

“Believing in Brighter Futures”



2012-2013 College Catalog

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Published:

April 20, 2012

January 1, 2012 to December 31, 2013

Dear New Student,

Welcome to CNI College! We are delighted that you have chosen CNI College as your learning institution. Everyone associated with CNI College is looking forward to working with you and providing the guidance necessary to assist you in your future endeavors.

This Catalog has been designed to answer your questions about school policies, regulations and academic expectations. We ask that you read your Catalog and sign the statement in your orientation packet provided to you acknowledging that you have received a copy.

Remember, your future begins here at CNI COLLEGE. Your new profession will require you to adhere to professional standards and behavior as will CNI COLLEGE during your training.

The faculty and administration wish you the very best success.

James Buffington
President, CNI College

CNI College Core Values

- Achieve the Highest Integrity at All Times
- Provide Excellence at Every Opportunity
- Practice Dignity, Respect, Humility, and Justice at All Times
- Create an Environment of Positive Forward Thinking and Fun
Energy
- Contribute to the Highest Good of the Community and Employers
That We Serve
- Embrace and Drive Change with Passion

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COLLEGE INFORMATION

HISTORY AND OWNERSHIP

CNI College was established in 1994 as a postsecondary vocational education center for allied health in Santa Ana, California. The school was moved to the City of Orange campus in 1997 in order to provide more spacious accommodations and an environment more conducive to learning. The school expanded to the Costa Mesa campus location in 2003 to accommodate growth and continue our commitment to excellence in education.

On May 4th, 2009, the main campus moved back to the City of Orange campus to house all classrooms and administrative offices in one location.

CNI College is owned by Career Networks Institute, Incorporated, as a California Corporation and was established in 1994.

FACILITIES

CNI College is conveniently located at 702 Town and Country Road, Orange, CA, 92868. The College's facility provides approximately 35,000 square feet of classroom and office space.

The facilities include spacious classrooms as well as fully equipped medical and pharmacy laboratories, a personal training laboratory, medical billing and coding skills laboratory and a computer lab. An on-campus library with Internet access is available to all CNI College students during regularly scheduled College hours. CNI College delivers education in building "A" and building "D" depending on the programs and class schedules the students are enrolled in.

In addition, all students have access to the Library Information Resources Network (LIRN) online library database. The LIRN Virtual Library Collection consists of an expanded academic database consisting of holdings from arts and the humanities to social sciences, science and technology.

Student lounges are open during school hours. The vending machines provide a variety of snacks and refreshments students may purchase. Students are encouraged to use the lounges when eating and asked to respect the rights of all students for a clean environment.

Students may consume food and beverages in the Student Lounges, which is designated for this purpose. Smoking is prohibited within the College.

In keeping with the high educational standards of CNI College, the equipment used affords the student the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job.

The campus facility and the equipment it utilizes fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

MISSION

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social and professional development of a diverse student population. CNI is devoted to the community we serve and committed to our graduates' successful employment in the healthcare field.

APPROVAL, ACCREDITATIONS & MEMBERSHIPS

APPROVALS:

1. Bureau for Private Postsecondary Education (BPPE), Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>

CNI College is a private institution, approved to operate by the California Department of Consumer Affairs Bureau for Private Postsecondary Education pursuant to California Education Code Section 94302 (a)(2). The department's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

2. State of California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833; Phone: (916) 263-7800 Fax: (916) 263-7857 www.bvnpt.ca.gov
3. Certificate of Recognition from the National Strength & Conditioning Association (NSCA) 1885 Bob Johnson Dr., Dr. Colorado Springs, CO 80906 Phone:(800) 815-6826 Fax: (719)632-6367 www.nsca-lift.org
4. California State Approving Agency for Veterans Education,(CSAAVE) 1227 O Street, Suite 314 Sacramento, CA 95814 Phone: (916) 503-8317; Fax: (916) 653-1035; www.csaave.ca.gov/
5. United States Department of Education
CNI College is authorized by the U.S. Department of Education for participation in the Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.

ACCREDITATIONS:

1. Accrediting Bureau of Health Education Schools (ABHES), Institutional Accreditation; 7777 Leesburg Pike, Suite 314; N. Falls Church, VA 22043; Phone: (703) 917-9503; Fax (703) 917-4109; info@abhes.org; www.abhes.org
2. American Society of Health System Pharmacists (ASHP), Programmatic Accreditation; 7272 Wisconsin Avenue., Bethesda, MD, 20814; Phone: (301) 657-3000; www.ashp.org/
3. Commissions on Accreditation of Allied Health Education Programs (CAAHEP), Programmatic Accreditation; 1361 Park Street, Clearwater, FL 33756; Phone: (727) 210-2350; Fax: 727-210-2354 (For Surgical Technology Program); www.caahep.org/
 - Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Phone: (303) 694-9262; Fax: (303) 741-3655 www.arcsta.org
4. American Registry of Magnetic Resonance Imaging Technologists (ARMRIT) Accreditation; 8815 Commonwealth Blvd. Belteros, NY 11426 Phone: (718) 347-8690 Fax: (718) 347-8691; www.armrit.org

MEMBERSHIPS:

1. California Association of Private Postsecondary Schools (CAPPS) Phone: (916)447-5500; Fax: (916)440-8970 www.cappsonline.org
2. Association of Surgical Technologists (AST) Phone: (800) 637-7433; Fax: (303) 694-9169 www.ast.org
3. Better Business Bureau (BBB) Phone: (909) 825-7280; Fax(909) 825-6246 www.la.bbb.org
4. American Massage Therapy Association (AMTA) Phone: (877) 905-2700 www.amtamassage.org
5. Library and Information Resources Network, Inc. (LIRN) Phone: (727) 536-0214; Fax: (727) 530-3126

FACULTY

CNI College faculty members are selected for their academic qualifications and their “real world” experience. In this way, CNI College faculty can provide a healthy balance of textbooks theory and “real world” educational application to the classroom. Many of the faculty have advanced degrees, hold industry certifications, or have excelled in their particular field of endeavors. As professionals in the fields in which they teach, these faculty members bring to CNI College students the benefits of their practical professional experience.

CNI COLLEGE OFFERS THE FOLLOWING PROGRAMS

Course	CIP	Credits	Clock Hours	Weeks	*	Award
MAGNETIC RESONANCE IMAGING(Evening/weekend)	51.0920	60.0	1720	61	*	Diploma
MASSAGE THERAPY (Day & Evening)	51.3501	35.5	900	47	*	Diploma
MEDICAL ASSISTANT (Day)	51.0801	24.5	900	43	*	Diploma
MEDICAL BILLING & CODING(Mid Day & Evening)	51.0714	32.5	900	47	*	Diploma
PERSONAL FITNESS TRAINER (Day, Mid Day & Evening)	51.0913	35.0	900	47	*	Diploma
PHARMACY TECHNICIAN (Day & Evening)	51.0805	29.0	900	42	*	Diploma
SURGICAL TECHNOLOGY (Day & Evening)	51.0909	39.5	1100	56/64	*	Diploma
VOCATIONAL NURSING (Full-Time)	51.3901	57.0	1560	52	*	Diploma
VOCATIONAL NURSING (Part-Time)	51.3901	57.0	1560	78	*	Diploma

(*) This course is eligible to participate in the USDE Title IV programs

STATEMENT OF NON-DISCRIMINATION

CNI College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, and age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

ADMINISTRATION BUSINESS HOURS

9:00 AM to 7:00 PM Monday through Thursday
9:00 AM to 5:30 PM Friday

EXTERNSHIP/CLINICAL

Externships and clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific Program. Externship and clinical hours are set by the host site.

VOCATIONAL NURSING

Days and times for classroom, lab, and clinical activities will vary by term. To obtain exact times for classes offered, please check with the appropriate program director prior to enrollment. Student Schedules may vary from term to term. Students will be notified of their schedule in advance of the next term start.

CLASS SCHEDULES

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST:

Modules I & II:

Thursday & Friday: 5:00 PM to 10:30 PM

Saturday: 8:30 AM to 7:00 PM

*Externship is scheduled for 40 hours per week

Modules III & IV:

Thursday & Friday: 5:00 PM to 10:30 PM

Saturday or Sunday: 8:30 AM to 7:00 PM

MASSAGE THERAPY:

Monday – Thursday

Morning Session:

7:45 AM to 11:45 AM

Evening Session:

6:00 PM to 10:00 PM

MEDICAL ASSISTING:

Monday – Thursday

Morning Session:

7:45 AM to 11:45 AM

*Externship may be up to 40 hours per week

MEDICAL BILLING AND CODING:

Monday – Thursday

Mid-day Session:

12:45 PM to 4:45 PM

Evening Session:

6:00 PM to 10:00 PM

PHARMACY TECHNOLOGY:

Monday - Thursday

Morning Session:

7:45 AM to 11:45 AM

Evening Session:

6:00 PM to 10:00 PM

*Externship may be up to 40 hours per week

PERSONAL FITNESS TRAINER:

Monday - Thursday

Morning Session:

7:45 AM to 11:45 AM

Mid-day Session:

12:45 PM to 4:45 PM

Evening Session:

6:00 PM to 10:00 PM

SURGICAL TECHNOLOGY:

Monday - Thursday

Morning Session:

Evening Session:

8:30 AM to 2:00 PM
Externship may be up to 40 hours per week

6:00 PM to 10:00 PM

VOCATIONAL NURSING (PART-TIME):

Term	Monday	Saturday	Sunday
One A	6:00pm-10:00pm	8:30am-5:00pm	8:30am-5:00pm
One B*	6:00pm-10:00pm	8:30am-5:00pm	8:30am-5:00pm
Two*	6:00pm-10:00pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm
Three*	6:00pm-10:00pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm
Four*	6:00pm-10:00pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm

(Note: Schedule may vary from term to term)

VOCATIONAL NURSING (FULL-TIME):

Term	Monday	Tuesday	Wednesday	Thursday	Friday
One A	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	8:30am-5:00pm	8:30am-5:00pm
One B*	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	8:30am-5:00pm	8:30am-5:00pm
Two*	6:45am-3:15pm Or 2:45pm-11:15pm	6:45am-3:15pm Or 2:45pm-11:15pm	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm
Three*	6:45am-3:15pm Or 2:45pm-11:15pm	6:45am-3:15pm Or 2:45pm-11:15pm	6:45am-3:15pm Or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm
Four*	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15pm Or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm

(Note: Schedule may vary from term to term)

 SCHOOL HOLIDAYS & IN-SERVICE DAYS

 2012-2013 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)

January 1st, 2012	New Year's Day
January 2nd, 2012	First day of school after Winter Break
January 16th, 2012	Martin Luther King, Jr. Day
February 20th, 2012	President's Day
April 8th, 2012	Easter Sunday
May 28th, 2012	Memorial Day
July 4th, 2012	Independence Day
September 3rd, 2012	Labor Day
November 22nd to 23rd, 2012	Thanksgiving Holiday
December 24th to January 1st , 2013	Winter Break (No school)
January 3rd, 2013	First day of school after Winter Break
*Faculty In-Service Training	*Dates to be determined (Held two times a year)

 2013-2014 TENTATIVE SCHEDULE (ALL DATES SUBJECT TO CHANGE)

January 1st, 2013	New Year's Day
January 2nd, 2013	First day of school after Winter Break
January 21st, 2013	Martin Luther King, Jr.'s Birthday
February 18th, 2013	President's Day
March 31st , 2013	Easter Sunday
May 27th, 2013	Memorial Day
July 4th, 2013	Independence Day
September 2nd, 2013	Labor Day
November 28th to 29th, 2013	Thanksgiving Holiday
December 23rd to January 1st, 2013	Winter Break (No school)
January 2nd, 2014	First day of school after Winter Break
* Faculty In-service Training	*Dates to be determined (Held two times a year)

Admissions

ADMISSIONS POLICY FOR APPLICANTS WITH FELONY CONVICTIONS

CNI College does not accept admissions applications from prospective students with felony convictions. The College does not believe that students should make substantial investment of time, money, and potential debt if the ability to secure employment in the field of training is unlikely. If you have a felony conviction, please disclose that information to your admissions advisor and they can provide further assistance.

ADMISSIONS POLICY

The following are the requirements and procedures for admission to CNI College:

All applicants are required to complete an application form for admission.

1. Applicants to CNI College must attend an initial personal interview with a CNI College Career Planner and receive a tour of the campus.
2. Applicants to CNI College Vocational Nursing Program must meet with the Director of Vocational Nursing to determine the probability of the individual's success in this program. Parents and significant others are encouraged to attend. Vocational Nursing Applicants must be at least 17 years of age to be considered for admission.
3. An applicant who is a high school graduate, who has earned a General Education Development (GED) certification, or who has earned a foreign degree that has been credentialed for 12th grade proficiency may apply for enrollment in any of the programs offered at CNI College.
4. An applicant who is a high school graduate, who has earned a General Education Development (GED) certification, or who has earned a foreign degree that has been credentialed for 12th grade proficiency must pass the CPAt or Wonderlic exam. Both are national standardized exams recognized by the U.S. Department of Education. At the time of enrollment, the entrance exam test must have been successfully completed at the current composite score (as listed below). Applicants who can provide documentation of one of the following are exempt from the entrance exam testing: SAT score of 800 or above achieved within *five* years of the date of application to CNI College; ACT score of 17 or above achieved within *five* years of the date of application to CNI College; Verified Bachelor's Degree or higher.
5. Applicants who fail the entrance exam must wait a minimum of seven calendar days prior to retaking an alternative version of the exam. If the applicant fails all versions of the exams (CPAt and Wonderlic), he/she must wait a minimum of 30 days from the last attempt prior to retesting. All applicants must complete financial arrangements prior to admission. If applicable, financial aid applications must be completed.

The minimum passing scores for the CPAt and Wonderlic exam are:

CPAt Examination	Minimum Score
Massage Therapy	118
Medical Assistant	118
Personal Fitness Training	118
Pharmacy Technician	118
Surgical Technology	150
Vocational Nursing	160
Magnetic Resonance Imaging (MRI) Technologist	160
Wonderlic Scholastic Level Exam (SLE)	Minimum Score
Massage Therapy	13
Medical Assistant	13
Personal Fitness Training	13
Pharmacy Technician	13
Surgical Technology	14
Vocational Nursing	14
Magnetic Resonance Imaging (MRI) Technologist	16

6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
7. Documentation of any required health examinations, pathology tests, and/or immunizations must be presented. In addition, full disclosure of any known medical conditions that will adversely affect the safe completion of the selected program is required.
8. Pharmacy Technicians, Vocational Nursing, Surgical Technology and Magnetic Resonance Imaging applicants must successfully complete all the requirements for admission into the program as well as be accepted for admission by the Program Directors.
9. To comply with requests from community and clinical agencies the MRI Technology, Vocational Nursing Program and Surgical Technology Program require a background check on all eligible applicants. All

candidates to these programs must obtain a background clearance prior to beginning these programs. The admission representative will provide the candidate with the information on how to obtain this clearance. Applicants should discuss any concerns in regards to licensing eligibility, such as having a criminal background, with your admissions representatives.

10. A \$100 non-refundable applicant fee is required for admission processing for Surgical Technology, MRI Technology and Vocational Nursing applicants.

ABILITY TO BENEFIT

CNI College does not accept Ability to Benefit applicants into the enrollment process for admissions to the college. All applicants must have a high school diploma and or have earned a General Education Development (GED) certificate to be enrolled at CNI College.

GED CLASSES AVAILABILITY

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

- Access GED Center 1669 East Wilshire Ave., Suite 607; Santa Ana, CA 92705 714-796-8738
- Capistrano Adult School 31431 El Camino Real; San Juan Capistrano, CA 92675 949-493-0658
- CSU, Fullerton 800 N. State College Blvd. 138; Fullerton, CA 92831 657-278-2487
- Huntington Beach Adult School; 15871 Springdale St. Huntington Beach, CA 92649 714-901-8106

ACCEPTANCE TO THE COLLEGE

Upon completion of the required documents for admission, the College administration will review the information and inform the applicant of his/her enrollment status. If an applicant is not accepted, all monies paid will be refunded, with the exception of an applicant fee for admissions processing for Surgical Technology, MRI Technology and Vocational Nursing applicants.

ENGLISH-AS-A-SECOND LANGUAGE INSTRUCTION

English-as-a-Second Language instruction is not offered by CNI College. All courses at CNI College are taught in English. The student must be able to speak, read, and write English fluently. Completion of the application, College admissions test, and interview will determine the student's English abilities.

ACADEMIC POLICIES & INFORMATION:

ATTENDANCE/TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION

Regular attendance and punctuality will help develop good habits necessary for successful careers. All scheduled hours of class must be attended. If a student misses a class, he or she must make up the hours missed either on module break or after the completion of his or her program.

Attendance must be maintained at an average of 66.67 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

Absences will negatively affect the student's modular/term grade. Absences equal to or in excess of 15% of any module/term will require the student to be placed on Attendance Probation. The student would remain on probation until the end of their current module/term provided the student remains in compliance with the terms of his/her probation.

Students who have been absent from their scheduled classes for 21 consecutive school days, not including scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: Students must provide CNI COLLEGE with written documentation verifying the required military duty and length of service requested).

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record. Students who accumulate a total of four late arrivals and/or early departures will accrue one day of absence on their attendance record. In addition, excessive tardiness or leaving early may lead to probation or dismissal from the College.

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any test missed because of an absence must be made with the instructor and approved by the school administration.

Students who have been terminated for violating the attendance policy may be reentered through the appeal process. To be eligible to reenter students must wait for one complete module. Normally approval for reentry will be granted only once.

For Vocational Nursing please refer to the VN student handbook for specific guidelines on attendance/tardiness and make-up standards. For Surgical Technology, please refer to the ST handbook for specific guidelines on attendance/tardiness and make-up standards

ATTENDANCE STATUS

A full-time student attending a credit hour program is expected to complete 24 semester credit hours or 36 quarter credit hours in a period of not less than 30 instructional weeks. A three-quarter time, a half-time and a less than halftime enrollment is calculated based on the student load per semester or quarter.

A full-time student attending a clock hour program is expected to complete 900 clock hours in a period not less than 26 instructional weeks attending a minimum of 24 clock hours per week. A half-time or less than half time enrollment is calculated based on the student work load in a payment period.

CLASS & PRACTICE HOURS - CREDIT PROCEDURE

Students at CNI College record their attendance by entering their names and time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour.

Students receive credit for task/operation/project completed after each action is verified by an instructor.

DEFINITION OF CREDIT

For academic purposes, 15 lecture hours equal one unit of credit; 30 lab hours equal one unit of credit; and 45 practicum or externship hours equal one unit of credit.

CLOCK TO CREDIT HOUR CONVERSION

CNI College operates on a 50-minute clock hour. The College awards credit hours/unit for completion. One unit of credit is earned for each 15 hours of lecture, 30 hours of lab or 45 hours of practical curriculum (clinical, fieldwork, or externship experience).

TRANSFER OF CREDITS

TRANSFER OF CREDITS FROM CNI COLLEGE TO OTHER COLLEGES

“Notice Concerning Transferability of Units and Degrees Earned at Our School”

Units earned in CNI’s programs will not be transferable to any other college or university. In addition, any degree, diploma or certificate earned in any of our CNI programs will not serve as a basis for obtaining a higher level degree at another college or university.

“The transferability of credits you earn at CNI College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in any programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, prior to enrollment at CNI College, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CNI College to determine if your credits or degree, diploma or certificate will transfer.”

TRANSFER OF CREDITS TO CNI COLLEGE

CNI College will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) provided the student can produce course descriptions from the originating institution’s catalog of the units earned and the courses are comparable to those offered by CNI College. Official transcripts must also be provided by the transferring student applicant.

VOCATIONAL NURSING

Transfer credit shall be granted to students who have successfully completed a course or courses and provided documentation to demonstrate compliance with Board of Vocational Nursing and Psychiatric Technicians (BVNPT) policy.

Vocational nursing applicants can receive credit for education successfully completed within the last five years.

Courses that qualify for evaluation are:

- Accredited vocational, practical or registered nursing courses
- Accredited psychiatric technician school courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses CNI determines are equivalent to the program.

Applicants may be required to demonstrate competence in areas requested for evaluation of credit.

VEL-219: It states credit for previous applicable educational training is accomplished by waiving courses, which are prerequisites to the satisfactory completion of the program. In addition to the required documentation of course completion, student is required to demonstrate his/her proficiency in the subject for which he/she has requested a waiver.

PROGRAM TRANSFER

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities. However, a student may request a transfer between college programs.

Program Transfers may be granted only under special circumstances. Students are required to apply in writing to the Campus Director for any program change. Only one program transfer may be granted to each student. The student may be assessed and an additional fee for a program transfer may apply.

Not applicable to the Vocational Nursing Program.

CREDIT FOR EXPERIENTIAL LEARNING

CNI College does not offer advanced placement or credit for experiential learning.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official College transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89%	3.0	I	=	Incomplete
C	=	70 – 79%	2.0			
F	=	< 70%	.0			

Course withdrawal will not affect a student's grade point average (GPA).

VOCATIONAL NURSING GRADING SYSTEM

A	=	90 – 100%	4.0	W	=	Withdrawal
B	=	80 – 89%	3.0	I	=	Incomplete
C	=	75 – 79%	2.0			
F	=	< 75%	.0			

INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school

days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

GRADUATION AWARDS (DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of "C" (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State Examination.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program.

LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 20 days but less than 60 days. (For financial aid recipients, leaves are limited to a total of 180 days of leave within a 12 month period, these 12 initiate from the first day the student goes on the first leave).

Students will not be assessed additional tuition charges while on their Leave of absence. Before the start of the leave of absence, students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held.

Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. As of the same date, the loan repayment process will be initiated.

Students must be reasonably certain of their intent to return. If the student does not return as scheduled, the grace period on any student loan will revert to start counting from the first day of the leave. In these cases the loan payment will be due as stated on the promissory note.

ACADEMIC PROGRESS STANDARDS

REQUIRED STUDY TIME

Typically, two hours of study time are required for each hour in class. Students are encouraged to form study groups to foster interaction and the learning process. The instructor will be available to assist those students who desire to form a study group.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS (SAP)

STANDARDS

Students' academic progress will be measured when the student has successfully completed $\frac{1}{2}$ of the credits (earned a passing grade of 70% or higher in all courses) and $\frac{1}{2}$ of the weeks in the program. In order to maintain satisfactory progress, students must:

- Have a Cumulative Grade Average of 70 percent or better (on a scale of 0-100 percent);
- Progress at a satisfactory rate toward completion of their program; at the end of the evaluation period, the student must have successfully completed 66.67% of all attendance scheduled.
- Complete the training programs within 150 percent of the published program lengths (See Maximum Completion Time).

To calculate cumulative grade point average (CGPA) the grade percentage is multiplied by the credits for the module in which the grade was received to get the total quality points for the module. The total number of quality points is added together for all modules attempted to date and divided by the total credits attempted to date to get the CGPA. Non-Punitive (Pass/Fail) grades are not used to calculate CGPA.

The rate of progress toward completion of the diploma program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. The cumulative number of credit hours attempted in the program includes every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses taken that are pre-requisite to the program. Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn and received a (WF) are counted as attempted and not successfully completed.

EVALUATION PERIODS

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period.

If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.

APPEAL PROCEDURES

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the Director of Education of the institution. The request is to be presented within (10) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes

affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.

The Director of Education shall evaluate the appeal within five (5) business days and notify the student in writing of his/her decision. Should the student's appeal be denied, he or she may appear before a school committee formed by representatives from the administration, faculty and students to present his/her case. The committee shall consist of three (3) current staff members and two (2) current students as needed, and will provide a written notice to the student of its decision within three (3) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

REINSTATEMENT

A student that prevails upon the appeal process will be determined as making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

RE-ENTERING

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

COURSE INCOMPLETENESS

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 7 school days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.

ACADEMIC PROBATION

If a student falls below the Satisfactory Academic Progress Standards, the student will be placed on academic probation for the duration of the next module or term. Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period in order to remain in the program.

If the student fails to meet the Satisfactory Academic Progress Standards (grade of 70% or better) by the end of the probationary period the student will be terminated from the College.

A Vocational Nursing Student must pass each course within the term with a grade of 75% or better. If a student fails any course within a term the student is placed on academic probation until the end of the current term or as specified by the probation notice. The conditions of the probation notice will have specific remediation instructions to enable the student to pass the failed course. If the student fails a second course within the term the student may be dropped from the program. If the student fails to attend remediation the student may be dropped from the program. If the student fails to achieve a 75% on the failed course the student may be dropped from the program.

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student, enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.

REPEAT COURSES AND REMEDIATION PRACTICES

Unless special circumstances apply, a course may be repeated only once. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript.

Course failures and subsequent repeats may interrupt the student's enrollment and negatively impact financial aid eligibility. Remediation of any course work must be completed within the mod missed or within 7 school days of the time assignments are due.

Vocational Nursing Students refer to the VN student handbook for full policy on remediation practices. A student who fails a course will be required to repeat it. In addition, repeated courses will result in additional charges.

UNSATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the College due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An Appeals Board made up of College officials will review the written request and supporting materials. A decision will be made and the student will be notified in person or in writing. All decisions made by the Appeals Board are final.

MITIGATING CIRCUMSTANCES

For circumstances of poor health, family crisis, or other significant occurrences outside of the student's control, the student must follow the student appeals process. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance.

EXTERNSHIP POLICIES

EXTERNSHIPS

Students must attend the externship site designated by CNI College.

Externships and Clinical rotations are scheduled for various timeframes, Monday through Sunday, according to the needs of the specific program. The externship portion of a program may be up to 40 hours per week. If a student is

currently attending class a part time schedule (less than 40 hours per week), he or she should plan attending a full time (40 hours per week) externship. Students must make necessary arrangements with their employer to arrange their work schedule to accommodate their externship schedule. Surgical technology externship schedules may vary depending on hospital or clinical site shift availability.

Students are assigned to non-compensated externship positions during the final phase of program study. This experience provides adult learners with the opportunity to continue their education under the supervision of clinical or office professionals. The student is expected to perform in an ethical, professional manner and to assist the professional in all externship matters requested. Transportation to and from the externship site will be at the student's expense.

In case of an absence, the student is required to notify both the designated supervisor at the externship site and the College staff member. Days and times of externship duties may not be changed without the written permission of the College.

Externship site personnel, based on the standards set by the College, will evaluate the student's performance. An instructor or clinical coordinator will be assigned to visit sites on a regular basis to meet with students and verify that the objectives of externship as written in CNI College's curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship and submit an approved verification of time completed in order to graduate.

Program failure may result if the student is excessively absent, receives unsatisfactory evaluations by the externship supervisor, fails to complete all coursework pertaining to the externship assignment, or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

Important Note: Clinical and externship sites assigned by the College are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site's hours of operation. If a student refuses a clinical or externship site assignment, he/she may be terminated from the program as unable to meet the required objectives and expected progress of the program.

STUDENT WORK POLICY

During externships, the student shall not be substituted for paid personnel during the clinical component of the program.

The student shall not be paid by the clinical affiliation site during the clinical component of the program.

MAXIMUM TIME FRAME

Regardless of the student's rate of completion, the maximum time frame that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the program. For example, if a program requires 30 credit hours the student may not attempt more than 45 credit hours (1.5 x 30) without completing the program. A student, enrolled in any program that exceeds the one and one-half times (1.5) of the normal length of the program will be dropped from the program.

GRADUATION REQUIREMENTS

The candidate for a diploma or certificate must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent). Vocational Nursing Students must complete all terms/systems with a 75% or better. To be eligible to graduate and apply to take the NCLEX Exam. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
2. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
3. Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed in order to receive a diploma.

SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to College property.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the College.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

REPEATS

Students who have failed coursework will be required to repeat or remediate the class/course which they failed. Students repeating a course(s) will be held financially responsible for extra classes attended at CNI College. A contract addendum will be completed by the program director, submitted to financial aid for new financial obligations to be calculated, and reviewed with the student when a repeat is necessary.

DROPS

CNI COLLEGE reserves the right to drop students who fail to comply with academic, attendance, financial and conduct standards of the College.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards
 - 21 days of consecutive absences
 - Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress
 - Less than 70% grade in two or more courses
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the College
- Conduct which the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of the CNI COLLEGE catalog
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to College property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs

GRIEVANCE PROCEDURES

If a situation arises in which a student has a concern or grievance of any kind, the following procedure is in effect.

Student Concern:

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern in writing to the Program Director, who will assist in the resolution of the concern within three (3) days.
3. Students not satisfied with the Program Director's response should schedule an appointment to discuss the concern with the Director of Education.
4. The Director of Education will meet with all pertinent parties to conduct an investigation of the concerns before a decision is reached. The Director of Education will provide the student a written decision within five (5) days based upon the information received in accordance with the policies and guidelines of the college.

Student Grievance:

1. Students may file a formal written grievance within five (5) days of being notified of the Director of Education's decision if they do not believe their concerns to be resolved.
2. Appointments with the Review Board are scheduled through the Director of Education's office. The Review Board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint. The following procedure is in effect:
 - The student will be notified by the Director of Education to attend a Review Board meeting which will convene within five (5) days from the receipt of the written grievance.
 - The Review Board will be composed of the President, Director of Education, Director of Operations, and appropriate Program Director or their designee.
 - The Review Board convenes with the student and any other individuals whose participation is warranted by the circumstances of the particular concern. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
 - The Review Board will immediately meet in the absence of those involved to review the evidence and resolve the student's concern.

- The Review Board members support the President's decision. The President's decision is final and binding.
- The President's decision will be communicated in writing to the student within five (5) days of the Review Board Meeting.

For additional information, refer to the college's accrediting/approving agencies and the procedures for processing complaints of unlawful discrimination and other grievances.

DISCLOSURE AND RETENTION OF STUDENT RECORDS (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution.

CNI College will maintain student records for each student, whether or not the student completes the educational service, for a period ending five years from the last day of attendance. After this period, all records are destroyed.

The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

DRUG ABUSE PREVENTION PROGRAM

The College strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with CNI COLLEGE who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Alcoholics Anonymous
Orange County Central Office
1526 Brookhollow Dr., Ste75,
Santa Ana, CA 92705-5466

CRIME AWARENESS

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), Career Networks Institute provides students with current campus security policies and procedures. In addition, students are provided with information on crime prevention, reporting crimes, and statistics for crimes that have occurred on the college campus.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974. The main points include the following:

1. Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial, or general records by appointment during normal College hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, or the Campus Director.
2. The College may not release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from the parent or eligible student.
3. The student may not have access to financial data separately submitted by parents or guardians.
4. Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student

U.S. CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into Federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S. Constitution every September 17 or in the same week that it falls. In the years where September 17 falls on a weekend, the programs are to be held in the preceding or following week.

COPYRIGHT PROTECTION POLICY

It is the policy of CNI College to respect the copyright protections given by federal law to owners of digital materials and software. It is against CNI College policy for faculty, staff, or students to use CNI College equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

The software provided through CNI College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

CNI College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions.

ACADEMIC TRANSCRIPTS

CNI College will provide one transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript. The student's financial accounts must be current prior to the College furnishing any transcripts.

School Rules and Regulations

CONDUCT

CNI College is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, CNI College has established guidelines for proper conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the College and at other facilities during externships.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the College. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage done to College or externship site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on College or externship property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on College or externship property.
7. The College is a non-smoking facility. Smoking is permitted outside of the buildings.
8. Animals are not permitted on the College grounds with the exception of animals designated to assist the physically impaired.
9. The College does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension, or dismissal from CNI College.

DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by the College. This includes the full uniform required by the program in which the students are enrolled. Uniforms must be worn while on campus and at assigned externship site. A detailed dress code is provided during orientation.

Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Make-up, hairstyles, fingernails and jewelry must be moderate and understated. No facial piercings are allowed. Any student reporting to class or an externship site inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.

Vocational Nursing Students are required to wear the designated uniforms for class and clinical sites. Please refer to the VN student handbook for further instructions and guidelines specific to the Vocational Nursing Student.

SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual,

graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures in the college, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature.

No student, applicant, faculty member or other employee of CNI College shall threaten or insinuate, either explicitly or implicitly, that a student's or applicant's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Any student or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other CNI College employee should bring the matter to the attention of the Executive Director or Human Resource Administrator at the telephone number specified in this catalog.

Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. CNI College will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, an Allied Health professional must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

EMERGENCY PREPAREDNESS PLAN

The emergency preparedness plan is available to both students and staff. It is located in the labs in buildings A & D as well as in the Human Resources Office in building D.

VOTING

CNI COLLEGE encourages students to make necessary arrangements to vote before or after your scheduled class. Please visit the voting link on the school's website, www.CNICollege.edu, to learn more about voting and how to register to vote.

STUDENT/EMPLOYEE FRATERNIZATION

Employees of CNI College are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees cannot entertain students or socialize with students outside of the school environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is CNI College considered highly unethical, in violation of school policy, and may result in disciplinary action by CNI College.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and would follow the same guidelines as are presented here for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, we ask that the incident be reported to the College's Executive Director immediately.

PERSONAL PROPERTY

CNI College assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while in, on, or adjacent to College property.

FIELD TRIPS

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. CNI College requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory.

PREGNANCY

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

Vocational Nursing students who are pregnant must inform their Program Director and provide a complete medical clearance from their attending physician prior to participating in skills lab and attending clinical rotation.

Note: Surgical Technology externship sites do not allow externship rotation for pregnant students.

PROGRAM TRANSFERS

Extensive procedures are followed to direct each student to the program of study best suited to his/her individual goals and abilities.

A student may request a transfer between College programs. However, program transfers may be granted only under special circumstances. Students are required to apply in writing to the Campus Director for any program change. Only one program transfer may be granted to each student. The student may be assessed an additional fee for a program transfer.

Program transfers are not applicable to the Vocational Nursing Program.

CHANGE OF SCHEDULE

Students may change their schedule on one occasion during their time at CNI College (e.g. from morning to evening classes, etc.). The student may incur extra charges for changing schedules as not all schedules follow the same payment structure. Not all schedules will be on the same module. Switching from one schedule to another may cause a student to repeat a class or skip a class. Care should be taken when switching schedules to avoid missing required coursework.

CHANGES IN PROGRAMS OR POLICIES

CNI College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, class size constraints or professional requirements.

COURSES OF STUDY:**METHOD OF DELIVERY****RESIDENTIAL/ON-LINE DISTANCE LEARNING**

Currently, the method of delivery for all programs offered at CNI College is residential.

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST - DIPLOMA PROGRAM

CIP Code 51.0920

SOC Code 29-2034.01

Program length in months*15.25

Evening Classes 61 weeks*

*Program length may vary depending on schedule.

1720 clock hour

60.0 Credit units

The Magnetic Resonance Imaging (MRI) Technologist Diploma Program is a 1720 clock hour comprehensive course of study, represented by 60.0 credit units. The structure of this course combines introduction to medical/patient care skills, physics, math, medical terminology, human anatomy, cross sectional anatomy, theory, laboratory, computer skills, and a clinical externship consisting of 1000 hours.

The student is taught Magnetic Resonance Imaging Technology and learns to operate the MRI scanner to produce cross sectional images of the patient for diagnostic purposes. While technologists must be proficient in understanding the MRI system, compassion and strong patient care skills are emphasized as well as being a team member alongside the Radiologist and Physician, dedicated to providing excellence in patient treatment.

This curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitude and skills which will enable them to become safe and competent in MRI Technology and prepare the graduate for an entry-level position as a MRI Technologist.

Employment opportunities for the MRI Technologist are found in Medical Clinics and Imaging Centers under the supervision of a Physician and Radiologist.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

The State of California does not require nor provide a MRI certification exam or licensure at the present time. However, it is customary that employers will expect a potential employee to have at least passed a MRI National Certification Exam. CNI MRI graduates will be qualified to sit for the ARMRIIT National Examination.

*Please refer to Appendices Addendum for ARMRIIT Approval on page 86.

Magnetic Resonance Imaging (MRI) Technologist		CLOCK HOURS			TOTAL clock hours	Total Academic Credits Awarded
Course Number	Course Titles	Lecture	Lab	Extern.		
Module I						
MRIT 101	Anatomy & Physiology I	60	0	0	60	4
MRIT 102	Anatomy & Physiology II	60	0	0	60	4
Module II						
MRIT 201	Medical Terminology	20	0	0	20	1
MRIT 202	Clinical Practice & Patient Management for MRI	20	0	0	20	1
MRIT 203	Medical Law & Ethics	10	0	0	10	0.5
MRIT 204	Pharmacology	5	15	0	20	0.5
MRIT 205	Professional Development	10	0	0	10	0.5
MRIT 206	Pathology	40	0	0	40	2.5
Module III-A						
MRIT 301	Principles and Physics of MRIT I	60	60	0	120	6
Module III-B						
MRIT 302	Principles and Physics of MRIT II	60	60	0	120	6
Module IV-A						
MRIT 401	MRIT Cross Sectional Anatomy I	60	60	0	120	6
Module IV-B						
MRIT 402	MRIT Cross Sectional Anatomy II	60	60	0	120	6
Module V						
MRIT 501	MRIT Clinical Externship	0	0	1000	1000	22
PROGRAM TOTALS		465	255	1000	1720	60.0
					Total Hours	1720

COURSE DESCRIPTIONS

MRIT 101 Anatomy & Physiology

4.0 Credit Units

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolic, skin, muscle, and bone. The functions and interrelationships of these systems are studied. This course emphasizes the homeostatic nature of these systems with reference to human disease states.

MRIT 102 Anatomy & Physiology

4.0 Credit Units

A continuing of the systems of the human body that include: nervous system, eye and ear anatomy and function, endocrine system, blood components, circulatory system, lymphatic system, respiratory system, digestive system, urinary system and reproductive system.

MRIT 201 Medical Terminology

1.0 Credit Units

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure.

MRIT 202 Patient Management for MRI

1.0 Credit Units

This course is presented as a progression in competency levels through patient performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. CPR will be taught. Critical thinking and communication skills are applied.

MRIT 203 Medical Law & Ethics

0.5 Credit Units

This course provides a fundamental background in ethics. The historical and philosophical bases of ethics and elements of ethical behavior are discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice.

MRIT 204 Pharmacology

0.5 Credit Units

This course provides basic concepts of pharmacology. This section covers the theory and practice of basic techniques of venipuncture and administering diagnostic contrast agents and/or intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

MRIT 205 Professional Development

0.5 Credit Units

This course provides an overview of the foundations in radiologic science and the Practitioner's role in the health care delivery system. The principles, practices and policies of the health care organization(s) are examined and discussed in addition to assessing personal strengths, career expectations, developing job search techniques and proper resume preparations with mock interviewing practicum.

MRIT 206 Pathology

2.5 Credit Units

This course familiarizes the student with the common pathologies found in magnetic resonance imaging and the appearance of these pathologies in various imaging protocols. The course content is inclusive of all commonly-imaged body systems and areas.

MRIT 301 Principles & Physics of MRIT I

6.0 Credit Units

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the Level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics.

MRIT 302 Principles & Physics of MRIT II

6.0 Credit Units

This course provides the student with a comprehensive overview of MR imaging principles. The subjects are formatted in individual outlines and can be sequenced according to the level of knowledge desired. Topics include the history of MR, nuclear MR signal production, health and safety regulations, tissue characteristics, pulse sequencing, imaging parameters/options and computer in imaging formation and medical informatics. The student will demonstrate advanced application of knowledge in imaging parameters and formations.

MRIT 401 MRIT Cross Sectional Anatomy I

6.0 Credit Units

This course is a study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis.

MRIT 402 MRIT Sectional Anatomy II

6.0 Credit Units

This course builds on the study of human anatomy as seen in multiple orthogonal planes. Bones, muscle, vascular structures, organs and soft tissue of the following anatomical regions are studied: central nervous system (brain and spine), other structures in the head, soft tissue neck, musculoskeletal, cardiovascular, thorax, abdomen and pelvis.

MRIT 501 MRIT Clinical Externship

22.0 Credit Units

This course will allow the student the opportunity to practice skills necessary to obtain high quality MR images, to objectively alter protocols based on patient pathology or physical condition, and to identify image quality problems and make appropriate corrections. Clinical education is conducted at a clinical facility after or in conjunction with didactic instruction. Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student will be allowed to perform the activity under direct supervision. When the instructor is satisfied with the student's proficiency, the student will proceed with performing studies under indirect supervision to gain experience and expertise in MR imaging. This course is presented with a progression in competency levels in the form of clinical performance objectives and competency exams. The student will have access to the facilities, personnel, examinations and educational material to competently achieve the course objectives.

MASSAGE THERAPY -DIPLOMA PROGRAM

CIP Code 51.3501

SOC Code 31-9011.00

Program length in months (Day & Evenings) *11.75

Day & Evening - 47 weeks*

*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720

Outside Class Hours: 180

Total Cr/Clock Hours Enrolled: 900

35.5 Credit units

The Massage Therapy Diploma Program is delivered in residence and is considered to be an entry-level program for a career in therapeutic massage. This program is designed to train the student in personal service and wellness massage. Massage is a non-specific systematic stroking, kneading and friction of the soft tissue of the body. Massage through its bodywork and related energy-based techniques can support effective body functions and thus benefit the healing process. It is not involved in the diagnosis of conditions or in the specific treatment process.

Job opportunities at the therapeutic level are found in massage clinics, cruise ships, corporate-stress reduction programs, private practice for stress reduction massage, and general stress reduction under close supervision of medical personnel such as physicians, chiropractors, and physical therapists.

CNI College Massage Therapy students are introduced and exposed to a wide range of bodywork techniques and modalities including relaxation massage, therapeutic procedures, and sports massage among others.

The length of the program is 900 clock hours, represented by 35.5 credit units. The clinical aspect of the program is ongoing throughout. The Massage Therapy program does not include an externship,

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, and classroom skill proficiency standards.
- Complete all clinical requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hour's assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed in order to receive a diploma.

Although it is not required to be certified to practice in California, you may wish to seek certification. Massage Therapists using 'Certified' in their title will have the choice to obtain certification through the California Massage Therapy Council (CAMTC) and maintain that title, or obtain a local permit(s) and delete the term 'Certified' in their professional title. Most localities will require municipal licensing to practice, but it varies by city.

MASSAGE THERAPY		CLOCK HOURS			CR/CLOCK HRS. INSTRUCT. TIME	OUTSIDE CLASS HOURS	TOTAL CREDITS
Course Number	Course Titles	LECTURE	LAB	EXTERN.			
MT100	Anatomy and Physiology	30	10	0	40	10	2
MT110	Pathology	30	10	0	40	10	2
MT120	MT Theory and Practice II(Swedish)	25	55	0	80	20	3.5
MT130	MT Theory and Practice I (Chair)	5	35	0	40	10	1.5
MT140	Professionalism and Ethics	40	0	0	40	10	3
MT200	Anatomy, Physiology& Kinesiology	70	10	0	80	20	5
MT210	MT Theory & Practice IV (Medical Massage)	20	60	0	80	20	3
MT220	Sports and Special Population Massage	30	50	0	80	20	4
MT300	MT Practice III	60	0	0	60	15	4
MT310	Clinical Applications-I	0	20	0	20	5	1
MT320	MT Theory & Practice (Spa)	30	40	0	70	17.5	3
MT400	On-site Clinical Applications	0	10	0	10	2.5	0
MT330	Small Business Planning & Management	40	0	0	40	10	2.5
MT400B	On-Site Clinical Applications II	0	40	0	40	10	1
PROGRAM TOTALS		380	340	0	720	180	35.5
Total Hours							900

COURSE DESCRIPTIONS

MT 100 Anatomy & Physiology

2.0 Credit Units

The fundamentals of anatomy and physiology will be covered from the smallest unit (the atom) continuing through to the whole human organism. Emphasis is placed on understanding and identification of pathologies, and the indications and contraindications they present for massage. Information about nutrition, stress, exercise and lifestyle choices as they pertain to the holistic state of the anatomy and physiology of the human body is included.

MT 110 Pathology

2.0 Credit Units

The specific diseases are observed in the structure and function of the body. How they relate to indications and contraindications for massage and bodywork are covered and discussed. Students will complete a project in relation to a specific pathology assigned by the instructor that has direct applications to the massage field.

MT 120 MT Theory and Practice II (Swedish)

3.5 Credit Units

Students are introduced to the history, fundamental techniques, effects and appropriate uses of Swedish/Relaxation Massage. Emphasis is placed upon hygiene, draping, body mechanics of the therapist, and effective communication with the client. The concepts of rhythm, palpation, appropriateness of pace and pressure, joint mobilization and stretching are presented and practiced. Students will master and commit to memory a Full Body Therapeutic Massage sequence.

MT 130 MT Theory and Practice I (Chair)

1.5 Credit Units

Chair Massage theory and practical topics will be presented to prepare the student massage therapist for the experience of on-site chair massage. Appropriate body mechanics, hygiene and mastery of a 15 & 30 minute routine

will be included. Student will be introduced to our off-site facilities and fulfill all requirements to participate in the practical rotation for chair massage.

MT 140 Professionalism & Ethics

3.0 Credit Units

Local, state and national regulation of massage therapy is discussed, along with the issues of scope of practice, client consent and confidentiality. The ethical issues associated with massage as a health care modality are also covered. Intake procedures, informed consent, professional boundaries, and other aspects of the therapeutic relationship are discussed.

MT 200 Anatomy, Physiology and Kinesiology

5.0 Credit Units

This course provides an introduction to the skeletal, articular & muscular systems. The identification and location of bones and bony landmarks, the names, origins, insertions and actions of the muscles are all addressed. Using that information the biomechanics of the body are evaluated to increase the effectiveness of the student's ability to assess pathologies of the musculoskeletal system.

MT 210 MT Theory & Practice IV (Medical Massage)

3.0 Credit Units

Static and movement based assessment protocols are presented in order to develop and carry out effective treatment strategies. SOAP charting and medical terminology are used to record findings and client progress. Included in this material the student will be exposed to Traditional Chinese Medicine and related herbology, the fundamental concepts and treatment modalities based upon the energy system are presented. Basic Chinese medical theory, Qi, meridians, and yin/yang interrelationships are described. Styles of massage presented will include Lymph/Circulatory, Reflexology, Connective/Deep Tissue Styles, Shiatsu and Energy Work. Each style will be introduced to give the students extra tools to be more effective during client interaction, mastery of these techniques will come if the student decides to specialize in this practice and take continuing education after graduation.

MT 220 Sports & Special Populations Massage

4.0 Credit Units

Special Populations like those who have or are experiencing pregnancy, abuse, mental challenges, physical challenges, terminal illness, chronic illness, and others will be discussed and massage alternatives explored. Pre-event, post-event, and maintenance sports massage are demonstrated and practiced. Students are introduced to pathologies of the musculoskeletal system common among athletes and other workers. A kinesiological approach to understanding of dysfunctional movement and pain mechanisms is presented. Advanced techniques of addressing these syndromes, including specific deep tissue work, trigger point work, reciprocal inhibition, and proprioceptive neuromuscular facilitation are covered. Each style will be introduced to give the students extra tools to be more effective during client interaction, mastery of these techniques will come if the student decides to specialize in this practice and take continuing education after graduation.

MT 300 MT Practice III

4.0 Credit Units

While completing a brief overview of the systems less critical to massage understanding, the instructor will incorporate techniques like Muscle Energy Technique (MET), Muscle Testing and Proprioceptive Neuromuscular Facilitation (PNF) to reinforce the understanding of the muscles and to encourage the students learning of the actions of the muscles. These techniques will increase the student's ability to effectively treat more challenging ailments when clients present them.

MT 310 Clinical Applications-I

1.0 Credit Units

While briefly reviewing the material covered in the other A&P classes, advanced methods for treating disorders commonly found within the population of clients seeking relief through massage therapy are presented. Such

disorders include backache, headache, and neck pain. Possible underlying causes for these disorders, such as postural distortion and nerve compression by muscular tissue, are identified and discussed, as are the appropriate means and methods of treatment or referral of the client to another health care professional. Case Studies will be explained and evaluated to increase massage effectiveness for specific concerns.

MT 320 MT Theory & Practice (Spa)

3.0 Credit Units

This class provides a brief look at the spa concept. Introducing the student to the many services offered in a variety of wellness environments to prepare them to pamper clients, and extend the scope of experiences the massage therapist can offer to ensure the client a return to balanced mind, body and spirit. Styles of treatments presented will include aromatherapy, variety of types of exfoliating treatments, Ayurvedic body treatments, body masques using a variety of products, stone massage, wraps, etc. Hydrotherapy and the inflammation response and the appropriate use of heat and cold for treatment and/or preparation of tissue for further work are explored. Stone Massage introduction and use of paraffin is included in this course. Each style will be introduced to give the students extra tools to be more effective during client interaction, mastery of these techniques will come if the student decides to specialize in this practice and take continuing education after graduation.

MT 400A/B On-Site Clinical Applications II

0.0 Credit Units

This class provides an opportunity for students to practice the skills they have learned under supervision, in an actual work environment and prepare them for their first interview massage and MT position. This on-site clinical consists of field experience in an instructor assigned location. This term will include assigned days for wellness center/hospital volunteer/community outreach, and/or practical work the entire class. These applications are instructor directed required practical's the student will complete and have checked off to complete the assignment and overall program with a minimum of fifty total hours.

MT 330 Small Business Planning & Management

2.5 Credit Units

In this course, students evaluate the costs and benefits of starting an independent massage therapy practice. They set realistic goals for the business, including projected income. Target markets and strategies for networking to create referrals are explored. Taxes, fees, promotional strategies and materials, cancellation policies, bookkeeping methods, office location and management, and record keeping are discussed in order to prepare the students to run a successful massage therapy practice. Students will complete a 5-year Business plan and present their business in a student fair. Standard CPR and First Aid material is presented in this module and students practice techniques leading to a required certification for program completion.

MEDICAL ASSISTING - DIPLOMA PROGRAM

CIP Code 51.0801

SOC Code 31-9092.00

Program length in months *10.75

Day – 43 Weeks*

*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720

Outside Class Hours: 180

Total Cr/Clock Hours Enrolled: 900

24.5 Credit Units

MEDICAL ASSISTING		CLOCK HOURS			CR/Clock Hrs. Instruct. Time	Outside Class Hours	Total Credits
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	EXTERN			
MA101	Introduction to Medical Assisting	43	37	0	80	20	3
MA201	Introduction to Anatomy and Physiology	43	37	0	80	20	3
MA301	Office Environment Safety, Infection Control and Laboratory	43	37	0	80	20	3
MA401	Systems Control and Senses	43	37	0	80	20	3
MA501	Financial Management	43	37	0	80	20	3
MA601	Clinical Medical Assisting Duties	43	37	0	80	20	3
MA701	Pharmacology and Office Emergencies	42	38	0	80	20	3
MA801	Clinical/Externship	0	0	160	160	40	3.5
PROGRAM TOTALS		300	260	160	720	180	24.5
						Total Hours	900

The Medical assisting Diploma program prepares students for entry-level positions in both administrative and clinical health care environments. It is designed to prepare adult learners to meet the requirements for employment in medical offices, clinics, hospitals, and other health care environments requiring skills in medical office procedures and clinical assisting.

The program is intended for those applicants who desire a career in health services, either at the paraprofessional level or those who intend for the program to be the first step in a medical assisting career education master plan: Biller/Coder; Medical Office Receptionist; Medical Administrative Assistant; Patient Care Assistant; Rehabilitation Aide; or Medical Secretary.

Emphasis is placed on the development of competencies associated with human relations, communications, critical thinking and problem solving. Practical skills as well as the complex interactions of the medical paraprofessional with the patient's family and friends are also emphasized.

Since the format is competency based- the College employs instructional methods that incorporate adult lifelong learning theory and promotes lifelong learning. Learners are exposed to a variety of techniques designed to enhance retention of new learning.

The length of the program is 900 clock hours, represented by 24.5 credit units. The clinical aspect of the program includes 160-hour externship.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hour's assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Although not required to work as a Medical Assistant in California, you may seek to become a CMA. To do so, you must follow the guidelines through the National Center for Competency Testing (NCCT) or the American Association of Medical Assistants (AAMA).

COURSE DESCRIPTIONS

MA 101 Introduction to Medical Assisting

3.0 Credit Units

This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. In addition, the module presents professionalism by describing the concepts of making a commitment to your job.

MA 201 Introduction to Anatomy and Physiology

3.0 Credit Units

This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems; their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module. Concepts of professionalism, discussing the personal traits of the health care professional is also presented. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 301 Office Environment Safety, Infection Control and Laboratory

3.0 Credit Units

This module covers the concepts relating to the office environment safety and measures that includes discussion of blood borne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 401 Systems Control and Senses

3.0 Credit Units

This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the "professionalism and your personal life" is also presented. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 501 Financial Management

3.0 Credit Units

This module covers the concepts of financial management, medical insurance, types and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience will be described. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 601 Clinical Medical Assisting Duties

3.0 Credit Units

This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties, reproductive and urinary, eye and ear care and lifespan specialties. The module also presents concepts and information related to the study of anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 701 Pharmacology and Office Emergencies

3.0 Credit Units

This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. In each module students will be introduced to technology in the medical office and will meet the required competencies. Lab Practicum, Medical terminology, anatomy and physiology will also be introduced and reviewed in each module. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

MA 801 Clinical Externship

3.5 Credit Units

Satisfactory completion of all subject areas in compliance with established Career Networks Institute standards. On-site evaluation of skills will be performed by the physician and/or office manager in the medical facility.

MEDICAL BILLING & CODING - DIPLOMA PROGRAM

CIP Code 51.0714

SOC Code 29-2071.00

Program length in months*11.75

Mid-day, & Evening - 47 weeks*

*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720

Outside Class Hours: 180

Total Cr/Clock Hours Enrolled: 900

32.5 Credit units

The Medical Billing and Coding 900 Hour Diploma Program is delivered in residence and is a comprehensive course of study that combines theory with practical application in medical billing and coding. The program is designed to prepare students to meet entry level position requirements in the healthcare industry for employment in medical offices, hospitals, insurance companies, and other healthcare environments requiring skills in medical insurance billing and coding. The curriculum thoroughly prepares students to sit for the Certified Professional Coder examination, sponsored by the American Academy of Professional Coders upon satisfactory completion of the program.

Emphasis will be placed on Medical Terminology, Anatomy and Physiology, Medical Software, Medical Office Administration, Introduction to the CPT, Evaluation and Management Codes, Anesthesia Coding, Modifiers, Surgical Coding, Radiology, Pathology and Laboratory, Medicine and Level II National Codes. The student will learn an overview of the ICD-9-CM, HCPCS, Third-Party Reimbursement Issues, Medicare and the Managed Health Care Concepts, Law and Ethics with HIPAA, and the Legal Medical Record. In-patient, Out-patient Hospital Coding, and Dental will be covered.

Professional duties may include insurance billing and coding, computerized billing, record management, monitoring accounts payable and receivable, medical office management, public relations, claim reviewer, facility based, physician based, consultant, specialist, supervisor, compliance officer, educator, insurance manager and office manager.

Medical Coding is far more than assigning numbers to services and diagnoses. Coders abstract information from the patient record and combine it with their knowledge of reimbursement and coding guidelines to optimize physician payment for services provided. According to the U.S. Department of Labor, Bureau of Labor Statistics, Employment Projections there is a demand for skilled coders.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hour's assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

CNI College does not issue partial credit (credit units or clock hours) for programs. Programs taken must be completed in order to receive a diploma.

Although it is not required to be certified in California, you may wish to seek certification from the AAPC www.aapc.com.

MEDICAL BILLING & CODING		CLOCK HOURS			CR/CLOCK HRS. INSTRUCT. TIME	OUTSIDE CLASS HOURS	TOTAL CREDITS
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	EXTERN.			
MBC101	Medical Terminology	40	0	0	40	10	2.5
MBC102	Anatomy & Physiology I	30	10	0	40	10	2.0
MBC201	Anatomy & Physiology II	60	20	0	80	20	4.5
MBC301	ICD-9- CM Coding	30	50	0	80	20	3.5
MBC401	Evaluation & Management Services	20	17	0	37	9.25	1.5
MBC402	Anesthesia Coding	4	10	0	14	3.5	0.5
MBC403	Level II National Codes-HCPCS	5	10	0	15	3.75	0.5
MBC404	Coding with Modifiers	4	10	0	14	3.5	0.5
MBC501	Radiology Coding	10	15	0	25	6.25	1.0
MBC502	Pathology & Laboratory Coding	7	8	0	15	3.75	0.5
MBC503	Medicine Section Coding and Female Genital System, Maternity Care and Delivery, & Intersex Surgery	15	25	0	40	10	1.5
MBC601	Surgery 1 Coding	20	20	0	40	10	2.0
MBC602	Surgery 11Coding	20	20	0	40	10	2.0
MBC701	Medical Billing	30	20	0	50	12.5	2.5
MBC702	Third Party Insurance Billing	20	10	0	30	7.5	1.5
MBC801	Medical Computer Operations	0	40	0	40	10	1.0
MBC802	Medical Office Administration	10	30	0	40	10	1.5
MBC901	Medical Law & Ethics	8	0	0	8	2	0.5
MBC902	Career Preparation	8	0	0	8	2	0.5
MBC903	Medical Billing & Coding Review	20	44	0	64	16	2.5
PROGRAM TOTALS		361	359	0	720	180	32.5
						Total Hours	900

COURSE DESCRIPTIONS

MBC 101 Medical Terminology

2.5 Credit Units

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes & body structure.

MBC 102 Anatomy & Physiology I

2.0 Credit Units

This course is a study of the human anatomy and physiology. Introducing students to the Cells and body organization including the following system: Integumentary, Musculoskeletal and Digestive.

MBC 201 Anatomy & Physiology II

4.5 Credit Units

This course is a continuation of Anatomy & Physiology I. The following systems will be addressed:

Respiratory, Cardiovascular, Nervous, Lymphatic, Endocrine, Urinary, Male and Female Reproductive.

MBC 301 ICD-9-CM Coding

3.5 Credit Units

This course is designed to prepare students for diagnosis coding utilizing Volume I & II of the International Classification of Diseases, 9th Revision, Clinical Modification. Students will learn correct code assignment and sequencing. Students will be introduced to the Official Guidelines.

MBC 401 Evaluation and Management Services

1.5 Credit Units

This course provides comprehensive instruction of Evaluation and Management services and associated coding guidelines. Teaching students correct code assignment utilizing Centers for Medicare and Medicaid Services (CMS), Current Procedural Terminology (CPT) and 1995 / 1997 Evaluation and Management coding Guidelines.

MBC 402 Anesthesia Coding

0.5 Credit Units

This course provides an understanding of correct code assignment adhering to specific guidelines established for Anesthesia codes. An emphasis is placed on code selection, modifier usage and Qualifying Circumstance codes.

MBC 403 Level II National Codes- HCPCS

0.5 Credit Units

This course focuses on medical supply and service codes listed in the HCPCS coding manual. This course will have an emphasis on Durable Medical Equipment, prosthesis, professional services and Level II modifiers.

MBC 404 Coding with Modifiers

0.5 Credit Units

This course will allow students to become proficient at assigning a modifier to a particular procedure code or a group of codes. Students will learn the affects modifiers have on procedure reimbursement.

MBC 501 Radiology Coding

1.0 Credit Units

This course explains the proper use of Radiology codes in and out of the hospital setting. Designated guidelines will be identified to ensure proper assignment. Emphasis will be placed on Radiation Oncology, ultrasounds, CT Scans and the use of contrast material.

MBC 502 Pathology and Laboratory Coding

0.5 Credit Units

This course introduces students to procedure codes related to the testing and study of patient samples. Student will learn how to select the appropriate pathology and laboratory code. Students will develop an understanding of panel codes. Professional and Technical modifiers will also be addressed.

MBC 503 Medicine Section Coding and Female Genital System, Maternity Care and Delivery, & Intersex Surgery

1.5 Credit Units

This course provides an understanding of the Medicine section of the Current Procedural Terminology. Students will learn how codes from this section are incorporated with codes from other sections and their proper sequencing and Reproductive Systems.

MBC 601 Surgery I Coding

2.0 Credit Units

This course will identify surgery coding guidelines and code assignment. Specific guidelines within each section and Anatomy review will be completed with each surgery chapter. Surgery I includes the Integumentary System, Musculoskeletal System, Digestive System, Urinary.

This course will prepare students to assign medical codes using mock operative reports. This will test their knowledge of correct code assignment and sequencing. Operative reports from each Surgery section will be used to ensure competency in all areas of surgery coding.

MBC 602 Surgery II Coding

2.0 Credit Units

This course will identify surgery coding guidelines and correct code assignment. Specific guidelines will be addressed within each section and Anatomy review will be completed with each surgery chapter. Surgery II includes the Respiratory System, Cardiovascular System, Nervous System, Eye and Ocular Adnexa System.

This course will prepare students to assign medical codes using mock operative reports. This will test their knowledge of correct code assignment and sequencing. Operative reports from each Surgery section will be used to ensure competency in all areas of surgery coding.

MBC 701 Medical Billing

2.5 Credit Units

A study of the insurance industry and the responsibility of the insurance biller. This course will prepare students to identify information needed to complete the CMS-1500 and UB-92 billing documents listing patient demographical, insurance, financial responsibility, procedure codes, diagnosis codes, provider and medical establishment information. In addition, guidelines on proper completion will be addressed.

Penalties and sanctions will be reviewed to demonstrate the importance of accurate completion of the CMS-1500 and UB-92.

MBC 702 Third Party Insurance Billing

1.5 Credit Units

This course focuses on regulations and billing guidelines associated with third party reimbursement, Medicare and Medicaid, managed care, health care indemnity plans, hospital and dental billing, workers compensation and disability. Emphasis on payer specific rules and guidelines will be identified.

MBC 801 Medical Computer Operations

1.0 Credit Units

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving and Printing documents. In addition, a study of medical software including aspects of the computerized medical office from the establishment of a patient account on the database to billing insurance carriers and posting insurance payments, scheduling appointments, and special circumstances in appointment scheduling.

MBC 802 Medical Office Administration

1.5 Credit Units

This course focuses on effective interpersonal communications. Topics include patient relations, communication techniques, relationships with co-workers and employers, discrimination, prejudice and sexual harassment. A study of accounts receivable and accounts payable. An overview of patient financial and medical records, posting charges, payments and adjustments. Collection practices are introduced. In addition, this course focuses on methods of charting and record keeping and proper techniques used for filing. Students will learn how to protect, store and organize files.

MBC 901 Medical Law & Ethics

0.5 Credit Unit

An overview of the legalities and ethical behavior associated with a medical practice / facility. The AMA and AAMA, AAPC and OSHA Codes of Ethics. HIPAA regulations and implementation of Privacy, Security and Standardized Transactions and Code Sets will be addressed.

MBC 902 Career Preparation

0.5 Credit Units

This course focuses on job analysis, job search, interviewing techniques, resume writing, office protocol, proper business attire and individual goal setting.

MBC 903 Medical Billing & Coding Review

2.5 Credit Units

This course will review the proper assignment of CPT, HCPCS, and ICD-9-CM codes, insurances and third party reimbursement, medical terminology and anatomy. Practice certification examinations will be administered throughout this review in preparation for the student to sit for the national certification.

PERSONAL FITNESS TRAINING - DIPLOMA PROGRAM

CIP Code 51.0913

SOC Code 39-9031.00

Program length in months (Mid-Day & Evening) *11.75

Day, Mid Day & Evening - 47 weeks*

*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720

Outside Class Hours: 180

Total Cr/Clock Hours Enrolled: 900

35 Credit units

The 900 hour diploma program in Personal Training is delivered in residence and offers a comprehensive course of study that combines theory and fitness practice. The program is designed to prepare students to meet entry level position requirements in the fitness field. The program provides training and instruction for students to prepare for the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) examination.

Personal trainers provide assistance to those seeking to improve their personal health, fitness, and athleticism through exercise and nutrition. Most fitness positions are found in gym settings, physical fitness centers, or in concert with wellness or rehabilitation centers.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Must complete all assignments as outlined on the outside class hour's assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Although not required to work as a Personal Trainer in California, you may seek to become a National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT). To do so, you must pass the examination offered by the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) Certification Department www.nsca-lift.org.

PERSONAL FITNESS TRAINING PROGRAM		CLOCK HOURS			CR/Clock Hrs. Instruct. Time	Outside Class Hours	Total Credits
Course Number	Course Titles	Lecture	Lab	Extern.			
PT101	A & P of the Muscular, Nervous & Skeletal Systems	42	18	0	60	15	3.0
PT102	A & P of the Cardiovascular & Respiratory Systems	15	5	0	20	5	1.0
PT201	Biomechanics	22.5	7.5	0	30	7.5	1.5
PT202	Structural Kinesiology	35	15	0	50	12.5	2.5
PT301	Bioenergetics	22.5	7.5	0	30	7.5	1.5
PT302	Resistance Training Adaptations	17.5	7.5	0	25	6.25	1.0
PT303	Aerobic Training Adaptations	17.5	7.5	0	25	6.25	1.0
PT401	Nutrition	45	15	0	60	15	3.5
PT402	Exercise Psychology	12.5	7.5	0	20	5	1.0
PT501	Initial Interview	15	5	0	20	5	1.0
PT502	Health Appraisal/Medical History Review	15	5	0	20	5	1.0
PT503	Fitness Evaluation	25	15	0	40	10	2.0
PT601	Resistance Machines	15	10	0	25	6.25	1.0
PT602	Free Weights	15	10	0	25	6.25	1.0
PT603	Functional Training	7.5	2.5	0	10	2.5	0.5
PT604	Cardiovascular Machines	7.5	2.5	0	10	2.5	0.5
PT605	Flexibility and Conditioning	7.5	2.5	0	10	2.5	0.5
PT701	Plyometrics and Speed Training/Program Design Athletes	12	8	0	20	5	1.0
PT702	Resistance Training Program Design	30	10	0	40	10	2.0
PT703	Aerobic Endurance Program Design	12	8	0	20	5	1.0
PT801	Special Populations	35	15	0	50	12.5	2.5
PT802	NSCA CPT Exam Review/Preview	7.5	7.5	0	15	3.75	0.5
PT803	Continuing Education (maintaining certification)	7.5	7.5	0	15	3.75	0.5
PT901	Emergency/Safety Procedures	7.5	2.5	0	10	2.5	0.5
PT902	Professional, Legal and Ethical Issues	7.5	2.5	0	10	2.5	0.5
PT903	Facility & Equipment Layout & Maintenance	7.5	2.5	0	10	2.5	0.5
PT904	Career Development	7.5	2.5	0	10	2.5	0.5
PT905	Business Management for the Personal Trainer	30	10	0	40	10	2.0
PROGRAM TOTALS		501	219	0	720	180	35.0
						Total Hours	900

COURSE DESCRIPTIONS

PT 101 Anatomy and Physiology of the Muscular, Nervous, and Skeletal Systems

3.0 Credit Units

Introduction to the structure, role, and function of the muscular, skeletal, and nervous systems, correlated with their relationship in force production. A special emphasis is placed on learning the more than 600 muscles of the human body.

- PT 102 Anatomy and Physiology of the Cardiovascular and Respiratory Systems** 1.0 Credit Unit
This course provides an introduction to the structure, rolls, and functions of the cardiovascular and respiratory systems and describes the mechanisms that control the circulation of blood and the exchange of gases throughout the body.
- PT 201 Biomechanics** 1.5 Credit Units
This course provides a basic understanding of the factors contributing to human strength and power, including lever systems and linear and rotational work and power.
- PT 202 Structural Kinesiology** 2.5 Credit Units
Structural kinesiology provides a look at human anatomy and its relation to movement. This course focuses on specific muscle groups and describes exercises for strengthening and developing these muscle groups.
- PT 301 Bioenergetics** 1.5 Credit Units
Bioenergetics provides a basic overview of the three main energy systems present in the human body and the ability of each to supply energy for activities of different intensities and durations.
- PT 302 Resistance Training Adaptations** 1.0 Credit Unit
This course provides instruction describing the acute and chronic adaptations to resistance exercise and identifies factors that affect the magnitude and rate of adaptation to resistance training.
- PT 303 Aerobic Training Adaptations** 1.0 Credit Unit
This course provides an understanding of the acute and chronic physiological responses to aerobic exercise and the consequences of detraining.
- PT 401 Nutrition** 3.5 Credit Units
Nutrition in the Personal Training Setting overviews the scope of practice of the personal trainer when making dietary recommendations, changes in a client's nutritional and fluid requirements due to exercise and guidelines for weight gain and weight loss. Additional topics include clients with special nutritional needs and when to refer a client to a nutritional professional.
- PT 402 Exercise Psychology** 1.0 Credit Unit
This course provides an understanding of the psychological benefits of exercise and how to help clients set effective exercise goals. Also discussed are methods used to motivate clients.
- PT 501 Initial Interview** 1.0 Credit Unit
During the initial interview, the personal trainer and client assess compatibility, develop goals, establish a client-trainer agreement, and complete the informed consent and waiver form. After completion of this course, the student should be able to effectively conduct an initial interview.
- PT 502 Health Appraisal/Medical History Review** 1.0 Credit Unit
This course provides instruction for the personal trainer on how to gather pertinent information and documentation that will be used to assess health status, identify potential risks, and give referrals for medical clearance when necessary.
- PT 503 Fitness Evaluation** 2.0 Credit Units
This course explains the purpose of performing physical assessments on a client and helps the student to recognize the appropriate tests for individual clients. Also studied are the administration of testing protocols and evaluation a test's validity and reliability.

- PT 601 Resistance Machine** 1.0 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching resistance machine exercises.
- PT 602 Free Weight** 1.0 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching free weight exercises.
- PT 603 Functional Training** 0.5 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching exercises that enhance neuromuscular function during activities of daily living.
- PT 604 Cardiovascular Machine** 0.5 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching cardiovascular exercises both with and without a machine.
- PT 605 Flexibility and Conditioning** 0.5 Credit Unit
This course explains and demonstrates the basic techniques for properly performing and teaching other non-machine exercises including flexibility exercises, body weight exercises, and other forms of exercise.
- PT 701 Plyometric and Speed Training/Program Design Athletes** 1.0 Credit Unit
This course is designed to explain the mechanics and physiology of plyometric and speed enhancing exercise and training. Instruction on the identification of the phases of the stretch-shortening cycle and recommend the proper equipment for use in plyometric and speed exercise and training. This course also teaches the personal trainer how to apply the overload and specificity principles to a resistance training program for a client who is training for a sport. Understanding the creation, value, role, and application of a periodized training program is also taught.
- PT 702 Resistance Training Program Design** 2.0 Credit Units
In program design, the personal trainer learns how to apply the principles of specificity, overload, and progression. The student will then create aerobic and resistance exercise programs by selecting specific exercises, determining training frequency and intensity, and arranging exercises in a specific sequence. The personal trainer will also learn how to apply the concept of periodization.
- PT 703 Aerobic Endurance Training Program Design** 1.0 Credit Unit
This course provides an understanding of the various training adaptations (structural, physiological, psychological, etc.) that occur based on the frequency, intensity, and type of the exercise performed.
- PT 801 Special Populations** 2.5 Credit Units
This course is designed to discuss exercise recommendations and precautions for the following populations:
- Pregnant women
 - Older adults
 - Preadolescents
 - Clients with hypertension
 - Clients who have had or are at risk for myocardial infarction
 - Clients who have experienced a cerebrovascular incident
 - Asthmatics
 - Clients who have experienced a spinal cord injury
- PT 802 NSCA-CPT Exam Review/Preview** 0.5 Credit Unit
Students will complete a final review of the NSCA-CPT examination study materials and complete additional practice exams. Students and the instructor will then evaluate the results and re-examine the appropriate review materials in the final preparation for the certification exam.

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PT 803 Continuing Education (maintaining certification)

0.5 Credit Unit

This course is designed to encourage certified individuals to stay abreast of evolving knowledge and skills in the profession and, in doing so, to promote the ongoing competency of those certified. In order to remain certified, the Executive Council of the NSCA Certification Commission requires that each NSCA-Certified Personal Trainer (NSCA-CPT) complete a specified number of continuing education units (CEUs).

PT 901 Emergency Procedures/Safety Procedures

0.5 Credit Unit

This course covers First Aid and CPR, as well as how to deal with major events (fire, earthquake, personal injuries, etc.) as well as follow appropriate safety procedures (recognize properly maintained equipment, provide a safe exercise environment, recognize overuse symptoms, etc.).

PT 902 Professional, Legal, & Ethical Issues

0.5 Credit Unit

This course is designed to help explain the basic aspects of the legal system and to identify professional and legal responsibilities of the personal trainer. Also discussed are ways to develop strategies to minimize the possibility of litigation.

PT 903 Facility & Equipment Layout & Maintenance

0.5 Credit Unit

This course is designed to help the personal trainer to assess equipment organization, placement, and spacing requirements of an exercise facility and to be able to identify facility maintenance and cleaning duties that promote a safe exercise environment.

PT 904 Career Development

0.5 Credit Unit

This course provides career preparation information relevant to personal training. Included are résumé writing and interviewing strategies pertinent to careers in the fitness and related industries

PT 905 Business Management for the Personal Trainer

2.0 Credit Unit

This course covers the business side of personal training and includes the following topics: Choosing a location and business structure; employee or independent contractor status; and making financial, marketing, and insurance decisions. The student will be responsible for presenting a business plan at the end of the module.

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PHARMACY TECHNICIAN - DIPLOMA PROGRAM

CIP Code 51.0805

SOC Code 29-2052.00

Program length in months 10.5*

Day & Evening 42 weeks*

*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720

Outside Class Hours: 180

Total Cr/Clock Hours Enrolled: 900

29.0 Credit units

The Pharmacy Technician Training Diploma program is delivered in residence and offers a comprehensive course of study that combines theory and practical pharmacy procedures designed to prepare students to meet entry level position requirements in the various specialty areas of pharmacy technology.

The Pharmacy Technician Program is designed to efficiently train students in the competent performance of the duties of a pharmacy technician in the most common pharmacy settings such as retail pharmacy, hospital pharmacy, home health pharmacies, and compounding pharmacies.

The students will learn pharmacy law, ethics, role of the pharmacy technician, pharmacology, drugs that affect the body systems, dosage forms and routes of administration, pharmacy terminology & abbreviation, dosage calculations, and pharmacy procedures at various pharmacy settings. Pharmacy procedures include accurate interpretation of prescriptions and medication orders, preparation and compounding of prescribed medications including sterile products, purchasing and inventory control, and third-party billing.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Must complete all assignments as outlined on the outside class hour's assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

To work as a pharmacy technician in California, you must possess and keep current a registration/license as a pharmacy technician. The Pharmacy Technician Certification Board administers national certification examinations. Certification is voluntary in most states, but is required by some states and employers. (California requires Registration only).

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PHARMACY TECHNICIAN		CLOCK HOURS			CR/CLOCK HRS. INSTRUCT. TIME	OUTSIDE CLASS HOURS	TOTAL CREDITS
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	EXTERN.			
PHT101	Pharmacy Law, Ethics, Role of the Pharmacy Tech, Dosage Forms and Routes of Administration	50	30	0	80	20	4.0
PHT201	Pharmacology: Drugs that Affect the Nervous and Cardiovascular Systems	50	30	0	80	20	4.0
PHT301	Pharmacology: Drugs that Affect the Endocrine and Gastrointestinal Systems	50	30	0	80	20	4.0
PHT401	Outpatient-Retail Pharmacy Procedures, Drugs that Affect the Respiratory System, Purchasing & Inventory Control, Third-Party Billing	50	30	0	80	20	4.0
PHT501	Inpatient-Hospital Pharmacy Procedures, Vitamins, Minerals & Herbal Preparations, Dosage Calculations	50	30	0	80	20	4.0
PHT601	Preparation of Sterile Products, Anti-infective, Dosage Calculations	50	30	0	80	20	4.0
PHT701	Outpatient- Retail Pharmacy Externship	0	0	120	120	30	2.5
PHT801	Inpatient-Hospital Pharmacy Externship	0	0	120	120	30	2.5
PROGRAM TOTALS		300	180	240	720	180	29.0
						Total Hours	900

COURSE DESCRIPTIONS

PHT 101 Pharmacy Law, Ethics, and Role of the Pharmacy Technician; Dosage Forms and Routes of Administration 4.0 Credit Units

This module will provide students with an understanding of the pharmacy law that governs the field of pharmacy, and the legal duties and responsibilities of the Pharmacist and the Pharmacy Technician, Competency standards and ethical requirements of the pharmacy profession will be discussed. The second half of the module will cover drugs, dosage forms, routes of administration, and how drugs work. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab.

PHT 201 Pharmacology: Drugs that affect the Nervous and Cardiovascular Systems 4.0 Credit Units

This module introduces students to basic pharmacology, how drugs work with focus on the effects of drugs in the Nervous and Cardiovascular systems. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. The special senses introduced along with drugs that affect the conditions that occur in these systems.

PHT 301 Pharmacology: Drugs that Affect the Endocrine and Gastrointestinal Systems 4.0 Credit Units

This module introduces students to the effects of drugs in the Endocrine and Gastrointestinal systems. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-

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effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. Muscular and skeletal systems are also introduced along with drugs that affect the conditions that occur in these systems.

PHT 401 Outpatient - Retail Pharmacy Procedures; Drugs that Affect the Respiratory System; Purchasing & Inventory Control; Third-Party Billing 4.0 Credit Units

This module introduces students to the common outpatient or retail pharmacy procedures including but not limited to filling prescriptions accurately, extemporaneous compounding, purchasing and inventory control, and third-party billing. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab.

PHT 501 Inpatient – Hospital Pharmacy Procedures; Vitamins, Minerals & Herbal Preparations; Dosage Calculations 4.0 Credit Units

This module introduces students to common hospital pharmacy procedures. They learn how to interpret medication or doctor's orders and prepare the doses for the patients. Unit conversions are introduced among Metric, Apothecary, and Household systems. Basic dosage calculation is presented and practiced to ensure that patients receive accurate doses of medications. Common formulas such as Ratio & Proportion, Unit Cancellation, and Dose Desired / Dose On Hand are presented and practiced. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab.

PHT 601 Preparation of Sterile Products; Anti-injectives'; Dosage Calculations 4.0 Credit Units

This module introduces students to the "aseptic technique" in the preparation or compounding of sterile products. Students learn how to prepare various intravenous solutions including large volume parenterals, intravenous piggybacks or syringes, total parenteral nutrition and chemotherapeutic preparation. Pharmacy calculations including compounding calculations, alligation, and flowrates are presented and practiced. Certain drugs are introduced and students will learn their trade and generic names, classifications, indications or uses, and side-effects. Practical pharmacy procedures are introduced and applied daily in the mock pharmacy lab. Pre-requisite: Completion of PHT 500 or program director's approval.

PHT 701 Outpatient/Retail Pharmacy Externship (120 hrs) 2.5 Credit Units

PHT 702 Inpatient/Home-Health/ or Closed Door Pharmacy Setting (120 hrs) 2.5 Credit Units

Students who successfully completed all the academic requirements can participate in the 240-hour externship phase of the program which is divided into two, 120-hr rotation between a retail pharmacy setting and a single department in a hospital setting. Externship is performed at an assigned pharmacy facility under the supervision of a registered pharmacist. Students will be able to apply their knowledge and technical skills in performing their duties as pharmacy technician student-extern at a real pharmacy setting. Completion of the 240 hours is required to fulfill graduation requirements.

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SURGICAL TECHNOLOGY DIPLOMA PROGRAM

CIP Code 51.0909

SOC Code 29-2055.00

Day-

Program length in months*: 14

56 weeks*

Evening-

Program length in months*: 16

64 weeks*

*Program length may vary depending on schedule

1100 clock hours

39.5 Credit units

The Surgical Technology Diploma Program is delivered in residence and is an 1100 hour comprehensive course of study that combines theory and clinical practice. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills, which will enable them to become safe and competent practitioners of Surgical Technology. To become certified, graduates of the program must successfully complete the Examination conducted by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The program prepares students for entry-level positions in a number of health care facilities including hospitals, medical centers, and public and private surgical centers. The program includes a mandatory 500 hour Surgical Technology Externship that must be completed prior to graduation.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

As of August 1st, 2011, both ABHES and CAAHEP accrediting bodies require that 100% of all surgical technology students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) national Certified Surgical Technologist examination, which is administered and proctored at CNI College. The examination fee is included in the tuition package. The students are required to attend an orientation prior to graduation to learn more.

Programmatically accredited by the Accrediting Bureau of Health Education Schools, accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology.

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SURGICAL TECHNOLOGY		CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL ACADEMIC CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	EXTERN.		
Module I						
ST 101	Anatomy & Physiology I	50	10	0	60	3.5
ST 102	Anatomy & Physiology II	50	10	0	60	3.5
Module II						
ST 201	A & P and Basic Science	15	5	0	20	1
ST 202	Medical Terminology	20	0	0	20	1
ST 203	Medical Law & Ethics	10	0	0	10	0.5
ST 204	Patient Psychology	10	0	0	10	0.5
ST 205	Disease Process & Pathophysiology	15	5	0	20	1
ST 206	Microbiology	15	5	0	20	1
ST 207	Pharmacology and Anesthesia	15	5	0	20	1
Module III						
ST 301	Introduction to ST & Asepsis	10	10	0	20	1
ST 302	Sterilization	10	10	0	20	1
ST 303	Surgical Instrumentation	10	10	0	20	1
ST 304	Biomedical Science	15	5	0	20	1
ST 305	Sutures, Staples, and Wound Healing	15	5	0	20	1
ST 306	Drains, Tubes, Catheters, Sponges, and Dressings	10	10	0	20	1
Module IV						
ST 401	General & Pediatric Surgery	15	5	0	20	1
ST 402	OB/GYN & Urology Surgery	15	5	0	20	1
ST 403	Orthopedic Surgery	15	5	0	20	1
ST 404	Neurologic Surgery	15	5	0	20	1
ST 405	Plastic & Head & Neck Surgery	15	5	0	20	1
ST 406	Vascular & Cardiothoracic Surgery	15	5	0	20	1
Module V						
ST 501	Mock Surgery I	5	25	0	30	1
ST 502	Mock Surgery II	5	25	0	30	1
ST 503	Mock Surgery III	5	25	0	30	1
ST 504	Mock Clearance	1	19	0	20	0.5
ST 505	CPR	1	4	0	5	0
ST 506	Career Development	1	4	0	5	0
Module VI						
ST 601	Surgical Technology Externship	0	0	500	500	11
PROGRAM TOTALS		378	222	500	1100	39.5
					Total Hours	1100

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COURSE DESCRIPTIONS

ST 101 Anatomy and Physiology I

3.5 Credit Units

This course is a study of the following topics and human systems: definition of anatomy and physiology, biochemistry, the cell, tissues, cellular metabolism, skin, muscle, and bone. The functions and interrelationships of these systems are studied. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

ST 102 Anatomy and Physiology II

3.5 Credit Units

A continuing of the systems of the human body that include: nervous system, sensory systems, eye and ear anatomy and function, blood components, circulatory system, cardiac, vascular, lymphatic system, digestive system and the endocrine system. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

ST 201 Anatomy and Physiology and Basic Science

1.0 Credit Units

A continuing of the systems of the human body that include: respiratory system, urinary system and reproductive system. The course emphasizes the homeostatic nature of these systems with reference to human disease states.

ST 202 Medical Terminology

1.0 Credit Units

This course includes an introduction to medical terminology based on anatomy and physiology. Emphasis is placed on medical word roots, combining forms, prefixes and suffixes and body structure.

ST 203 Medical Law and Ethics

0.5 Credit Units

This course presents an overview of the legalities, risk management, and ethical behavior associated within the surgical environment. The AMA codes of ethics and OSHA regulations as they apply to the surgical unit are covered. Discussion and understanding of the American Hospital Association's Patient's Bill of Rights is also covered.

ST 204 Patient Psychology

0.5 Credit Units

An introduction to the principles and concepts which are basic to understanding human behavior. A general overview of the research methods and major research findings of psychology are presented, as well as a survey of current theories used to interpret these findings. Topics covered include methodology, physiology, learning, perception and cognitive processes, development, motivation and emotion, personality, abnormal behavior, therapy and social psychology and death and dying.

ST 205 Disease Processes/Pathophysiology

1.0 Credit Units

This course is an introduction to the causes of disease and pathological conditions of the body and the body's response mechanisms, both adequate and inadequate. Common diagnostic and treatment modalities also will be discussed.

ST 206 Microbiology

1.0 Credit Units

This course is a study of basic microbiology, infection control, and disease processes to the body. The principles of medical and surgical asepsis will be demonstrated. Sanitizing, disinfection, and different modes sterilization is discussed. Blood borne pathogens will be included.

ST 207 Pharmacology and Anesthesia

1.0 Credit Units

This course is the study of drugs with emphasis on concepts related to steps in the drug cycles and side effects. Students will learn major classifications of drugs and usual drug choices for selected diseases and pathological conditions. They will learn appropriate terms, abbreviations, equivalents and math concepts in calculations of dosages. Different modes of anesthesia will be discussed.

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ST 301 Introduction to Surgical Technology and Asepsis 1.0 Credit Units

This course is designed to orient the student to surgical technology and provide a comprehensive knowledge of patient care concepts, as well as personal and professional relationships in surgical technology. The scope of practice for a surgical technologist is discussed. The principles of medical and surgical asepsis will be demonstrated along with proper opening of surgical packs, gowning, sterile gloving, and setting up a sterile field.

ST 302 Sterilization 1.0 Credit Units

This course is a study of basic microbiology, infection control, and disease processes of the body. Sanitizing, disinfection, and different modes sterilization is discussed. Blood borne pathogens will be reviewed.

ST 303 Surgical Instrumentation 1.0 Credit Units

This course is designed to evaluate the student in his/her knowledge and skills in various surgical instrumentation, classifications, common names and usage.

ST 304 Biomedical Science 1.0 Credit Units

This course introduces the student to computer hardware and software programs. Emphasis is placed on the development of word processing skills, which include techniques for creating, editing, saving and printing documents. Also includes the safety factors regarding bio-physical practices in the OR. Electricity, mechanical robotics, sterilization, chemical, heat, gases, and sounds and vibrations are some of the concerns discussed for patient safety.

ST 305 Sutures, Staples, and Wound Healing 1.0 Credit Units

This course introduces the student to types of wounds, healing process, classification, wound management, common suture types, suture classification, usage, and various types of stapling devices.

ST 306 Drains, Tubes, Catheters, Sponges, and Dressings 1.0 Credit Units

This course introduces the student to various types of drainage systems, usage classification, surgical counts, types of dressings, and sponge usage in various procedures. Transferring of patients and emergency procedures with vital signs and review of anesthesia concepts are reviewed.

ST 401 General and Pediatric Surgery 1.0 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, specimens, general and pediatric surgery for the surgical technologist. Diagnosis and surgical interventions are taught.

ST 402 OB/GYN and Urology Surgery 1.0 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic OB/GYN and Urologic surgical procedures for the surgical technologist. Diagnosis and surgical interventions, along with specimens are taught.

ST 403 Orthopedic Surgery 1.0 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific orthopedic and oral/maxillofacial surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught.

ST 404 Neurologic Surgery 1.0 Credit Units

This course is designed to provide comprehensive knowledge and skills for specific neurological and ophthalmic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught.

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ST 405 Plastic and Head & Neck Surgery 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for the specific surgical procedures in diagnostic, plastic, reconstructive, and Otorhinolaryngologic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught.

ST 406 Vascular and Cardiothoracic Surgery 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in diagnostic, peripheral vascular and cardiothoracic surgical procedures for the surgical technologist. Diagnosis, surgical interventions, and specimens are taught.

ST 501 Mock Surgery I 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic, and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of the procedures.

ST 502 Mock Surgery II 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of the procedures.

ST 503 Mock Surgery III 1.0 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will implement aseptic technique in set-up and steps of the procedures.

ST 504 Mock Clearance 0.5 Credit Units
This course is designed to provide comprehensive knowledge and skills for specific surgical procedures in general, OB/GYN, ENT, plastic and reconstructive surgery, genitourinary surgery, orthopedic surgery, cardiothoracic surgery, and peripheral vascular surgery procedures for the Surgical Technologist. The students will be tested on various types of procedures where the students will implement aseptic technique in set-up and steps of the procedures prior to being assigned to a clinical externship rotation.

ST 505 CPR 0.0 Credit Units
Standard CPR, AED and First Aid material is presented and students practice techniques leading to a required certification for program completion.

ST 506 Career Development 0.0 Credit Units
Career Development emphasis is placed on assessing personal strengths, career expectations, developing job search techniques, resume' preparation and interviewing strategies.

ST 601 Surgical Technology Externship 11.0 Credit Units
This course is conducted in an appropriate hospital/ surgical facility and provides students a clinical experience with a variety of preoperative assignments. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic care presentation for selected surgical procedures. Students will observe and take part in surgical procedures and learn to work as a member of the surgical team meeting all of the required case loads and 500 externship hours.

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VOCATIONAL NURSING – DIPLOMA PROGRAM

CIP Code 51.3901

SOC Code 29-2061.00

Full-time:

Program length in months*12 Full-time

52 weeks*

Part-time:

Program length in months*19.5 Part-time

80 weeks*

*Program length may vary depending on schedule

1560 clock hours

57.0 Credit units

The Vocational Nursing Diploma Program is delivered in residence and is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Vocational Nursing Student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled nursing facilities, a clinic, doctor's offices, long term care, corrections, home health care or for a nursing registry. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent). Vocational Nursing Students must complete all terms/systems with a 75% or better. To be eligible to graduate and apply to take the NCLEX Exam. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Passage of the NCLEX-PN exam is required for licensure as a Licensed Vocational Nurse and for employment in California.

Approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

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VOCATIONAL NURSING			CLOCK HOURS			TOTAL CLOCK HOURS	TOTAL ACADEMIC CREDITS AWARDED
COURSE NUMBER	COURSE TITLES	LECTURE	LAB	CLINICAL			
Introduction to Client Centered Care 1-A							
VN 100	Fundamentals A	100	80	0	180	9.0	
Introduction to Client Centered Care 1-B							
VN 105	Fundamentals B	68	28	96	192	7.5	
TOTALS		168	108	96	372	16.5	
Introduction to the Client with Healthcare Deficits 2 – VN 200							
VN 200 A	Life Cycles, Integumentary	29	0	32	61	2.5	
VN 200 B	Musculoskeletal	29	0	32	61	2.5	
VN 200 C	Respiratory	43	8	48	99	4.0	
VN 200 D	Cardiovascular	43	0	48	91	3.5	
VN 200 E	Gastrointestinal	28	0	32	60	2.5	
TOTALS		172	8	192	372	15.0	
Introduction to the Client with Healthcare Deficits 3 – VN 300							
VN 300 A	Endocrine	46	8	112	166	5.5	
VN 300 B	Reproduction	19	0	48	67	2.0	
VN 300 C	Renal/Urinary	27	0	72	99	3.0	
VN 300 D	Immunology	9	0	8	17	0.5	
VN 300 E	Oncology	9	0	16	25	0.5	
VN 300 F	Leadership/Supervision	10	0	24	34	1.0	
TOTALS		120	8	280	408	12.5	
Introduction to the Client with Healthcare Deficits 4 – VN 400							
VN 400 A	Obstetrics	19	0	48	67	2.0	
VN 400 B	Pediatrics	19	0	48	67	2.0	
VN 400 C	Neuro/Sensory	45	0	120	165	5.5	
VN 400 D	Nursing Specialties, Rehab	18	0	24	42	1.5	
VN 400 E	Senior Practicum	19	0	48	67	2.0	
TOTALS		120	0	288	408	13.0	
PROGRAM TOTALS		580	124	856	1560	57.0	

COURSE DESCRIPTIONS

VN 100 Introduction to Client Centered Care 1-A

9.0 Credit Units

Term 1-A is designed to provide the student with an orientation to the College and an introduction to the role of the student nurse in the nursing profession. It includes a discussion of all the policies and procedures applicable to the program. As a fundamental course Term 1-A is intended to initiate an understanding of basic nursing skills and concepts required to assist a client in meeting their health care needs. Concepts and skills included are growth and development, effective communication, interpersonal skills, physical assessment, documentation, safety, emergency procedures, infection control, death and dying. Medical Terminology, Orem's self-care theory and the nursing process are also introduced. An active skills lab component is integrated within the term. Term 1-A provides the framework for development of the initial skills required for all subsequent specialty areas of clinical nursing.

VN 105 Introduction to Client Centered Care 1-B

7.5 Credit Units

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Term 1-B continues the fundamental concepts upon which subsequent courses in the program build. Beginning concepts of the nursing care of the surgical client (pre and post operative), anatomy and physiology, nutrition and pharmacology are started. Applications of pharmacology including principles of medication actions and interactions both therapeutic and adverse and the basis for the study of individual medication are incorporated. Calculation of medication dosages, preparation, administration and storage is also emphasized. An active skills lab component is integrated within the term.

VN 200A Life Cycles/Integumentary System

2.5 Credit Units

Life cycles of the middle adult will introduce the student to the developmental tasks associated with the adult ages 35-65. Physical, social, and emotional characteristics will be identified. The integumentary system will introduce the student to the anatomy and physiology of the integumentary system. The student will also be introduced to the etiology of common integumentary disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Assessment, emergency treatment and the complications of major burns are also identified. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an integumentary disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 200B Musculoskeletal System

2.5 Credit Units

The musculoskeletal system introduces the student to the anatomy and physiology of the muscles, bones and related structures. The student will also be introduced to the etiology of common musculoskeletal disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a musculoskeletal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 200C Respiratory System

4.0 Credit Units

The respiratory system introduces the student to the anatomy and the physiology of the upper and lower respiratory system. The student will also be introduced to the etiology of common respiratory disorder/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, oxygen precautions/interventions and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a respiratory disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 200D Cardiovascular System

3.5 Credit Units

The cardiovascular system introduces the student to the anatomy and physiology of the heart and gives a detailed description of the blood and how it circulates through the body. The differences between veins and arteries, blood and lymph, angina and MI are delineated. The student will also be introduced to the etiology of common cardiovascular disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a cardiovascular disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 200E Gastrointestinal System

2.5 Credit Units

The gastrointestinal system introduces the student to the anatomy and physiology of the gastrointestinal system, accessory organs and a description of the process of digestion. The student will also be introduced to the etiology of common gastrointestinal disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a gastrointestinal disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

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VN 300A Endocrine System

5.5 Credit Units

The endocrine system introduces the student to the anatomy and physiology of the endocrine system including how hormones work on a negative feedback system and are specific to target cells/organs. The student will also be introduced to the etiology of common endocrine disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an endocrine disorder. Additional emphasis is placed on the care of the diabetic client, administration of insulin and signs of diabetic complications. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 300B Reproductive System

2.0 Credit Units

The reproductive system introduces the student to the anatomy and physiology of the male and female reproductive systems. The student will also be introduced to the etiology of common reproductive disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. Also discussed are hormonal changes, interventions and the psychosocial aspects for the care of the client with a reproductive disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 300C Renal/Urinary System

3.0 Credit Units

The urinary system introduces the student to the anatomy and physiology of the urinary system including, the process of urine formation, fluid and electrolyte control, acid-base balance, excretion of waste products, blood pressure regulation, red blood cell production and regulation of calcium-phosphate metabolism. The student will also be introduced to the etiology of common urinary disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of a renal failure client and the client receiving dialysis. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 300D Immunology

0.5 Credit Units

The immunology unit introduces the student to the main functions of the immune system: to protect the body against invading organisms, to maintain homeostasis by removing damaged cells from the system and to serve as a surveillance network for recognizing and guarding against the development and growth of abnormal cells. The student will be introduced to the types of immunity and the mechanisms of the immune response. The etiology of common immune disorders/diseases, and the diagnosis, treatment and prevention of disease are also introduced. Related pharmacological agents, nutritional needs and changes with aging are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with an immune disorder. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 300E Oncology

0.5 Credit Units

The oncology unit introduces the student to the care of the client with cancer. The student will be introduced to the etiology of common cancers, the prevention and detection of cancer, the pathophysiology, diagnosis, and treatment of cancer. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with cancer. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 300F Leadership/Supervision

1.0 Credit Units

The leadership/supervision unit will introduce the student to styles of leadership, approaches to nursing care, characteristics, to effective leadership, developing leadership skills, the role of the LVN, assertive behavior, communication skills, mental mechanisms, and goal achievement.

VN 400A Obstetrics

2.0 Credit Units

The obstetrics unit explains the physiology of conception and describes the anatomical and physiology changes that take place during pregnancy, labor and delivery, and the postpartum period. Appropriate diagnostic and nutritional requirements are discussed. The unit includes fetal development, complications of pregnancy, newborn

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assessment and disorders of the newborn. Special emphasis is placed on the effects of drugs and alcohol usage during pregnancy. Nursing interventions and the psychosocial aspects regarding the care of the client during pregnancy, labor and delivery, and the postpartum period are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 400B Life Cycles/Pediatrics

2.0 Credit Units

The pediatric unit approaches the care of the client based on growth and development theory. Principles of growth and development from infancy to adolescence will be discussed. Unit content will include signs and symptoms of child abuse, common childhood diseases for each system, common pediatric procedures, related pharmacology, immunizations, nutritional needs, accident prevention, and nursing interventions. Special emphasis is placed on the impact illness has on the child as well as the family. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 400C Neurosensory System

5.5 Credit Units

The neurosensory system introduces the student to the anatomy and physiology of the neuron, the brain, the cranial nerves, the eye and the ear. The student will also be introduced to the etiology of common neurosensory disorders/diseases, and the diagnosis, treatment and prevention of disease. Related pharmacological agents and nutritional needs are discussed. The unit emphasizes the nursing interventions and the psychosocial aspects for the care of the client with a neurosensory disorder. Special emphasis is placed on the neurologic assessment and measurements. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 400D Nursing Specialties/Rehabilitation

1.5 Credit Units

This unit will describe factors that influence an individual's response to change and stress. The effective use of defense mechanisms is identified. The student is expected to utilize effective therapeutic communication skills and assist the client throughout the rehabilitation process. Basic factors effecting mental health, mental health deficits, additive personalities, alcoholism, and chemical abuse are described. Related pharmacological agents and nutritional needs are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

VN 400E Senior Practicum

2.0 Credit Units

The senior practicum explores ethical and legal aspects, negligence, malpractice, informed consent, the Nurse Practice Act and its mandates. Home health, death and dying, hospice, disaster nursing and the role of the health care team are included. Incorporated is the role transition of the student nurse to vocational nurse. Organizations relevant to the vocational nurse are discussed. Selected clinical experiences will allow the student to practice appropriate nursing skills.

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STUDENT SERVICES:

The Student Services staff is available specifically to attend to the needs of the student body at CNI College. Student Services will provide students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending CNI.

ACCESSIBILITY FOR DISABLED STUDENTS

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the President in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four (4) weeks in advance of the date needed. You may contact the President by telephone at (714) 437-9697.
2. The President will respond within two (2) weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the President within one (1) week of the date of response. Please provide a statement of why and how you think the response should be modified.

ORIENTATION

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

ADVISING/TUTORING ASSISTANCE

An open-door policy, with the faculty and staff readily available to assist students, is in effect. Students are encouraged to meet with their instructors to discuss any academic concerns. CNI College provides tutoring assistance for students experiencing academic difficulties, and such students may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their instructors or Program Director.

HOUSING

CNI College does not maintain any resident housing. The College assumes no responsibility for student housing.

CAREER GUIDANCE

Career Advisors are available to meet with students individually as often as necessary. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students.

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GUIDANCE SERVICES

CNI College provides assistance to students in solving personal or education-related problems, which may occur during the course of their education. Information regarding professional counselors and other appropriate community agencies is also available through Guidance Services.

INSURANCE

CNI College provides its students with student accident insurance covering injuries due to an accident that occurs while attending or participating in a CNI College supervised and sponsored activity. The policy is a secondary policy intended to supplement the student's own insurance and it requires the student to submit any claim to his or her own insurance carrier first. Students need to immediately report an accident or injury to their Program Director to fill out proper forms.

PARKING

CNI College has ample daily parking available around the campus. Additional parking is also available near and around the campus.

LIBRARY

CNI College maintains library facilities to address requirements of the programs provided at the school. In addition, public institutions in the area, such as the Orange Public Library, provide our students and staff regular access to library resources. The library staff is capable of accessing on-line resources and is able to assist with electronic retrieval.

Orange Public Library
407 East Chapman Avenue
Orange, CA 92866-1509
(714) 288-2400

All enrolled students and staff have password enabled access to Career Networks Institute internet library which is hosted by Library Information Resources Network (LIRN).

GRADUATION CEREMONY

Upon successful completion of the students' designated program, graduates are encouraged to attend a graduation ceremony, as these ceremonies are held to recognize the efforts of graduates. Graduates who choose to participate in the ceremony are required to pay a graduation fee for the purchase of their cap/gown.

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CAREER SERVICES

CNI College's Career Services Department is a vital part of the student's educational program. Although the securing of positions cannot be guaranteed, the purpose of the department is to actively assist students in obtaining desirable employment.

The Career Services Department assists students and graduates in a broad range of career planning and advising to include; interviewing skills & follow-up, job opportunity generation through job Leads and networking, the full cycle of the hiring process including resumes and job applications, and professional attire workshops.

Students and graduates are encouraged to take advantage of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Career Services Department.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts, and inform their Career Services Specialist of these efforts.

These employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background.

CNI College's mission is to provide adult learners with the skills and technical knowledge necessary to qualify for employment in **ENTRY-LEVEL POSITIONS**. **CNI COLLEGE CANNOT AND WILL NOT GUARANTEE EMPLOYMENT TO ANYONE**. **THE COLLEGE DOES NOT REPRESENT OR GUARANTEE COMPENSATION LEVELS TO ANYONE**.

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal résumé to the Career Services Advisor.
3. Returned all books, equipment, etc. belonging to the college.
4. Fulfilled all financial obligations to the college and attended a Financial Aid Exit Interview, if applicable.

Upon graduation, the following graduate services are provided:

- Interviewing and Job Search Skills
- Résumé Writing
- Placement Assistance

FINANCIAL AID INFORMATION:

REQUIRED FEDERAL DISCLOSURE INFORMATION

For graduation rates, median debt of graduates completing programs, and other important information, visit www.CNICollege.edu

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TUITION AND FEES POLICIES

As of 07/01/11 institutional charges for the tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the students tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition".

Massage Therapy

1st Pay Period	2 nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
7,968	6,076	14,044

Personal Training

1st Pay Period	2 nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
8101.50	6501.50	14,603

Pharmacy Technician

1st Pay Period	2 nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
7,787	6,708	14,495

Medical Billing and Coding

1st Pay Period	2 nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
7,867.50	6,627.50	14,495

Surgical Technology

1st Pay Period	2 nd Pay Period	3 RD Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
11,110.45	9,583.45	3,993.10	24,687

Medical Assisting

1st Pay Period	2 nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
7872.50	6597.50	14505

Vocational Nursing- Full- Time

1st Pay Period	2 nd Pay Period	3 RD Pay Period	4 TH Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
11,897.44	8,866.44	6,502.06	6,502.06	33,768

Vocational Nursing- Part-Time

1 st Pay Period	2 nd Pay Period	3 RD Pay Period	4 TH Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES**
12,238.40	9207.40	6,752.10	6,752.10	34,950

MRI Technology

1st Pay Period	2 nd Pay Period	3 RD Pay Period	4 th Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
9,300.67	7,250.67	6,344.33	6,344.33	29,240

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SCHOLARSHIPS

For information regarding awards or scholarships which you may qualify for, please see the Financial Aid link located on the CNI College website. www.CNICollege.edu

FINANCIAL AID—CONSUMER INFORMATION

In an effort to assist the student in making a more educated decision about enrolling, the institution provides the following disclosures on paper in the catalog on its website.

- California State Institutional Performance Fact Sheet
- Federal Disclosures
- Right- to- know Act. How are our students doing?
- Gainful Employment Disclosure
- Crime statistics report and procedures – Clery Act
- Constitution & Citizenship Day (Sept 17th)
- Drug and alcohol abuse policy
- FERPA
- Textbook disclosure
- GED Classes availability
- Copyright protection policy
- Admissions disclosure
- Voting Information

These disclosures may be completed annually and distributed on paper (requiring Signatures on forms) in the catalog as part of the financial aid section or on the school website.

FINANCIAL AID MECHANISM

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of College attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

THE U.S. DEPARTMENT OF EDUCATION TITLE IV STUDENT FINANCIAL AID PROGRAMS:

The College is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID (This aid does not have to be repaid)

- Federal PELL Grant Program (FPELL) \$5,550 maximum annual limit (Does not require repayment)

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- Federal Supplemental Educational Opportunity Grant Program (FSEOG)* (Does not require repayment)

LOANS TO STUDENT AND/OR PARENT (THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKRUPTCY)

- Direct Federal Stafford LOANS
- Subsidized loans (Interest earned while in school and during grace period is covered by the USDE)**.
- Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).**
- Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made)

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment.

Loan levels are specifically designated to the course of study at this institution. For example, If the student attended two years at a community College, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and not 3rd.loan level.

For more specific information on each program please refer to the student guides available at

Student Guide: http://studentaid.ed.gov/students/publications/student_guide/index.html

Direct Loan Basics for Students: <http://www.direct.ed.gov/pubs/studentbasics.pdf>

Direct Loan Basics for Parents: <http://www.direct.ed.gov/pubs/parentbasics.pdf>

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in an eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grant or FSEOG at any school
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective service (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have signed a statement of updated information
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes

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APPLICATION FOR AID, PROCEDURES AND FORMS

All CNI College applicants are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Website: www.fafsa.ed.gov

FEDERAL PELL GRANT PROGRAM

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2011-2012, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,500

Disbursement: They are made based on per payment period via a check credit to the student's tuition account.

Website: www.ed.gov/programs/fpg/index.html

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Funds received under this program are not subject to repayment from the student.

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

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Disbursement: Checks are issued to the school and credited to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

FEDERAL DIRECT SUBSIDIZED LOAN

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level \$3,500, Second level \$4,500, Third level \$5,500 (Max aggregate \$23,000)
Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Dependent student: with Parent loan First level \$2,000, Second level \$2,000, Third level \$2,000 (Max aggregate \$8,000)

Dependent student without Parent loan or independent students: First level \$6,000, Second level \$6,000, Third level \$7,000 (Max aggregate \$14,000)

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Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct loan Entrance Interview"

Website: <http://studentaid.ed.gov/PORTALSWebApp/students/english/studentloans.jsp>

DETERMINING NEED

The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

CNI COLLEGE utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

COST OF ATTENDANCE

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual Cost
	Registration fee	Actual Cost
	Books and Supplies	Actual Cost
Living cost allowance (monthly figures):	Student Living	Student Living
	With parents	off campus
Room and Board	\$4,347	\$10,063
Transportation	\$1,071	\$1,206
Personal/misc.	\$3,114	\$2,853

(The cost of uniforms is included in the personal allowance or included in the school charges)

AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA

This institution does not receive enough Campus-Based funds to satisfy all the student financial needs. Therefore, the school emphasizes the SELF-HELP CONCEPT of student financial assistance.

The SELF-HELP CONCEPT is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. ALL LOANS MUST BE REPAYED.

The SELF-HELP CONCEPT lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

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Due to the limited amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid.

Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students start may vary. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year presiding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available.

Based on last year's data, the institution expects an enrollment of 130 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/11 to 6/30/12 period. Therefore, the awards to those students will be \$500-\$1000 through the entire period. As of July 1, 2011, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need" are defined by this institution as students that have an expected family contribution (EFC) of Zero (00000) that will otherwise be eligible for the FPELL Grant Program during the same award year. If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

DEFINITIONS RELATED TO FINANCIAL AID:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR:

A period of not less than 26/30 weeks of instructional time with a minimum of 900 clock hours/24 Semester credit hours/36 Quarter credit hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 13/15 weeks and at least 450 clock hours/12 semester credit hours/36 quarter credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 26/30 weeks, regardless of the number of clock hours/Semester credit hours/Quarter Credit Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

CLOCK HOUR:

A period of 50 minutes of supervised instruction during a 60 minute time period.

COST OF ATTENDANCE:

Institutional charges for tuition, fees, and books combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE:

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A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT:

She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT:

She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC):

Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:

You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
 - Refugee
 - Asylum Granted
 - Parole for a minimum of one year that has not expired
 - T-Visa holder (T-1, T-2, T-3etc)
 - Cuban-Haitian entrant
 - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking"

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT:

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An individual who meets one of the following criteria:

- (45) Were you born before January 1, 1988?
- (46) As of today, are you married? (Separated but not divorced)
- (47) As of July 1, 2011 will you be graduate or professional student?
- (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
- (49) Are you a veteran of the U.S. Armed Forces?
- (50) Do have children who will receive more than half of their support from you between July 1, 2011 and June 30, 2012?
- (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2012?
- (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
- (53) As determined by a court in your state are you or were you an emancipated minor?
- (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
- (55) At any time on or after July 1, 2010, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
- (56) At any time on or after July 1, 2010, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
- (57) At any time on or after July 1, 2010, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S):

For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD:

450 clock hours and 13 weeks for courses of 900 hours and 26 instructional weeks or more. It is the mid-point of the program for courses of less than 900 hours and 26 weeks.

NEED:

Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS:

Students are officially withdrawn on date of notification, date terminated by the institution, date of three consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

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RECOVERIES

Recoveries resulting from unearned Title IV funds are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the U.S. Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

RIGHT TO WITHDRAW AND RECEIVE A REFUND

The student has the right to withdraw from the course of instruction at any time after midnight of the seventh business day described above in the Right to Cancel. The effective withdrawal date for a student shall be the date the student notifies the College in writing of the withdrawal; or the College terminates the student's enrollment; or the student fails to attend classes for 21 consecutive school days. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds. If the student withdraws or is terminated by the College, the College shall remit a refund as provided in this section, less a Registration Fee of \$75.00 within 45 days following the effective withdrawal date.

FINANCIAL AID APPEAL PROCEDURES

A student whose financial aid is discontinued because of unsatisfactory academic progress will receive official notification from the business office. A student may appeal the decision by submitting a written appeal to the business office within five (5) business days of notification of termination of assistance. The written appeal should include an explanation of any unusual circumstances, which the student believes may have an impact on the reinstatement of the aid. The Campus Director and the Business Officer will review the student's appeal as well as the student's academic and attendance record. Based on the review, the Campus Director and the Business Officer will render a decision. Within five (5) business days the student will be notified in writing of his/her financial aid status.

STUDENT TUITION RECOVERY FUND

The State of California, Bureau for Private Postsecondary Education (BPPE) is enforcing the Student Tuition Recovery Fund. This fund is administered by the State of California's Bureau for Private Postsecondary Education (BPPE) and is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the STRF Fund. The amount of the fee for 2010 is \$2.50 per \$1,000 paid, rounded to the nearest \$1,000. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain regulated by the Bureau for Private Postsecondary Education (BPPE). Bureau for Private Postsecondary Education, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>

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

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 the STRF fee if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
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.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program; prepaid tuition paid the STRF fee, 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 purpose, 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 guaranteed 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 costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than the 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or taxpayer identification number. Claim forms are located on the Bureau's website: <http://www.bppe.ca.gov>.

EXTRA INSTRUCTION CHARGES

If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, an overtime tuition charge will be assessed which may vary depending on program contract for the remaining number of hours to complete.

RE-ENTRY POLICY

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and projects earned during the prior enrollment. If the student transferred to other institution before returning to CNI COLLEGE, those hours and projects earned at that institution may also be credited to the student

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for the new re-enrollment. Each re-entry is treated on an individual basis. CNI COLLEGE reserves the right to reject students that had withdrawn from CNI COLLEGE twice before.

METHOD OF PAYMENT

Students are expected to contribute from their own family resources toward the student's cost of attendance. Payment plans are available from CNI COLLEGE and/or, private lenders. Federal student financial aid is available to those that qualify to cover educational expenses. Financial aid may be in forms of grants (no repayment required) and student loans (must be repaid). It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly or weekly installments in accordance to their means. It is also our policy to discourage students from borrowing loan funds unless is necessary. All estimates of available funds from financial aid will be first used to cover institutional charges; if funds remain available, they will be disbursed directly to the student. For information on the aid programs, please contact the financial aid office. The entire educational expenses need to be included in planning the student's ability to meet those expenses. All school charges must be paid in full before graduation.

WITHDRAWAL CALCULATIONS:

Once the student has been determined by the institution to have withdrawn from the course of study, the institution will determine if the student received or was entitled to receive Federal Funds from the Title IV Financial aid programs available at the institution during the payment period (or enrollment period).

If the answer is YES, the institution will conduct two distinctive and different calculations. Those calculations are described as follows.

RETURN OF TITLE IV FUNDS:

This formula determines the percentage of time that the student completed of the payment period or enrollment period in a course at the time of the student's withdrawal. This percentage is then applied to the amount of Federal Funds from the Title IV programs that the student received or could have received in the same payment period or enrollment period. The result of this calculation is defined as earned funds. If the student received more than the earned amount, the overpayment is called unearned funds and must be returned to the programs in the following order:

- | | |
|--|---|
| 1. Unsubsidized Loans from FFELP or Direct Loan | 5. PLUS (Parent) FFELP or Direct Loan |
| 2. Subsidized Loans from FFELP or Direct Loan | 6. Pell Grant |
| 3. Perkins Loans | 7. Academic Competitiveness Grant (ACG) |
| 4. PLUS (Graduate Students) FFELP or Direct Loan | 8. National SMART Grant |
| 5. PLUS (Parent) FFELP or Direct Loan | 9. Federal SEOG |
| 6. Pell Grant | |
| 7. Academic Competitiveness Grant (ACG) | |
| 8. National SMART Grant | |

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If the calculation shows that the student owes funds to the grant programs, the liability of the student is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds received

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by student. A student does not have to repay a grant overpayment of \$50 or less per program. These funds are due from the student within 45 days. If not paid in that time and if the student has not made arrangements with the Department to pay that amount, the student will be referred to NSLDS, a central system that will show the student ineligible for aid until the matter is taken care of by the student.

NOTE: If the institution was required by this calculation to return to the programs some of the funds it has collected as tuition payment, the student's tuition account would be adjusted accordingly. Therefore, if the tuition was paid in full, but if the institution returned funds to the programs, the tuition account will show that the student owes that amount returned by the institution to the programs. Those refunds will be paid to the program funds in accordance to the order listed above, limited to the amount of funds that came from each aid program within 45 calendar days from the determination of withdrawal from school date.

POST WITHDRAWAL DISBURSEMENT:

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds. The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a second and different calculation using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

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A registration fee of \$ 75.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

INSTITUTIONAL REFUND POLICY AND PROCEDURES UPON WITHDRAWING FROM SCHOOL

WITHDRAWING FROM SCHOOL – POLICIES AND PROCEDURES

DEFINITIONS:

WITHDRAWAL DATE: LAST PHYSICAL DATE OF ATTENDANCE RECORDED IN THE INSTITUTIONAL RECORDS.

Return of Title IV Funds and Institutional Refund policy will use this date in their calculations as the end date of the payment period or enrollment period

DETERMINATION OF WITHDRAWAL FROM SCHOOL

Institutions will determine that a student is no longer enrolled on the earliest of:

- The date the student notifies the Financial Aid Office at your school of his/her intent to withdrawal from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the Financial Aid Office.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
- The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.
- CNI College will provide one transcript to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript. The student's financial accounts must be current prior to the College furnishing any transcripts.

VERIFICATION PROCESS

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Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

These regulations require schools to develop written policies and procedures for verification. The school is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling process.

To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs.

Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/PLUS loan applications, until completion of verification process.

WHO MUST BE VERIFIED: The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSIONS: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain immigration status- Applicant arrived in the U.S. during calendar years 2009 and 2010.
- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, and
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.
 - A completed Financial Aid transcript.
- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address
- No funds disbursed- The applicant will not receive federal aid funds,

REQUIRED VERIFICATION ITEMS: Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2010).

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- U.S. income tax paid for the base year (2010).

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security benefits.
- Child support.
- Untaxed payments to IRA or Keogh
- Foreign income
- Earned income credit
- Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

DOCUMENTATION REQUIRED: Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ 1040Telefile and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION:

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.

APPLICANT RESPONSIBILITIES: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC recalculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S): If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

The student may continue training on a cash payment basis.

The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

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INTERIM DISBURSEMENTS: The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

TOLERANCES: If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC

NOTIFICATION OF RESULTS OF VERIFICATION: The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE: The school shall forward to the Secretary of Education, referral of fraud cases.

BANKRUPTCY

CNI College does not have a pending petition in bankruptcy and is operating as a debtor in possession. Nor has a petition been filed by or against CNI College within the preceding five years which resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.)

Catalog Certification

CNI College, Inc. certifies that the information contained in this publication is current and correct, but is subject to change without notice, and does not constitute a binding agreement on the part of CNI College, Inc.

Any questions 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 P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 431-6959 or (888)370-7589; <http://www.bppe.ca.gov>

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.

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 at www.bppe.ca.gov.

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Addendum:

Personal Fitness Training Program Addendum for VA Students

April 20, 2012

This is to inform all Personal Fitness Training VA Students that effective April 25th, 2012 there will be a schedule available of 18-hours per week for VA students only. The schedule will be as follows:

Monday – Thursday 7:45 AM – 11:45 AM

Friday 7:45AM – 9:45 AM

PERSONAL FITNESS TRAINING - VA		
START	MOD BREAK	MOD END
04/25/2012	05/29/2012	05/24/2012
05/30/2012	07/02/2012	06/28/2012
07/03/2012	08/06/2012	08/02/2012
08/07/2012	09/10/2012	09/06/2012
09/11/2012	10/11/2012	10/10/2012
10/15/2012	11/14/2012	11/13/2012
11/15/2012	12/19/2012	12/18/2012

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PERSONAL FITNESS TRAINING - DIPLOMA PROGRAM (VA)

CIP Code 51.0913

SOC Code 39-9031.00

Program length in months 11.75*

47 weeks*

*Program length may vary depending on schedule

Cr/Clock Hrs. Instruct. Time: 720

Outside Class Hours: 180

Total Cr/Clock Hours Enrolled: 900

35 Credit units

The 900 hour diploma program in Personal Training is delivered in residence and offers a comprehensive course of study that combines theory and fitness practice. The program is designed to prepare students to meet entry level position requirements in the fitness field. The program provides training and instruction for students to prepare for the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) examination.

Personal trainers provide assistance to those seeking to improve their personal health, fitness, and athleticism through exercise and nutrition. Most fitness positions are found in gym settings, physical fitness centers, or in concert with wellness or rehabilitation centers.

The candidate for a diploma or certificate must:

- Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
- Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
- Must complete all assignments as outlined on the outside class hour's assignment syllabus for each course.
- Fulfill all financial obligations to the College prior to graduation and attend Graduate and Financial Aid Exit Interviews, as applicable.

Although not required to work as a Personal Trainer in California, you may seek to become a National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT). To do so, you must pass the examination offered by the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) Certification Department www.nasca-lift.org.

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PERSONAL FITNESS TRAINING PROGRAM		CLOCK HOURS			CR/Clock Hrs. Instruct. Time	Outside Class Hours	Total Credits
Course Number	Course Titles	Lecture	Lab	Extern.			
PT101	A& P of the Muscular, Nervous & Skeletal Systems	42	18	0	60	15	3.0
PT102	A & P of the Cardiovascular & Respiratory Systems	15	5	0	20	5	1.0
PT201	Biomechanics	22.5	7.5	0	30	7.5	1.5
PT202	Structural Kinesiology	35	15	0	50	12.5	2.5
PT301	Bioenergetics	22.5	7.5	0	30	7.5	1.5
PT302	Resistance Training Adaptations	17.5	7.5	0	25	6.25	1.0
PT303	Aerobic Training Adaptations	17.5	7.5	0	25	6.25	1.0
PT401	Nutrition	45	15	0	60	15	3.5
PT402	Exercise Psychology	12.5	7.5	0	20	5	1.0
PT501	Initial Interview	15	5	0	20	5	1.0
PT502	Health Appraisal/Medical History Review	15	5	0	20	5	1.0
PT503	Fitness Evaluation	25	15	0	40	10	2.0
PT601	Resistance Machines	15	10	0	25	6.25	1.0
PT602	Free Weights	15	10	0	25	6.25	1.0
PT603	Functional Training	7.5	2.5	0	10	2.5	0.5
PT604	Cardiovascular Machines	7.5	2.5	0	10	2.5	0.5
PT605	Flexibility and Conditioning	7.5	2.5	0	10	2.5	0.5
PT701	Plyometrics and Speed Training/Program Design Athletes	12	8	0	20	5	1.0
PT702	Resistance Training Program Design	30	10	0	40	10	2.0
PT703	Aerobic Endurance Program Design	12	8	0	20	5	1.0
PT801	Special Populations	35	15	0	50	12.5	2.5
PT802	NSCA CPT Exam Review/Preview	7.5	7.5	0	15	3.75	0.5
PT803	Continuing Education (maintaining certification)	7.5	7.5	0	15	3.75	0.5
PT901	Emergency/Safety Procedures	7.5	2.5	0	10	2.5	0.5
PT902	Professional, Legal and Ethical Issues	7.5	2.5	0	10	2.5	0.5
PT903	Facility & Equipment Layout & Maintenance	7.5	2.5	0	10	2.5	0.5
PT904	Career Development	7.5	2.5	0	10	2.5	0.5
PT905	Business Management for the Personal Trainer	30	10	0	40	10	2.0
PROGRAM TOTALS		501	219	0	720	180	35.0
						Total Hours	900

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CNI COLLEGE OFFICERS & FACULTY ADDENDUM TO CATALOG

CNI COLLEGE OFFICERS	
Jim Buffington, COO/CAO/President	
Colleen Buffington, VP/CFO	
Sylvia Bautista, VP/Director of Operations	
Patrick O'Hara, VP/Director of Admission/ Director of Marketing	
CNI COLLEGE FACULTY LISTING	
Kay Kenyon, Director of Education Full time	California Lutheran University, California State University-San Bernardino
MASSAGE THERAPY	
Courtney Crow, CMT Part time	California State University-Fullerton, Cuesta College-San Luis Obispo
Michele Hayes, CMT Part time	CNI College
Jeff Simancek, BS, CMT, NCBTMB Part time	Grand Valley State University, Linda Ustaveson's School of Massage Therapy, Clayton College of Natural Health
MEDICAL ASSISTING	
Sayed Ahmadpanah, MD Part time	Ahwaz University-Iran
MEDICAL BILLING AND CODING	
Kevin Langie, AACP Part time	Narbonne-Harbor City-Business
MRI TECHNOLOGY	
Mahmud Khokar, MD.- Dir. MRIT Full time	Islamia University Baha Walpur
Sayed Ahmadpanah, MD Part time	Ahwaz University-Iran
Joel Gamo, MD Part time	University of the Philippines, University of the Philippines
Shellee James , AART, (MR)(R) Full time	Daniel Freeman School of Radiology
Vincent Southern, AART Part time	College of the Congress, North Hollywood, CA, Modern Technology of North Hollywood, Meric College
PERSONAL TRAINING	
Erich Moreno, MS Part time	Azusa Pacific University-Azusa, CSULB-Long Beach, Orange Coast College-Costa Mesa

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Paul Linares, BS Part time	California State Polytechnic University, Pomona CA.
PHARMACY TECHNOLOGY	
Linda Goetz, CPT –Dir. Pharm. Tech. Full time	Santa Ana College, Santa Ana
Basil Nueirat, MBA, BS, CPT Part time	AL-AHLIYYA Arman University, University of Phoenix
SURGICAL TECHNOLOGY	
Marissa Gomez, CST- Dir. Surg. Tech. Full time	Premier Career College
Pierre Young, CST- Assist. Dir. Surg. Tech. Full time	California Paramedical College
Wendy Bumgardner, CST Part time	Newbridge College
Audrey Jacob, CST Part time	San Jose State-San Jose; CNI College
Frank Kraetz, PHD, CST Full time	California State University-Long Beach, Orange Coast Community College-Costa Mesa, California Paramedical & Technological College-Long Beach
Janet Ledieff , CST, VN Full time	Concord Career College
Noel Perez, CST Part time	Newbridge College
Ryan Shannon, CST Part time	Newbridge College

NURSING	
Sandra Carter, RN, BSN, MS – Exec. Dir. Nursing Full Time	California State University- Long Beach, CA; University of California- Los Angeles, CA
VOCATIONAL NURSING	
Asma Khan, MSN,RN Director of Vocational Nursing; Full Time	California State University, Long Beach, CA; University of Phoenix
Florian Cases, RN Full time	Family Clinic Colleges-Philippines
Manuel Casis Full time	University of Santo Tomas
Joanne Bermudez, RN, BS Part time	University of St. Louis, University of Philippines
Elma Cover, RN Part time	Santa Ana College
Helen De La Cruz, LVN Part time	Philippine Normal College
Marlyn Desper, LVN Full time	Institute of Medical Studies
Edlina Garcia, RN, BS Part time	Lyaum of North Western Philippines
Bobbie Gardner, RN	Cerritos College, Compton College

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Part time	
Karla Houska, LVN Part time	University of La Verne, Santa Ana College
Rebecca Hawkins, RN Full time	Southwestern University
Elizabeth Kikkawa , LVN, BSN Full time	Mary Chiles College of Nursing-Philippines
Carolyn Osborn, RN,MSN, BSN Part time	CSULB School of Nursing, Holy Name University- Oakland, CA; Chapman University
Gina Solideo, RN, BSN	Riverside College-Philippines
Gregorio Uy, RN, MD, BS Full time	Sta. Rita Hospital School of Nursing and Midwifery- Philippines, University of Santo Tomas-Philippines
Mary Zolfaghari, AA, LVN Part time	Saddleback College-California-, Douglas College- Canada

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College Administration Addendum to catalog

Raul Hidalgo

HUMAN RESOURCES:

Claudia Restrepo, HR Mgr.

ACCOUNTING DEPARTMENT:

Tina Bridgewater

ADMINISTRATIVE ASSISTANTS:

Michelle Dobson, DOE
Mary Equiha, MA/MRIT/ST
Mayra Canela, VN

ADMISSIONS COORDINATOR:

Claudia Navarro

ADMISSIONS:

Nick Woods, Assist. Dir. Admissions
Guizel Vazquez
Nancy Nguyen
Patricia Sneed
Ashley Arredondo
Elizabeth Vazquez
Nicholas Mendoza
Karin Vevela

CAREER SERVICES:

Michi Sato-Baylon
Karen Sonntag

SOCIAL MEDIA:

Michelle Dobson

REGISTRARS:

Katie Martinez

FINANCIAL AID:

Raquel Carrasco, Dir. Fin. Aid
Cecilia Pichardo
Kandi Rodriguez
Ruth Vielma
Desiree Fernandes
Joseph Valdes
Brienne Orbon

FRONT DESK:

Sally Zaragoza
Nicki Cruz
Hortencia Melgoza

CENTRAL SUPPLY:

Abelardo Ortega
Monica Vasquez
Sandra Santebanez

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*Tuition Schedule Addendum to Catalog

TUITION PRICES								
EFFECTIVE June 30, 2011								
Diploma Program	Hours	Registration	Books, Supplies Uniforms	License, Fees And Tests		Tuition	STRF	Total
MASSAGE THERAPY	900	75.00	1,817.00			12,152.00	35.00	14,079.00
PERSONAL FITNESS TRAINER	900	75.00	1,125.00	400.00	(Test and Membership Fees)	13,003.00	37.50	14,640.50
PHARMACY TECHNICIAN	900	75.00	884.00	120.00	(License and LiveScan)	13,416.00	35.00	14,530.00
MEDICAL BILLING AND CODING	900	75.00	1,165.00	-		13,255.00	35.00	14,530.00
SURGICAL TECHNOLOGY	1100	75.00	1,215.00	237.00		23,160.00	62.50	24,749.50
MEDICAL ASSISTING	900	75.00	1,200.00			13,195.00	35.00	14,505.00
VOCATIONAL NURSING	1560	75.00	2,086.00	870.00	(License and Test fees)	30,737.00	87.50	33,855.50

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EVENING & WEEKEND TUITION PRICES								
DIPLOMA PROGRAM	Hours	Registration	Books, Supplies Uniforms	License, Fees and Tests		TUITION	STRF	TOTAL
VOCATIONAL NURSING	1560	75.00	2,086.00	870.00	(License and Test fees)	31,919.00	87.50	35,037.50
MRI TECHNOLOGY	1720	75.00	1,675.00	300.00	(License and Test fees)	27,190.00	72.50	29,312.50

* Tuition and fees are subject to change.

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TEXTBOOKS, EQUIPMENT, & SUPPLIES

MRI TECHNOLOGY TEXTBOOKS / SUPPLIES

- CT & MRI Pathology, A Pocket Atlas; ISBN-13: 9780071380409
- Magnetic Resonance Imaging: Physical and Biological Principles, 3/e
- ISBN-13: 978-0-323-014854
- Patient Care in Radiography with an Introduction to Medical Imaging (w/online resource); ISBN-13: 978-0323059152
- Sectional Anatomy for Imaging Professionals (w/ workbook);
- ISBN-13: 978-0323020053 & 978-0323053525 (user guide/Access code) PKG
- Handbook of MRI Technique 3/e; ISBN-13: 978-1405160858
- Fundamentals of Anatomy and Physiology 3/e (w/web tutor); ISBN-13: 9781111038694
- Medical Terminology 5/e (short course) (w/web tutor); ISBN: 978-1-4160-5518-1
- 1 Lab Jackets (340)
- 2 scrubs top Caribbean blue
- 2 scrubs pants Caribbean blue
- 1 CNI COLLEGE Back pack
- CPR
- IV Access Class
- Physical
- 2 PPD Tests
- 3 Hepatitis B Vaccines
- MMR & Mumps Titer
- Varicella

MEDICAL ASSISTING TEXTBOOKS / SUPPLIES

- Anthony & Physiology, Colbert (0132050730)
- Anatomy & Physiology Workbook, Colbert
- Medical Terminology word Building Approach, Rice (013222531X)
- Comprehensive Medical Assisting, Pearson (131715771)
- Comprehensive Medical Assisting Workbook, Pearson (013171578x)
- Professionalism in Healthcare, Makely
- Gartee Electronic Health Records: Understanding & Using Med Assisting Supplies
- Stethoscope, Thermometer, BP Cuff & scissors
- 2 scrub pants Purple
- 2 scrub top Purple
- 1 Lab Jacket
- CNI COLLEGE Bag Pack
- Physical
- 3 Hepatitis B
- 2 PPD Test
- MMR & Mumps Titer
- Varicella

MASSAGE THERAPY TEXTBOOKS / SUPPLIES

- Mosby's Massage Therapy Review, 3rd Edition (Publishing May 15th, 2009)
- Fundamentals of Therapeutic Massage
- Essential Science
- Modalities for Massage and Bodywork
- Business Mastery 4th Edition
- Illustrated Essentials of Musculoskeletal Anatomy, 5th Edition
- Trail Guide to the Body Muscles of the Human body Flashcards 4th Edition V. 2
- 2 CNI COLLEGE scrub top
- 2 CNI COLLEGE pants
- 1 CNI COLLEGE Backpack
- 1 Holster belt with oil bottle
- CPR Adult + AED & First Aid
- CPR Pediatric
- Massage table , 1 Chair Massage

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MEDICAL BILLING AND CODING TEXTBOOKS / SUPPLIES

- The Language of Medicine 8th Ed. Chabner ISBN # 978146034926
- Computers in the Medical Office; Sanderson; ISBN-3: 978-0073-1121-3-8
- Step-by Step Text Coding Text & Work Book 2010 Carol J. Buck Pkg
- Saunders ICD-9CM 2009 Vol.1,2,3
- 2010 HCPCS
- 2011CPT; Buck
- CPC Coding Exam Review 2011
- Insurance Handbook for the Medical Office- Text & Workbook Pkg
- 1 CNI COLLEGE Backpack
- 2 scrubs pants Black
- 2 scrubs top Black

PERSONAL FITNESS TRAINING TEXTBOOKS / SUPPLIES

- NSCA's Essential of Personal Training ;Earle & Baechle; ISBN # 978-0-7360-0015-4
- Kinetic Anatomy 2nd Edition ISBN # 978-0-7360-5909-1
- Strength Training Anatomy 2nd edition ISBN # 978-0-7360-6368-5
- Nancy Clark's Sports Nutrition Guidebook, 4th Edition ISBN # 978-0-7360-7415-5
- ACE's Personal Trainer's Business Survival Guide
- Exercise Technique Manual for Resistance Training (Book w/DVD), ISBN 978-0-7360-7127-7
- NSCA-CPT Practice Exam Booklets-Vol.1,2 and 3 w/DVD
- NSCA-CPT Exam Content Description Booklet
- 1 CNI COLLEGE Backpack
- 4Gym T-Shirts with CNI COLLEGE Logo
- 3 Black Gym Shorts
- 1 warm-up Black Gym Jacket
- 1 warm-up Black Gym Pants
- CPR adult and First Aid + AED
- CPR Pediatric

PHARMACY TECHNICIAN TEXTBOOKS / SUPPLIES

- Mike Johnston's Pharmacy Tech-Compounding (ISBN 978-0-13-114760-9)
- Mike Johnston's Pharmacy Tech-Certification Exam Review (ISBN 978-0-13-114739-0)
- The Pharmacy Technician Foundations and Practices (ISBN 978-0-13-228309-0)
- Lab Manual and Workbook (ISBN 978-0-13-228291-8)
- 2 scrubs pants Navy blue
- 2 scrubs top Navy Blue
- 1 Lab Coat (short sleeve with 3 pockets)
- 1 CNI COLLEGE Backpack

SURGICAL TECHNOLOGY TEXTBOOKS / SUPPLIES

- Fundamental of Anatomy & Physiology with Cengage hosted web tutor Rizzo
- Surg. Tech. for the Surg. Technologist/w Study guide, 3rd Ed with Cengage web tutor
- Pocket Guide to the Operating Room 3rd Ed F.A. Davis
- Medical Terminology, 5th Ed. (Short Course) Chabner Saunders/Elsevier, 2009
- Surgical Instrumentation An Interactive Approach, Renee NeMitz, Saunders/Elsevier
- 2 Sets green scrubs pants
- 2 Sets green scrubs top
- 1 White Lab Jacket
- 1 Surgical cap
- 1 Backpack
- CPR/ AED/First Aid
- Physical
- 2 PPD Tests
- 3 Hepatitis B Vaccines
- MMR & Mumps Titer
- Varicella

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VOCATIONAL NURSING TEXTBOOKS / SUPPLIES

- Foundations of Nursing, 6th Ed (Textbook)
- Foundations of Nursing, 6th Ed (Study Guide)
- Adult Health Nursing, 6th Ed (Textbook)
- Adult Health Nursing, 6th Ed (Study Guide)
- Foundations and Adult Health Nursing -VCE Pkg, 6th Ed.
- The Language of Medicine 8th Edition
- Basic Pharmacology for Nurses, 15th Edition
- Saunders Q n A Review for NCLEX-PN Examination, 4th Edition
- Saunders Comprehensive Review for the NCLEX-PN Examination, 3rd Edition
- Nursing Care Plans, 6th Edition-Nursing Diagnosis and Intervention
- Exam Cram: NCLEX-PN Practice Questions, Wilda Associates Rinehart
- Drug Calculations: Process & Problems for Clinical Practice 8th Edition
- Mosby's Nursing PDQ for LPN 3rd Edition
- Mosby's Dictionary of Medicine, Nursing and Health Professions, 8th Edition
- Mosby's Drug Guide for Nurses
- Comprehensive review for NCLEX-PN 1st Ed (Hogan)
- Student Skills Lab Pack: (Stethoscope, Sphygmomanometer (blood pressure cuff, Pen light, Bandage Scissors & Measuring Tape)
- CPR
- Physical
- MMR & Mumps Titer
- Varicella
- 3 Hepatitis B Series
- 2 PPD (Mantoux)
- 2 Lab Jackets
- 2 scrubs top blue (classroom)
- 2 scrubs pants blue (classroom)
- 2 scrubs top white (clinical)
- 2 scrubs pants white (clinical)
- 1 CNI COLLEGE Back pack

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Programs Start Dates

MRI TECHNOLOGY	
START	GRADUATION
01/19/2012	04/05/2013
03/01/2012	06/06/2013
04/12/2012	07/19/2013
05/24/2012	08/23/2013
07/05/2012	10/04/2013
08/16/2012	11/08/2013
09/27/2012	12/20/2013
11/08/2012	02/08/2014

MEDICAL ASSISTING DAYS		
START	MOD BREAK	GRADUATION
01/31/2012	03/07/2012	11/14/2012
03/08/2012	04/12/2012	01/02/2013
04/16/2012	05/21/2012	02/11/2013
05/22/2012	06/27/2012	03/20/2013
06/28/2012	08/06/2012	04/25/2013
08/07/2012	09/13/2012	06/04/2013
09/13/2012	10/18/2012	07/11/2013
10/22/2012	11/27/2012	08/19/2013
11/28/2012	01/14/2013	09/25/2013

MESSAGE THERAPY DAY		
START	MOD BREAK	GRADUATION
02/02/2012	03/12/2012	01/15/2012
03/13/2012	04/17/2012	02/25/2013
04/18/2012	05/23/2012	04/02/2013
05/24/2012	07/02/2012	05/08/2013
07/03/2012	08/08/2012	06/17/2013
08/09/2012	09/17/2012	07/24/2013
09/18/2012	10/23/2012	08/29/2013
10/24/2012	11/29/2012	10/08/2013
12/03/2012	01/16/2013	11/13/2013

MESSAGE THERAPY EVENING		
START	MOD BREAK	GRADUATION
01/23/2012	02/28/2012	01/02/2013
02/29/2012	04/04/2012	02/11/2013
04/05/2012	05/10/2012	03/20/2013
05/14/2012	06/19/2012	04/25/2013
06/20/2012	07/26/2012	06/04/2013
07/30/2012	09/04/2012	07/11/2013
09/05/2012	10/10/2012	08/19/2013
10/11/2012	11/15/2012	09/25/2013
11/19/2012	01/02/2013	10/31/2013

2012-2013 COLLEGE CATALOG

MEDICAL BILLING & CODING MID-DAY		
START	MOD BREAK	GRADUATION
02/01/2012	03/08/2012	01/14/2013
03/12/2012	04/16/2012	02/21/2013
04/17/2012	05/22/2012	04/01/2013
05/23/2012	06/28/2012	05/07/2013
07/02/2012	08/07/2012	06/13/2013
08/08/2012	09/13/2012	07/23/2013
09/17/2012	10/22/2012	08/28/2013
10/23/2012	11/28/2012	10/07/2013
11/29/2012	01/15/2013	11/12/2013

MEDICAL BILLING & CODING EVENING		
START	MOD BREAK	GRADUATION
01/26/2012	03/05/2012	01/08/2013
03/06/2012	04/10/2012	02/14/2013
04/11/2012	05/16/2012	03/26/2013
05/17/2012	06/25/2012	05/02/2013
06/26/2012	08/01/2012	06/13/2013
08/02/2012	09/10/2012	07/29/2013
09/11/2012	10/16/2012	09/11/2013
10/17/2012	11/21/2012	10/28/2013
11/26/2012	01/09/2013	12/17/2013

PERSONAL TRAINING AM		
START	MOD BREAK	GRADUATION
01/03/2012	02/08/2012	12/05/2012
02/09/2012	03/19/2012	01/23/2013
03/20/2012	04/24/2012	03/04/2013
04/25/2012	05/31/2012	04/09/2013
06/04/2012	07/10/2012	05/15/2013
07/11/2012	08/15/2012	06/24/2013
08/16/2012	09/24/2012	07/31/2013
09/25/2012	10/30/2012	09/09/2013
10/31/2012	12/06/2012	10/15/2013

PERSONAL TRAINING MID-DAY		
START	MOD BREAK	GRADUATION
01/24/2012	02/29/2012	01/03/2013
03/01/2012	04/05/2012	02/12/2013
04/09/2012	05/14/2012	03/21/2013
05/15/2012	06/20/2012	04/29/2013
06/21/2012	07/30/2012	06/05/2013
07/31/2012	09/05/2012	07/15/2013
09/06/2012	10/11/2012	08/20/2013
10/15/2012	11/19/2012	09/26/2013
11/20/2012	01/07/2013	11/04/2013

PERSONAL TRAINING EVENING		
START	MOD BREAK	GRADUATION
01/23/2012	02/28/2012	01/02/2013
02/29/2012	04/04/2012	02/11/2013
04/05/2012	05/10/2012	03/20/2013
05/14/2012	06/19/2012	04/25/2013
06/20/2012	07/26/2012	06/04/2013
07/30/2012	09/04/2012	07/11/2013
09/05/2012	10/10/2012	08/19/2013
10/11/2012	11/15/2012	09/25/2013
11/19/2012	01/03/2013	10/31/2013

2012-2013 COLLEGE CATALOG

PHARMACY TECHNICIAN AM		
START	MOD BREAK	GRADUATION
02/06/2012	03/13/2012	10/15/2012
03/14/2012	04/18/2012	11/20/2012
04/19/2012	05/24/2012	01/08/2013
05/29/2012	07/03/2012	02/14/2013
07/05/2012	08/09/2012	03/26/2013
08/13/2012	09/18/2012	05/01/2013
09/19/2012	10/24/2012	06/10/2013
10/25/2012	12/03/2012	07/17/2013
12/04/2012	01/17/2013	08/22/2013
01/22/2013	02/27/2013	10/01/2013

PHARMACY TECHNICIAN EVENING		
START	MOD BREAK	GRADUATION
01/05/2012	02/13/2012	09/17/2012
02/14/2012	03/21/2012	10/23/2012
03/22/2012	04/26/2012	11/29/2012
04/30/2012	06/05/2012	01/16/2013
06/06/2012	07/12/2012	02/26/2013
07/16/2012	08/20/2012	04/03/2013
08/21/2012	09/26/2012	05/09/2013
09/27/2012	11/01/2012	06/18/2013
11/05/2012	12/11/2012	07/25/2013

2012-2013 COLLEGE CATALOG

SURGICAL TECHNOLOGY AM		
START	MOD BREAK	GRADUATION
01/18/2012	NONE	03/08/2013
02/08/2012	03/01/2012	03/29/2013
03/05/2012	NONE	04/19/2012
03/26/2012	04/16/2012	05/10/2012
04/17/2012	NONE	05/31/2013
05/08/2012	05/30/2012	06/25/2013
05/31/2012	NONE	07/19/2013
06/21/2012	07/16/2012	08/09/2013
07/17/2012	NONE	08/30/2013
08/07/2012	8/28/2012	09/20/2013
08/29/2012	NONE	10/14/2013
09/20/2012	10/11/2012	11/05/2013
10/15/2012	NONE	12/02/2013

SURGICAL TECHNOLOGY EVENING		
START	MOD BREAK	GRADUATION
01/03/2012	NONE	04/19/2013
01/31/2012	02/28/2012	05/10/2013
02/29/2012	NONE	06/21/2013
03/27/2012	04/23/2012	07/13/2013
04/24/2012	NONE	08/16/2013
05/21/2012	06/18/2012	09/06/2013
06/19/2012	NONE	10/11/2013
07/17/2012	08/13/2012	11/08/2013
08/14/2012	NONE	12/06/2013
09/11/2012	10/10/12	01/10/2014
10/09/2012	NONE	
11/05/2012	12/3/2012	
12/04/2012	NONE	

VOCATIONAL NURSING:			
Full time		Part time	
START	GRADUATION	START	GRADUATION
02/22/2011	02/24/2012	03/28/2011	11/11/2012
05/23/2011	05/25/2012	07/25/2011	03/17/2013
08/22/2011	08/24/2012	11/28/2011	07/27/2013
11/21/2011	11/23/2012	03/26/2012	11/16/2014
05/29/2012	05/24/2013	07/30/2012	03/16/2014
08/27/2012	08/23/2013	11/26/2012	07/27/2014
11/26/2012	11/29/2013		

