voltage circuits related to HVAC equipment. Students also utilize Multi meters to measure voltage, resistance and amperage (two students per station), various tasks related to the measurement, cutting and assembling of air-distribution systems (one student per station), various tasks related to recovery of refrigerant, evacuation and leak detection, properly charging systems according to industry standards and manufactures specifications, pressure and temperature measurements related to the operation and troubleshooting of HVAC systems (two students per station), various tasks related to recovery of refrigerant, evacuation and leak detection, properly charging systems according to industry standards and manufactures specifications, pressure and temperature measurements related to the operation and troubleshooting of HVAC systems (two students per station), various tasks related to measurements and adjustments of gas pressure, air pressure and temperature measurements in accordance with industry standards and manufactures specifications related to the operation and troubleshooting of HVAC systems. (two students per station)



## HVAC Technician

Students who enroll in the HVAC Technician 150 hour program will acquire working knowledge of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems in 150 clock. Students also will learn the principles and concepts associated with the EPA Section 608 Certificate and, if the student successfully passes the EPA examination, will graduate with their EPA Certificate. Upon successful completion of the HVAC Entry Level 150 hour program, the students have the ability to earn three nationally recognized certificates: EPA 608 Certificate, R-410 A Safety Certificate and OSHA 10-Hour Certificate.

Completion document awarded: Upon successful completion of the HVAC Fundamental graduates have the ability to earn three nationally recognized certificates: EPA 608 Certificate, R-410 A Safety Certificate and OSHA 10-Hour Certificate.

Theory hours: 40

Lab hours: 110

Externship hours: 0

Total program clock hours: 150

Program length in weeks: 7.5

Program schedule: M-F 8 am – 12 pm

Program prerequisite: High school diploma or equivalent, and having submitted all information necessary for enrollment.

Textbook/ learning resources:

EPA 608 Preparatory Manual, ESCO Press, 7th Edition, Federal Clean Air Act

R410A Preparatory Manual, ESCO Institute, ESCO Press

Institutional Binder with learning lessons and study guides

Films/Videos/CDs

OSHA Training Safety Videos

Milwaukee Power Tool Safety Video NCCER Interactive CD's

NCCER Power Point Presentations

EPA Power Point Presentations

R-410A Power Point Presentations

Flow Charts, Transparencies and Posters NCCER Transparencies: Core, Levels 1

Refrigeration Cycle Components

Refrigeration Cycle Piping

Semi-Hermetic Compressor Cut Away

NCCER HVAC LEVEL 1 Textbook, Pearson-Prentice Hall 4th Ed.

## Courses required for this program:

R-410A – Refrigeration, 5 hours (4 lab hours)

EPA 608 - EPA Certificate Study Course, 10 hours (6 lab hours)

OSHA - OSHA 10-Hour Training Course, 10 hours

HV 103 - Basic Safety, 2 hours

HV 107 - Introduction to the HVAC Trade, 8 hours (7 lab hours)

HV 109 - Copper and Plastic Piping Practices, 10 hours (8 lab hours)

HV 117 - Soldering and Brazing, 10 hours (8 lab hours)

HV 119 - Ferrous Metal Piping, 10 hours (8 lab hours)

HV 121 - Basic Electricity, 30 hours (25 lab hours)

HV 123 - Introduction to Cooling, 30 hours (25 lab hours)

HV 127 - Introduction to Heating, 20 hours (15 lab hours)

HV 129 - Air Distribution Systems, 5 hours (4 lab hours)

Students perform various tasks utilizing soft solder and brazing techniques for copper to copper and copper to brass applications (one student per station), various tasks measuring, preparing and assembling plastic pipe (one student per station), various tasks measuring, preparing and assembling copper tubing and brass fittings (one student per station), various tasks measuring, cutting, reaming, threading and assembling black iron pipe (two students per station).

Students also perform various tasks of wiring simple and complex high and low voltage circuits related to HVAC equipment. Students also utilize Multi meters to measure voltage, resistance and amperage (two students per station), various tasks related to the measurement, cutting and assembling of air-distribution systems (one student per station), various tasks related to recovery of refrigerant, evacuation and leak detection, properly charging systems according to industry standards and manufactures specifications, pressure and temperature measurements related to the operation and troubleshooting of HVAC systems (two students per station), various tasks related to recovery of refrigerant, evacuation and leak detection, properly charging systems according to industry standards and manufactures specifications, pressure and temperature measurements related to the operation and troubleshooting of HVAC systems (two students per station), various tasks related to measurements and adjustments of gas pressure, air pressure and temperature measurements in accordance with industry standards and manufactures specifications related to the operation and troubleshooting of HVAC systems



(two students per station).

## ***AUTOMOTIVE INDUSTRY***

### **Automotive Technology**

In this program, the student acquires the knowledge and manual skills necessary to perform the duties in an entry-level capacity as an automotive technician or to achieve ASE certification eligibility (ASE certification requires two year experience). Automotive Technology is a competency- based program designed to prepare students for a career in automotive service. The Automotive Technology program combines theory and practical experience. Students develop diagnostic and repair skills on late model vehicles in a well-equipped shop. Subjects include engine diagnosis, electronic and electrical systems, suspensions and brake systems, transmission and air conditioning.

Completion document awarded: Diploma in Automotive Technology

Total program clock hours: 800

Program length in weeks: 40

Program Schedule: M-F 8 am-12 pm; or, 1 pm-p.m.; or, 6 pm-10 pm

Program prerequisites: High school diploma or equivalent, passing entrance exam, and having submitted all information necessary for enrollment.



### **Courses required for this program:**

Section 1: Working in the Automotive Shop

Clock hours: 80

This course will focus on the introduction to the

automotive industry which will include working in the automotive industry, introduction to the automobile, safety in the automotive shop, fasteners, gaskets, seals, and sealants, bearings, automotive belts, fittings, hoses, common hand tools, measuring tools, precision instruments, electrical tools, power and pressings tools, cleaning equipment and manuals and specifications.

Section 2: Fundamentals of Automotive Engines

Clock hours: 80

This course will focus on the automotive engine which will include converting energy to power, gasoline engine principles, other power courses, engine performance, engine types, basic engine construction, cylinder heads and valves, and camshafts and valve drives.

Section 3: Mechanical/Fluid Engine Systems

Clock hours: 80

This course will focus on the engine systems which will include principles of lubrication, lubrication system operation, cooling system principles and operation, fuel characteristics, fuel delivery systems, electronic feedback carburetors, gasoline fuel injection systems, air intake and exhaust systems, and turbocharger and supercharging systems.

Section 4: Electrical Engine Systems

Clock hours: 80

This course will focus on the electrical aspect of engine systems which will include electrical principles, computer principles, automotive batteries, ignition system principles and requirements, electronic and computerized ignition systems, charging systems, and starting systems.

Section 5: Emission and Control Systems

Clock hours: 80

This course will analyze the emission and control systems which will include characteristics of air pollution, emission control systems, and computerized engine control systems.

Section 6: Power Transmission Systems

This course analyzes the power transmission systems and includes automotive clutches, manual transmissions,

Externship: 160 hours.

Prerequisites: 2 hours of shop safety and completion of one module with instructor approval; or completion of all modules.

No amount of classroom instruction can replace the

experience of working in the industry. Students (externs) are allowed the chance to apply their acquired knowledge and training in real work situations and gain valuable experience in exchange for providing the employer (externship host) with trained, readily available staff at no cost. Externship usually takes place in the last phase of training. Students will work in an automotive facility at an entry level position in the field for which they have been trained. The student will be placed at an approved site. The students may find their own site but acceptance is based on the schools evaluation of the site. The students are assigned sites

This course discusses vehicle suspension and control systems and may include standard braking systems, antilock braking systems, suspension systems, steering systems, tires, and wheels.

#### Section 7: Vehicle Suspension and Control Systems

Clock hours: 80

#### Section 8: Vehicle Accessory Systems

Clock hours: 80

This course will discuss all vehicle accessory systems including air conditioning systems, heating and ventilation systems, cruise control systems, and auxiliary electrical controlled transmissions, drive lines, differentials, axels, and four-wheel drive systems, automatic transmissions, electronic and computer systems.

#### **Any inquiries can be addressed to the admission office at:**

**NIU College**

**5959 Topanga Canyon Blvd., Suite 110**

**Woodland Hills, CA 91367**

**Phone: (818) 347-9400**

**Toll free: (855) NIU-COLLEGE or (855) 648-2655**

**Fax: (818) 347-9406**

based on the sites availability. The student must agree to drive at least within a 60-mile radius of the school to attend externship. Students entering externship must undergo a mandatory 1-hour externship meeting where they will receive information concerning requirements of externship. The student must follow the Externship Guidelines and treat the externship experience like a job. The employer may offer to hire the extern at completion or at any time before the completion of externship if the extern is found suitable for the position.

## LIST OF EXTERNSHIP SITES AVAILABLE

### Medical Assisting:

- 1 - Dr. Singh Balbir, 6740 Vesper Ave #102. Van Nuys, CA 91405, Veena Blabir, 818-233-1560
- 2 - Dr. Payman Joseph, Van Nuys Women's Health Center 7232 Van Nuys Blvd. #101. Van Nuys, CA 91405. Karina Shandra, 818-861-5960
- 3 - Dr. Hessam Aazami, 101 Family Medical Group 22030 Sherman Way #101. Canoga Park, CA 91303, Angela, 818-312-9101
- 4 - Dr Ian Yip, Nutrition Medical Center 6325 Topanga Blvd #315. Woodland Hills, CA 91364, Lenore Garcia, 818-615-2888
- 5 - Dr. Sedi Hadadian, 23101 Sherman Place #401. West Hills, CA 91307, Jannett, 818-888-8802
- 6 - Dr. Maryam Seddigh, Healthwatchers 360, 1835 Roscoe Blvd #307. Northridge, CA 91325, Kathleen, 818-671-1989
- 7 - Dr. Leo Labunsky, 4849 Van Nuys Blvd #202. Sherman Oaks, CA 91403 Nira 818.784.5300
- 8 - Dr. Marvin Pietuszka, Del Carmen Medical Center, 19234 Vanowen St. Reseda, CA 91335, Jose Navarro, 818-705-1157
- 9 - Tarzana Pediatric Medical Group, 18370 Burbank Blvd. Tarzana, CA 91356, Jana, 818-996-6000

### Nurse Assisting:

- 1 - Chatsworth Park Healthcare Center, 10610 Owensmouth Ave. Chatsworth, CA 91311, Sam Cyrulnih
- 2 - Lake Balboa Care Center, 16955 Vanowen St. Van Nuys, CA 91406, Craig Barnou
- 3 - West Valley Post Acute, 7057 Shoup Ave. West Hills, CA 91307, Eduardo Aguinaga
- 4 - GHC of Canoga Park DBA Canyon Oaks Nursing and Rehabilitation Center. 22029 Saticoy St Canoga Park, CA 91303 Jason Nagy

### Phlebotomy:

- 1- Mission Community Hospital, 14850 Roscoe Blvd. Panorama City, CA 91402, Joe, 818-904-3514
- 2 -Dr. Lilit Baltaian, 7640 Tampa Ave #107. Reseda, CA 91335, Lilit, 818-697-5950
- 3 -Nordhoff Medical Clinic, 15424 Nordhoff Ave. Ste B. North Hills, CA 91345, Fariba, 818-891-2218 Dr. Eshagh Ezra
- 4 -Del Carmen Medical Center, 19234 Vanowen St. Reseda, CA 91335, Jose Navarro, 818-705-1157, Dr. Marvin Pietuszka
- 5 -Southern California Medical Center Van Nuys CA 91411, Somi, 818-322-9562 , Dr. Raseki