



## A LETTER FROM THE DIRECTOR

Dear Prospective Enrollee:

I remember my anxiety when I asked myself the question ‘what do you want to do for the rest of your life?’ So many occupations interested me that the thought of choosing just one was frightening. At the time, however, because of time and financial constraints, as well as lack of education, my choices were limited. One of those choices before me was the decision to enroll in a vocational/technical college. It gave me the opportunity to receive training that met the requirements of my schedule and financial needs, and earn a certificate that allowed me to get a job in a field that interested me. As my career experience increased, I became proficient in many different areas of the field. This allowed me to hold several types of occupations in the field, each one a better position than the last. I knew what I wanted to do in life - excel. I just needed the chance to do it.

Perhaps you are returning to school to retrain in another field or perhaps to get a better position in your current field. Whatever the reason, NIU College’s mission is to give you the tools you need for the chance to excel in your career. The faculty is qualified. The programs are well designed. Your opportunity is now.

In your pursuit of excellence, I wish you all the best and thank you for considering NIU College.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Eric Javier', with a long, sweeping underline.

Eric Javier, Director

## TABLE OF CONTENTS

A LETTER FROM THE DIRECTOR .....	i	STUDENT REQUIREMENTS .....	9
TABLE OF CONTENTS .....	1	Financial Responsibility Requirements .....	9
SCHOOL STAFF .....	2	Student Conduct.....	9
Administrative Staff .....	2	CONSUMER PROTECTION .....	11
Faculty.....	2	Tuition Refund Policy .....	11
FACILITIES.....	2	Student Tuition Recovery Fund (STRF) .....	12
CONTACT INFORMATION .....	2	TUITION AND FEES .....	13
APPROVAL.....	3	CALENDAR .....	14
Associations.....	3	PROGRAM DESCRIPTIONS .....	15
MISSION.....	3	Heating, Ventilation, Air Conditioning and Refrigeration Technology .....	15
Program Goals.....	3	Automotive Technology .....	16
GENERAL SCHOOL POLICIES .....	4	Clinical Medical Assisting.....	18
Admission Standards: .....	4	Administrative Medical Assisting ...	19
Graduation Requirements.....	4	Medical Coding.....	20
Transfer Credit, Granting of Credit Policy .....	5	Medical Billing .....	20
ACADEMIC AND ATTENDANCE REQUIREMENTS .....	6	Medical Assisting .....	21
Satisfactory Academic Progress.....	6	Medical Billing and Coding .....	23
Attendance Policy.....	6		
Leave of Absence .....	6		
Probation, Suspension, Dismissal Appeal .....	7		
STUDENT AND GRADUATE SERVICES ....	7		
Student Complaints .....	8		
Student Records .....	8		
Job Placement.....	8		
Financing .....	9		

## SCHOOL STAFF

### *Administrative Staff*

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

Jay Askari - President  
Eric Javier - Campus Director  
Sheyda - Daryabegi - Director of Administration/Registrar  
Sandra Fraga - Enrollment Specialist  
Marili Sanchez Administrative Assistant  
Doug Grossman - Placement Director

### *Faculty*

Faculty are 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. Jose Miranda - Dr. Miranda is a medical doctor with over 15 years of experience teaching and training students in the medical field. He also has experience working in the local hospitals for many years.

Dr. Peter Reonista - Peter is a medical doctor with more than 10 years of experience teaching and training students in the medical field. He also served as a medical department chair for major vocational schools in California

Penny William - Penny has a Master's Degree and over 25 years of experience as a biller and coder and teaching in the United States.

Wilfredo Javier - Mr. Javier has over 30 years of field experience involving a wide range of HVAC-R applications. He has also worked as program director in an HVAC-R program for 2 years.

Lenin Aguirre - Mr. Aguirre has over 16 years of experience as an Auto & Transmission Mechanic. He has also been involved in external diagnostic service and scanned codes of transmission.

## FACILITIES

Main Campus located 21054 Sherman Way Suite 305, Canoga Park, California 91303. 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 and public transportation is easily accessible.

NIU College has a satellite campus to house shop space for its Automotive Technology, and HVAC-R training programs. The satellite campuses are a short distance from the main campus.

## CONTACT INFORMATION

Any inquiries can be addressed to the admissions office at the following:

NIU College - Campus  
21054 Sherman Way Suite 305  
Canoga Park, California 91303  
Phone: 818-347-9400  
Fax: 818-347-9406

## APPROVAL

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

NIU College received its initial approval from BPPE on 12/1/2005 (formerly Techexcel Career Schools) and currently holds approval status with the BPPE pursuant to 94802 of the California Private Postsecondary Education. This is a private for-profit institution.

## Associations



### National Center for Competency Testing (NCCT)

NIU College is a Certified Proctor Site to offer NCCT testing for professional certification at our Lancaster 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.



### 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.

## MISSION

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.

Institute 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, also operates to supply employers with the high value workforce they demand.

NIU College offers the following career training programs:

- Administrative Medical Assisting (240 HOURS)
- Clinical Medical Assisting (240 HOURS)
- HVAC/R Technology (960 HOURS)
- Automotive Technology (800 HOURS)
- Medical Coding (240 HOURS)
- Medical Billing (240 HOURS)
- Medical Assisting (720 HOURS)
- Medical Billing and Coding (720 HOURS)

## Program Goals

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.

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.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology: To acquire the knowledge and manual skills necessary to perform the duties in an entry level HVAC technician as a general technician, installer or repair technician; or to achieve third party certification exam eligibility (such as HVAC Excellence and EPA Certification).

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.

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.

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.

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 administrative medical assistant; or to achieve exam eligibility for third party professional certification.

Medical Biller and Coder: 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.

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

## **GENERAL SCHOOL POLICIES**

### **Business Office Hours**

Regular business office hours are M-F 8-5 pm. Evening administrators are available in a limited capacity to students requiring assistance during the night class sessions.

### **Admission Standards:**

Candidates for enrollment must:

1. Have attained a high school diploma or its equivalent, or have passed an ability to benefit exam.
2. Must read, write and speak the English language in order to comprehend instructions on the job and in related training classes and to ensure personal and co-worker safety.
3. ATB applicants: The entrance exam used is an approved ability-to-benefit test in accordance with current regulation. The test is administered with manufacturer instructions.

Those interested are encouraged to contact an admissions representative.

### **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 standing (either paid in full or 6 months of on-time payments following last class day). 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).

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

NIU College does not offer ESL at this time.

### **Housing**

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

### **Class Size**

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

### **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.

### **Transfer Credit, Granting of Credit Policy**

Students may receive credit earned from a previous school accredited by an agency recognized by the US, Department of Education. 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.

The transferability of credits you earn at NIU College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at NIU College is also at the complete discretion of the institution which you may seek to transfer. If the credits, diploma, or certificate that you ear at NIU College 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 NIU College 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, diploma or certificate will transfer. This statement is being provided pursuant to the California Private Postsecondary Education Act of 2009.

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

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

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: 916-431-6959  
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)

### **Financial Aid Disclosure**

NIU College does not participate in Title IV 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, and that, 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.

### **EFFECTIVE DATES OF CATALOG**

The effective dates of this catalog are 3/1/2012 to 2/28/2013. The revision date is 5/11/2012.

## ACADEMIC AND ATTENDANCE REQUIREMENTS

### 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

For example, the student will be graded on written exams, performance evaluations, assignments, and degree of participation and cooperation as well as attendance. The school uses the following grading standards: 90-100% = A; 80-89% = B; 70-79% = C, 70-71% = D; 0-69% = Fail.

### 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. Saturday) or added on to externship.

### 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.

### 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.

### Attendance Policy

Since much of each program is conducted in a hands-on environment attendance is critical to pro per 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 as follow: a student is considered present when in the assigned classroom for the schedule amount of time, i.e., neither late for class (tardy) nor leaving before the end of class. However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session. Students who are absent for 14 consecutive days excluding scheduled breaks, holidays and approved leave will be dismissed from the program.

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

### Leave of Absence

Leaves of absence may be granted by the President/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. One leave of absence is permitted in 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 non-attendance (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 180<sup>th</sup> day is scheduled to fall on a day the school would be closed or the course is not scheduled.

### **Probation, Suspension, Dismissal Appeal**

If a student does not maintain satisfactory academic progress the student will be placed on probation until the next evaluation point. If they have not improved to the minimum requirements upon re-evaluation, the student will be dismissed from the program. The student must maintain good study habits, participation and cooperation, and good student conduct. Students may receive demerits for late or missed assignments of low participation and cooperation, poor student conduct and attendance. A student that does not maintain satisfactory attendance during a month 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 their 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 why unsatisfactory status occurred and why they feel they should be allowed reinstatement. The appeal letter must be received in 10 business days following notification of termination.

## **STUDENT AND GRADUATE SERVICES**

### **Business Office Hours**

Regular business office hours are M-F 8-5 pm. Evening administrators are available in a limited capacity to student requiring assistance during the night class sessions.

### **Student Services**

Student services include job placement services, inquiries regarding educational supplies, uniforms, books, library, free tutoring for eligible students and general inquiries and student complaints. The student opportunities and training offered at the institution 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 of resolution (i.e. no later than 30 days). The student may contact the BPPE for complaints that remain unresolved as stated in the catalog section "Students Complaints" below.

### **Student Guidance Services**

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.

### **Student Complaints**

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. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, 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)).

### **Student 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 and 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 complains. 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, student may request copies of their file by submitting a written request and submitting a copy fee of \$15.00 and \$0.25 per page. Copies take 5 days.

### **Job Placement**

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 also limit the employment opportunities available to them.

## Financing

NIU College will accept cash pay, in-house installment plans and/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. NIU College does not participate in Title IV 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 are graduate eligibility for third party exam/certification. Certification fees vary from \$50.00 to \$400.00 and are paid directly to the certifying agency. Students that receive a GPA 90% or greater at completion of program, or are employed for 90 days starting within 6 months of graduating, receive a scholarship for a certification exam (\$50.00 maximum scholarship). 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.

## 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 available for studying and research with internet access. In addition, students should be aware the NIU College is located a short distance from the Canoga Park Public Library. This library is an enormous resource for students requiring additional or

supplementary learning materials and students are invited to visit the library and learn of materials and resources available to them.

## STUDENT REQUIREMENTS

### Right to Refuse or Cancel Service

NIU College reserves to right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, 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 you will receive your 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 disciplinary 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 statues 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 the student 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 they feel they 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:** 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. 7 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.

## 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 school is allowed to retain).

**Termination** - If a school is permanently closed and no longer has offering 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; or
- 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 7 days from the last day of physical attendance, unless student is on an approved leave of absence.

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

An assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of tuition, rounded to the nearest thousand dollars, applies to each new student as tuition is paid or loans are funded on behalf of the student. For tuition paid of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50). The following disclosures are provided pursuant to CCR 76215, Student Tuition Recovery Fund Disclosures.

A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You

may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other , or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The School's failure to pay or reimburse loan proceeds under a federally guarantee student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school close or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## TUITION AND FEES

Program	Registration*	Books	Supplies	STRF**	Tuition	Total
HVAC/R Technology	\$75.00	Included	Included	\$42.50	\$17,500.00	\$17,617.50
Automotive Technology	\$75.00	Included	Included	\$40.00	\$16,500.00	\$16,615.00
Administrative Medical Assisting	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Clinical Medical Assisting	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Medical Coding	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Medical Billing	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Medical Billing and Coding	\$75.00	Included	Included	\$25.00	\$9,700.00	\$9,800.00
Medical Assisting	\$75.00	Included	Included	\$25.00	\$9,700.00	\$9,800.00

\*Registration fee is non-refundable.

\*\*Student tuition recovery fund. See Student Tuition Recovery Fund in catalog.

### Additional Fees

- Reentry Fee: A \$75.00 Re-entry Fee is due upon registration on reentering the school.
- Schedule Change Fee: A student who makes any changes to his/her schedule after the start of class may incur an administration fee of \$75.00.
- Repeated Courses: Students will pay full cost of tuition for any repeated course, unless otherwise indicated.
- Make Up Fee: Hourly flat rate of \$40.00 per hour for instructional and administrative costs for make-up time and use of materials and facilities.
- 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.
- Third part 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.
- Late Fees: A \$35.00 fee will be incurred for in-house installments/payments not made by 10 days of due date.
- Credit check fee: May be up to \$50.00. Only for individuals applying for credit for a loan in connection with NIU College.
- If student separates from the school prior to completion, all earned fees become payable and due.
- Returned checks unpaid are subject to a \$35 fee per item, plus any bank fees and any consequent late fee.
- Allied health programs required to have BLS certification are subject to additional fees that range from 30.00 to 100.00.
- 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). These fees will be added to the student's ledger.

**CALENDAR**  
**2012-2013**

2012-2013	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F
Mar-Apr	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
Apr-May	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11
May-Jun	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
Jun-Jul	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6
Jul-Aug	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	1	2	3
Aug	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
Sep	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
Sep-Oct	29	30	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
Oct-Nov	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Nov-Dec	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Dec-Jan-2013	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Jan-Feb	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Feb-Mar	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mar-Apr	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Apr-May	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
May-Jun	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7

Classes are not held on the following days:

**Holidays 2012**

Monday January 02 New Year's Day (2012)  
 Monday January 16 Martin Luther King, Jr.  
 Monday February 20 Presidents' Day  
 Friday March 30 Cesar Chavez Day  
 Monday May 28 Memorial Day  
 Wed July 04 Independence Day  
 Monday September 03 Labor Day  
 Monday November 12 Veterans Day  
 Thursday November 22 Thanksgiving Day  
 Friday November 23 Day after Thanksgiving  
 Tuesday December 25 Christmas Day  
 Winter Break: December 24, 2012 -January 1, 2013

**Holidays 2013**

Tuesday January 01 New Year's Day (2013)  
 Monday January 21 Martin Luther King, Jr.  
 Monday February 18 President's Day  
 Monday April 01 Cesar Chavez Day  
 Monday May 27 Memorial Day  
 Thursday July 04 Independence Day  
 Monday September 02 Labor Day  
 Monday November 11 Veterans Day  
 Thursday November 28 Thanksgiving Day  
 Friday November 29 Day after Thanksgiving  
 Wed December 25 Christmas Day  
 Winter Break: December 23, 2013-January 1, 2014

## PROGRAM DESCRIPTIONS

### ***Heating, Ventilation, Air Conditioning and Refrigeration Technology***

The rapid regulation of the air conditioning, heating and refrigeration industry has resulted in the need for qualified and certified technicians for residential and commercial applications. Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) technicians should be good analytical thinkers and problem solvers.

Main goal is to acquire the knowledge and manual skills necessary to perform the duties in an entry level HVAC technician as a general technician, installer or repair technician; or achieve third party certification exam eligibility such as HVAC Excellence and EPA certification (section 608).

Upon successful completion of the program the graduate will receive a certificate in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology. The student is required to participate in classroom theory and workshop instructional sessions. The student is responsible to purchase or otherwise obtain the hand tools required for the program. Instruction will involve lectures and written assignments, tests and quizzes. Workshop instruction involves instructor demonstrations, simulated work place environments and procedures, student practice opportunities and performance evaluations.

The HVAC/R program teaches how to install, repair and perform preventative maintenance for heating, air conditioning and refrigeration equipment. Emphasis is placed on learning efficient operation of equipment. Emphasis is placed on learning efficient operation of equipment, ensuring the lowest possible energy cost that the design allows. Learners integrate the electronic or direct digital controls from the equipment to the building or computer-operated environmental network. In addition, students in this program will also study how to make the indoor living environment comfortable. They study air balancing, occupant comfort conditions, and indoor air quality testing.



This program allows students ample time for hands-on opportunities. Students work with residential furnaces and air conditioning units. They learn about commercial heating and cooling and building equipment, such as chillers, and refrigeration equipment, and many other pieces of equipment.

#### Program Objectives:

Install and service residential and commercial heating, ventilation, air-conditioning and refrigeration equipment in an entry level capacity.

#### Possible Career Opportunities:

Refrigeration Servicing Technician entry level: Installs and repairs a variety of home and commercial cooling and refrigeration systems

Service Representative entry level: Provides repair and installation services for manufacturers and dealers.

**Air Conditioning Technician** entry level: Installs, diagnoses problems and makes operational various air-conditioning systems and equipment.

**Heating Technician** entry level: Installs and services a variety of residential and light commercial heating and ventilation systems and equipment.

**Air Balancing Technician** entry level: Starts up and adjusts air supply, exhaust and ventilating systems to meet design specifications of manufacturers, engineers and regulatory agencies.

**Facility Maintenance** entry level: Maintains environmental systems in buildings, assists owner/representative with decisions regarding indoor air quality and energy cost containment.

Total program clock hours: 960  
Program schedule: M-F 8am-12pm; or, 1pm-5pm; or, 6pm-10pm  
Program length in weeks: 44  
Program prerequisite: High school diploma or equivalent, passing entrance exam, enrollment Completion document awarded: Upon successful completion of Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology

**Program Goals:** This program will prepare graduates to fill job opportunities for an entry-level HVAC/R technician as a general technician, installer or repair technician; and to achieve third party certification such as HVAC Excellence, and EPA certification (section 608)

Courses required for this program:

Section 1: Theory of Heat  
Clock Hours 16

Section 2: Safety, Tools and Equipment Shop Practices  
Clock Hours 140

Section 3: Basic Automatic Controls  
Clock Hours: 80

Section 4: Electric Motors  
Clock Hours: 80

Section 5: Commercial Refrigeration  
Clock Hours 160

Section 6: Air Conditioning - Heating and Humidification  
Clock Hours 80

Section 7: Air Conditioning - Cooling  
Clock Hours: 80

Section 8: All Weather Systems  
Clock Hours: 20

Section 9: Domestic Appliances  
Clock Hours: 60

Section 10: Chilled Water A/C Systems  
Clock Hours: 40

Section 11: EPA Cert Pre  
Clock Hours: 20

Section 12: Career Dev.  
Clock Hours: 20

Externship: Prerequisites: Master Student, Theory of Heat, Safety, Tools and Equipment Shop Practices and instructor approval; or successful completion of all other courses.  
Clock Hours: 160

### ***Automotive Technology***

The main goal is to acquire 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. Rapid advancement of new technology has created a need for highly skilled fleet agencies. 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.

Total program clock hours: 800  
Program Schedule: M-F 8am-12pm; or, 1pm-5pm; or, 6pm-10pm  
Program length in weeks: 40  
Program prerequisites: High school diploma or equivalent, passing entrance exam, enrollment

Completion document awarded: Upon successful completion of the program the graduate will receive a certificate in Automotive Technology

Program Goals: This program will prepare graduates to fill job opportunities for an entry-level automotive technician or to achieve third party certification such as ASE.

Uniform is required.

Courses required for this program:

#### Section 1: Working in the Automotive Shop

This course 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

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

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

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

This course will analyze the emission and control systems which will includes 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, automatic transmissions, electronic and computer-controlled transmissions, drive lines, differentials, axels, and four-wheel drive systems.

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

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 8: Vehicle Accessory Systems:

This course will discuss all vehicle accessory systems including air conditioning systems, heating and ventilation systems, cruise control systems, and auxiliary and electrical systems.

Externship: 160 hours. Prerequisites: 2 hours of shop safety and completion of one module with instructor approval; or completion of all modules.

### ***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.

**Program Goals:** 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 professional certification. Students that receive a GPA of 90% or greater upon completion of program and are employed for at least 90 days starting within 6 months of graduating, will receive a scholarship for the professional certification exam.

Total program clock hours: 240

Prerequisites: High School Diploma or equivalent

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

Program length in weeks: 12

Uniform Required

Completion Document Awarded: Certificate in Clinical Medical Assisting, certificate of instruction in venipuncture and injections, certificate of instruction in electrocardiography.

Course Title: Clinical Assisting Intro

Clock Hours: Integrated on first day.

Course description: This course will provide medical assistant program orientation, and introduce the new medical field 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. 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: CA101: Clinical Assisting I

Course Clock Hours: 80

Course Description: Major topics include infection control, patient assessment, patient education, nutrition and health promotion, vital signs, assisting with the primary physical examination, basic cardiology anatomy and physiology, cardiovascular diseases, treatments and diagnostic tests. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations.

Course Title: CA102: Clinical Assisting II

Course Clock Hours: 80

Course Description: In this course the main topics are principles of pharmacology, pharmacology math, administering

medications, assisting with medical emergencies, surgical asepsis and assisting with surgical procedures, clinical laboratory assisting and analysis of urine. The goal is to provide theory and develop clinical skills or medications, emergency procedures, aseptic and sterile techniques, assisting in surgery, in a laboratory and performing urinalysis.

Course Title: CA103: Clinical Assisting III  
Course Clock Hours: 80

Course description: Major topics include ophthalmology and otolaryngology, dermatology, gastroenterology, urology and the male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood.

### ***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.

Program Length: 12 weeks.

Clock Hours: 240 Clock Hours

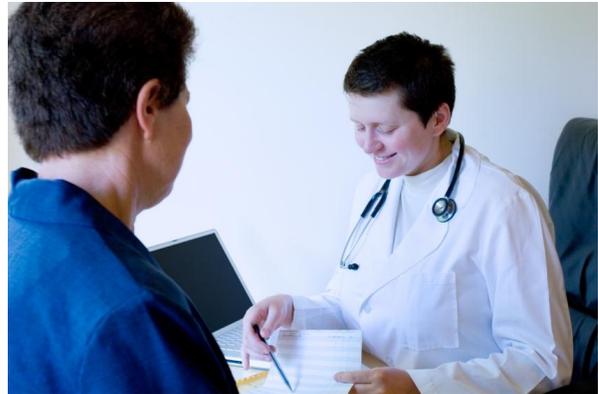
Pre-requisites: High School Diploma or equivalent and having submitted all information necessary for enrollment.

Completion document awarded: Certificate in Administrative Medical Assisting.

Classes meet on M-F 8-12, or M-F 1-5, or M-F 6-10

Course Title: AA1: Administrative Assisting 1  
Clock Hours: 60

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 techniques and strategies to ensure student success throughout the program.



Course Title: AA2: Administrative Assisting II  
Course Clock Hours: 80

Course description: In this course the student will learn about professional behavior in the work place, 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 begin typing practice. The student will be introduced to the medical billing program, telephone techniques, scheduling appointments, patient reception and processing, written communications, and medical records. The goal of the course is to provide theory and practice in basic daily medical front office procedures.

Course Title: AA3 Administrative Assisting III  
Course Clock Hours: 80

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, banking services and procedures, medical practice management, medical practice marketing and customer service, health information management and management of practice finances. The goal of the course is to provide theory and practice in basic daily management of the medical office.

Course Title: CD100 Career Development  
Course Clock Hours: 20

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 and to begin looking for a job. The class will involve lecture and mandatory student participation in job search activities such as mock interviews and phone calls.

## **Medical Coding**

Program Objectives: To acquire 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. There are three courses needed to complete this program: 1) Diagnosis coding; 2) Procedure coding and HCPCS coding; and 3) Coding from source documents. Upon completion the student will receive a certification of completion in Medical Coding.

Clock Hours Required: 240

Pre-requisites for this Course: High School Diploma or equivalent.

Classes meet on M-F 8-12, or M-F 1-5, M-F 6-10 students should ask about available schedule.

Courses for this program:

Course Title: MC101 Diagnosis Coding

Clock Hours: 80

Medical coding was developed to convert the 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: MC102 Procedure Coding

Clock Hours: 80

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: MC103 Coding From Source Documents

Clock Hours: 80

In the previous three chapters, the exercises consisted of coding diagnoses and procedures varying in lengths. The next step in learning to code is to learn 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.

## **Medical Billing**

Main goal: Student will 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. 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. There are three courses required for this program: MB101, MB102 and MB103.

Total Clock Hours required: 240

Pre-requisites for this Course: High school diploma or equivalent; passing score on entrance exam and orientation.

Classes meet on M-F 8am-12pm, or M-F 1pm-5pm, or M-F 6pm-10pm students should ask about available schedule.

Course Title: MB101: Commercial Claims

Clock Hours: 80

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

Course Title: MB102: Government Claims

Clock Hours: 80

TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation California Specific Workers Compensation.

Course Title: MB103: Managed Care

Clock Hours: 80

Managed Care, Claims, Patient Accounts, Collections Legal considerations Managed Health Care HCFA Reimbursement Issues Life Cycle of an Insurance Claim

### **Medical Assisting**

Main Goals: 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.

Program Length: 32 weeks: M-F 8am-12pm; or, 1-5; or, 6-10pm (except for externship which is may be fulltime M-F); or, 26 weeks: M-F 8am-5pm

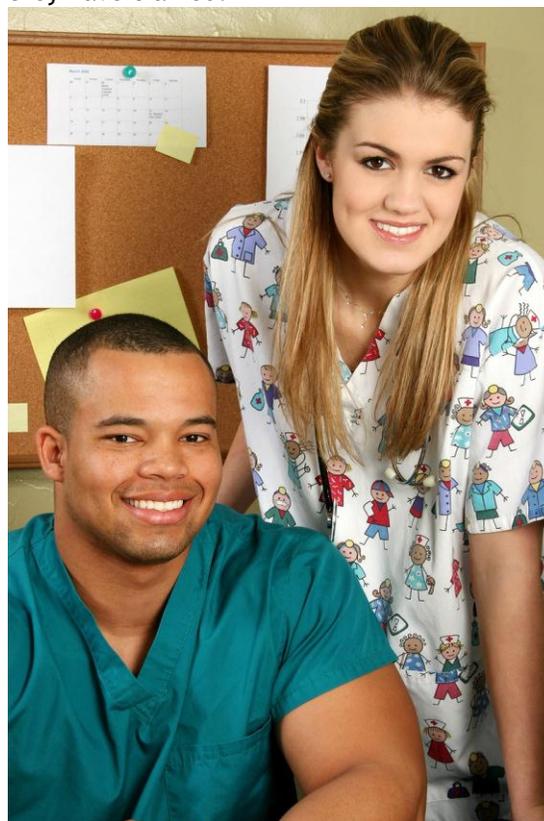
Clock hours: 720 Clock Hours.

Pre-requisites: High School diploma or equivalent.

Completion document awarded: Diploma in Medical Assisting

Program Description: This program is 720 clock hours of instruction divided into

modules/courses. 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. 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. Externship will involve the student working in an entry level position for which they have trained.



Course Title: AH 100: Allied Health Intro

Clock Hours: 80

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.

Course Title: AA101: Administrative Assisting I  
Course Clock Hours: 80  
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. Topics include telephone techniques, scheduling appointments, patient reception and processing, written communications, and medical records. The goal of the course is to provide theory and practice in basic daily medical front office procedures.

Course Title: AA102: Administrative Assisting II  
Course Clock Hours: 80  
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.

Course Title: CA101: Clinical Assisting I  
Course Clock Hours: 80  
Course description: Major topics include infection control, patient assessment, patient education, nutrition and health promotion, vital signs, assisting with the primary physical examination, basic cardiology anatomy and physiology, cardiovascular diseases, treatments and diagnostic tests. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations.

Course Title: CA102: Clinical Assisting II  
Course Clock Hours: 80  
Course description: In this course the main topics are principles of pharmacology, pharmacology math, administering medications, assisting with medical emergencies, surgical asepsis and assisting with surgical procedures, clinical laboratory assisting and analysis of urine. The goal is to provide theory and develop clinical skills for medications, emergency procedures, aseptic and sterile techniques, assisting in surgery, in a laboratory and performing urinalysis.

Course Title: CA103: Clinical Assisting III  
Course Clock Hours: 80  
Course description: Major topics include ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting in ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood.

Course Title: CA104: Clinical Assisting IV.  
Course Clock Hours: 80  
Course description: Topics include medical assisting in the areas of orthopedics, neurology and mental health, endocrinology, pulmonary, geriatrics, imaging, and microbiology. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting these specialties.

Course Title: CD100 Career Development  
Course Clock Hours: 20  
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 mandatory course is given on a Saturday after student completes all modules with the exception of MA200 which may be taken concurrently. The class will involve lecture, mandatory student participation in job search activities.

Course Title: MA 200: Medical Assistant Externship  
Course Clock Hours: 160.  
Course description: 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 student must agree to drive at least within a 60-mile radius of the school to attend externship.

## **Medical Billing and Coding**

Program Objective: To acquire 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.

Clock Hours Awarded: 720, 36 weeks

Prerequisites for this Course: High school diploma or equivalent.

Classes meet on M-F 8-12, or M-F 1-5, or M-F 6-10 students should ask about available schedule.

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

Course description: This course will provide program orientation, and introduce the new student to 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.

Course Title: MB101: Commercial Claims

Clock Hours: 80

Health insurance specialist-roles and responsibilities. Essential Claim Form Instructions. Filing Commercial Claims Blue Cross and Blue Shield Plans. Basic medical terminology.

Course Title: MB102: Government Claims

Clock Hours: 80

TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation California Specific Workers Compensation, Anatomy and terminology

Course Title: MB103: Managed Care

Clock Hours: 80

Managed Care, Claims, Patient Accounts, Collections Legal considerations Managed Health Care HCFA Reimbursement Issues Life Cycle of an Insurance Claim

Course Title: MC101 Diagnosis Coding

Clock Hours: 80

Medical coding was developed to convert the 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: MC102 Procedure Coding

Clock Hours: 80

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.

Course: MC103 Coding From Source Documents

Clock Hours: 80

In the previous three chapters, the exercises consisted of coding diagnoses and procedures varying in lengths. The next step in learning to code is to learn 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.



Any inquiries can be addressed to the admissions office at the following: NIU College, 21054 Sherman Way, Suite 305, Canoga Park;, CA 91303. Phone: 818-347-9400 Fax: 818-347-9406

Disclaimer: 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.



# STUDENT CATALOG 2012-2013



**YOUR FUTURE STARTS HERE**

21054 Sherman Way, Suite 305 Canoga Park, CA 91303  
P (818) 347-9400 f (818) 347-9406 [www.niu-college.com](http://www.niu-college.com)



## A LETTER FROM THE DIRECTOR

Dear Prospective Enrollee:

I remember my anxiety when I asked myself the question ‘what do you want to do for the rest of your life?’ So many occupations interested me that the thought of choosing just one was frightening. At the time, however, because of time and financial constraints, as well as lack of education, my choices were limited. One of those choices before me was the decision to enroll in a vocational/technical college. It gave me the opportunity to receive training that met the requirements of my schedule and financial needs, and earn a certificate that allowed me to get a job in a field that interested me. As my career experience increased, I became proficient in many different areas of the field. This allowed me to hold several types of occupations in the field, each one a better position than the last. I knew what I wanted to do in life - excel. I just needed the chance to do it.

Perhaps you are returning to school to retrain in another field or perhaps to get a better position in your current field. Whatever the reason, NIU College’s mission is to give you the tools you need for the chance to excel in your career. The faculty is qualified. The programs are well designed. Your opportunity is now.

In your pursuit of excellence, I wish you all the best and thank you for considering NIU College.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Eric Javier', with a long, sweeping underline.

Eric Javier, Director

## TABLE OF CONTENTS

A LETTER FROM THE DIRECTOR .....	i	STUDENT REQUIREMENTS .....	9
TABLE OF CONTENTS .....	1	Financial Responsibility Requirements .....	9
SCHOOL STAFF .....	2	Student Conduct.....	9
Administrative Staff .....	2	CONSUMER PROTECTION .....	11
Faculty.....	2	Tuition Refund Policy .....	11
FACILITIES.....	2	Student Tuition Recovery Fund (STRF) .....	12
CONTACT INFORMATION .....	2	TUITION AND FEES .....	13
APPROVAL.....	3	CALENDAR .....	14
Associations.....	3	PROGRAM DESCRIPTIONS .....	15
MISSION.....	3	Heating, Ventilation, Air Conditioning and Refrigeration Technology .....	15
Program Goals.....	3	Automotive Technology .....	16
GENERAL SCHOOL POLICIES .....	4	Clinical Medical Assisting.....	18
Admission Standards: .....	4	Administrative Medical Assisting ...	19
Graduation Requirements.....	4	Medical Coding.....	20
Transfer Credit, Granting of Credit Policy .....	5	Medical Billing .....	20
ACADEMIC AND ATTENDANCE REQUIREMENTS .....	6	Medical Assisting .....	21
Satisfactory Academic Progress.....	6	Medical Billing and Coding .....	23
Attendance Policy.....	6		
Leave of Absence .....	6		
Probation, Suspension, Dismissal Appeal .....	7		
STUDENT AND GRADUATE SERVICES ....	7		
Student Complaints .....	8		
Student Records .....	8		
Job Placement.....	8		
Financing .....	9		

## **SCHOOL STAFF**

### ***Administrative Staff***

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

Jay Askari - President  
Eric Javier - Campus Director  
Sheyda - Daryabegi - Director of Administration/Registrar  
Sandra Fraga - Enrollment Specialist  
Marili Sanchez Administrative Assistant  
Doug Grossman - Placement Director

### ***Faculty***

Faculty are 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. Jose Miranda - Dr. Miranda is a medical doctor with over 15 years of experience teaching and training students in the medical field. He also has experience working in the local hospitals for many years.

Dr. Peter Reonista - Peter is a medical doctor with more than 10 years of experience teaching and training students in the medical field. He also served as a medical department chair for major vocational schools in California

Penny William - Penny has a Master's Degree and over 25 years of experience as a biller and coder and teaching in the United States.

Wilfredo Javier - Mr. Javier has over 30 years of field experience involving a wide range of HVAC-R applications. He has also worked as program director in an HVAC-R program for 2 years.

Lenin Aguirre - Mr. Aguirre has over 16 years of experience as an Auto & Transmission Mechanic. He has also been involved in external diagnostic service and scanned codes of transmission.

## **FACILITIES**

Main Campus located 21054 Sherman Way Suite 305, Canoga Park, California 91303. 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 and public transportation is easily accessible.

NIU College has a satellite campus to house shop space for its Automotive Technology, and HVAC-R training programs. The satellite campuses are a short distance from the main campus.

## **CONTACT INFORMATION**

Any inquiries can be addressed to the admissions office at the following:

NIU College - Campus  
21054 Sherman Way Suite 305  
Canoga Park, California 91303  
Phone: 818-347-9400  
Fax: 818-347-9406

## APPROVAL

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

NIU College received its initial approval from BPPE on 12/1/2005 (formerly Techexcel Career Schools) and currently holds approval status with the BPPE pursuant to 94802 of the California Private Postsecondary Education. This is a private for-profit institution.

## Associations



### National Center for Competency Testing (NCCT)

NIU College is a Certified Proctor Site to offer NCCT testing for professional certification at our Lancaster 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.



### 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.

## MISSION

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.

Institute 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, also operates to supply employers with the high value workforce they demand.

NIU College offers the following career training programs:

- Administrative Medical Assisting (240 HOURS)
- Clinical Medical Assisting (240 HOURS)
- HVAC/R Technology (960 HOURS)
- Automotive Technology (800 HOURS)
- Medical Coding (240 HOURS)
- Medical Billing (240 HOURS)
- Medical Assisting (720 HOURS)
- Medical Billing and Coding (720 HOURS)

## Program Goals

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.

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.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology: To acquire the knowledge and manual skills necessary to perform the duties in an entry level HVAC technician as a general technician, installer or repair technician; or to achieve third party certification exam eligibility (such as HVAC Excellence and EPA Certification).

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.

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.

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.

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 administrative medical assistant; or to achieve exam eligibility for third party professional certification.

Medical Biller and Coder: 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.

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

## **GENERAL SCHOOL POLICIES**

### **Business Office Hours**

Regular business office hours are M-F 8-5 pm. Evening administrators are available in a limited capacity to students requiring assistance during the night class sessions.

### **Admission Standards:**

Candidates for enrollment must:

1. Have attained a high school diploma or its equivalent, or have passed an ability to benefit exam.
2. Must read, write and speak the English language in order to comprehend instructions on the job and in related training classes and to ensure personal and co-worker safety.
3. ATB applicants: The entrance exam used is an approved ability-to-benefit test in accordance with current regulation. The test is administered with manufacturer instructions.

Those interested are encouraged to contact an admissions representative.

### **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 standing (either paid in full or 6 months of on-time payments following last class day). 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).

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

NIU College does not offer ESL at this time.

### **Housing**

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

### **Class Size**

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

### **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.

### **Transfer Credit, Granting of Credit Policy**

Students may receive credit earned from a previous school accredited by an agency recognized by the US, Department of Education. 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.

The transferability of credits you earn at NIU College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at NIU College is also at the complete discretion of the institution which you may seek to transfer. If the credits, diploma, or certificate that you ear at NIU College 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 NIU College 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, diploma or certificate will transfer. This statement is being provided pursuant to the California Private Postsecondary Education Act of 2009.

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

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

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
Phone: 916-431-6959  
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)

### **Financial Aid Disclosure**

NIU College does not participate in Title IV 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, and that, 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.

### **EFFECTIVE DATES OF CATALOG**

The effective dates of this catalog are 3/1/2012 to 2/28/2013. The revision date is 5/11/2012.

## ACADEMIC AND ATTENDANCE REQUIREMENTS

### 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

For example, the student will be graded on written exams, performance evaluations, assignments, and degree of participation and cooperation as well as attendance. The school uses the following grading standards: 90-100% = A; 80-89% = B; 70-79% = C, 70-71% = D; 0-69% = Fail.

### 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. Saturday) or added on to externship.

### 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.

### 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.

### Attendance Policy

Since much of each program is conducted in a hands-on environment attendance is critical to pro per 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 as follow: a student is considered present when in the assigned classroom for the schedule amount of time, i.e., neither late for class (tardy) nor leaving before the end of class. However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session. Students who are absent for 14 consecutive days excluding scheduled breaks, holidays and approved leave will be dismissed from the program.

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

### Leave of Absence

Leaves of absence may be granted by the President/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. One leave of absence is permitted in 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 non-attendance (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 180<sup>th</sup> day is scheduled to fall on a day the school would be closed or the course is not scheduled.

### **Probation, Suspension, Dismissal Appeal**

If a student does not maintain satisfactory academic progress the student will be placed on probation until the next evaluation point. If they have not improved to the minimum requirements upon re-evaluation, the student will be dismissed from the program. The student must maintain good study habits, participation and cooperation, and good student conduct. Students may receive demerits for late or missed assignments of low participation and cooperation, poor student conduct and attendance. A student that does not maintain satisfactory attendance during a month 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 their 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 why unsatisfactory status occurred and why they feel they should be allowed reinstatement. The appeal letter must be received in 10 business days following notification of termination.

## **STUDENT AND GRADUATE SERVICES**

### **Business Office Hours**

Regular business office hours are M-F 8-5 pm. Evening administrators are available in a limited capacity to student requiring assistance during the night class sessions.

### **Student Services**

Student services include job placement services, inquiries regarding educational supplies, uniforms, books, library, free tutoring for eligible students and general inquiries and student complaints. The student opportunities and training offered at the institution 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 of resolution (i.e. no later than 30 days). The student may contact the BPPE for complaints that remain unresolved as stated in the catalog section "Students Complaints" below.

### **Student Guidance Services**

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.

### **Student Complaints**

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. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, 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)).

### **Student 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 and 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 complains. 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, student may request copies of their file by submitting a written request and submitting a copy fee of \$15.00 and \$0.25 per page. Copies take 5 days.

### **Job Placement**

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 also limit the employment opportunities available to them.

## Financing

NIU College will accept cash pay, in-house installment plans and/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. NIU College does not participate in Title IV 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 are graduate eligibility for third party exam/certification. Certification fees vary from \$50.00 to \$400.00 and are paid directly to the certifying agency. Students that receive a GPA 90% or greater at completion of program, or are employed for 90 days starting within 6 months of graduating, receive a scholarship for a certification exam (\$50.00 maximum scholarship). 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.

## 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 available for studying and research with internet access. In addition, students should be aware the NIU College is located a short distance from the Canoga Park Public Library. This library is an enormous resource for students requiring additional or

supplementary learning materials and students are invited to visit the library and learn of materials and resources available to them.

## STUDENT REQUIREMENTS

### Right to Refuse or Cancel Service

NIU College reserves to right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, 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 you will receive your 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 disciplinary 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 statues 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 the student 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 they feel they 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:** 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. 7 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.

## 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 school is allowed to retain).

**Termination** - If a school is permanently closed and no longer has offering 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; or
- 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 7 days from the last day of physical attendance, unless student is on an approved leave of absence.

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

An assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of tuition, rounded to the nearest thousand dollars, applies to each new student as tuition is paid or loans are funded on behalf of the student. For tuition paid of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50). The following disclosures are provided pursuant to CCR 76215, Student Tuition Recovery Fund Disclosures.

A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You

may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other , or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The School's failure to pay or reimburse loan proceeds under a federally guarantee student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school close or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## TUITION AND FEES

Program	Registration*	Books	Supplies	STRF**	Tuition	Total
HVAC/R Technology	\$75.00	Included	Included	\$42.50	\$17,500.00	\$17,617.50
Automotive Technology	\$75.00	Included	Included	\$40.00	\$16,500.00	\$16,615.00
Administrative Medical Assisting	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Clinical Medical Assisting	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Medical Coding	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Medical Billing	\$75.00	Included	Included	\$10.00	\$3,650.00	\$3,735.00
Medical Billing and Coding	\$75.00	Included	Included	\$25.00	\$9,700.00	\$9,800.00
Medical Assisting	\$75.00	Included	Included	\$25.00	\$9,700.00	\$9,800.00

\*Registration fee is non-refundable.

\*\*Student tuition recovery fund. See Student Tuition Recovery Fund in catalog.

### Additional Fees

- Reentry Fee: A \$75.00 Re-entry Fee is due upon registration on reentering the school.
- Schedule Change Fee: A student who makes any changes to his/her schedule after the start of class may incur an administration fee of \$75.00.
- Repeated Courses: Students will pay full cost of tuition for any repeated course, unless otherwise indicated.
- Make Up Fee: Hourly flat rate of \$40.00 per hour for instructional and administrative costs for make-up time and use of materials and facilities.
- 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.
- Third part 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.
- Late Fees: A \$35.00 fee will be incurred for in-house installments/payments not made by 10 days of due date.
- Credit check fee: May be up to \$50.00. Only for individuals applying for credit for a loan in connection with NIU College.
- If student separates from the school prior to completion, all earned fees become payable and due.
- Returned checks unpaid are subject to a \$35 fee per item, plus any bank fees and any consequent late fee.
- Allied health programs required to have BLS certification are subject to additional fees that range from 30.00 to 100.00.
- 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). These fees will be added to the student's ledger.

**CALENDAR**  
**2012-2013**

2012-2013	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F
Mar-Apr	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
Apr-May	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11
May-Jun	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8
Jun-Jul	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6
Jul-Aug	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	1	2	3
Aug	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
Sep	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
Sep-Oct	29	30	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
Oct-Nov	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Nov-Dec	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Dec-Jan-2013	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Jan-Feb	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Feb-Mar	16	17	18	19	20	21	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Mar-Apr	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12
Apr-May	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10
May-Jun	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7

Classes are not held on the following days:

**Holidays 2012**

Monday January 02      New Year's Day (2012)  
Monday January 16      Martin Luther King, Jr.  
Monday February 20      Presidents' Day  
Friday March 30          Cesar Chavez Day  
Monday May 28            Memorial Day  
Wed July 04                Independence Day  
Monday September 03      Labor Day  
Monday November 12      Veterans Day  
Thursday November 22    Thanksgiving Day  
Friday November 23      Day after Thanksgiving  
Tuesday December 25     Christmas Day  
Winter Break: December 24, 2012 - January 1, 2013

**Holidays 2013**

Tuesday January 01      New Year's Day (2013)  
Monday January 21      Martin Luther King, Jr.  
Monday February 18      President's Day  
Monday April 01          Cesar Chavez Day  
Monday May 27            Memorial Day  
Thursday July 04          Independence Day  
Monday September 02      Labor Day  
Monday November 11      Veterans Day  
Thursday November 28    Thanksgiving Day  
Friday November 29      Day after Thanksgiving  
Wed December 25        Christmas Day  
Winter Break: December 23, 2013-January 1, 2014

## PROGRAM DESCRIPTIONS

### ***Heating, Ventilation, Air Conditioning and Refrigeration Technology***

The rapid regulation of the air conditioning, heating and refrigeration industry has resulted in the need for qualified and certified technicians for residential and commercial applications. Heating, Ventilating, Air Conditioning and Refrigeration (HVAC/R) technicians should be good analytical thinkers and problem solvers.

Main goal is to acquire the knowledge and manual skills necessary to perform the duties in an entry level HVAC technician as a general technician, installer or repair technician; or achieve third party certification exam eligibility such as HVAC Excellence and EPA certification (section 608).

Upon successful completion of the program the graduate will receive a certificate in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology. The student is required to participate in classroom theory and workshop instructional sessions. The student is responsible to purchase or otherwise obtain the hand tools required for the program. Instruction will involve lectures and written assignments, tests and quizzes. Workshop instruction involves instructor demonstrations, simulated work place environments and procedures, student practice opportunities and performance evaluations.

The HVAC/R program teaches how to install, repair and perform preventative maintenance for heating, air conditioning and refrigeration equipment. Emphasis is placed on learning efficient operation of equipment. Emphasis is placed on learning efficient operation of equipment, ensuring the lowest possible energy cost that the design allows. Learners integrate the electronic or direct digital controls from the equipment to the building or computer-operated environmental network. In addition, students in this program will also study how to make the indoor living environment comfortable. They study air balancing, occupant comfort conditions, and indoor air quality testing.



This program allows students ample time for hands-on opportunities. Students work with residential furnaces and air conditioning units. They learn about commercial heating and cooling and building equipment, such as chillers, and refrigeration equipment, and many other pieces of equipment.

#### Program Objectives:

Install and service residential and commercial heating, ventilation, air-conditioning and refrigeration equipment in an entry level capacity.

#### Possible Career Opportunities:

Refrigeration Servicing Technician entry level: Installs and repairs a variety of home and commercial cooling and refrigeration systems

Service Representative entry level: Provides repair and installation services for manufacturers and dealers.

**Air Conditioning Technician** entry level: Installs, diagnoses problems and makes operational various air-conditioning systems and equipment.

**Heating Technician** entry level: Installs and services a variety of residential and light commercial heating and ventilation systems and equipment.

**Air Balancing Technician** entry level: Starts up and adjusts air supply, exhaust and ventilating systems to meet design specifications of manufacturers, engineers and regulatory agencies.

**Facility Maintenance** entry level: Maintains environmental systems in buildings, assists owner/representative with decisions regarding indoor air quality and energy cost containment.

Total program clock hours: 960

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

Program length in weeks: 44

Program prerequisite: High school diploma or equivalent, passing entrance exam, enrollment Completion document awarded: Upon successful completion of Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology

**Program Goals:** This program will prepare graduates to fill job opportunities for an entry-level HVAC/R technician as a general technician, installer or repair technician; and to achieve third party certification such as HVAC Excellence, and EPA certification (section 608)

Courses required for this program:

Section 1: Theory of Heat  
Clock Hours 16

Section 2: Safety, Tools and Equipment Shop Practices  
Clock Hours 140

Section 3: Basic Automatic Controls  
Clock Hours: 80

Section 4: Electric Motors  
Clock Hours: 80

Section 5: Commercial Refrigeration  
Clock Hours 160

Section 6: Air Conditioning - Heating and Humidification  
Clock Hours 80

Section 7: Air Conditioning - Cooling  
Clock Hours: 80

Section 8: All Weather Systems  
Clock Hours: 20

Section 9: Domestic Appliances  
Clock Hours: 60

Section 10: Chilled Water A/C Systems  
Clock Hours: 40

Section 11: EPA Cert Pre  
Clock Hours: 20

Section 12: Career Dev.  
Clock Hours: 20

Externship: Prerequisites: Master Student, Theory of Heat, Safety, Tools and Equipment Shop Practices and instructor approval; or successful completion of all other courses.  
Clock Hours: 160

### ***Automotive Technology***

The main goal is to acquire 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. Rapid advancement of new technology has created a need for highly skilled fleet agencies. 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.

Total program clock hours: 800

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

Program length in weeks: 40

Program prerequisites: High school diploma or equivalent, passing entrance exam, enrollment

Completion document awarded: Upon successful completion of the program the graduate will receive a certificate in Automotive Technology

Program Goals: This program will prepare graduates to fill job opportunities for an entry-level automotive technician or to achieve third party certification such as ASE.

Uniform is required.

Courses required for this program:

#### Section 1: Working in the Automotive Shop

This course 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

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

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

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

This course will analyze the emission and control systems which will includes 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, automatic transmissions, electronic and computer-controlled transmissions, drive lines, differentials, axels, and four-wheel drive systems.

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

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 8: Vehicle Accessory Systems:

This course will discuss all vehicle accessory systems including air conditioning systems, heating and ventilation systems, cruise control systems, and auxiliary and electrical systems.

Externship: 160 hours. Prerequisites: 2 hours of shop safety and completion of one module with instructor approval; or completion of all modules.

## ***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.

**Program Goals:** 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 professional certification. Students that receive a GPA of 90% or greater upon completion of program and are employed for at least 90 days starting within 6 months of graduating, will receive a scholarship for the professional certification exam.

Total program clock hours: 240

Prerequisites: High School Diploma or equivalent

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

Program length in weeks: 12

Uniform Required

Completion Document Awarded: Certificate in Clinical Medical Assisting, certificate of instruction in venipuncture and injections, certificate of instruction in electrocardiography.

Course Title: Clinical Assisting Intro

Clock Hours: Integrated on first day.

Course description: This course will provide medical assistant program orientation, and introduce the new medical field 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. 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: CA101: Clinical Assisting I

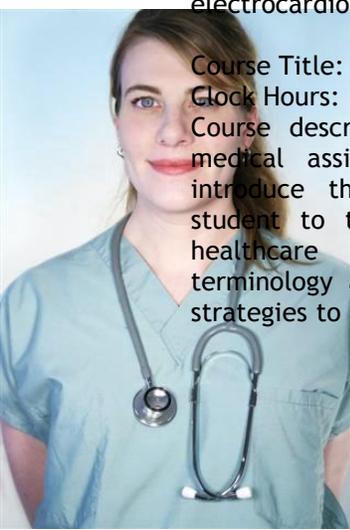
Course Clock Hours: 80

Course Description: Major topics include infection control, patient assessment, patient education, nutrition and health promotion, vital signs, assisting with the primary physical examination, basic cardiology anatomy and physiology, cardiovascular diseases, treatments and diagnostic tests. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations.

Course Title: CA102: Clinical Assisting II

Course Clock Hours: 80

Course Description: In this course the main topics are principles of pharmacology, pharmacology math, administering



medications, assisting with medical emergencies, surgical asepsis and assisting with surgical procedures, clinical laboratory assisting and analysis of urine. The goal is to provide theory and develop clinical skills or medications, emergency procedures, aseptic and sterile techniques, assisting in surgery, in a laboratory and performing urinalysis.

Course Title: CA103: Clinical Assisting III

Course Clock Hours: 80

Course description: Major topics include ophthalmology and otolaryngology, dermatology, gastroenterology, urology and the male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood.

### ***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.

Program Length: 12 weeks.

Clock Hours: 240 Clock Hours

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

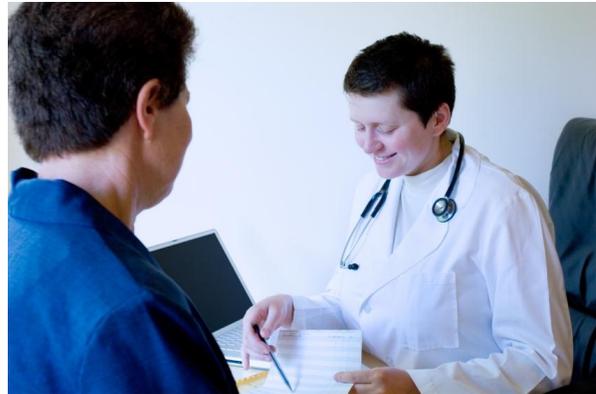
Completion document awarded: Certificate in Administrative Medical Assisting.

Classes meet on M-F 8-12, or M-F 1-5, or M-F 6-10

Course Title: AA1: Administrative Assisting 1

Clock Hours: 60

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 techniques and strategies to ensure student success throughout the program.



Course Title: AA2: Administrative Assisting II

Course Clock Hours: 80

Course description: In this course the student will learn about professional behavior in the work place, 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 begin typing practice. The student will be introduced to the medical billing program, telephone techniques, scheduling appointments, patient reception and processing, written communications, and medical records. The goal of the course is to provide theory and practice in basic daily medical front office procedures.

Course Title: AA3 Administrative Assisting III

Course Clock Hours: 80

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, banking services and procedures, medical practice management, medical practice marketing and customer service, health information management and management of practice finances. The goal of the course is to provide theory and practice in basic daily management of the medical office.

Course Title: CD100 Career Development

Course Clock Hours: 20

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 and to begin looking for a job. The class will involve lecture and mandatory student participation in job search activities such as mock interviews and phone calls.

## **Medical Coding**

Program Objectives: To acquire 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. There are three courses needed to complete this program: 1) Diagnosis coding; 2) Procedure coding and HCPCS coding; and 3) Coding from source documents. Upon completion the student will receive a certification of completion in Medical Coding.

Clock Hours Required: 240

Pre-requisites for this Course: High School Diploma or equivalent.

Classes meet on M-F 8-12, or M-F 1-5, M-F 6-10 students should ask about available schedule.

Courses for this program:

Course Title: MC101 Diagnosis Coding

Clock Hours: 80

Medical coding was developed to convert the 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: MC102 Procedure Coding

Clock Hours: 80

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: MC103 Coding From Source Documents

Clock Hours: 80

In the previous three chapters, the exercises consisted of coding diagnoses and procedures varying in lengths. The next step in learning to code is to learn 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.

## **Medical Billing**

Main goal: Student will 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. 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. There are three courses required for this program: MB101, MB102 and MB103.

Total Clock Hours required: 240

Pre-requisites for this Course: High school diploma or equivalent; passing score on entrance exam and orientation.

Classes meet on M-F 8am-12pm, or M-F 1pm-5pm, or M-F 6pm-10pm students should ask about available schedule.

Course Title: MB101: Commercial Claims

Clock Hours: 80

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

Course Title: MB102: Government Claims

Clock Hours: 80

TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation California Specific Workers Compensation.

Course Title: MB103: Managed Care

Clock Hours: 80

Managed Care, Claims, Patient Accounts, Collections Legal considerations Managed Health Care HCFA Reimbursement Issues Life Cycle of an Insurance Claim

### **Medical Assisting**

Main Goals: 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.

Program Length: 32 weeks: M-F 8am-12pm; or, 1-5; or, 6-10pm (except for externship which is may be fulltime M-F); or, 26 weeks: M-F 8am-5pm

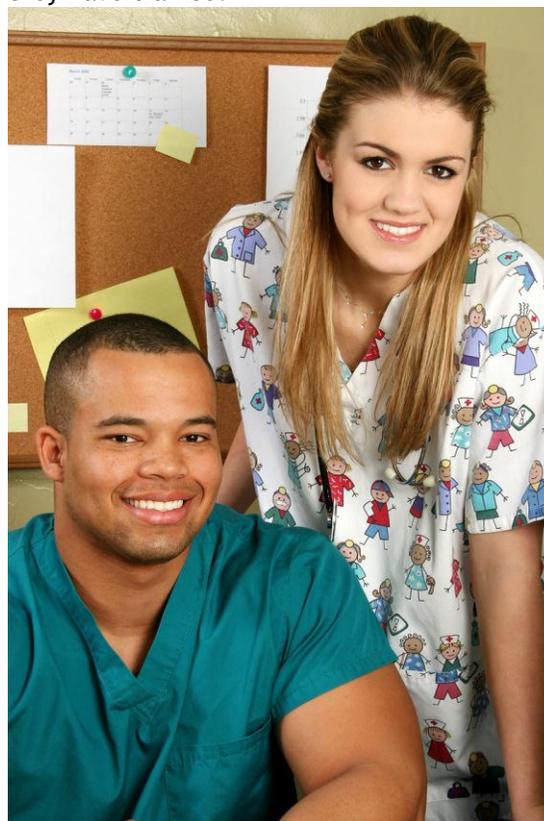
Clock hours: 720 Clock Hours.

Pre-requisites: High School diploma or equivalent.

Completion document awarded: Diploma in Medical Assisting

Program Description: This program is 720 clock hours of instruction divided into

modules/courses. 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. 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. Externship will involve the student working in an entry level position for which they have trained.



Course Title: AH 100: Allied Health Intro

Clock Hours: 80

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.

Course Title: AA101: Administrative Assisting I  
Course Clock Hours: 80  
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. Topics include telephone techniques, scheduling appointments, patient reception and processing, written communications, and medical records. The goal of the course is to provide theory and practice in basic daily medical front office procedures.

Course Title: AA102: Administrative Assisting II  
Course Clock Hours: 80  
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.

Course Title: CA101: Clinical Assisting I  
Course Clock Hours: 80  
Course description: Major topics include infection control, patient assessment, patient education, nutrition and health promotion, vital signs, assisting with the primary physical examination, basic cardiology anatomy and physiology, cardiovascular diseases, treatments and diagnostic tests. The goal is to provide theory and develop clinical skills in initial clinical contact with patients, patient education, and cardiology examinations.

Course Title: CA102: Clinical Assisting II  
Course Clock Hours: 80  
Course description: In this course the main topics are principles of pharmacology, pharmacology math, administering medications, assisting with medical emergencies, surgical asepsis and assisting with surgical procedures, clinical laboratory assisting and analysis of urine. The goal is to provide theory and develop clinical skills for medications, emergency procedures, aseptic and sterile techniques, assisting in surgery, in a laboratory and performing urinalysis.

Course Title: CA103: Clinical Assisting III  
Course Clock Hours: 80  
Course description: Major topics include ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting in ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproductive system, obstetrics and gynecology, pediatrics, phlebotomy and analysis of blood.

Course Title: CA104: Clinical Assisting IV.  
Course Clock Hours: 80  
Course description: Topics include medical assisting in the areas of orthopedics, neurology and mental health, endocrinology, pulmonary, geriatrics, imaging, and microbiology. The goal of this course is to provide the student with theory and opportunity develop clinical skills for assisting these specialties.

Course Title: CD100 Career Development  
Course Clock Hours: 20  
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 mandatory course is given on a Saturday after student completes all modules with the exception of MA200 which may be taken concurrently. The class will involve lecture, mandatory student participation in job search activities.

Course Title: MA 200: Medical Assistant Externship  
Course Clock Hours: 160.  
Course description: 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 student must agree to drive at least within a 60-mile radius of the school to attend externship.

## **Medical Billing and Coding**

Program Objective: To acquire 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.

Clock Hours Awarded: 720, 36 weeks

Prerequisites for this Course: High school diploma or equivalent.

Classes meet on M-F 8-12, or M-F 1-5, or M-F 6-10 students should ask about available schedule.

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

Course description: This course will provide program orientation, and introduce the new student to 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.

Course Title: MB101: Commercial Claims

Clock Hours: 80

Health insurance specialist-roles and responsibilities. Essential Claim Form Instructions. Filing Commercial Claims Blue Cross and Blue Shield Plans. Basic medical terminology.

Course Title: MB102: Government Claims

Clock Hours: 80

TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation California Specific Workers Compensation, Anatomy and terminology

Course Title: MB103: Managed Care

Clock Hours: 80

Managed Care, Claims, Patient Accounts, Collections Legal considerations Managed Health Care HCFA Reimbursement Issues Life Cycle of an Insurance Claim

Course Title: MC101 Diagnosis Coding

Clock Hours: 80

Medical coding was developed to convert the 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: MC102 Procedure Coding

Clock Hours: 80

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.

Course: MC103 Coding From Source Documents

Clock Hours: 80

In the previous three chapters, the exercises consisted of coding diagnoses and procedures varying in lengths. The next step in learning to code is to learn 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.



Any inquiries can be addressed to the admissions office at the following: NIU College, 21054 Sherman Way, Suite 305, Canoga Park;, CA 91303. Phone: 818-347-9400 Fax: 818-347-9406

Disclaimer: 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.