npcollege

National Polytechnic College

"Where a BETTER FUTURE begins..."

WHERE A BETTER FUTURE BEGINS!

JANUARY 1st 2012
DECEMBER 31st 2012

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Published May 1st, 2012

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COLLEGE INFORMATION

APPROVAL DISCLOSURE STATEMENT

National Polytechnic College (NPCollege) has been granted institutional approval to operate by the State of California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94915. The Bureau's approval means the institution and its operation are in compliance with the standards established under law for occupational instruction by private postsecondary education institutions and does not imply any endorsement or recommendation by the State of California. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs:

Course Name	CIP	Credits	Mo.	Institutional Weeks	Award
*Computerized Accounting I	30.1601	16.5	4	16	Certificate
Computerized Accounting II	30.1601	43	10	40	Diploma
Criminal Justice	43.0103	54.5	11	44	Diploma
*Dental Assistant I	51.0699	20	4	16	Certificate
Dental Assistant III	51.0699	42.5	10	37	Diploma
Diagnostic Medical Sonography	51.0910	97	24	96	Diploma
MRI Technologist	51.0920	71	18	72	Diploma
*Massage Therapist II	51.3501	18.5	4	16	Certificate
Massage Therapist III	51.3501	39.5	10	39	Diploma
Medical Assistant	51.0801	41.5	11	41	Diploma
Medical/Dental Office Management	51.0705	42	11	41	Diploma
Media Technical Production	10.0202	44.5	9	36	Diploma

(*) This course is not eligible to participate in the Title IV programs
California statutes require that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

ACCREDITATION AND APPROVALS

NPCollege is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), which is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The school is approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code, to enroll non-immigrant alien students and to accept both private and California's State Department of Vocational Rehabilitation applicants. Other accreditations, approvals, and memberships include:

- Member of the California Association of Private Post Secondary Schools (CAPPS). www.cappsonline.org
- Member of the American Massage Therapy Association (AMTA). www.amtamassage.org
- Approved by the California Tax Education Council (CTEC) to provide Tax Preparation Certification. www.ctec.org

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the School Director ,David Maddahi, may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Phone: (888) 370-7589, Fax: (916) 263-1897. All information in the content of this College catalog is current and correct and is certified as true by the signature of the School Director.

David Maddahi

David Maddahi, C.E.O.

HISTORY

NPCollege was founded in 1996 to provide education and training in a variety of allied health careers serving both the community and surrounding areas. In November 1996, the College was granted institutional approval from the Bureau for Private Postsecondary Education. In March 1999, the school changed its name from Montebello Career College to National Polytechnic College. In November 2003, the school was accredited by ACCSC and approved for Title IV financial aid in September 2005.

FACILITIES

NPCollege is housed in a modern, air-conditioned, 15,000 square foot facility at 6630 Telegraph Rd., Commerce CA 90040, between Washington Blvd. and Garfield Avenue. There are separate classrooms for theory and practical work. Each main course classroom has its own resource library of literature. A computer resource lab is available for all students to conduct research, review, job search, and more. The medical and dental classes have individual lab areas and exam rooms. Facilities include a reception area, admissions, financial aid, student services, career services, and administrative staff offices. The facilities also include restrooms and a lunch areas for student use. The facilities provide a pleasant, efficient atmosphere for adult education and training. Classroom and practical equipment is state of the art, as found in private industry. The typical classroom/lab area holds a maximum of 25 students. Free parking is provided for our students while attending NPCollege. NPCollege's facilities and equipment comply with all local, state and federal safety and health rules and regulations.

MISSION

It is our mission to provide our community with a meaningful education in a comfortable learning environment to improve the quality of life and satisfy student needs. We strive to offer students adequate hands-on training, job-seeking skills, and placement services to prepare students for chosen career opportunities.

Objectives

- Providing our students a quality education by focusing on the importance of labor market trends, technology advancement, and educational material updates
- Establishing a comfortable and pristine educational environment by providing students spacious classrooms with up-to-date equipment, realistic work environment settings, beautiful interior design, and areas for relaxing
- Hiring the most qualified administrative staff and educational instructors with the proper work experience and educational backgrounds along with continuous workshops and training to better support the needs of students
- Having the needed institutional departments fully staffed along with knowledge of outside reinforcements for students during their educational (and career search) experience at NPCollege--Admissions, Student Service, Financial Aid, and Career Services.
- Encouraging outside clinics, employer visits, evaluation of classrooms and teaching methods, Advisory Boards for curriculum enrichment and growth to better prepare students in a competitive labor market

ADMINISTRATION BUSINESS HOURS

The College is open five days a week, Monday through Friday. Classes are conducted Monday through Friday between the hours of 8:00 AM and 10:00 PM. Office hours are 8:00 AM to 7:00 PM Monday through Friday.

NON-DISCRIMINATION POLICY

The College does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or veteran status in admission to its programs, services, employment practices, treatment of individuals, or any aspects of its operations.

PROVISION OF ACCOMMODATIONS TO STUDENTS WITH DISABILITIES

The facilities are readily accessible for handicapped students, and the campus is conveniently located near good public transportation and has easy freeway access. NPCollege is dedicated to providing opportunities for all qualified students, to participate fully in the academic environment. NPCollege recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. NPCollege is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. NPCollege cannot make accommodations that fundamentally alter the nature of NPCollege's programs, cause undue burdens on NPCollege, or create a direct threat to the health or safety of students or others.

It is the responsibility of the student to request an accommodation and to follow the processes set forth in this policy. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses not to have any accommodations is under no obligation to seek or obtain one. Nothing in this policy is intended to provide less substantive benefits or procedural protections than are required by these laws. Likewise, nothing in this policy is intended to provide greater substantive benefits or procedural protections than legally required. The specific language of such laws and controlling interpretations thereof are incorporated by reference herein and in the event of any apparent discrepancy between the language of this policy and such legal authority, NPCollege's obligations will be determined exclusively by the latter.

CAMPUS SECURITY STATISTICS

Although located in an urban environment, NPCollege has had a remarkable record of safety and security. This report is meant to inform the campus community of historical trends of the types of crimes that have occurred on campus grounds or within the immediate vicinity. Time period is from calendar year 2007 through 2009. Incidents include those reported to and released by local and state jurisdictions, including municipal, county, and shared as well as those reported to campus authorities.

2007		**2008**		**2009**	
Homicide	0	Homicide	0	Homicide	0
Sex Offenses	0	Sex Offenses	0	Sex Offenses	0
Robbery	0	Robbery	0	Robbery	1
Aggravated Assault	0	Aggravated Assault	0	Aggravated Assault	0
Simple Assault	0	Simple Assault	0	Simple Assault	0
Burglary	0	Burglary	0	Burglary	0
Petty Larceny	0	Petty Larceny	0	Petty Larceny	0
Motor Vehicle Theft	0	Motor Vehicle Theft	0	Motor Vehicle Theft	1
Vandalism	0	Vandalism	0	Vandalism	0
Motor Vehicle	0	Motor Vehicle	0	Motor Vehicle	0

Accident		Accident		Accident	
Liquor Law Violation	0	Liquor Law Violation	0	Liquor Law Violation	0
Weapons Possession	0	Weapons Possession	0	Weapons Possession	0
Drug Abuse Violation	0	Drug Abuse Violation	0	Drug Abuse Violation	0
Disorderly Conduct	0	Disorderly Conduct	0	Disorderly Conduct	0
Intimidation	0	Intimidation	0	Intimidation	0
Harassment	0	Harassment	0	Harassment	0

MISSING PERSONS PROCEDURES

Although NPCollege does not provide residential housing, the safety and well-being of our students is important to us. If you have concerns about the suspicious absence of a fellow student, please contact your Student Services personnel or any Director. We will attempt to contact the student, and then follow local guidelines in filing a Missing Persons Report.

EVACUATION PROCEDURES

Building Evacuation

- Remain Calm
- Activate the Alarm
- Evacuate the building
- Assemble and sign in with an evacuation monitor

1. Follow standard evacuation procedures.
2. If necessary or if directed to do so by a designated emergency official, notify all staff and students via the phone PA system of an emergency and initiate the evacuation.
3. Make sure you feel the door before opening it. If it's hot, explore alternate evacuation routes and call 911.
4. If there is smoke, get as close to the floor as possible, follow walls to the nearest exit and evacuate with a wet cloth over your mouth and nose, if possible.
5. If you are trapped:
   a. Close as many doors and windows as possible between you and the fire.
   b. Call 911 and give them your location.
   c. Place cloth under doors, if possible, to prevent smoke from entering.
6. DO NOT USE ELEVATORS during an emergency evacuation. Fire department personnel may use an elevator for the evacuation after reviewing the circumstances.
7. When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same. Once outside, move to an area that will be designated by emergency personnel.
8. Check in with your evacuation monitor.
9. DO NOT return to an evacuated building until Campus Directors gives the ALL CLEAR signal.

FIRE SAFETY

Fire Emergency Action

- Remain Calm
- Activate the Alarm
- Evacuate the building
- Assemble and sign in with an evacuation monitor

1. All building evacuations will occur when an alarm sounds continuously or upon notification by emergency personnel and/or the Campus Emergency Response Team.
2. Be aware of all marked exits from your area and building. Know the routes from your work area. Lit and marked exit signs are installed on campus.
3. Take note of physically handicapped individuals in your area who may need assistance and either help them or notify someone who can.
4. If necessary, activate the building alarm.
5. DO NOT USE ELEVATORS during an emergency evacuation. The fire department may use an elevator for the evacuation after reviewing the circumstances.
6. When the building fire alarm is sounded or when told to leave by a designated emergency official, gather your personal effects, turn off equipment, if possible, and walk quickly to the nearest marked exit and ask others to do the same. Once outside, move to an area that has been designated as your assembly area.
7. Check in with your evacuation monitor.
8. DO NOT return to an evacuated building until Campus Safety gives the ALL CLEAR signal.

ADMISSION INFORMATION

ADMISSION PROCESS

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered for diploma and certificate programs and the student visits the Financial Aid department to receive information regarding funding options. 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.

ADMISSION REQUIREMENTS

NPCollege's admission requirements include:

- Any applicant under the age of 18 must possess a high school diploma, GED or its equivalent and have their parent/guardian approval to enroll. Applicants for the Massage Therapy and Diagnostic Medical Sonography courses must be 18 years of age at the time of enrollment.
- All applicants must pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 18 for the Diagnostic Medical Sonography and MRI Technologist programs, 14 for Massage Therapist and 17 for all other programs. All applicants that do not pass the Wonderlic Scholastic Level Exam (SLE) with the required minimum score may wait one week and retest. Applicants may take the exam a maximum of three times in one week intervals. If the minimum score is not obtained on the third attempt the applicant is ineligible to apply for admissions into the program for 60 days.
- All applicants that have completed high school, GED or its equivalent must provide a diploma, credentials or other documentation.

- High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) prior to the end of the conditional enrollment period for official acceptance into the program.
- Those applicants that do not possess a high school diploma, GED or its equivalent credentials or other documentation will be required to meet an Ability-to-Benefit (ATB) provision which requires the applicant to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education.
- Applicants for the Diagnostic Medical Sonography & MRI Technologist programs must possess a high school diploma, GED or its equivalent.

NPCollege admission procedures require that all applications be submitted in person. The school's Admissions office is open Monday through Friday from 8:00 a.m. to 7:00 p.m. In addition to meeting the admissions requirements listed above, potential students are required to make financial arrangements to cover course tuition and the registration fee must be paid in full on or prior to the first day of class unless other arrangement are made. Once the Enrollment Agreement and the required items mentioned above have been completed, the applicant will be informed of his/her acceptance/denial. If the school does not accept an applicant, all fees paid by the applicant to the school will be refunded. **Note:** Each program may have its own specific requirements. Please speak to an Admissions Representative for details.

ABILITY-TO-BENEFIT

Ability-to-Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance. Students may be admitted by passing the Wonderlic Basic Skills Test with scores established by the United States Department of Education. All ATB students will undergo pre-admission advising prior to enrollment.

ATB testing is administered by a certified independent test administrator and is scored by the test publisher. Student must provide a valid government issued ID card prior to testing and a social security number. ATB students may not begin classes until they have passed the ATB test as evidenced by an unofficial test report. ATB students will not be officially accepted until official passing scores have been received by the College from the publisher. An ATB applicant who fails the Wonderlic exam must wait a minimum of 7 calendar days before retaking a second version of the Wonderlic exam. If the applicant fails both versions of the Wonderlic exam, the applicant must wait a minimum of 60 days from the date of the second attempt before re-applying for admission to the school. Passing scores for the Wonderlic exam are valid for five years. Students admitted on an Ability-to-Benefit basis must score the following minimums:

WONDERLIC	MINIMUM SCORE
Verbal	200
Quantitative	210

PROGRAM STARTS

New students can be enrolled to start their program following the completion of all admission requirements and procedures for enrollment and to begin classes on:
Every Monday - for Medical Assistant, Dental Assistant, Massage Therapist, and Computerized Accounting programs
Every Four Weeks – for Criminal Justice program
Every Three Months - for Diagnostic Medical Sonography and MRI Technologist programs

IMMUNIZATIONS:

We here at NPCollege are concerned with the health and well being of all our students. Although we do not currently require immunizations, for purposes of externship and employee placement within a facility, you may be required to provide proof of or acquire immunizations. For more information about this policy, please visit with an Admissions Representative.

CREDIT FOR PRIOR EDUCATION OR TRAINING

Upon review of transcripts or employment history, the College may accept credits for experience and/or those courses which are equivalent to courses within the student's program area. The process includes taking a "Challenge" exam to test out of specific course material and a passing grade of 70%. Students may only challenge up to 20% of the required course material.

TRANSFERABILITY OF UNITS

Units you earn in NPCollege programs in most cases will probably not be transferable to any other college or university. For example, if you entered the school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a diploma or certificate in one or more of the certificate programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

ACADEMIC POLICIES & INFORMATION

ATTENDANCE REQUIREMENTS

The student must attend all class sessions in order to obtain success in any academic program. This policy is designed to assist you in accomplishing all your goals as well as fully prepare you for the professional environment you will encounter in your field of choice.

ATTENDANCE POLICY

NPCollege emphasizes the need for all students to attend classes on a regular and consistent basis. Regular attendance and punctuality will help students develop good habits and attitudes necessary to compete in a highly competitive job market. Attendance is recorded on a daily basis and excellent attendance may enhance a student's employability. Students are encouraged to schedule medical, dental and personal appointments before or after school hours and should notify the instructor or student services if they plan to be tardy or absent.

Students missing from class a total of 15% in any 4 week period (3 absences) shall receive a warning from Student Services. Students missing 20% (4 absences) or more may be placed on a 30 day probation period. Students exceeding 20% shall be directed to the Director of Education for further determination. A student absent 14 calendar days, consecutively (this includes Saturday and Sunday), will be terminated from the program altogether.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The progress of each student is monitored and graded periodically. Grades are based on a combination of objective and subjective evaluations of written and verbal tests/quizzes and practical application. Each course is divided into classroom instruction, written work and lab/practice time. Diploma Programs (Credit Hour) academic progress will be measured at the end of the first payment period. The end of the first payment period year is at the point the student successfully completes ½ of the credit hours (earned a passing grade or otherwise received credit associated with those

hours in completed modules) and at least ½ the weeks in the program. To maintain Satisfactory Academic Progress, a student must:

- Have a Cumulative Grade Point Average (CGPA) of 70% or better.
- 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 coursework attempted in the program.
- Complete the training programs within 150 percent of the published program lengths (See Maximum Completion Time).

For more information on Satisfactory Academic Progress Requirements, please speak to Student Services.

FAILED TO MEET SATISFACTORY ACADEMIC PROGRESS

Students on probation who fail to meet the schools satisfactory academic progress by the conclusion of the probationary period will be terminated at the discretion of the institution.

TARDINESS

Tardiness (arriving to class 10 or more minutes late) is a disruption of a good learning environment and is to be discouraged. Students attendance record will reflect time missed if the student arrives for class after the scheduled start time or departs from class before the scheduled completion time. Excessive tardiness and/or early departures may lead to probation or dismissal from school. Cumulative time missed will count as time absent.

OUTSIDE PREPARATION AND STUDY TIME

Outside preparation and study time, apart from regular classroom activities, may be needed to complete the class assignments. The amount of time spent for outside preparation will vary by course in the form of homework assignments, reading and studying according to individual student abilities and complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time.

MAXIMUM TIME

A student is not allowed more than 1.5 times or 150% of the standard length of the program in which to complete the requirements for graduation. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will be able to complete their program within the maximum time frame.

ACADEMIC PROBATION

At the end of a payment period students whose cumulative grade point average (CGPA) falls below 70% and/or they fail to complete 66.67% of all coursework taken in the program at the end of the payment period, fails to meet SAP, is no longer eligible for Title IV if otherwise eligible, HEA programs and will be dismissed from the program. Students will be notified of their status. A student may appeal the SAP determination to have eligibility reinstated. Students whose appeals are granted will be reinstated on probation.

If the appeal is approved, students will be put on Academic Probation/Financial Aid Probation (FAP) at the start of the following module. As part of the probation the student must agree with and sign a written academic plan developed and approved by the appeal committee which documents that the student will be required to attain CGPA and rate of progress milestones by the next evaluation point or designated point in time. The probation period will typically be the

duration of one module, during which time the student will be given the opportunity to raise his or her CGPA to a minimum of 70% and/or meet the 66.67% completion requirement. The academic plan will enable the student to return to satisfactory academic progress status. The plan must be of definite duration that may not extend beyond the number of modules remaining in the student's maximum time frame for the program. The student must be able to achieve a 70% cumulative GPA by the end of the academic plan period. Upon completion of the academic plan the student must still be able to complete the program within the maximum time frame.

The academic plan must detail courses to be taken and grades expected. The academic plan may also provide expectations related to attendance, remediation, conduct, and other measures intended to lead to academic success. Students on Academic/Financial Aid Probation (FAP) are eligible to receive Title IV funds while on probation if they are otherwise eligible. Failure to meet the stated CGPA and rate of progress milestones at the end of the probation period /evaluation point will result in a permanent dismissal from the program with no right to appeal.

REMOVAL FROM ACADEMIC PROBATION

Students who successfully bring up their CGPA and /or rate of progress milestones at the end of the probation period/evaluation point will be removed from probation and returned to regular status.

STUDENT APPEAL PROCEDURES

Students have the right to appeal decisions made and policies enforced by the school. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructors' recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the School Director to be reviewed by an Appeal Board. This Appeal Board shall consist of three (3) attending members. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. The student will be notified of the Appeal Board's decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board shall be final.

PROCESS FOR STUDENTS WITH DENIED APPEALS

Student must remain out of school for 6 months following the module in which the appeal was denied. The student may request an additional appeal for reinstatement. Student must demonstrate accomplishments of changes that show a level of college readiness that can reliably predict success. Decisions regarding reinstatement to the college will consider factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum timeframe allowed per the College's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new enrollment agreement, will be charged tuition consistent with the existing published rate at the time they are reinstated, and will be subject to the current policies in effect at the time of their reinstatement. Students who are reinstated under these circumstances will return on Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on Academic/Financial Aid Probation (FAP) are eligible to receive Title IV funds while on probation if they are otherwise eligible. Students who successfully bring up their CGPA and /or rate of progress milestones at the end of the probation period/evaluation point will be removed from probation and returned to regular status. If the student does not meet SAP the student will be dismissed and will not be eligible for appeal.

SUSPENSION AND DISMISSAL

NPCollege reserves the right to suspend or dismiss any student whose attendance, professional conduct, financial obligation or academic performance does not meet the school's standard and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action (see Student Appeal Procedures.)

LEAVE OF ABSENCE

In order for a student to be granted a Leave of Absence (LOA), the student must provide the college with a written request prior to the LOA (unless prevented by unanticipated circumstances that require the students to interrupt their education.) A Leave of Absence may not exceed a total of 180 days during any 12-month period. If the LOA request is approved, a copy of the request, signed by all parties, along with other necessary supporting documentation will be retained in the student's file. The student must also complete a financial aid exit interview. **Note:** LOA regulations may differ by length of program.

RETURN FROM A LEAVE OF ABSENCE

Upon the student's return from a Leave of Absence, the student will be permitted to complete the coursework which may be adjusted to the current rate of tuition.

FAILED TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from a LOA on the date indicated in the written request will be terminated from the program and the institution effective that date. See Refund Policy. Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of absences. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of absences must be made with the instructor; however, absences will remain on record. There is a Re-Test Policy that you must comply with; contact your Student Service Coordinator for details.

DRUG, ALCOHOL, AND WEAPON POLICY

At the discretion of the School Director, students or employees may be dismissed from school for a serious incidence of an intoxicated or drugged state of behavior, possession of drugs or alcohol, or possession of weapons upon school premises. The college strictly enforces a zero tolerance drug and alcohol policy on campus. Any individual associated with NPCollege who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may visit their student services representative to obtain a list of Drug & Alcohol Abuse Prevention referrals.

CONDUCT POLICY

Students are expected to conduct themselves in a professional, ethical and civil manner at all times while on campus or at any time when they are representing the College. Academic honesty, integrity, and ethics are required of all members of the NPCollege community. Academic integrity and honorable behavior are essential parts of the professionalism that will be required well beyond graduation from NPCollege. Academic integrity requires that work for which students receive credit be entirely the result of their own effort. Behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to another student, an administrator, or a faculty member may be considered grounds for dismissal. Students are expected to treat the school premises with consideration, keep the student lounge neat and clean and applying no graffiti on walls, equipment or furniture. The following rules apply to all students and are posted at all times for all students' information:

1. No cheating
2. No plagiarism
3. No fraud, deception, and the alteration of grades or official records

4. No changing examination solutions after the fact, inventing, changing or falsifying laboratory data or research
5. No misrepresenting oneself or one's circumstance to gain an unfair advantage
6. No selling or providing term papers, course work, or assignments to other students
7. Students must keep the level of talking to a minimum as common courtesy to all classes in session. No cell phones are allowed
8. No food or drinks are allowed in classrooms or lab areas
9. Due to legalities, the staff and faculty at NPCollege are not allowed to dispense any type of medication
10. No students are allowed to enter any of the classrooms intoxicated either by prescribed medication or by illicit drugs
11. For safety purposes, students and staff are not to intravenously administer any type of medication. Example: The administration of insulin to Diabetics
12. Students are not allowed out of the classroom unless excused by instructor
13. Students are not allowed to walk into other classrooms during class & lab hours
14. Students must be on time to class; if they expect they will be absent, tardy or must leave early for any reason, they need to notify the school in advance and provide an explanation
15. Students must follow the dress code according to program training
16. Students must maintain their classrooms, student lounge, restrooms and equipment in a neat and orderly manner at all times
17. Other forms of academic dishonesty

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law. Sexual harassment of employees or students at the College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment.

UNIFORM AND PROFESSIONAL APPEARANCE

The purpose of the uniform and professional appearance policy is to prepare all of our students for success in their chosen profession. NPCollege believes that is important for each student to appear well groomed and professionally dressed while on campus or in situations which students are representing the college. Most of the school's employers have standards of appearance they want emphasized while students are in school. This policy applies to all students and is designed to instill professionalism and enhance your employability.

Students are not permitted to wear their uniforms at events or functions that are not sponsored by the College. Any exception to the professional dress standards needed to comply with religious requirements must be discussed with a Student Services Representative.
In addition to this policy, many NPCollege programs have specific professional dress code requirements that students are expected to comply with. These requirements include:

MEDICAL ASSISTANT-DENTAL ASSISTANT-MASSAGE THERAPIST-MEDICAL/ DENTAL OFFICE MANAGEMENT-DIAGNOSTIC MEDICAL SONOGRAPHY-MRI TECHNOLOGIST PROGRAMS

- All students must wear the properly fitted uniform issued to them at the start of their program. It is the ONLY acceptable uniform for students attending NPCollege.
- I.D. badges are required to be worn and visible at all times on campus.
- Shoes must be white, closed toe, no heels. NO FLIP-FLOP SANDALS.

COMPUTERIZED ACCOUNTING & CRIMINAL JUSTICE PROGRAMS

Ladies: Must wear school polo with dress pants or skirt. NO MINI SKIRTS, SHORTS OR JEANS. NO FLIP-FLOP SANDALS. **CRIMINAL JUSTICE students:** Are allowed to wear jeans.

Gentlemen: Must wear school polo with dress pants. NO BASEBALL CAPS, SUNGLASSES, JEANS OR FLIP-FLOP SANDALS. NO OVERSIZED CLOTHING. Pants cannot be worn below the waist area exposing undergarments!! **CRIMINAL JUSTICE students:** Are allowed to wear jeans.

BODY PIERCINGS ARE NOT PERMITTED. NO JEWELRY OF ANY KIND MAY BE DISPLAYED ON YOUR FACE OR BODY.

Non-compliance with any of the above may be grounds for disciplinary action and/or dismissal from the school.

STUDENT/ EMPLOYEE FRATERNIZATION

Employees of NPCollege 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 considered highly unethical, in violation of school policy, and may result in disciplinary action by the school. 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 Director immediately.

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. Tutoring assistance is available for students who are experiencing academic difficulties. Student must see student services for information.

GRADING SYSTEM

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. Students in the long programs (DMS and MRI) must maintain a "C" (75%) average to maintain satisfactory academic status. The grading systems detailed on the next page are the systems utilized in the school.

Diploma & Certificate Programs		DMS & MRI Programs Only	
Grade	**Percentage**	**Grade**	**Percentage**
A	90% -100%	A	90% -100%
B	80% - 89%	B	80% - 89%
C	70%- 79%	C	75%- 79%
D	60% - 69%	F	74% - 0%
F	59% or below		

DEFINITION OF CLOCK HOURS TO SEMESTER CREDIT HOURS CONVERSION

- 1 semester credit hour for at least 15 hours of classroom contact; or
- 1 semester credit hour for at least 30 hours of supervised laboratory/shop instruction; or
- 1 semester credit hour for at least 45 hours of externship/internship.

RE-ENROLLMENT

To be eligible for readmission, a student must complete a new admissions package and be current on any outstanding debt(s) with the school. The education department will review the re-enrollment request and assess the student's potential to complete the program. A student accepted for re-enrollment may be required to remediate prior to re-entering class. A student applying for readmission will enroll at the current tuition and applicable miscellaneous charges.

GRADUATION REQUIREMENTS

A student will be issued a diploma or certificate upon successful completion of all the classroom lectures, laboratories, and/or externship education with a cumulative grade point average of 70%, or 75% for Diagnostic Medical Sonography and MRI Technologist programs. The student must receive satisfactory evaluations from their externship/clinical facility if applicable, be current on all financial and administrative obligations to the school and complete a required financial aid exit interview.

STUDENT SERVICES INFORMATION

STUDENT ACADEMIC ADVISEMENT

NPCollege's faculty and staff are available to advise students on academic problems, and, if necessary, provide referral to professional counseling or additional services when required.

STUDENT I.D. CARD

Upon enrollment students will be photographed and issued an identification card to be worn at all times while on campus. However, if the I.D. card is damaged, lost or stolen, it shall be replaced at the expense of the student in the amount of$10.00 per card.

REFRESHER TRAINING

Graduates who desire refresher training may be admitted to retake a desired section if qualifications are met. Any charge for such training will be determined at the time of enrollment. Admittance is based on space availability.

HOUSING

The College does not maintain housing for students, nor does it make specific recommendations regarding housing. However, public housing accommodations are available in the community.

TRANSPORTATION

Public transportation is available with stops close to the campus. Students may contact the local transit authority directly for reduced rate applications. It may also be possible for the student to arrange for transportation by another student if schedules are compatible.

SCHOOL SECURITY: AUDIO AND VIDEO

Please be advised that for security purposes and safety of our students, recording devices have been installed in the classrooms, labs, front area, surrounding areas of the school such as: elevator area and hallways. No recording devices will be installed in the changing rooms and bathrooms.

PARKING

Since the parking and areas surrounding the school are public parking and are used by all the tenants and clients of the building, NPCollege, is not liable or responsible to provide secured parking.

SCHOOL PROPERTY

Any school property that is damaged or ruined by anyone due to negligence, lack of attention or carelessness will be held accountable for the cost to replace the property.

STATE AND NATIONAL BOARD EXAMINATIONS

State and national licensing and/or certification and registration examinations or processes are the student's responsibility. NPCollege will provide students with information regarding test dates, locations, and fees whenever possible. Students who choose to participate in state and national licensing and/or certification or registration examinations or processes are responsible for paying the sponsoring organizations.

RECORD RETENTION

Enrollees are advised and cautioned that state law requires this educational institution to maintain school and student records for only a period of five (5) years. Official transcripts are maintained indefinitely.

STUDENT RECORDS/ FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Federal Right of Privacy Act (FERPA) of 1964 allows all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires the school to maintain these records for no more than a five-year period. Students may request a review of their records by writing to the Director of the College. All such reviews will be scheduled during regular school hours under appropriate supervision.

Family Educational Rights and Privacy Act of 1974, As Amended
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records.

Review and Correction:

1. A student has the right to inspect and review his/her education records within 45 days of the day the Institution receives a request for access. Students should submit to student services written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by student services, the student will be advised of the correct official to whom the request should be addressed.
2. A student has the right to request the amendment of his/her education records that the student believes is inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Disclosure of Educational Records:

1. Information defined as Directory Information may be released without a student's consent. NPCollege defines Directory Information to include:
    a. Name
    b. Address
    c. Phone Number
    d. Email address
    e. Enrollment Status/Grade Level
    f. Date of Graduation
    g. Degrees and Honors Received
    h. Photos
    i. Major Field of Study
    j. Dates of Attendance
    k. Most Recent Institution Attended
2. A student's social security number can never be considered Directory Information.
3. A student may opt out of Directory Information disclosure by submitting a written request to student services.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
Department of Education
Independence Avenue, SW
Washington, DC 20202-4605
(Additional FERPA information is available in the institution's website.)

COMPLAINT PROCEDURE

A student of 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 www.bppe.ca.gov. Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurred. The director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the school director will call a grievance committee hearing within 24 hours of receipt of the report. Such committee will include the director, instructor and/or appropriate staff member. In addition, all persons involved with the incident must be present at the time of the hearing. The committee will immediately meet in the absence of those involved to review the evidence and vote on a decision. The decision of the committee will be communicated immediately. If the decision is unacceptable the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable.

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
Phone: (888) 370-7589
Fax: (916) 263-1897

ACCSC STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Student Services Representative.

AGREEMENT TO BINDING ARBITRATION AND WAIVER OF JURY TRIAL

The student agrees that any dispute arising from my enrollment at NPCollege, no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction.

1. Both Student and NPCollege irrevocably agree that any dispute between them shall be submitted to arbitration.
2. Neither the Student nor NPCollege shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.

3. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by NPCollege, to the extent these fees are greater than a Superior Court filing fee.
4. The Arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
5. Any remedy available from a court under the law shall be available in the arbitration.
6. Nothing in this Agreement prohibits the Student from filing a complaint with the state regulatory agency.

PROCEDURE FOR FILING ARBITRATION

1. Students are strongly encouraged, but not required, to utilize the Complaint Procedure described in this catalog prior to filing arbitration.
2. A student desiring to file arbitration should first contact the NPCollege School Director, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA.
3. A student may, but need not, be represented by an attorney at the Arbitration.

CAREER SERVICES ASSISTANCE

The school maintains a policy of providing career development assistance for all of its graduates. No school can ethically promise or guarantee a job. However, NPCollege does assist with resume writing, interviewing techniques, job-search skills, arranging appointments for job interviews and subsequent follow-up. Career development assistance is available to any graduate who requests it and who follows NPCollege's guidelines. If a student/graduate does not successfully complete all of the required classes, and/or is uncooperative with the campus staff, career services assistance may be denied.

Note: All graduates will be considered to require career services assistance unless a student signs a waiver of career services assistance and provides a written explanation. Graduates waiving career services assistance may still receive career services assistance by notifying the career services Department that they wish to be placed in an active, career seeking category.

EXTERNSHIP CONDUCT AGREEMENT POLICY

Let it be known that when an individual is assisted in attaining an externship, and can be employed by one of the local businesses or employers that work together with NPCollege, the student agrees to the following Conduct Agreement Policy:

1. Students shall be punctual. (This includes returning from breaks and lunch breaks).
2. Students shall be required to act and conduct themselves in a responsible manner.
3. Students need to maintain good hygiene while at the externship or work place.
4. Students will try to maintain a positive attitude and good rapport when collaborating with employers and co-workers.
5. Students will direct any questions they have in regards to their job duties or procedures to their employers.

RESOURCES & COMPUTER SERVICES

Based on course offerings, the campus provides ample reference materials required to complete assignments for each program curricula in each classroom. Resources include access to Internet, research databases and printing along with various periodicals, videos/DVDs and volumes housed on campus. Free Wi-Fi access is available to all active students and staff. Acceptable & Prohibited Use of computers include:

ACCEPTABLE USE

1. Using the Internet to engage in electronic communication with NPCollege instructors, administration, staff, or fellow students through email.
2. Any purpose that supports the educational mission of NPCollege and is in keeping with the laws of the State and including personal e-mail accounts.

PROHIBITED USE

1. Using the Internet for commercial purposes and/or private enterprises that are not College related.
2. Creating, displaying, or transmitting threatening, racist, sexist, discriminatory, pornographic, obscene or harassing language and/or material.
3. Using the College's computer network to engage in illegal downloading and/or unauthorized distribution of copyrighted material, including peer-to- peer file sharing.
4. Misrepresenting oneself as another user.
5. Providing, assisting in, or attempting to modify or gain access to files, passwords, and data belonging to other users.
6. Attempting to access restricted areas of the computer network belonging to NPCollege.
7. Attempting to undermine or compromise the security of the College's computer network or any other computer network or workstation.
8. Destruction of or damage to the equipment, software, or data belonging to the College or other users.
9. Activities that interfere with the ability of others to use resources effectively.
10. Activities that result in the loss of another user's work or unauthorized access to another user's work.
11. Disclosure of user identification and/or password to another individual; using another individual's computer account for any purpose.
12. Any other activity conducted through the College's computer network, including personal e-mail accounts, or use of the Internet deemed by the College to be in violation of the Conduct Policy, College rules, and State or Federal laws.

FINANCIAL INFORMATION

FINANCIAL ASSISTANCE

NPCollege participates in the U.S. Department of Education's Title IV Financial Aid Programs. Applicants may also qualify for tuition and other financial assistance through various public and private training or re-training agencies. These agencies include: the Veterans Administration; California Department of Rehabilitation; private rehabilitation agencies and insurance companies; the GAIN program; the State Employment Development Department (EDD); and Workforce Investment Act programs. All public and private agencies have certain requirements for eligibility.

REIMBURSEMENT TO VETERANS AND ELIGIBLE PERSONS

For information or for resolution of specific payment problems, the veteran should call the Department of Veteran's Affair nationwide toll free number at 1-800-827-1000.

FEDERAL PELL GRANTS

Pell Grants are the largest source of free money from the government. These grants are awarded to every undergraduate student who qualifies. Your Expected Family Contribution (EFC) will determine if you qualify and the amount you receive. To learn more visit www.studentaid.ed.gov

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the students and parents and the cost of attending school.

FEDERAL WORK STUDY (FWS)

Federal Work Study is a federal financial aid work program that provides students the opportunity to work part-time jobs on/off campus to earn money to help them pay for educational and living expenses. The program encourages community service work and work related to the course of study. Funds under this program are limited. In order to be eligible, students must apply for financial aid, demonstrate financial need, and be enrolled at least half time. NPCollege will consider the student's financial need, the number of hours per week the student can work, the period of employment, and the location of the student's employment. The Work-Study award will represent the amount of money the student can earn through a Work-Study job. Students interested in obtaining a Federal Work Study job should inquire with financial aid coordinators for more information on the program and how to apply.

FEDERAL STAFFORD LOAN

Federal student loans offer low interest rate, flexible repayment options and typically allow up to 10 years to repay. Depending on the type of loan, a borrower may not have to make payments until six months after graduation, withdrawal or enrollment of less than half time.

Federal Subsidized Stafford Loan Loans are for students who demonstrate financial need. The Federal government pays the interest on subsidized loans while the borrower is in school and during the first six months after graduation, withdrawal or enrollment of less than half time.

Federal Unsubsidized Stafford Loan Loans are for all eligible students, regardless of income or assets. The borrower is responsible for paying all the interest that accrues, but may allow it to accumulate while the borrower is in college and during the grace period. The accrued interest will be added to the amount borrowed when repayment begins and future interest will be based on the higher loan amount. It is to a borrower's advantage to pay the interest while in school as the total payment will be less in the long run.

Federal PLUS Loans for Parents May qualify up to the cost of attendance minus any financial aid. Helps parents or stepparents pay for college costs. Eligibility is based on the credit of the parents or stepparents. Interest starts to accrue immediately, with repayment beginning within 60 days after the last disbursement. Plus Loans have low interest rates and have up 10 years to repay. To learn more visit www.studentloan.com. Tuition assistance is also available through private lending institutions. If a student's tuition is not coved by any of these sources, NPCollege may elect to carry the tuition balance, utilizing an agreed to "Payment Plan" with the student. However, should the student not adhere to the agreed-upon payment plan, the institution reserves the right to suspend or terminate the student until such time as the payment plan can be brought to current status.

VERIFICATION POLICY

Verification is the process by which NPCollege reviews student financial aid applications for accuracy. NPCollege will verify all applications selected by Central processing System (CPS). NPCollege may ask students to document that the information they provided on their application for financial aid is correct. If students are selected, they may be asked to verify such information as income, federal income tax paid, household size,

status as a dependent or independent student, and citizenship. As part of this process, dependent students must provide the Financial Aid Office with their parents' Federal Income Tax Return and in some cases, statements from Social Security Administration, Veteran's Administration, or other agencies to verify benefits the student and/or the student's family has received.

If information on any of these documents conflicts with the information reported on the student's FAFSA, they may be required to provide additional information. Failure to provide proof may result in the cancellation of aid from all of the Title IV programs and may also result in the cancellation of aid from other sources. Federal financial aid received because a student reported incorrect information will have to be repaid. Any person who intentionally makes false statements or misrepresentations on a federal financial aid application is violating the law and is subject to a fine or imprisonment or both under provisions of the U.S. Criminal Code.

The school shall notify the applicant of the results of the verification process within 30 days of the student's submission. The notification will take place using a new, if changed, award letter stating the awards by aid program amounts and expected disbursement dates. On this document the student and the parent has an opportunity to cancel all or part of the award from any loan program. The school shall forward to the Secretary of Education, a referral of discovered fraud cases.

CANCELLATION, WITHDRAWAL AND REFUND RIGHTS

STUDENT'S RIGHT TO CANCEL: All funds paid will be returned if the student is rejected for enrollment.
You have the right to cancel the enrollment agreement, and obtain a refund of charges paid (excluding registration fee), for any equipment such as books, materials and supplies or any other goods related to the instruction included in the agreement, until the seventh day after enrollment or the seventh day after first scheduled class day, whichever is later.

Cancellation: Shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the first day of class, you will be given two notices of cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

Equipment: If the school has given you any returnable equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. As stated in the front page of the enrollment agreement, supplies and equipment are not returnable items due to sanitary reasons. Therefore, once you have received any equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.

Withdrawal from a course: You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, the school will remit a refund, less a registration fee not to exceed $75.00 if applicable, within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear within the 30-

day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the front page of the enrollment agreement. 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 30 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay it. Official withdrawal date is on the student's notification or school's determination.

Loans: If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The student must remain current on all loan payment obligations or risk being suspended from school until past due loan payments are satisfied. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

RETURN OF UNEARNED SFA PROGRAM FUNDS

The college must return the lesser of: The amount of SFA program funds that the student did not earn; or the amount of institutional cost that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned. The student (or parent, if a Federal PLUS loan) must return or repay as appropriate, in accordance with the terms of the loan, the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

RETURN OF SFA FUNDS

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1 Unsubsidized Loans from FFELP or Direct Loan, 2 Subsidized Loans from FFELP or Direct Loan, 3 Perkins Loans, 4 PLUS (Graduate Students) FFELP or Direct Loan, 5 PLUS (Parent) FFELP or Direct Loan, 6 Pell Grant, 7 Academic Competitiveness Grant (ACG), 8 National SMART Grant, 9 Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

GENERAL TERMS

1. No Applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability or national origin, nor be subjected to discrimination of any kind based on the above. For information regarding Non-Discrimination or to resolve complaints contact the School Director.

2. Career Services assistance may be provided. However, it is understood that a school does not and cannot promise or guarantee employment or level of income or wage rate to any student or graduate.

3. Diploma or certificates will be issued after the completion of the entire program and all tuition fees are paid in full.

4. The student must achieve a passing grade average (as stated in the catalog) to receive a diploma or certificate.

5. The School reserves the right to postpone training in the event of natural disasters (such as fire, flood, and earthquake) labor disputes or equipment failure.

6. The School reserves the right to change or modify, without notification, the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods.

7. A student's enrollment may be terminated if the student's academic progress, financial obligation, behavior, absences, lateness, or dress code does not conform to the requirements, rules, and regulations of the School as stated in the Catalog; in which event, the extent of the student's tuition obligation will be in accordance with the School's refund policy.

8. The School only recognizes written Contract, no verbal statements or promises will be recognized.

9. Children are not permitted at any time in class. Pets are not permitted in classrooms, exception of medically necessary guide dogs or assistant animals.

10. Food and beverages are not permitted in classrooms.

PROGRAMS OF STUDY & TUITION COSTS

Computerized Accounting I

Length of Program

16 Weeks
16.5 Credit Semester Units
375 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Computerized Accounting Certificate

Cost of Program

(When completed in normal time)

Tuition:	$6.672.50
Registration Fee:	$75.00
Books:	$420.00
Supplies:	N/A
*STRF:	$17.50
Room & Board:	Not Available
Total Cost:	**$7,185.00**

Return Check Fee $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 100%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 75%

Median Loan Debt

Title IV Loan Debt	N/A
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Computerized Accounting I program is designed to prepare students for employment as entry-level members of the accounting staff of a private business, industrial enterprise, governmental agency or private accounting firm. Students learn the fundamentals of accounting, from journalizing to preparing a post-closing trial balance, in a service- or merchandizing-oriented business enterprise. Students receive job-simulated experiences in Accounts Payable, Accounts Receivable and Payroll. Proficiency in Electronic Spreadsheet and Computerized Accounting is an integral part of the training.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Introduction to Computers	10	0	0	10
Introduction to Word Processing	10	20	0	30
Advanced Word Processing	10	20	0	30
Electronic Spreadsheet	10	30	0	40
Keyboarding-Beginning	5	20	0	25
Keyboarding-Intermediate	5	20	0	25
Keyboarding-Advanced	5	20	0	25
Business English	15	15	0	30
Business Mathematics	10	15	0	25
Ten-Key Speed Building	0	10	0	10
Accounting I	10	30	0	40
Accounting II	10	30	0	40
Computerized Accounting	10	20	0	30
General Office Procedures	10	0	0	10
Job Preparation	5	0	0	5
Total:	125	250	0	375
Total Credit Units:				16.5

Course Descriptions

CA I-INTRODUCTION TO COMPUTERS

This course introduces the fundamental concepts of computers and their application in business and legal settings. Topics to be covered include computer concepts and terminology and the Disk Operating System (DOS).

CA I-INTRODUCTION TO WORD PROCESSING

Using Microsoft word, the student will learn to create and edit letters, memos, reports, book manuscripts, newsletters, mailing labels, forms, address lists, and brochures. Students also learn advanced features of the program that include setting tabs, mail merging, and using the spell check and thesaurus features.

CA I-ADVANCED WORD PROCESSING

This course covers the more advanced features of word processing, which include lines and tables, macros, envelope and label printing, sorting, graphics, computations, column and commonly misused words, punctuation, capitalization and numbers.

CA I-ELECTRONIC SPREADSHEET

This course is designed to introduce electronic spreadsheet and its many practical applications in the business and legal fields and in daily life. The student will learn to input data, format, save, and print documents. Advanced features include building worksheets with macros, graphing, and sorting and querying a worksheet database.

CA I-KEYBOARDING-BEGINNING
This course focuses on the development of the student's ability to operate a standard computer or electronic typewriter keyboard rapidly and accurately with major emphasis on basic skill building. A minimum speed of 40 net words per minute is required to pass this course.

CA I-KEYBOARDING-INTERMEDIATE
This course focuses on the development of both keyboarding and language skills, improvement of spelling, key stroking and formatting skills. Drills and skill-building exercises using alphabetic and numeric keys will be utilized. A minimum of 50 words per minute is required for successful completion of this course.

CA I-KEYBOARDING-ADVANCED
Advanced keyboarding focuses on formatting tables and reports. This course also reviews the principles taught in Intermediate Keyboarding, which will serve to prepare the student in formatting complex tables and long reports. Drills and skill-building exercises are stressed. A minimum of 60 words per minute is required for successful completion of this course.

CA I-BUSINESS ENGLISH
Business English develops the students' skills in grammar, sentence structure, parts of speech, tenses of verbs, phrases, clauses, writing sentences and paragraphs. Student/teacher interaction is important to initiate the communication process.

CA I-BUSINESS MATHEMATICS
Business Mathematics prepares the student with fundamental math skills that are indispensable in an office or business environment, such as, trade and cash discounts, payroll and commissions, simple and compound interest and invoicing. Students will also be introduced to operations involving signed numbers and equations, as well as U.S. and Metric systems of measurement.

CA I-ACCOUNTING I
Accounting I prepares the student to identify the basic concepts of accounting, accounting formula and how to prepare a balance sheet, analyze transactions in to debit and credit parts and how to record transactions in a general journal. At the end of this the student must be tested with a reinforcement activity.

CA I-ACCOUNTING II
Accounting II prepares the student how to post the information from a general journal to a general ledger and prove cash, how to have a cash control system and how to make the bank reconciliation, identify the fiscal and accounting periods and prepare the Worksheet at the end of the year, how to do the adjustments and closing entries, prepare Income Statements, Balance Sheet, Capital Statements and the post trial balance and finally How to prepare a payroll.

CA I-COMPUTERIZED ACCOUNTING
With the use of generic, user-friendly software, the student will be able to apply accounting knowledge with the use of a computer. These exercises allow the students to utilize the following eight accounting systems: general ledgers, accounts receivable, accounts payable, financial statements, analysis, depreciation, inventory and payroll.

CA I-GENERAL OFFICE PROCEDURES
Discussions pertaining to developing efficiency in the workplace, as well as effective communication, are stressed. Students will perform simulated, job-related activities that include preparing for employment, preparing and answering correspondence on a word processor and performing records management.

CA I-JOB PREPARATION
This course is designed to assist the student in entering the workforce. It includes application of human relations, attitudes and appearance. Job search methods, resume preparation and successful interviewing techniques are also stressed.

Upon completion of all sections of the course, with a grade average of no less than 70% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Computerized Accounting I.

Computerized Accounting II

Length of Program

40 Weeks
43 Credit Semester Units
900 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Computerized Accounting Diploma

Cost of Program

(When completed in normal time)

Tuition:	$14,915.00
Registration Fee:	$75.00
Books:	$420.00
Supplies:	$750.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Return Check Fee: $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 61%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 81%

Median Loan Debt

Title IV Loan Debt	$8,700.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Computerized Accounting II program is designed to prepare students for employment as entry-level members of the accounting staff of a private business, industrial enterprise, governmental agency or private accounting firm. Students learn the fundamentals of accounting, from journalizing to preparing a post-closing trial balance, in a service- or merchandizing-oriented business enterprise. Students receive job-simulated experiences in Accounts Payable, Accounts Receivable and Payroll. Proficiency in Electronic Spreadsheet and Computerized Accounting is an integral part of the training.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Introduction to Computers/Typing Skills/Ten-Key Speed Building	10	80	0	90
Word Processing - MS Word	30	60	0	90
Electronic Spreadsheet- MS Excel/ Intro to Database	20	70	0	90
Business Communication/ MS Power Point/ MS Outlook/Internet	25	65	0	90
Introduction to Business/Business Mathematics/ Business English	70	20	0	90
Accounting I	60	30	0	90
Accounting II	60	30	0	90
Manual Simulation Corporation/ Business Law/ Job Preparation	60	30	0	90
Computerized Accounting	30	60	0	90
Tax Preparer Certification	60	30	0	90
Total:	425	475	0	900
Total Credit Units:				43

Course Descriptions

CA II MOD 1-INTRODUCTION TO COMPUTERS/TYPING SKILLS/TEN-KEY SPEED BUILDING

This course introduces the fundamental concepts of computers and their application in business and legal settings. Topics to be covered include computer concepts, computer parts (internal and external), working with networks, and internet connections. The student will develop typing skills by using specialized typing software. A minimum speed of 40 net words per minute is required to pass this course. The course prepares students as well to perform mathematical operations involving whole numbers, dollars and cents, and decimals. The 10-key speed is also emphasized. Students must key at least 200 keystrokes per minute or 12,000 keystrokes per hour to successfully complete this course

CA II MOD 2-WORD PROCESSING-MS WORD

Using the MS Word processing system, the student will learn to create and edit business letters, memos, reports, book manuscripts, newsletters, mailing labels, forms, address lists, flyers, and brochures. Students also learn advanced features of the program that include setting tabs, mail merging, templates, tables, inserting logos and images, and using the spell check and thesaurus features.

CA II MOD 3-ELECTRONIC SPREADSHEET-MS EXCEL/ INTRO TO DATABASE

This course is designed to introduce the electronic spreadsheet MS Excel and its many practical applications in the business and legal fields and in daily life. The student will learn to input data, create formulas, format, save, and print documents. Advanced features include building accounting worksheets, graphing and sorting and querying a worksheet database. The students will be introduced to MS Access to learn to manage data. The students will be able to create tables, queries, forms and reports for medium to large size databases.

CA II MOD 4-BUSINESS COMMUNICATION/ MS POWER POINT/ MS OUTLOOK/INTERNET

This course covers the fundamentals of business communications for Businesses. The students will learn how effectively communicate for business using the actual technology available for communications like Internet and MS Outlook. The student will develop public speaking skills by creating projects that allow to present proposals that will be graded and criticized by the student's classmates.

CA II MOD 5-INTRODUCTION TO BUSINESS/BUSINESS MATHEMATICS/ BUSINESS ENGLISH

The Introduction to Business course prepares the student with the fundamental concepts and terminology of the business world. Students become familiar with American business environments, including organization and management of small-and large-scale business enterprise. Business Mathematics prepares the student with fundamental math skills that are indispensable in an office or business environment, such as, trade and cash discounts, payroll and commissions, simple and compound interest and invoicing. Students will also be introduced to operations involving signed numbers and equations, as well as U.S. and Metric systems of measurement. Business English stresses the development of skills in grammar, sentence structure, parts of speech, tenses of verbs, phrases, clauses, writing sentences and paragraphs. Student/teacher interaction is important to initiate the communication process

CA II MOD 6-ACCOUNTING I

Accounting I prepares the student to identify the basic concepts of accounting for a sole proprietorship bossiness selling services. The student will be able to understand and apply the accounting formula and how to prepare a balance sheet and income statement, analyze transactions in to debit and credit parts and how to record and post transactions in a general journal and general ledger. The student will be able to understand the Accounting cycle. At the end of this the student must be tested with a reinforcement activity.

CA II MOD 7-ACCOUNTING II

Accounting II prepares the student to identify the basic concept of accounting for a corporation that sells merchandise, prove cash, how to have a cash control system and how to make the bank reconciliation, identify the fiscal and accounting periods and prepare the Worksheet at the end of the year, how to do the adjustments and closing entries, prepare Income Statements, Balance Sheet, Capital Statements for corporations and the post trial balance and finally the students will learn how to properly prepare payroll.

CA II MOD 8-MANUAL SIMULATION CORPORATION/ BUSINESS LAW/ JOB PREPARATION

The Manual Simulation prepares the student to hands on training for a merchandising business to handle the complete bookkeeping cycle, prepare sales journal, purchase journal, general journal, cash receipts journal, cash payment journal, general ledger, accounts receivable ledger, accounts payable ledger, payroll register, earnings records, end-of-fiscal period work, cash proof and purchases and sales on account reports. Business Law prepares students to understand laws governing business enterprises. Business contracts, partnerships, corporate law and laws governing labor and international trade are emphasized. The Job Preparation course is designed to assist the student in entering the workforce. It includes application of human relations, attitudes and appearance. Job search methods, resume preparation and successful interviewing techniques are also stressed.

CA II MOD 9-COMPUTERIZED ACCOUNTING

With the use of QuickBooks, generic, user-friendly software, the student will be able to apply accounting knowledge with the use of a computer. These exercises allow the students to utilize the following eight accounting systems: general ledgers, accounts receivable, account payable, financial statements, analysis, depreciation, inventory and payroll for different type of businesses. The student will learn how to set up a company in QuickBooks, record transactions, prepare transaction documents, and financial statements.

CA II MOD 10-TAX PREPARER CERTIFICATION

This course will prepare the students with a solid start in tax preparation, enabling them to complete most standard individual tax returns for Federal (45 hours) and California Taxes (15 hours). The students will learn the different filing status for taxpayers and how to put the taxpayer information onto the tax return forms using Turbo Tax software, what type of returns to file and the role of a tax preparer. The students will learn to do their own taxes; we prepared them to get CTEC to become a certified tax professional in California, IRS PTIN, and Tax Exempt Bond**.**

Upon completion of all sections of the course, with a grade average of no less than 70% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Computerized Accounting

npcollege "Where a BETTER FUTURE begins..."

Criminal Justice

Length of Program

44 Weeks
54.5 Credit Semester Units
1000 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Criminal Justice Diploma

Cost of Program

(When completed in normal time)

Tuition:	$15,110.00
Registration Fee:	$75.00
Books:	$600.00
Supplies:	$375.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Return Check Fee: $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: N/A

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: N/A

Median Loan Debt

Title IV Loan Debt	$8,700.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Criminal Justice Program of NPCollege is committed to excellence in education demonstrated by providing a meaningful comprehensive entry-level education program to students, containing quality didactic instruction. The program supports the vision, values, and mission of NPCollege by offering a Criminal Justice program that adheres to the highest standards of educational integrity. In combination, the ten program courses ensure the adequacy of a well-rounded program through classes in didactic theory and integration and acquisition of performance objectives in the real life setting.

The goal of the Criminal Justice Program is the thorough preparation of the student, through didactic instruction, in the theoretical knowledge, tasks, skills, and responsibilities required of an entry-level Private, Public and Non-Profit Security Personnel.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
CJ100 Criminalistics	90	0	0	90
CJ110 Criminology	90	0	0	90
CJ120 The American Criminal Courts System	60	30	0	90
CJ130 Corrections In America	60	30	0	90
CJ140 Criminal Law	60	30	0	90
CJ150 Criminal Procedure	60	30	0	90
CJ160/170 Ethics & Interpersonal Communication For Criminal Justice Professionals	90	0	0	90
CJ180/190 Private Security: Administration, Management, and Investigation / Career Management And Employment Integration	90	0	0	90
CJ200 Report Writing & Reading Skills / Guard Card/Baton/Finger Print Training	45	45	0	90
CJ210 Computer and Study Skills	30	60	0	90
CJ220 Basic Life Support Certification (CRP & AED)	5	15	0	20
CJ230 Externship	0	0	80	80
Total:	680	240	80	1000
Total Credit Units:				54.5

Course Descriptions

CJ 100-CRIMINALISTICS

This course explores criminal investigative techniques. The history and growth of forensic science and the abilities and limitations of modern crime labs are discussed. Students will delve into the technology of the modern crime laboratory and learn through practical application, the theories espoused by major contributors in science and criminal justice. Evidence detection, collection and preservation; scientific processes, properties of matter principles of organic and inorganic compounds, will be discovered as students are exposed to the technology and tools of forensic science.

CJ 110-CRIMINOLOGY

This course analyzes and examines the classical and modern perspectives of criminology. Students are introduced to the biological, sociological, and psychological theories of criminal behavior, crime causation, delinquency, and deviance. Empirical research topics related to crime patterns and trends, crime prevention, victimization, mental illness, and incapacitation are discussed. This course will also address specific types of crimes against persons and property, violent crime, and white-collar crime. Students will explore different philosophies and rationales related to rehabilitation and treatment for chronic criminal offenders.

CJ120-THE AMERICAN CRIMINAL COURTS SYSTEM

This course introduces students to the administration, structure, and functions of federal, state, and local criminal courts systems in America. Topics focusing on court jurisdiction, juvenile courts, specific criminal court proceedings(from initial charges through post-conviction appeals), the constitutional rights of the accused, and the roles of the prosecutor, defense attorney, judge, jury, grand juries, victims, witnesses, and other court personnel are discussed. Issues regarding bail, plea bargaining, sentencing, appeals, and current reforms are also addressed. As part of their lab requirement, students will be assigned a specific criminal case and participate in a mock trial, including performing the various roles of prosecutor, defense attorney, witnesses, court personnel, judge, and/or jury. Through their lab assignment, students will increase proficiency in public speaking, listening, and critical-thinking and prepare and present the integral components of a case, including opening statements, direct and cross-examination of witnesses, and closing statements.

CJ130-CORRECTIONS IN AMERICA

This course provides students with a comprehensive overview of the American correctional system. Students will examine the historical development, functions, and contemporary organizational structure of jails, prisons, and community-based correctional programs. Topics include sentencing philosophies and policies, juvenile corrections, prisoner rights, inmate management and supervision, treatment, rehabilitation, and release. Students are exposed to current issues facing correctional institutions, facilities, and employees, as well as employment opportunities and entry requirements for careers in corrections. As part of their lab requirement, students will perform the step-by step functions of the prisoner intake process, including the photograph, fingerprints, medical and educational examination, contraband search, clothing and toiletries distribution, prisoner file creation (including pre-sentence report), and security classification decision. Students will also perform a perform a performance quality audit designed to ensure a consistent handling of prisoners and also develop a quality improvement plan to reduce processing time, improve health screening, and implement efficient educational and vocational testing.

CJ140-CRIMINAL LAW

This course provides students an overview of the origins, history, and development of substantive criminal law. Topics focusing on common law, case law, modern statutory law, basic elements of crime, strict liability crimes, and various justification and excuse defenses are discussed. The difference between general, specific, and transferred intent is addressed. Students are exposed to a comprehensive overview of homicide and the difference between criminal intent and criminal negligence. This course also covers classifications of crime, inchoate crimes, parties to a crime, and other related topics. As part of their lab requirement, students will participate in a Writing and Analytical Skills Development Lab**.** Students will be given a statement of facts, apply the rule of law, and organizing a legal discussion of the analysis. Students will train in legal reasoning techniques and learn to identify critical issues involved in a criminal case. Students will receive individual and group instruction to further develop skills, and write two formal persuasive legal memorandums designed to prove the basic elements of a crime.

CJ150-CRIMINAL PROCEDURE

This course provides students an examination and analysis of the protections guaranteed by the United States Constitution, including but not limited to the 4th, 5th, and 6th Amendments. A comprehensive overview of search and seizure law, including the concepts of standing, reasonable expectation of privacy, probable cause, and reasonable suspicion is presented. The rules and requirements for obtaining and executing a valid search warrant are discussed. Warrantless searches and exceptions to the search warrant requirement are addressed. Students also examine the Exclusionary Rule and issues relating to the admissibility of evidence. Other topics include due process, illegal governmental conduct, arrest warrants, custodial interrogations, the 5th Amendment, Miranda warnings and waivers,

pre-trial lineups and identifications, the right to counsel, the 6th Amendment limits on police interrogations, plea-bargaining, double jeopardy, and pre-trial, trial, and post-trial processes. As part of their lab requirement students will role-play various "stop and frisk" hypothetical scenarios, including the "plain feel doctrine". Students will balance 4th Amendment protection against public safety as they alternate performing the stop and frisk of suspects. Students will also articulate the reasons for his/her stop and frisk in a formal police report and narrative. In Lab, students will also receive a comprehensive criminal investigative report and findings and be required to determine the existence of probable cause and the need for obtaining additional evidence. Students will participate in a criminal investigation and evaluate an informant's identity, veracity, and basis of knowledge. Students will prepare a sworn affidavit describing his or her direct observations and reasons for wanting to conduct a search, describe with sufficient particularity and scope the person(s) or the place(s) to be searched and the items to be seized, and state the appropriate time for the execution of the search warrant. The sworn affidavits must pass judicial scrutiny on the issue of probable cause.

CJ160/170-ETHICS & INTERPERSONAL COMMUNICATION FOR CRIMINAL JUSTICE PROFESSIONALS

This course examines the morality of ethics and its interrelationship with law and society. The difference between criminal and moral behavior is analyzed. Students compare and contrast the various ethical reasoning perspectives of diverse social, racial, ethnic, and religious groups. The major ethical systems and varying legal paradigms are explored. Students are exposed to ethical dilemmas presently facing the criminal justice system. An emphasis is placed on the ethical decision-making of criminal justice professionals working in law enforcement, the criminal courts, and correctional institutions. Ethical guidelines and professional codes of conduct for police, probation, and correctional officers, as well as legal professionals are discussed. Critical and current issues relating to the war on terror, crime control, police corruption, sexuality, politics, juvenile justice, and sentencing are also addressed. This course also presents the importance of effective verbal, written, and interpersonal communication skills applicable to the criminal justice field. The importance of adapting and effectively interacting with increasingly diverse cultural populations is discussed. Topics focusing on conflict resolution, interviewing witnesses and interrogating suspects, professionalism, teamwork, and leadership are addressed.

CJ180/190-PRIVATE SECURITY: ADMINISTRATION, MANAGEMENT, AND INVESTIGATION / CAREER MANAGEMENT AND EMPLOYMENT INTEGRATION

This course provides students an overview of the development, functions, and responsibilities of private sector security and investigation firms. Students are introduced to the interrelationship and interaction between private security and investigation companies and public law enforcement agencies. Students are exposed to corporate, industrial, and other specialized security technologies and systems designed to assess specific threats and prevent intellectual espionage. An emphasis will be placed on security administration and management and the roles of highly-trained professional security personnel. Specific industry issues relating to safety, labor disputes, civil demonstrations, terrorism, and riots are discussed.

Students are exposed to sophisticated investigative processes performed by professional and licensed private investigators. Topics focusing on safety, industry goals and concerns, and current and evolving standards and practices are also addressed. Upon successful completion of this course, students will be able to demonstrate an understanding of the functions, responsibilities, administration, and management of private sector security and investigation firms, identify practical and effective specific threat prevention and management procedures, and discuss specialized security services performed by professional private security personnel and licensed investigators.

This course provides students a comprehensive overview of both sworn and non-sworn career and employment opportunities in the criminal justice field. Students are exposed to entry requirements for non-sworn positions, including but not limited to court clerk, youth advocate, dispatcher, community service officer, and private security. Students are also exposed to entry-level requirements and qualifications for sworn law enforcement positions, including police officer, sheriff, and correctional officer. This course is designed to assist students in developing the knowledge, skills, and abilities needed to manage and maintain successful criminal justice careers.

An emphasis will be placed on developing a career plan and portfolio as well as completing and writing high-quality and effective job applications, cover letters, and résumés. Effective criminal justice employment interviewing strategies and

techniques and mock interview sessions are presented. Job placement insight and career counseling is also provided. Students are introduced to the challenging law enforcement hiring process, including the background investigation, written exam, oral panel interview, psychological examination, and polygraph examination. Upon successful completion of this course, students will be able to identify and assess criminal justice career and employment opportunities, develop a focused career plan, produce high-quality and specifically–tailored cover letters and résumés, and demonstrate effective and intelligent interviewing strategies and techniques.

CJ 200-REPORT WRITING & READING SKILLS / GUARD CARD /BATON/FINGER PRINT TRAINING

An emphasis is placed on the ability to write fluent, clear, organized, well-developed reports, narratives, memorandums, and proposals, using proper grammar, sentence structure, vocabulary, and word choice. Upon successful completion of this course, students will be able to communicate in written form intelligently and effectively, and follow the appropriate writing mechanics and styles utilized by criminal justice professionals.

CJ 210-COMPUTER AND STUDY SKILLS

The students will acquire the basic knowledge of the main office software that includes MS Word, MS Excel, MS Power Point and the use of the Internet. The student will gain several study and learning skills to successfully complete the Criminal Justice program.

CJ 220-BASIC LIFE SUPPORT CERTIFICATION (CPR & AED)

After the completion of this certification, the student will be able to apply Cardiopulmonary Resuscitation on Adults, Children and Infants. The student will be able to physically operate an Automated External Defibrillator (AED). The student will obtain a Certification card at the end of this course.

CJ 230-EXTERNSHIP

Upon successful completion of classroom training, Criminal Justice program students participate in an 80-hour unpaid externship at an approved facility. This provides externs an opportunity to work in the Criminal Justice work environment and apply the principles and practices learned in the classroom.

Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel and evaluation forms are placed in the students' permanent record.

Upon completion of all sections of the course with a grade average of no less than 70% and after passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Criminal Justice.

Dental Assistant I

Length of Program

16 Weeks
20 Credit Semester Units
375 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Dental Assistant Certificate

Cost of Program

(When completed in normal time)

Tuition:	$6,787.50
Registration Fee:	$75.00
Books:	$175.00
Supplies:	$225.00
*STRF:	$17.50
Room & Board:	Not Available
Total Cost:	**$7,280.00**

Return Check Fee $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 100%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 100%

Median Loan Debt

Title IV Loan Debt	N/A
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator

N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

An entry-level Dental Assistant may perform certain basic supportive dental procedures under the direct supervision of a licensed dentist. While many dental assistants are trained on the job, an individual wishing to eventually pursue becoming a Registered Dental Assistant needs the theory and practical application of all of the requirements of the Board of Dental Examiners.

The following course is designed to provide successful graduates with the knowledge, skill and experiences to not only seek entry-level employment as a non-licensed dental assistant, dental office clerk, or front office receptionist, but also to provide a foundation of study to pursue the Registered Dental Assistant Examination. They may apply for this license after 18 months of basic supportive service under the designated supervision of a licensed dentist.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Introduction to Dental Assisting	20	0	0	20
Role of the Dental Assistant	5	5	0	10
Front Office Dental Assistant	5	5	0	10
Patient Management	5	5	0	10
Dental Anatomy and Physiology	25	5	0	30
Skull, Face, Mandible	5	0	0	5
Oral Cavity, Sinus, Glands	5	0	0	5
Muscles, Nerves, Blood Supply	5	0	0	5
Tooth Morphology	5	0	0	5
Dental Health	15	5	0	20
Infection Control	20	5	0	25
OSHA	20	5	0	25
Emergencies/Nutrition and Prevention	5	0	0	5
Dental Chair Side	10	5	0	15
Charting	10	0	0	10
Instruments/Equipment	10	10	0	20
Rubber Dam/ Matrix	10	5	0	15
Cements/Restoratives	20	0	0	20
Impressions/Laboratory Techniques/ Prostrodontics	20	0	0	20
Radiography	10	30	0	40
Principles	5	0	0	5
Developing & Mounting	5	30	0	35
Techniques I	0	10	0	10
Techniques II	0	10	0	10
Total:	240	135	0	375
Total Credit Units:				20

Course Descriptions

DA I-INTRODUCTION TO DENTAL ASSISTING

This section is devoted to familiarize the student with the field of dental assisting. Each week is devoted to a specific area of study regarding qualifications of a dental assistant and of patient and office management.

DA I-ROLE OF THE DENTAL ASSISTANT

Students will be able to identify the members of the dental health team and the various organizations that deal with the dental professionals. 2. Students will be able to identify the qualifications necessary to be a dental assistant, and the various specialties available in the dental field. 3. Students will be able to identify the legal duties of the Registered Dental Assistant (RDA) and Dental Assistant, and be familiar with the requirements necessary to become an RDA

DA I-FRONT OFFICE DENTAL ASSISTANT

Students will be able to establish techniques for patient reception, telephone procedures, appointment control, and management of records, written communication, recall, inventory and control of supplies. 2. Students will be able to demonstrate knowledge of basic microcomputer operation.

DA I-PATIENT MANAGEMENT

Students will be able to identify the four elements of the communication process, including the procedure for sending and receiving messages, differences between verbal and nonverbal communication and will understand the significance of human territories. 2. Students will be able to identify the ideals of patient trust, monitor and assess dental fears and define one-on-one patient education techniques.

DA I-DENTAL ANATOMY AND PHYSIOLOGY

This section is designed to give the dental assistant student a focused intense study on the various parts of the head and neck anatomy. Each week is devoted to a different area of study, allowing a true learning of the important information necessary to be a successful and knowledgeable dental assistant.

DA I-KULL, FACE, MANDIBLE

1. Students will be able to identify and name the bones of the skull, face and various landmarks.
2. Students will be able to identify anatomy of the mandible and locate the various foramens on the face of the skull.
3. Students will be able to demonstrate knowledge of terminology as it relates to the various bones, landmarks, etc., of the skull, face and mandible.

DA I-ORAL CAVITY, SINUS, GLANDS

1. Students will be able to identify all structures of the mouth, including inner and outer anatomical parts.
2. Students will be able to identify and determine the location and size of the major salivary glands and paranasal sinuses.
3. Students will be able to identify the functions of the salivary glands and of paranasal sinuses.
4. Students will be able to demonstrate knowledge of terminology as it relates to the oral cavity, paranasal sinuses and glands.

DA I-MUSCLES, NERVES, BLOOD SUPPLY

1. Students will be able to demonstrate knowledge about the structure, location and function of the muscles of mastication.
2. Students will be able to demonstrate knowledge about the location, function and importance of the various nerves, veins and arteries.
3. Students will be able to demonstrate knowledge of terminology as it relates to the muscles of mastication, cranial nerves and blood supply.

DA I-TOOTH MORPHOLOGY

1. Students will be able to demonstrate knowledge of dental arches and types of teeth within each arch.
2. Students will be able to demonstrate knowledge of anatomic features of the teeth.
3. Students will be able to demonstrate knowledge of occlusion and malocclusion including different classification.
4. Students will be able to demonstrate knowledge of primary, mixed and permanent dentition.
5. Students will be able to demonstrate knowledge of tooth number system.

DA I-DENTAL HEALTH

This section deals with the important subject of Infection Control. Each week explores a different aspect of the infection control process, from the direct dealings with the patient in the office, to OSHA requirements, to dealing with emergencies and the importance of good nutrition in dental health.

DA I-INFECTION CONTROL

1. Students will be able to describe the preliminary precautions necessary to master effective methods needed to provide protection against cross-infections in the dental office.
2. Students will be able to demonstrate the control of cross-infections, beginning with hand washing and proceeding through all accepted sterilization procedures to provide the safest oral-health treatment possible.
3. Students will be able to determine the proper immersion chemicals used in dentistry, their advantages and disadvantages, as well as compare the usage of steam autoclave with the chemical vapor sterilize.
4. Student will be able to demonstrate the steps involved in preparing and packaging dental instruments for sterilization, including precautions for instruments used on high-risk patients.

DA I-OSHA

1. Student will be able to cite the health agencies involved in establishing the infection-control standards for dentistry and disposal of infectious waste materials.
2. Student will be able to demonstrate knowledge of the necessary documentation for OSHA compliance, such as the office procedure manual and the use of the MSDS.

DA I-EMERGENCIES/NUTRITION AND PREVENTION

1. Students will be able to define the purpose and importance of a health history.
2. Students will be able to demonstrate the ability to take and record vital signs.
3. Students will be able to recognize medical emergencies, their symptoms and treatment and demonstrate the use of good judgment and prompt action in responding to medical emergencies.
4. Students will be able to describe dental plaque and its relationship to tooth decay and periodontal disease.
5. Students will be able to demonstrate knowledge of the role of diet and caries susceptibility, and fluoride and patient education in preventative dentistry.
6. Students will be able to describe the importance of various minerals and vitamins, their sources, deficiencies and function in proper nutrition.

DA I-DENTAL CHAIR SIDE

This section focuses on the actual chair side duties of a Dental Assistant. Equipment, instruments, techniques and preparation are all covered, to prepare the student for the everyday procedures that take place in the dental office. From placing a rubber dam to taking impressions, each week provides a look at different aspects and techniques of these duties.

DA I-CHARTING

1. Students will be able to demonstrate knowledge of the three systems used to chart permanent and primary teeth, as well as charting the correct tooth number or letter for Universal, Palmer and International systems.
2. Students will be able to define the five Standard Classifications of Cavities, state the tooth surfaces and their abbreviations, as well as identify the surfaces on an anatomic and geometric diagram.
3. Students will be able to record services rendered in proper sequence on a dental chart.
4. Student will be able to demonstrate the washed-field technique and discuss the advantages for using the oral vacuum/high-velocity suction.

DA I-INSTRUMENTS/EQUIPMENT

1. Students will be able to demonstrate proper use and care of standard motor dental chairs and knowledge of the importance of a daily routine in the care and maintenance of all dental equipment.

2. Students will be able to identify cutting instruments, dental burs and surgical instruments and explain the parts, function and care of these instruments.
3. Students will be able to demonstrate knowledge of the different procedures and set-ups in which these instruments will be necessary.

DA I-RUBBER DAM/MATRIX

1. Students will be able to select the armamentarium for both punching a rubber dam and clamp placement.
2. Students will be able to prepare a rubber dam for both maxillary and mandibular arches, properly place and remove the rubber dam, using aseptic techniques.

DA I-CEMENTS/RESTORATIVES

1. Students will be able to select and prepare materials necessary to mix and use various cements such as zinc phosphate, zinc polyacrylate, zinc oxideugenol, Ward's Wonder-Pak, Tem-Pak, calcium hydroxide, glass ionomers, silicophosphate, and pit and fissure sealants.
2. Students will be able to define the function of each of these types of cements and describe their use as a base and temporary or permanent cementations of restorations.
3. Students will be able to demonstrate placement and/or preparation of placement of these cements, using proper aseptic techniques.
4. Students will be able to select and prepare materials necessary to prepare amalgam, acrylic resin filling and composite resin restorative materials.
5. Regarding dental amalgam, student will be able to demonstrate knowledge of the general requirements for mercury hygiene, as well as demonstrate proper aseptic technique during preparation of dental alloy for a restorative.
6. Students will be able to demonstrate knowledge of amalgam trituration and the physical properties of a properly prepared amalgam.
7. Students will be able to define the terms monomer and polymer, and demonstrate knowledge of the basic concept of cold-curing polymerization.

DA I-IMPRESSIONS & LABORATORY TECHNIQUES/PROSTHODONTICS

1. Students will be able to demonstrate knowledge of irreversible and reversible colloids, their properties and armamentarium needed to take an impression.
2. Students will be able to mix impression materials, demonstrate the procedure for impression tray selection, and positioning of patient for alginate impressions.
3. Students will be able to prepare the impression for pouring.
4. Students will be able to discuss the advantages of using one impression material versus another, and will demonstrate an understanding of the procedure when each type of impression material would be most beneficial.
5. Students will be able to demonstrate the proper aseptic techniques used before, during and after taking an impression.
6. Students will be able to discuss the types of custom-made trays and when they are used.
7. Students will be able to develop a well-standardized technique for constructing temporary crowns in order to make a choice for the individual patient.
8. Students will demonstrate knowledge in each of the following areas: components of impression compound, ZOE paste and gypsum products.
9. Students will demonstrate knowledge of pouring and trimming models, and the ability to operate the model trimmer safely and trim models to the accepted standard.
10. Students will demonstrate ability in the use of Boley gauge, Stephan articulator and Hanau articulator and will describe the function of each of these.
11. Students will demonstrate knowledge of various gold restorative methods such as inlay, gold alloys and gold foils.

DAI-RADIOGRAPHY

This section will provide instruction in radiation physics and biology, patient and operator protection and safety, exposure, processing and viewing of films, and the various techniques and holding devices used to expose films that are of diagnostic quality.

DA I-PRINCIPLES

1. Students will be able to give a brief history of dental radiography, state several characteristic properties of x-rays, explain the meaning of ionizing radiation, the factors that determine the penetrating power of x-rays, and the principles of x-ray generation.
2. Students will be able to describe the components of the x-ray machine and state the reasons for filtration and collimation.
3. Students will be able to identify the radiation units of exposure, absorbed dose, and dose equivalent.
4. Students will be able to discuss the necessity for oral radiographs, the benefits and hazards of radiation and state infection-control measures.
5. Students will be able to define the term quality assurance as it relates to dental radiography.

DA I-DEVELOPING/MOUNTING

1. Students will be able to discuss the function and composition of the developer, fixer and the action of each.
2. Students will be able to list the basic principles for effective darkroom procedure.
3. Students will be able to demonstrate knowledge of processing films using an automatic processor.
4. Students will be able to describe film emulsion, various film packets and various film speeds.
5. Students will be able to describe the appearance of various tooth structures and identify the anatomical landmarks of the maxilla and mandible on radiographs.
6. Students will be able to cite the four visual qualities necessary to obtain maximum differentiation of tissues on a radiograph, and discuss the exposure factors that control these qualities.
7. Students will demonstrate knowledge of common film inadequacies and the causes and corrections of each.
8. Students will be able to demonstrate the proper procedure for mounting.
9. Students will be able to demonstrate proper storage for radiographs.

DA I-TECHNIQUES I

1. Students will be able to demonstrate the complete procedure for completing a bitewing survey.
2. Students will be able to describe the basic principle used in the bisected-angle technique and demonstrate correct positioning using devices for the maxillary and mandibular arch.

DA I-TECHNIQUES II

1. Students will be able to state the principles for the projection of the central ray with the paralleling technique.
2. Students will be able to demonstrate the proper film placement and angulation of the central ray for various areas of the oral cavity, using the paralleling technique.
3. Student will be able to define an occlusal film examination, and determine the angle of projection of the central ray for occlusal radiographs.

Upon completion of all sections of the course, with a grade average of no less than 70% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a certificate in Dental Assistant I.

Dental Assistant III

Length of Program

37 Weeks
42.5 Credit Semester Units
900 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Dental Assistant Diploma

Cost of Program

(When completed in normal time)

Tuition:	$15,415.00
Registration Fee:	$75.00
Books:	$175.00
Supplies:	$495.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Return Check Fee $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 91%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 86%

Median Loan Debt

Title IV Loan Debt	$8,700.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The following course is designed to provide successful graduates with the knowledge, skill and experience to not only seek entry level employment as a non-licensed dental assistant, dental office clerk, or front office receptionist, but also to provide a foundation of study to pursue the Registered Dental Assistant Examination, which they may apply for after 12 months of basic supportive service under the designated supervision of a licensed dentist.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Dental Assistant Profession	70	20	0	90
Dental Science	75	15	0	90
Dental Health and Prevention	60	30	0	90
Dental Clinical Skills	65	25	0	90
Coronal Polish/Sealant/Cements	50	40	0	90
Prosthodontics/Matrix	50	40	0	90
Dental Radiography	60	30	0	90
Computer and Study Skills/ Job Preparation	30	60	0	90
Basic Life Support Certification (CPR & AED)	5	15	0	20
Externship	0	0	160	160
Total:	465	275	160	900
Total Credit Units:				42.5

Course Descriptions

DA MOD 1-DENTAL ASSISTANT PROFESSION

This course will familiarize the student with the field of Dental Assisting. The student will be able to understand the role of the Dental Assistant and identify the members of the Dental Health. Students will be able to identify the qualifications necessary to be a Dental Assistant and the various specialties available in the dental field. Upon the completion of this course, the student will learn Front Office Procedures to establish techniques for patient reception, telephone procedures, appointment control, and management of records, written communication, recall, inventory and control of supplies. The student will learn Patient Management by understanding the significance of human territories, and identify the ideals of patient trust, monitor and assess dental fears and define one-on-one patient education techniques. Students will be able to demonstrate knowledge of anatomic features of the teeth, occlusion and malocclusion including different classification. Students will be able to demonstrate knowledge of primary, mixed and permanent dentition, as well of the tooth number system

DA MOD 2-DENTAL SCIENCE

This course includes the study of Dental Anatomy and Physiology; Skull, Face, Mandible; Oral Cavity, Sinus, Glands; Muscles, Nerves, and Blood Supply. The course will give the student an intense review on the various parts of the head and neck anatomy. Students will be able to identify and name the bones of the skull, face and various landmarks, as well as the anatomy of the mandible and locate the various foramens on the face of the skull. Students will know the terminology related to various bones, landmarks, of the skull, face and mandible, and will identify all structures of the mouth, including inner and outer anatomical parts. The student will also determine the location, function, and size of the major salivary glands and paranasal sinuses. Students will learn the structure, location and function of the muscles of mastication, and have the knowledge about the location, function and importance of the various nerves, veins and arteries.

DA MOD 3-DENTAL HEALTH AND PREVENTION

This course includes the study of Dental Health; Infection Control; OSHA; Nutrition and Prevention, and Dental Chair side. Upon the completion of this course the student will know the importance of infection control, and the infection control process, from direct dealings with the patient in the office, to OSHA requirements, to dealing with emergencies and the importance of good nutrition in dental health. Students will be able to demonstrate knowledge of the necessary documentation for OSHA compliance, such as the office procedure manual and the use of MSDS. Students will be able to demonstrate knowledge of the role of diet and caries susceptibility, and fluoride and patient education in preventative dentistry. The students will focus on the actual chair-side duties of a Dental Assistant.

DA MOD 4-DENTAL CLINICAL SKILLS

This course includes the study of Instruments/Equipment; Operator and Patient Preparation; Oral Evacuation/Injection, and Restorations. Students will be able to demonstrate proper use and care of standard motor dental chair and knowledge of the importance of a daily routine in the care and maintenance of all dental equipment. Students will be able to demonstrate knowledge of proper position for operator and dental assistant in four-handed operative dentistry, as well as demonstrating the passing and receiving of instruments using basic hand and wrist motions, pen grasp, modified pen grasp and palm grasp. Students will be able to demonstrate the washed-field technique and discuss the advantages for using the oral vacuum/high-velocity suction. Students will be able to select and prepare materials necessary to prepare amalgam, acrylic resin filling and composite resin restorative materials

DA MOD 5-CORONAL POLISH/SEALANT/CEMENTS

Upon the completion of this course the student s will be able to explain the difference between coronal polishing and prophylaxis and understand the indications for and contraindications to a coronal polish. The student will be able to complete a coronal polish without causing tissue trauma. The student will have the knowledge and skills needed to successfully apply sealants in a clinical setting and will be able to select and prepare materials necessary to mix and use various cements such as zinc phosphate, zinc polyacrylate, zinc oxide-eugenol, calcium hydroxide, glass ionomers, silicophosphate, and pit and fissure sealant.

DA MOD 6-PROSTHODONTICS/MATRIX

This course includes the study of Impressions; Laboratory Techniques; Prostrodontics, and Matrix. Students will be able to demonstrate knowledge of irreversible and reversible colloids, their properties and armamentarium needed to take an impression, and will be able as well to mix impression materials, demonstrate the procedure for impression tray selection, and positioning of patient for alginate impressions. Different types of custom-made trays and when they are used will be discussed in this course. Students will develop a well-standardized technique for constructing temporary crowns in order to make a choice for the individual patient. Students will prepare a rubber dam for both maxillary and mandibular arch, properly place and remove the rubber dam, using aseptic techniques.

DA MOD 7-DENTAL RADIOGRAPHY

Providing instruction in radiation physics and biology, patient and operator protection and safety, exposure, processing and viewing of films, and the various techniques and holding devices used to expose films that are of diagnostic quality. Students will be able to identify the radiation units of exposure, absorbed dose and dose equivalent.

DA MOD 8-COMPUTER AND STUDY SKILLS / JOB PREPARATION

The students will acquire the basic knowledge of the main office software that includes MS Word, MS Excel, MS Power Point and the use of the Internet. The student will gain several study and learning skills to successfully complete the Dental Assistant program. The student will also prepare themselves for employment by creating resumes, cover letters; fill up properly a job application, and using different techniques for job search. The student will also go through an interview with the Instructor or other staff member.

DA MOD 9-BASIC LIFE SUPPORT CERTIFICATION (CPR & AED)

After the completion of this certification, the student will be able to apply Cardiopulmonary Resuscitation on Adults, Children and Infants. The student will be able to physically operate an Automated External Defibrillator (AED). The student will obtain a Certification card at the end of this course.

DA MOD 10-EXTERNSHIP

Upon successful completion of classroom training, Dental Assistant program students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel and evaluation forms are placed in the students' permanent record.

Upon completion of all sections of the course with a grade average of no less than 70% and after passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Dental Assistant.

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Diagnostic Medical Sonography

Length of Program

96 Weeks
97 Credit Semester Units
2400 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:00pm
Evening Class: 5:30pm-9:30pm

Award

Diagnostic Medical Sonography Diploma

Cost of Program

(When completed in normal time)

Tuition:	$35,472.50
Registration Fee:	$75.00
Books:	$900.00
Supplies:	$500.00
*STRF:	$92.50
Room & Board:	Not Available
Total Cost:	**$37,040.00**

Return Check Fee: $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: N/A

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: N/A

Median Loan Debt

Title IV Loan Debt	$16,612.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator

N/A

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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. Payments made to STRF are nonrefundable.

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Diagnostic Medical Sonography Program is designed to thoroughly prepare the student, through quality lecture, laboratory, and clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the allied medical field as an entry-level general sonographer. The successful program graduate will be able to perform appropriate ultrasound scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of sonographic diagnostic services, provide appropriate and compassionate patient care for patients undergoing ultrasound examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Graduates of the Diagnostic Medical Sonography Program at NPCollege will be qualified to work as an entry-level general sonographer in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, a mobile ultrasound service, as a free lance sonographer, as a traveling sonographer, or as an applications specialist for an ultrasound manufacturing company.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
DMS 150 Medical Terminology, Anatomy & Physiology	192	48	0	240
DMS 201 Introduction to Ultrasound Imaging	180	60	0	240
DMS 210 Abdominal and Small Parts Ultrasound Imaging	120	120	0	240
DMS 220Obstetrics & Gynecology Ultrasound Imaging	120	120	0	240
DMS 230 Introduction to Vascular Ultrasound Imaging	120	120	0	240
DMS 240 Physical Principles & Instrumentation of Ultrasound	120	120	0	240
DMS 250 Clinical Practicum I	0	0	480	480
DMS 260 Clinical Practicum II	0	0	480	480
Total:	852	588	960	2400
Total Credit Units:				97

Course Descriptions

DMS 150-Medical Terminology, Anatomy & Physiology
This twelve week instructional course is required to be taken prior to taking DMS 201,210, 220, 230, or 240. Included in the course are both lecture and laboratory components. This course focuses upon both the construction and definitions of basic medical terms and abbreviations. Essential principles of human anatomy and physiology are presented. Basic anatomy and physiology of the body systems will be covered. Educational material contains basic chemistry, cell and tissue studies, body organization and anatomic terminology, and an overview of the anatomy and physiology of the body systems.

DMS 201-Introduction to Ultrasound Imaging
This twelve week instructional course is required to be taken prior to taking DMS 210, 220, 230, or 240. Included in the course are both lecture and laboratory components. The course provides the basic need-to-know information required for the beginning student in the Diagnostic Medical Sonography Program. Educational material contained within the scope of the course is a history of diagnostic ultrasound, the role of the sonographer in the imaging department,

ultrasound terminology and anatomy, the sonographer's role in patient care and safety, ethics, scope and standards of practice, HIPAA and OSHA guidelines. The laboratory component will focus upon development of skills pertinent to patient-sonographer interaction.

DMS 210-Abdominal and Small Parts Ultrasound Imaging
This twelve-week course covers the aspects of abdominal and small parts ultrasound scanning required for employment as an entry-level sonographer. This course will include both lecture and laboratory components. The lecture component will focus upon normal ultrasound appearances of the organs of the abdominal cavity, breast, thyroid, prostate, and testes, and on the pathological conditions that may affect those organs. In the laboratory portion of the course the student will learn proper ultrasound scanning techniques for imaging the organs of the abdomen and small parts, and preparation of the necessary information for an initial written or oral presentation to the interpreting physician.

DMS 220-Obstetrics and Gynecology Ultrasound Imaging
This twelve-week course will confer a basic understanding to the student of the normal and abnormal conditions that affect the organs of the female pelvic cavity and the developing fetus. The lecture portion will center upon the normal and pathological conditions of the uterus, ovaries and fetus. During the laboratory component the student will learn proper scanning techniques and protocols used in ultrasound imaging of the gynecologic and obstetric patient. Emphasis is placed on recognition of normal anatomy, ultrasound documentation, biometry measurements, and preparation of initial preliminary reports to the interpreting physician.

DMS 230-Introduction to Vascular Ultrasound Imaging
This twelve week introductory course in vascular ultrasound will introduce the student to the hemodynamic considerations of the arterial and venous vascular systems. The lecture portion of this course will cover the anatomy of the arterial and venous systems of the body, and the pathologies commonly encountered in those systems. During the laboratory sessions, the student will receive istruction in scanning techniques for the carotid arteries, upper and lower extremity arteries, upper and lower extremity veins, and abdominal vessels. This course is designed to introduce the student to the most common ultrasound studies performed in the practice of vascular ultrasound imaging.

DMS 240-Physical Principles and Instrumentation of Ultrasound
This twelve-week course covers the basic physical principles of ultrasound and the instrumentation relating to the ultrasound unit. The information covered in the course will include the basic acoustic principles of ultrasound, the physics of pulsed ultrasound, Doppler principles, the components of the ultrasound imaging unit, common artifacts in imaging, quality assurance, and safety in operation of the ultrasound imaging system. In the laboratory component, emphasis will be placed upon the instrumentation controls required for optimum operation of the ultrasound imaging instrument.

DMS 250-Clinical Practicum I
During this twelve-week course the student will be assigned, and directly supervised in a Diagnostic Medical Ultrasound imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising sonographer or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the sonographer in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing ultrasound examinations.

DMS 260-Clinical Practicum II
This twelve-week course is designed as a more advanced continuation of Clinical Practicum I. The student will continue to perfect his skills in the clinical environment and learn more advanced imaging techniques required of the sonographer. The student will gain more experience in performing ultrasound imaging of the patient undergoing abdominal, small parts, gynecologic, obstetric, or vascular ultrasound examinations.

Upon completion of all sections of the course with a grade average of no less than 75% and after passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Diagnostic Medical Sonography.

MRI Technologist
"Magnetic Resonance Imaging"

Length of Program

72 Weeks
71 Credit Semester Units
1960 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:00pm
Evening Class: 5:30pm-9:30pm

Award

MRI Technologist Diploma

Cost of Program

(When completed in normal time)

Tuition:	$26,302.00
Registration Fee:	$75.00
Books:	$850.00
Supplies:	$500.00
*STRF:	$70.00
Room & Board:	Not Available
Total Cost:	**$27,797.00**

Return Check Fee: $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: N/A

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: N/A

Median Loan Debt

Title IV Loan Debt	N/A
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The MRI Technologist Program is designed to thoroughly prepare the student, through quality lecture, laboratory, and clinical externship instruction in the theoretical knowledge, skills, and responsibilities required to work in the allied medical field as an entry-level magnetic resonance imaging technologist. The successful program graduate will be able to perform appropriate magnetic resonance scanning examinations and procedures, and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. The graduate will also be able to obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. In addition, the graduate will be prepared to exercise discretion and judgment in the performance of magnetic resonance imaging services, provide appropriate and compassionate patient care for patients undergoing magnetic resonance imaging examinations, demonstrate excellent communication skills with patients and other health care professionals, and act in an ethical and professional manner.

Graduates of the MRI Technologist Program at NPCollege will be qualified to work as an entry-level magnetic resonance imaging technologist in a hospital or medical center, a medical clinic, a radiology imaging center, a physician's office, a mobile magnetic resonance imaging service, as a free lance MRI Technologist, as a traveling MRI Technologist, or as an applications specialist for an MRI or medical imaging manufacturing company.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
MRI 150 Medical Terminology, Anatomy & Physiology	192	48	0	240
MRI 201 Clinical Practice & Patient Management	120	40	0	160
MRI 210 Principles and Physics I & II	120	120	0	240
MRI 220 Cross Sectional Anatomy I & II	120	120	0	240
MRI 230 Clinical Externship Preparation	20	20	0	40
MRI 240 Clinical Practicum	0	0	1040	1040
Total:	572	348	1040	1960
Total Credit Units:				71

Course Descriptions

MRI 150-Medical Terminology, Anatomy & Physiology
This twelve week instructional course is required to be taken prior to taking MRI 201,210, 220, 230, and 240. Included in the course are both lecture and laboratory components. This course focuses upon both the construction and definitions of basic medical terms and abbreviations. Essential principles of human anatomy and physiology are presented. Basic anatomy and physiology of the body systems will be covered. Educational material contains basic chemistry, cell and tissue studies, body organization and anatomic terminology, and an overview of the anatomy and physiology of the body systems.

MRI 201-Clinical Practice and Patient Management
This eight week instructional course is required to be taken prior to taking DMS 210, 220, 230, and 240. Included in the course are both lecture and laboratory components. The course provides the basic need-to-know information required for the beginning student in the MRI technologist program. Educational material contained within the scope of the course is a history of MRI technology, the role of the MRI technologist in the imaging department, the role in patient care and safety, ethics, scope and standards of practice, HIPAA and OSHA guidelines. The laboratory component will focus upon development of skills pertinent to patient-MRI technologist interaction.

MRI 210-Principles & Physics I and II
This course is presented as a progression in competency levels through performance objectives and competency exams. Students can access the facilities, personnel, examinations and educational materials necessary to competently achieve content objectives. This course will consist of the following topics of study specific to MRI principles and physics to include fundamentals, spatial localization, MRI system components, MRI pulse sequences, MRI imaging parameters, motion artifact control techniques, volume imaging & multi-planar reconstruction, special MRI procedures, and MRI artifacts.

MRI 220-Cross Sectional Anatomy
This twelve-week course will confer a basic understanding to the student of cross sectional anatomy. The lecture portion will center upon the normal and pathological conditions of cross sectional anatomy. During the laboratory component, the student will learn proper cross sectional anatomy positioning techniques, as well as normal and abnormal anatomical structures.

MRI 230-Clinical Externship Preparation / Requirements
This two week course prepares the student in the clinical externship for MRI technology. A review will be given to the student on the basic MRI theory and positioning techniques.

MRI 240-Clinical Externship
During this twelve-week course the student will be assigned, and directly supervised in a Magnetic Resonance Imaging facility such as a hospital, clinic or imaging center. The student will be introduced to the clinical setting and departmental organization. Under direct supervision by a supervising MRI technologist or supervising physician, and the school's Clinical Coordinator, the student will begin to acquire the hands-on skills necessary for the MRI Technologist in a clinical site. This is accomplished through observation and participation in clinical cases studies of patients undergoing magnetic resonance imaging examinations.

"Where a BETTER FUTURE begins"

Massage Therapist II

Length of Program

16 Weeks
18.5 Credit Semester Units
375 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Massage Therapist Certificate

Cost of Program

(When completed in normal time)

Tuition:	$6,572.50
Registration Fee:	$75.00
Books and Supplies (estimated cost):	$220.00
Supplies:	$250.00
*STRF:	$17.50
Room & Board:	Not Available
Total Cost:	**$7,135.00**

Return Check Fee $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 83%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 100%

Median Loan Debt

Title IV Loan Debt	N/A
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator

N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

This program consists of an introduction to bodywork providing instruction in basic anatomy and physiology of the human body, instruction in Swedish and other types of massage including reflexology, in-office massage, deep tissue massage, sport massage and oscillation therapy. This class was designed specifically to prepare the student for city and county licensing requirements within the State of California and for entry-level entrepreneur positions in clinics, health clubs, physical therapy clinics, massage clinics, chiropractic offices, hospitals, health spas and beauty salons. This program goes beyond the basics to provide the student with comprehensive and in-depth study and practical applications of bodywork.

California Licensing Requirements

NPCOLLEGE prepares students for city and county licensing requirements and licensing examinations. Licensing of massage therapists in California is under auspices of both city and county and varies somewhat between various cities and counties. Most cities and counties in California require a minimum of 100 to 500 clock hours of bodywork training from a state-approved learning institution, such as NPC, in order to qualify potential licensees. Presently the State of California does not have a statewide licensing program for massage therapist. Note: License process and fees are not responsibility of the school and consist of background check, finger printing and health exam.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
In-Office Massage	3	6	0	9
Swedish Massage	22	26	0	48
Anatomy & Physiology I & II	79	17	0	96
Foot Reflexology	3	5	0	8
Massage History and Theory	4	0	0	4
Kinesiology	2	2	0	4
Hydrotherapy	5	10	0	15
Herbology and Oils I	4	4	0	8
Herbology and Oils II	25	15	0	40
Pathology	4	44	0	48
Hygiene	2	0	0	2
Nutrition	4	8	0	12
Business Ethics and Practice	2	0	0	2
Deep Tissue Therapy	2	6	0	8
Sports Massage	10	14	0	24
Reducing Massage	10	30	0	40
Oscillation	3	4	0	7
Total:	189	186	0	375
Total Credit Units:				18.5

Course Descriptions

MT II-In-Office Massage

The In-Office Massage is a brisk, fifteen-minute sequence of pressure and relaxation strokes designed to decrease stress in the neck, shoulder and hand regions. This massage is a technique in its own right and provides the therapist with a wonderful opportunity to introduce potential clients to the benefits of massage therapy.

MT II-Swedish Massage
Swedish massage teaches the art of touch through the application of five invigorating strokes. The five basic techniques include vibration, friction, effleurage, tapotement and petrissage. These strokes stimulate circulation, increase muscle tone, improve detoxification functions of the lymphatic system, relieve muscle spasms and assist the digestive process. In Swedish Massage, students are taught how to touch in a safe and professional manner. The psychological effects of Swedish Massage, which include reduced tension, relief from fatigue and a sense of relaxation, are also addressed.

MT II-Anatomy & Physiology I
The study of Anatomy and Physiology is an essential part of a massage therapy education. Learners in this course will understand the organization of tissue structure and the mechanisms, which control their functions. This knowledge will greatly enhance the learner's ability to use precaution and appropriate touch in the practice of massage and bodywork. Further, it will re-enforce the learner's understanding of the physiological effects of manual therapies.

MT II-Anatomy & Physiology II
A continuation of Anatomy and Physiology I, providing a more detailed study of organ system composition, location and function, with particular emphasis placed upon the body to detoxify and heal.

MT II-Foot Reflexology
Foot Reflexology is a reflex acupressure technique designed specifically for the feet. This form of massage, while localized at the feet, is beneficial for the entire body, leaving clients with a feeling of relaxation and well-being. Basic theory and point mapping is taught, along with proper use of pressure, frequency and rhythm.

MT II-Massage History and Theory
Massage therapy is traced from its beginnings to its present day status as a healing art. The theory behind the effectiveness of massage therapy is discussed.

MT II-Kinesiology
Clinical Kinesiology is the study of movement limitations, their cause and effect on joint structure, soft tissue and physical mobility. This course is specifically designed for massage and bodywork students. It will enable learners to recognize joint dysfunction, common related symptoms and strategies for improvement.

MT II-Hydrotherapy
An introduction to the theory and therapeutic uses of heat and cold to reduce pain, enhance healing and improve range of motion. Applications of moist heat packs and ice massage are demonstrated and practiced in the classroom.

MT II-Herbology and Oils I
A basic introduction to using essential oils and herbs as part of a massage practice. Emphasis is upon actual experience and subtle effects of different oils.

MT II-Herbology and Oils II
This course covers the basics of Eastern, Western and Indian use of herbs. Use of potent essential oils and preparation of medicated oils for use as a part of an advanced massage practice is emphasized**.**

MT II-Pathology
Many diseases, conditions, and symptoms are indicated and contraindicated for massage therapy. This class helps the student understand the medical terminology, the effects of conditions on the systems of the body and how the massage therapy affects different pathologies.

MT II-Hygiene
Good hygienic practices such as keeping clean hands and linens and using hypoallergenic oils are essential to a healthy massage practice and are discussed in detail. Students complete this module by committing to memory a short checklist

of hygienic questions to ask themselves and clients on a routine basis. Safeguards against transmission vectors for disease are emphasized.

MT II-Nutrition
Nutrition has been designed to provide massage therapy students with the skills to analyze their diets compared to an optimal diet, evaluate areas that can be improved and promote long-term strategies for dietary change. The learner will be equipped to optimize his/her diet and health and appropriately enhance nutrient intake during periods of emotional and physical stress. It is not intended to train practitioners in care and assessment of their clients. Business Ethics and

MT II-Business Ethics & Practice
Basic training in proper goal setting, ethical marketing and client record keeping is covered in this course. Students finish with a good background in the skills needed to begin and promote a successful massage practice. Items such as effective advertising, acquiring business cards, screening clients and stimulating referrals are discussed in detail.

MT II-Deep-Tissue Therapy
Working with the layers of muscle and connective tissue, this technique helps facilitate structural release and balance, relieves tension and holding patterns, and brings greater awareness to omato-emotional relationship of the body. It is an efficient and specific technique used for many different structural, muscular and pain dysfunctions.

MT II-Sports Massage
Sports massage uses a variety of techniques to help athletes maximize their physical potential. Pre-event massage is used to aid flexibility and prepares the muscles for exertion, and post-event massage is used to decrease the buildup of lactic acid that can cause sore, inflexible muscles. Also, maintenance techniques are used during training to help athletes remain flexible, prevent injury and speed recovery should any injury occur**.**

MT II-Reducing Massage
Reducing massage uses a variety of techniques to help individuals who are on weight loss programs by toning and conditioning the body.

MT II-Oscillation
An introduction to Oscillation, a gentle form of massage therapy using repetitive back and forth movements to put the body through its normal range of motion. This form of bodywork, when properly done, provides the client with profound mental relaxation.

Upon completion of all sections of the course with a grade average of no less than 70% and after passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a certificate in Message Therapist.

Massage Therapist III

Length of Program

39 Weeks
39.5 Credit Semester Units
930 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Award

Massage Therapist Diploma

Cost of Program

(When completed in normal time)

Tuition:	$15,395.00
Registration Fee:	$75.00
Books:	$220.00
Supplies:	$470.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Return Check Fee $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 80%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 81%

Median Loan Debt

Title IV Loan Debt	$ 8700.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Massage Therapist III program consists of an introduction to bodywork providing instruction in basic anatomy and physiology of the human body, instruction in Swedish and other types of massage including reflexology, in-office massage, deep tissue massage, sport massage and oscillation therapy. This class was designed specifically to prepare the student for city and county licensing requirements within the State of California and for entry-level entrepreneur positions in clinics, health clubs, physical therapy clinics, massage clinics, chiropractic offices, hospitals, health spas and beauty salons. This program goes beyond the basics to provide the student with comprehensive and in-depth study and practical applications of bodywork.

California Licensing Requirements

NPCOLLEGE prepares students for city and county licensing requirements and licensing examinations. Licensing of massage therapists in California is under auspices of both city and county and varies somewhat between various cities and counties. Most cities and counties in California require a minimum of 100 to 500 clock hours of bodywork training from a state-approved learning institution, such as NPC, in order to qualify potential licensees. Presently the State of California does not have a statewide licensing program for massage therapist. Note: License process and fees are not responsibility of the school and consist of background check, finger printing and health exam.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Massage History/Swedish Massage/Foot Reflexology	49	41	0	90
Anatomy & Physiology I/ Acupressure-Shiatsu	47	43	0	90
Anatomy & Physiology II/Deep Tissue Therapy	47	43	0	90
Sports Massage	35	55	0	90
Application of Massage Techniques/ Prenatal/Infant/ Lymphatic Massage	28	62	0	90
Aromatherapy I	32	58	0	90
Aromatherapy II	35	55	0	90
Thai Massage	40	50	0	90
Hygiene/Chair Massage/ Basic Life Support Certification (CPR & AED)	42	48	0	90
Externship			120	120
Total:	355	455	120	930
Total Credit Units:				39.5

Course Descriptions

MT MOD 1-MASSAGE HISTORY/SWEDISH MASSAGE/FOOT REFLEXOLOGY
Upon the completion of classroom training, the student will be able to discuss the theory behind the effectiveness of massage therapy as well as the massage Business Ethics and practice. In Swedish massage, students are taught how to touch in a safe and professional manner. The psychological effects of Swedish massage, which include reduced tension, relief from fatigue and a sense of relaxation, are also addressed. Basic theory and point mapping is taught in Foot Reflexology, along with proper use of pressure, frequency and rhythm.

MT MOD 2-ANATOMY & PHYSIOLOGY I/ ACUPRESSURE-SHIATSU
Learners in this course will understand the organization of tissue structure and the mechanisms, which control their functions. The knowledge of Anatomy and Physiology will greatly enhance the learner's ability to use precaution and

appropriate touch in the practice of massage and bodywork. With the Acupressure-Shiatsu Massage, the students will learn one of the wonders of Massage Therapy. This type of massage works mainly along the meridians of the body bringing more blood to the surface of muscles making them to look younger.

MT MOD 3-ANATOMY & PHYSIOLOGY II/ DEEP TISSUE THERAPY

A continuation of Anatomy and Physiology I, providing a more detailed study of organ system composition, location and function, with particular emphasis placed upon the body to detoxify and heal. In the Deep Tissue Therapy, the students will learn how to work with the layers of muscle and connective tissue that helps facilitate structural release and balance, relieves tension and holding patterns, and brings greater awareness to omato-emotional relationship of the body.

MT MOD 4-SPORTS MASSAGE

Sports massage uses a variety of techniques to help athletes maximize their physical potential. Pre-event massage is used to aid flexibility and prepares the muscles for exertion, and post-event massage is used to decrease the buildup of lactic acid that can cause sore, inflexible muscles. Also, maintenance techniques are used during training to help athletes remain flexible, prevent injury and speed recovery should any injury occur.

MT MOD 5-APPLICATION OF MASSAGE TECHNIQUES / PRENATAL / INFANT / LYMPHATIC MASSAGE

Upon the completion of this course, the student will learn how to apply the prenatal massage to prevent a problematic delivery of the baby by relaxing the muscles and increasing the blood circulation. The student will learn that the infant massage helps to relief congestions, relax the nervous system and brings more nutrients to the body of an infant. Lymphatic massage is a therapy that uses use a range of specialized and gentle rhythmic pumping techniques to move the skin in the direction of the lymph flow. This stimulates the lymphatic vessels that carry substances vital to the defense of the body, and removes waste products

MT MOD 6-AROMATHERAPY I

A basic introduction to using essential oils and herbs as part of a massage practice. Emphasis is upon actual experience and subtle effects of different oils. This course will also cover hydrotherapy and the theory and therapeutic uses of heat and cold to reduce pain, enhance healing and improve range of motion. Applications of moist heat packs and ice massage are demonstrated and practiced in the classroom. The student will learn as well reducing massage techniques to help individuals who are on weight loss programs by toning and conditioning the body.

MT MOD 7-AROMATHERAPY II

This course covers the basics of Eastern, Western and Indian use of herbs. Use of potent essential oils and preparation of medicated oils for use as a part of an advanced massage practice is emphasized. The student will learn the techniques to apply body wraps and provide Stone Massage.

MT MOD 8-THAI MASSAGE

The student will learn the ancient Thailand massage that works 100% on posture muscles, articulations and bones. Thai massage is a type of massage in Thai style that involves stretching and deep massage. No oils are used in this massage.

MT MOD 9-HYGIENE / CHAIR MASSAGE/ BASIC LIFE SUPPORT CERTIFICATION (CPR & AED)

Students complete this module by committing to memory a short checklist of hygienic questions to ask themselves and clients on a routine basis. The Chair Massage is a brisk, fifteen-minute sequence of pressure and relaxation strokes designed to decrease stress in the neck, shoulder and hand regions. This massage is a technique in its own right and provides the therapist with a wonderful opportunity to introduce potential clients to the benefits of massage therapy. After the completion of the BLS certification, the student will be able to apply Cardiopulmonary Resuscitation on Adults, Children and Infants. The student will be able to physically operate an Automated External Defibrillator (AED). The student will obtain a Certification card at the end of this course.

MT MOD 10-Externship

Externship 120 hours the student will have the added benefit of experiencing a comprehensive program of practical training, while still being under constant supervision by the program instructor and/or director.

Upon completion of all sections of the course, with a grade average of 70% and passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Massage Therapist III.

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Medical Assistant

Length of Program

41 Weeks
41.5 Credit Semester Units
900 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:00pm
Evening Class: 5:30pm-9:30pm

Award

Medical Assistant Diploma

Cost of Program

(When completed in normal time)

Tuition:	$15,390.00
Registration Fee:	$75.00
Books:	$220.00
Supplies:	$475.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Return Check Fee: $40.00

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: 75%

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: 77%

Median Loan Debt

Title IV Loan Debt	$8,700.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Medical Assistant program will educate the student in the knowledge, skills, and techniques needed to function in the medical office or outpatient clinic. The student will receive cognitive laboratory and clinical instruction in administrative and clinical office procedures, medical laboratory tests and procedures, human anatomy, medical terminology, patient psychology, medical ethics, medical law and pharmacology. Students will acquire computer-related skills on user-friendly equipment. Students will be prepared to work successfully in entry-level positions in a medical office, clinic, or other health care setting.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Medical Terminology, Anatomy & Physiology - Part 1	80	0	0	80
Medical Terminology, Anatomy & Physiology - Part 2	80	0	0	80
Medical Terminology, Anatomy & Physiology - Part 3	80	0	0	80
Introduction / Nervous / OSHA / Vitals / Exams	40	40	0	80
Integumentary / Musculoskeletal / Circulatory / Respiratory	40	40	0	80
Hematology / Medical Office / Reproductive / Office	40	40	0	80
Records / Coding Ins./ Urinary / Digestive / Emergency	40	40	0	80
Electronic Medical Records/ Charting/Math Skills for Medical Professionals/Job Preparation	35	45	0	80
Computer and Study Skills	20	60	0	80
Basic Life Support Certification (CPR & AED)	5	15	0	20
Externship	0	0	160	160
Total:	460	280	160	900
Total Credit Units:				41.5

Course Descriptions

MA MOD 1-MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY – Part 1
Students should be able to pronounce, spell and define Word Parts as it relates to Medical Terminology. Student should have a clear understanding of all major body systems, locations (body plane, cavities and regions), functions and the ability to identify each structure with special focuses on the Sense, Nervous, and Integument System.

MA MOD 2-MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY – Part 2
Student should have obtained understanding of each system structures, functions and most common pathologies associated with of the Musculoskeletal, Digestive, Urinary, and Lymphatic/Immune. They will be able to differentiate between examination position imaging techniques and how tumors are classified.

MA MOD 3-MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY – Part 3

Students should have comprehension of the Endocrines major functions and how importance is homeostasis. They also should be able to identify structures, spell, pronounce and have basic knowledge of the disease process of the Reproductive, Cardiovascular and Respiratory Systems. Basic math concepts for the medical profession are reviewed along with basic Pharmacology and Psychiatry disorders and treatments.

MA MOD 4-INTRODUCTION / NERVOUS / OSHA / VITALS EXAMS

Student are introduced into the healthcare system starting with Professionalism and Medical Ethics, Interacting with patients to medical asepsis and OSHA requirements like disinfecting and sterilization techniques. The student will also learn how to take vital signs (an important part of the patient visit), learn to room patients for Physical exams both young and old. The student will also be introduced to Anatomy and Physiology.

MA MOD 5-INTEGUMENTARY / MUSCULOSKELETAL / CIRCULATORY / RESPIRATORY

Students will get more in depth with anatomy and physiology, starting with the Integumentary system, the senses, skeletal system, muscular system, Eyes and Ears, and Tissue healing. Students will also get some hands on training in clinical laboratory along with hands on training in Phlebotomy (drawing blood). Students will also get some hands in Minor office surgery.

MA MOD 6-HEMATOLOGY / MEDICAL OFFICE / REPRODUCTIVE / OFFICE

The student should have obtained an understanding of Phlebotomy which goes hand in hand with Hematology. Students will learn different techniques on how to obtain blood from the patient. The student will learn the reproductive system and how to set up trays for gynecological exams and procedures. He/she will also obtain some knowledge in the front office setting learning how to answer phones, use an appointment book and how to schedule appointments on the computer.

MA MOD 7-RECORDS / CODING INS. / URINARY / DIGESTIVE / EMERGENCY

Student will finish anatomy and physiology with the Urinary and Digestive system. The student will also obtain a basic knowledge of the medical records Department which includes filing lab results, prescriptions, diagnostic exam results, etc… The student will also prepare themselves for employment, during this week the job placement coordinator will come in and give a presentation of what the student should expect. The student will also go through an interview with the Instructor or other staff member.

MA MOD 8-ELECTRONIC MEDICAL RECORDS / CHARTING / MATH SKILLS FOR MEDICAL PROFESSIONALS / JOB PREPARATION

Upon the completion of classroom training, the student will be able to input basic data for Electronic Medical Records or Electronic Health Records (EMR or EHR) for a Medical Office. The student will know how to properly room a patient and prepare the initial intake of patient medical history (charting). The student will review basic math skills that allow them to calculate the proper amount and doses of medication for patient administration. The student will also prepare themselves for employment by creating resumes, cover letters; fill up properly a job application, and using different techniques for job search. The student will also go through an interview with the Instructor or other staff member.

MA MOD 9-COMPUTER AND STUDY SKILLS

The students will acquire the basic knowledge of the main office software that includes MS Word, MS Excel, MS Power Point and the use of the Internet. The student will gain several study and learning skills to successfully complete the Medical Assistant program.

MA MOD 10-BASIC LIFE SUPPORT CERTIFICATION (CPR & AED)

After the completion of this certification, the student will be able to apply Cardiopulmonary Resuscitation on Adults, Children and Infants. The student will be able to physically operate an Automated External Defibrillator (AED). The student will obtain a Certification card at the end of this course.

MA MOD 11-EXTERNSHIP

Upon successful completion of classroom training, Medical Assistant program students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel and evaluation forms are placed in the students' permanent record.

Upon completion of all sections of the course with a grade average of no less than 70% and after passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Medical Assistant.

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Medical/ Dental Office Management

Length of Program

41 Weeks
42 Credit Semester Units
900 Clock Hours
5 Days per week Monday to Friday
Morning Class: 8:00am-12:30pm
Evening Class: 5:30pm-10:00pm

Cost of Program

(When completed in normal time)

Tuition:	$15,370.00
Registration Fee:	$75.00
Books:	$350.00
Supplies:	$365.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Award

Medical/ Dental Office Management Diploma **Return Check Fee: $40.00**

Program Completion

July 1, 2009 to June 30, 2010
Department of education (DOE)
On-Time Graduation Rate: N/A

July 1, 2009 to June 30, 2010
Accrediting Commission of Career Schools & Colleges (ACCSC)
Job Placement Rate: N/A

Median Loan Debt

Title IV Loan Debt	$8,700.00
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A

Net Price Calculator N/A

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other 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 cost;
4. The school's quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to the closure, the period of decline determined by the Bureau;
5. An inability to collect on a judgment against the institution for a violation of the Act.

The Medical/Dental Office Management students should be proficient utilizing ICD-9 CM, CPT-4, HCPCS, PDR, filing out various claim forms, common insurances policies, government insurances, account practices, basic computer knowledge, use of fax machines, medical/dental terminology, insurance terminology and abbreviations, understanding of common disease and disorders, basic knowledge of body systems, basic dental anatomy, laws and ethics, HIPAA regulations, communication skills. This course program consists of lecture, lab, and externship.

CLASS TITLE	LECTURE HOURS	LAB HOURS	PRACTICUM HOURS (EXTERNSHIP)	TOTAL CLOCK HOURS
Medical Terminology, Anatomy & Physiology - Part 1	80	0	0	80
Medical Terminology, Anatomy & Physiology - Part 2	80	0	0	80
Medical Terminology, Anatomy & Physiology - Part 3	80	0	0	80
Law & Ethics/HIPPA/Communication & Writing Skills/Front Office	57	23	0	80
Dental Terms & Anatomy/Dental Charting & Forms/Medisoft/Medical Records	45	35	0	80
Medical-Dental Insurance, Coding, Forms/Billing & Collections/Medisoft	32.5	47.5	0	80
Intro to Microsoft Office / Bookkeeping / Medical Emergencies / Job Preparation Skills	30	50	0	80
Charting/Electronic Medical Records/ Electronic Medical Claims Processing/ ICD - 10 Training Conversion	30	50	0	80
Math Skills for Medical Professionals, Management Skills, Benefits and Payments/Appeals Adjudication, TriCare/CHAMPUA/Worker's Compensation	45	35	0	80
Basic Life Support Certification (CPR & AED)	5	15	0	20
Externship	0	0	160	160
Total:	484.5	255.5	160	900
Total Credit Units:				42

Course Descriptions

MDOM MOD 1-MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY – Part 1

Students should be able to pronounce, spell and define Word Parts as it relates to Medical Terminology. Student should have a clear understanding of all major body systems, locations (body plane, cavities and regions), functions and the ability to identify each structure with special focuses on the Sense, Nervous, and Integument System.

MDOM MOD 2-MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY – Part 2
Student should have obtained understanding of each system structures, functions and most common pathologies associated with of the Musculoskeletal, Digestive, Urinary, and Lymphatic/Immune. They will be able to differentiate between examination position imaging techniques and how tumors are classified.

MDOM MOD 3-MEDICAL TERMINOLOGY, ANATOMY & PHYSIOLOGY – Part 3
Students should have comprehension of the Endocrines major functions and how importance is homeostasis. They also should be able to identify structures, spell, pronounce and have basic knowledge of the disease process of the Reproductive, Cardiovascular and Respiratory Systems. Basic math concepts for the medical profession are reviewed along with basic Pharmacology and Psychiatry disorders and treatments.

MDOM MOD 4-LAW & ETHICS / HIPPA / COMMUNICATION & WRITING SKILLS / FRONT OFFICE
Upon completing this course the student should have complete knowledge on the Legal and Ethic standards as it relates to the medical field and interpret laws and practice ethical decision making. Student should posses the ability to apply HIPAA and OSHA compliance regulations rules. Students should have the ability to communicate effectively through verbal, non verbal and written communication with patients and the healthcare team. Comprehension of the basic Front office; Telephone procedures, patient scheduling, maintain patient confidentiality and opening and closing of the office, maintaining a pleasant reception room etc.

MDOM MOD 5-DENTAL TERMS & ANATOMY / DENTAL CHARTING & FORM / MEDISOFT / MEDICAL RECORDS
Students should posses the ability to pronounce and spell Medical and Dental terms. The student will be able to recognize common chart abbreviations, filing methods used in the Medical/Dental Office, differentiate between active, inactive and closed files. Apply HIPAA rules in regards to privacy /release of patient information. Review of the Oral Cavity structures and function; perform accurate clinical charting (manual and EMR), form completion (Registration, H&P, Consent to treat, finical, etc.) entering patient information into Medisoft database and computer basics.

MDOM MOD 6-MEDICAL-DENTAL INSURANCE, CODING, FORMS / BILLING & COLLECTIONS / MEDISOFT
After completing this module students should be able to identify private payers and Government plans. Students should be able to recognize and discuss requirements for eligibility, fraud abuse, list criteria for injury and illness, dirty and clean claims, distinguish between usual, *customary* and *reasonable* and *skip* terms, methods of preventing claim rejection, coding principles and Hospital basics. Student must be Perform; verification of insurance, effective coding practices (CDT, CPT-4, ICD-9) appropriately completing CMS-1500 claims, manual claims, entering & managing claims in Medisoft, posting payments and adjustments into Medisoft, writing a collection letter. Students will also obtain basic knowledge in Accounts Payable and Receivable.

MDOM MOD 7-INTRO TO MICROSOFT OFFICE / BOOKKEEPING / MEDICAL EMERGENCIES / JOB PREPARATION SKILLS
Students should be obtaining the basic principles in Microsoft Word and Excel as well as Introduction to the Internet. Students should recognize the three most common bookkeeping systems, identify bookkeeping mistakes, importance of trail balance, maintaining petty cash, review of A/P and A/R. Students will discuss and apply concepts of The Medical and Dental Practice Management. Students should be able to identify emergency supplies, recognize and respond to Medical emergencies, perform CPR, apply patient education, perform vitals, discuss job search methods, prepare cover letter and resume, complete job application, perform mock interview, job training and life skills.

MDOM MOD 8-CHARTING/ ELECTRONIC MEDICAL RECORDS/ ELECTRONIC MEDICAL CLAIMS PROCESSING/ ICD - 10 TRAINING CONVERSION
Upon the completion of classroom training, the student will be able to input basic data for Electronic Medical Records or Electronic Health Records (EMR or EHR) for a Medical Office and practice Management Software. The student will know how to properly verify the patient's insurance eligibility and prepare the initial intake registration form (charting). Student will be able to recognize medical progress notes and medical reports in order to ensure correct medical coding.

Students should be able to recognize the billing cycle and the revenue cycle for medical and dental insurance claim processing. After the completion of the ICD-10 training, students will be able to convert current ICD-9 into ICD-10.

MDOM MOD 9-MATH SKILLS FOR MEDICAL PROFESSIONALS/ MANAGEMENT SKILLS/ BENEFITS AND PAYMENTS/APPEALS ADJUDICATION/ TRICARE/CHAMPUA/WORKER'S COMPENSATION

The student will review basic math skills in order to perform quality assurance and accurate insurance payment adjustments. After the completion of the management training, the students will be better qualified to work in supervising positions in the medical and dental fields. In addition, with the benefits and payments/appeals adjudication training, the students will be able to timely review, follow up and resolve aging accounts. The student will be able to understand and apply military insurance policies (TRICARE & CHAMBA). Upon the completion of this module, the student will be able to understand and apply Workers' Compensation insurance policies

MDOM MOD 10-BASIC LIFE SUPPORT CERTIFICATION (CPR & AED)

After the completion of this training, the student will be able to apply Cardiopulmonary Resuscitation on Adults, Children and Infants. The student will be able to physically operate an Automated External Defibrillator (AED). The student will obtain a Certification card at the end of this course.

MDOM MOD 11-EXTERNSHIP

Upon successful completion of classroom training, Medical and Dental Office Management program students participate in a 160-hour unpaid externship at an approved facility. This provides externs an opportunity to work with patients and private and governmental insurance companies. The student will apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel and evaluation forms are placed in the students' permanent record.

Upon completion of all sections of the course with a grade average of no less than 70% and after passing a comprehensive practical and written examination of all skills and knowledge attained, the successful graduate will receive a diploma in Medical and Dental Office Management.

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MEDIA TECHNICAL PRODUCTION PROGRAM

Length of Program

36 Weeks

44.5 Credit Semester Units

900 Clock Hours

5 Days per week Monday to Friday

Morning Class: 8:00am-1:00pm

Evening Class: TBA

Award: Diploma

Cost of Program

(When completed in normal time)

Tuition:	$14,485.00
Registration Fee:	$75.00
Books:	$700.00
Supplies:	$900.00
*STRF:	$40.00
Room & Board:	Not Available
Total Cost:	**$16,200.00**

Program Completion

July 1, 2009 to June 30, 2010

Department of education (DOE)

On-Time Graduation Rate: N/A

July 1, 2009 to June 30, 2010

Accrediting Commission of Career Schools & Colleges (ACCSC)

Job Placement Rate: N/A

July 1, 2009 to June 30, 2010

Bureau for Private Postsecondary Education (BPPE)

Job Placement Rate: N/A

Median Loan Debt

Title IV Loan Debt	N/A
Private Loan Debt:	N/A
Institutional Loan Debt:	N/A
Net Price Calculator	N/A

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

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

Students in the MEDIA TECHNICAL PRODUCTION PROGRAM will learn the elements of media production with a hands-on approach that will give them an understanding of areas such as camera work, lighting for studio and field, editing, recording systems, audio and communications, broadcast signals, interviewing techniques, hosting and reporting, along with the ability to produce a daily half-hour TV show as part of their training. This program is designed with the advanced technology currently being used in the media industry and with the capability to provide the type of training that gives students the opportunity to master production equipment such as switchers, editing machines, cameras, graphics for broadcasting and lighting. Our state-of the art studios allows our students get real hands on training behind and in front of the cameras. All the training will be guided by highly successful instructors who work professionally in the industry.

CLASS TITLE	LECTURE HOURS	LAB HOURS	TOTAL CLOCK HOURS
MOD 1: TELEVISION OVERVIEW AND BASI ELEMENTS OF PRODUCTION	75	25	100
MOD 2: PRO-TOOLS AND BASIC RECORDING TECHNIQUES	50	50	100
MOD 3: CAMERA AND LIGHTING	50	50	100
MOD 4: EDITING I	50	50	100
MOD 5: EDITING II	50	50	100
MOD 6: AUDIO AND COMMUNICATIONS	60	40	100
MOD 7: STUDIO OPERATIONS/ SWITCHERS	50	50	100
MOD 8: INTERVIEWING TECHNIQUES AND ANCHORING, HOSTING, SPORTS/WEATHER/NEWSROOM OPERATIONS	50	50	100
MOD 9: FULL PRODUCTION AND SPECIALTY COURSES	20	80	100
Totals:	**455**	**445**	**900**
Total Credit Units:			**44.5**

Course Descriptions:

Students under the MEDIA TECHNICAL PRODUCTION PROGRAM will learn the elements of television production with a hands-on approach, including:

MOD 1: TELEVISION OVERVIEW AND BASI ELEMENTS OF PRODUCTION

Student should have obtained understanding of What's TV, How it works, Brief History. Basic Elements of Production, Digital vs. Analog, In-Studio vs. Field Operations, and Learning the Lingo of the Business.

MOD 2: PRO-TOOLS AND BASIC RECORDING TECHNIQUES

Student should have obtained understanding of nine sections and their subsections within this course which include section one Getting to Know Pro-Tools (What is pro-tools, brief overview of the evolution of pro-tools, digital audio theory, different types of interfaces, and music production toolkit/dv tool kit), section two Inside Pro-Tools, section three Creating A Session (configuring a pro tools session, creating the session, and the playback cursor and the edit cursor), section four Recording Audio (recording after recording), Section five Importing Media Into Session (prior to import), section six Selecting and Navigating, section seven Editing Techniques, section eight Mixing Techniques, and section nine Finishing Your Work.

MOD 3: CAMERA AND LIGHTING

Student will learn Types of cameras, How does a camera work: gain, shutter, white balance, focus check, iris, filters, filter wheel, color temperature, exposure, etc., Understanding Lenses, Camera Support Gear, Camera Techniques: Framing, depth of field, zoom, pan, tilt, rule of thirds, interview setup, Shot Composition and Motion, Working in a multi-camera environment, Studio and field techniques, newsgathering vs. pre-produced, Lighting for studio and field, Soft, hard, light temperature, Filters, gels, reflectors, 3 point lighting, Light Fixtures, dimmers, flood, spot.

MOD 4: EDITING I

Students will learn Connectivity, Effects, Formats, Insert/Overwrite, Sequence Structure, Digitizing, Media Types, Transitions, Online-Offline, Visual Effects, Layers, Print to tape, Non linear/linear, and Titles.

MOD 5: EDITING II

Students will learn Connectivity, Effects, Formats, Insert/Overwrite, Sequence Structure, Digitizing, Media Types, Transitions, Online-Offline, Visual Effects, Layers, Print to tape, Non linear/linear, and Titles.

MOD 6: AUDIO AND COMMUNICATIONS

Students will learn Audio Systems, How sound waves become electrical pulses, the "mystery" of the transducer, A microphone primer, Microphone level vs. line level, pre amps, Console types, Stereo and Surround Sound Primer, Compressors and Gates, Microphone types, techniques and applications, Wireless systems, Cable types, Frequencies, Effects, DT-12, Console basics, Limiters, Mix minus, Signal levels, S/N Ratio, DA, Connectivity, IFB, RTS/Clear COM, IFB Mixing in the studio and field, Patch Bays, Meters, Analog vs. Digital, and Mults.

MOD 7: STUDIO OPERATIONS/ SWITCHERS

Students will learn Switcher types, Analog vs. Digital, Understanding the importance of routing switchers, Signal Types, Chroma, luminance, TBC, Connectivity, Camera set up, scopes, CCU, DA, Video Standards, RCP, CRT, LCD, DVE (Basic DVE operation and DDR operation for TD's), Control Room, Directing and Technical Directing (Set Up, mapping monitor wall, program switcher and Techniques, marking script, blocking cameras, shot list, etc.)

MOD 8: INTERVIEWING TECHNIQUES AND ANCHORING, HOSTING, SPORTS/WEATHER/NEWSROOM OPERATIONS

Students will learn to understand the structure of a newsroom from top to bottom which will give the students a sense of reality of how the industry works, the legal aspects of journalism and its implications, how to put a "package" together, how to tell a news story through interviews, visuals, natural sounds and a script that "weaves" all those elements together in a compelling way, the method producers go through to select the stories or topics that will be covered based on the format of each organization, techniques to produce "on the field" stories as well as special shows, commercials, newscasts, sports programming, etc., and the necessary skills to recognize based on the type of story or personality, that kind of interview that will be needed to get the answers.

MOD 9: FULL PRODUCTION AND SPECIALTY COURSES

Students will learn Daily Production of a TV Show, Newscast and Field Productions, Advanced Editing, Graphics, Production Truck, Advanced Switchers, Advanced Audio and Communications, Connection and Troubleshooting, Timing and balancing equipment, Lighting for Television, and Directing for Television.

Upon completion of all courses within the program with a grade point average of no less than 70%, and after satisfactorily completing all practical skills, and knowledge assessments, the successful graduate will receive a Diploma in Media Technical Production.

ADMINISTRATION

David Maddahi	C.E.O.
Alfonso Zavala	Director
Charles Mugrdechian	Operations and Compliance Director
Silvia Espin	Director of Education
Cynthia O. Vera	Executive Assistant
Janeane Delgado	Executive Assistant
Giovanni Casillas	Admissions Coordinator
Maria Razo	Admissions Coordinator
Belen Ortega	Admissions Coordinator
Martin Gomez	Admissions Coordinator
Maria Zavala	Student Services Coordinator
Rocio Rodriguez	Student Services Coordinator
Luis Lola	Financial Aid Services
Mayra Grijalva	Financial Aid Services
Lupe Rodriguez	Fiscal Coordinator
Alejandro Andrade	Fiscal Coordinator
Gloria Padron	Career Services Coordinator
Leslie Martinez	Career Services Coordinator
Merary Hernandez	Registrar
Maritzza Gonzalez	Administrative Assistant
Maria Ortega	Administrative Assistant
Denisse G. Morales	Administrative Assistant

FACULTY

Faculty members are selected according to their individual skills and academic background within specific areas of allied health and business knowledge. They are also experienced teachers who are skilled at stimulating, and developing a professional attitude with their students.

Susana Castro - Dental Assistant Instructor/Extern Coordinator
Diploma-Doctor Dental Surgeon, DDS Mexico
CPR Certified
CPR/ BLS Instructor Certified
Radiation Safety Certification

Jorge Reyes - Computerized Accounting Instructor/Extern Coordinator
Computer Programmer Certification
CTEC Certified Tax Preparer

Hernand Morales - Medical Assistant Instructor/Extern Coordinator
Certified Medical Assistant
CPR/ BLS Instructor Certified
CPR Instructor Certified, ARC

Alex Arviso - Medical Assistant Instructor
Certified Medical Assistant
Certified Phlebotomist

Licensed Phlebotomist
CPR & First Aid Certified
CPR/BLS Instructor Certified
"Emergency Medical Technician" Certification
Certificate, Medical Specialty School "United States Army"

Daniel Rivas - Massage Therapist Instructor/Extern Coordinator
Diploma, Massage Therapist
CPR Certified
CPR/ BLS Instructor Certified

Sonia Rodriguez - Diagnostic Medical Sonography Instructor/Extern Coordinator
Diploma, Diagnostic Medical Sonography
CPR Certified
CPR/ BLS Instructor Certified

Sadia Rahman- Diagnostic Medical Sonography Instructor
MS, Physics
BS, Physics
Diploma, Diagnostic Medical Sonography
RDMS and ARDMS
BLS Certified
CPR Certified

Dale L. June - Criminal Justice Instructor/Extern Coordinator
MA, Criminal Justice
BA, Public Administration

Mynor Morales - Medical Instructor
Doctor Diploma, M. D. Guatemala
Certificate, Diagnostic Cardiac Sonographer
Certificate, EKG Telemetry Technician
CPR Certified

Jose A Salinas – Medical/ Diagnostic Medical Sonography Instructor
Doctor Diploma, M. D. from El Salvador
RDMS Accredited
Certificate, Diagnostic Cardiac Sonographer
CPR Certified
CPR/ BLS Instructor Certified

Juan F. Najarro-Medical Instructor
Doctor Diploma, M.D. El Salvador
Certification, Medical Assistant
SAPAA Certified
BLS Certified

Rolando Nichols – Media Technical Production Instructor
BS, Broadcast Journalism
Peabody Award
Emmy Award

Jaime Hernandez – Media Technical Production Instructor
Satellite uplink operator certification
Emmy Award
Golden Mics Award

2012

NPC Observed Holiday List

JANUARY 1st	NEW YEAR'S DAY
JANUARY 16th	MARTIN LUTHER KING DAY
FEBRUARY 20th	PRESIDENTS' DAY
APRIL 6th	GOOD FRIDAY
MAY 28th	MEMORIAL DAY
JULY 2nd to JULY 6th	SUMMER BREAK
SEPTEMBER 3rd	LABOR DAY
NOVEMBER 11th	VETERANS DAY
NOVEMBER 22nd -23rd	THANKSGIVING
DECEMBER 24th to 31st	WINTER BREAK

2013

NPC Observed Holiday List

JANUARY 1st	NEW YEAR'S DAY
JANUARY 21st	MARTIN LUTHER KING DAY
FEBRUARY 18th	PRESIDENTS' DAY
MARCH 29th	GOOD FRIDAY
MAY 27th	MEMORIAL DAY
JULY 1st to JULY 5th	SUMMER BREAK
SEPTEMBER 2nd	LABOR DAY
NOVEMBER 11th	VETERANS DAY
NOVEMBER 28th -29th	THANKSGIVING
DECEMBER 23rd to 27th	WINTER BREAK