

Triton Institute



CATALOG 2012

This Catalog Covers the Time Period:

01/01/2012 - 12/31/2012

1107 North Fair Oaks Avenue, Suite B, Sunnyvale, CA 94089

Tel: (408) 400-9099

Website: www.tritoninstitute.org;

Email: info@tritoninstitute.org

Bureau for Private Postsecondary Education Approval

Triton Institute is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE), school code: 1942501.

For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll-free at (888) 370-7589, or visit its website at www.bppe.ca.gov

Questions about this catalog: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Triton Institute may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400

Sacramento, CA 95833

Mailing address:

P. O. Box 980818

W. Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Toll Free Number:

1 (888) 370-7589

Telephone Number:

(916) 431-6959

Fax Number:

(916) 263-1897

This publication is an announcement of the current certificate programs and course offerings provided by Triton Institute.

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.

This catalog is for information only and is subject to change without notice. Courses, faculty assignments, prerequisites, graduation or completion requirements, standards, tuition and fees, and programs may change from time to time.

Triton Institute reserves the rights to change requirements regarding admission, the courses and their contents, the organization of curriculum, retention, awarding of degrees, and other necessary rules and regulations. Such regulations shall be effective whenever determined by the appropriate faculty and administrative bodies; they may govern both old and new students.

Every effort, however, has been made to assure that all regulations and curriculum information contained in this *Catalog* are correctly updated as of January 1, 2012.

INSTITUTE LOCATION & DIRECTION

Triton Institute is located in the heart of Silicon Valley, just 30 miles south of San Francisco and is in the center of one of the world's greatest concentration of medical facilities, high-tech and green energy industries, and scientific activity- Silicon Valley. There are many firms within a few miles radius of Triton Institute - such as Palo Alto Medical Foundation, Stanford Medical Center, and US Berkeley - that represent the cutting edge medical research and development. The area is also a hub of large local and regional hospitals and medical groups such as the Kaiser Permanente, Santa Clara Valley Medical Center, El Camino Hospital, and the Good Samaritan Hospital. San Francisco, Marin County, Berkeley, Oakland, and the famous California beaches are all within half an hour drive away. Triton Institute is easily reachable via public transport with the bus stop just outside our front entrance and the BART station within easy walking distance. The Monterey Peninsula, Carmel and the famous Napa Valley wine country are all less than two hours drive away. San Jose International Airport is about ten minutes drive away from the campus.

Address: 1107 North Fair Oaks Avenue, Suite B, Sunnyvale, CA 94089

Tel: (408) 400-9099 (Admission)

Our campus is within walk distance close to Light Rail at Fair Oak Station, and is reachable by several buses. Also, we are conveniently approachable by car via Highway 101, 280, and 237. Please refer to the map below for detailed location.



(Map by Google Inc.)

2012 Calendar

Institute observes the following national holiday schedule listed below:

Date	Holiday
Monday, January 16 2012	Birthday of Martin Luther king, Jr.
Monday, February 20 2012	President's Day
Monday, May 28 2012	Memorial Day
Wednesday, July 4 2012	Independence Day
Monday, September 3 2012	Labor Day
Monday, October 8 2012	Columbus day
Sunday, November 11 2012	Veterans Day
Thursday, November 22 2012	Thanksgiving Day
Tuesday, December 25 2012	Christmas Day

(Student will be notified if there are any changes.)

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Message from the President

Your education should be a life changing experience. It should allow you to look deeper into yourself and further your career interest. At Triton Institute we encourage that process and help to make it an exciting reality.

Since 2001, Triton Institute has been changing lives and providing individuals with career advancement opportunities through vocational education and training. The growth of the last quarter century followed by the recession of the first part of this century has reminded us how relevant our skills must stay in a changing economy.

Today, Triton Institute offers several 21st century relevant vocational courses. We select and design our programs to help you advance your career, and become a master professional.

Some of our courses include accounting, biotechnology, Cisco Systems technical and network expertise, IC design and layout, computer programming, medical billing and coding, and photovoltaic design, installation, support & sales. As president, I am always speaking to our professional instructors and industry leaders regarding new courses that will allow students more career options. We invite you to browse through our courses, as well as speak with our faculty and administrators about types of student service we offer. Our faculty integrates the breadth of knowledge on each subject with skilled practitioner insights. Personal attention and hands on instruction means that students are never alone on their educational journey. Our faculty and administration are always ready to assist you.

Your education is an important foundation for your success. Your Triton Institute education places you into a position of taking advantage of a changing economy and world. We look forward to providing you with the best cost effective educational experience in the industry with caring support.

Best Regards,



Hiram I. Willis

GENERAL INFORMATION

History

Founded in 2001 by Henry Feltenberg, Triton Institute has been preparing individuals for careers and creating master professionals through education. As one of the leading vocational institutions in the nation, Triton has always focused on providing high quality vocational training in rapidly expanding industries and markets. The Institute offers certificate programs in professions that are relevant for the 21st century and the local economy.

Today Triton's alumni enjoy successful careers in a wide variety of local and global industries. Their success has been due in part to the skills developed at the Triton Institute. Today our alumni are serving in leading medical groups, top companies, and various branches of governments. At Triton Institute we encourage our students to be entrepreneurs. We are happy to report that many have become successful business entrepreneurs and are expanding their interest in socially responsible green technologies and markets.

The Triton Institute's unique combination of personal academic and professional training assures you that your learning will have an enriching experience.

Approval Disclosure Statement

Triton Institute is a private institution and was granted an institutional approval from the Bureau for Private Postsecondary Education, pursuant to California Education Code. The Bureau's approval means that the institution and its operation comply with the standards established laws and regulations for occupation instruction by postsecondary educational instruction. Currently, our approved school code by BPPE is numbered in 1942501 starting from April 29, 2002. (www.bppe.ca.gov)

Missions

Triton Institute's mission is to provide a quality and affordable education that meets the needs of individuals in our local communities in a changing economy. Whether individuals are seeking a career change or to become a master professional the Triton Institute programs are tailored to meet your needs with the most current instruction materials and hands on equipment.

Objectives

The objective of the Triton Institution is to create scholarly vocational practitioners that can help lead existing and emerging industries. By creating industry relationships with market leaders, the Institution seeks to stay relevant, as well as to use these relationships as sources of career opportunities for students.

Bankruptcy

Triton Institute has never filed a petition for bankruptcy.

Facilities

The institute is situated in the well facilitated campus inside the urban league education building at 1107 N. Fair Oaks Avenue, Suite B, in the city of Sunnyvale in California. All classes are held in this campus location. Classrooms are equipped with medical labs and testing center, computers, internet access, and easily approachable with required study tooling materials. The classes are instructed according to the syllabus by using up-to-date medical related software, in-class instruction, and hands-on practice. Campus offers great and spacious activity rooms for student use of hands-on practice, and bio-tests, examinations. The institute greets students upfront in a warmly reception area, and provides students an on campus library. Students can enjoy their casual meetings in the meeting rooms, study rooms, and dining area for after class networking.

The institute's facilities and equipment are monitored by Chief Operating Officer/ Vice President and is ensured to comply with all local, state and federal safety and health rules and regulations.

Institute Staff & Faculty

Institute Staff

Mr. Hiram I. Willis
President

Dr. Mike M. Mao
Vice President

Ms. Sunny J. Zhang
Education Administrator

Dr. Yifei Zhu
Academic Advisor

Ms. Jessica Yang
Assistant Registrar

Mr. Jackson Lin
Assistant Administrator

Ms. Yohana Nevilya
Admissions Officer

Ms. Mary Daniel
Business Development

Dr. Jimmy Zhang
IT Support

Faculty

Faculty members are selected according to their individual skills and academic background. They are also experienced teachers who are skilled at stimulating and developing a professional attitude with their students. They are skilled and scholarly practitioners.

Mr. Venu Aruva

- Bachelor of Biotechnology, Jawaharlal Nehru Technological University, Hyderabad, India

Dr. Frank Bautista

- Doctor of Medicine, Francisco Q. Duque Medical Foundation, Philippines
- Bachelor of Science in Biology, Saint Louis University, Philippines

Dr. Farid Dalili

- Ph.D. in Education, University of Akron, Akron, OH
- Master of Arts in Education, University of Akron, OH

Ms. Yohana Nevilya

- Master of Mass Communication, St. Cloud State University, MN, USA
- Bachelor of Industrial Engineering, Bandung Institute of Tech, Indonesia

Ms. Margarita Perez

- College of the Sequoias, Visalia, CA
- Certified Medical Assistant Instructor/ Certified CPR Instructor

Dr. Ming (Mike) Mao

- Ph.D. of Biotechnology, Tong-Ji Medical University, Microbiology and Immunology, China
- Master of Microbiology and Immunology, Tong-Ji Medical University, China
- Medical Doctor of Medicine, Tong-Ji Medical University, China

Ms. Kimula M. Dowell

- Master of Clinical Psychology, San Francisco State University, CA, USA

Ms. Mamoni Dutta

- Ph.D. of Life Science in zoology, North-eastern Hill University, Shilling Meghalaya, India
- Master of Business Administration Candidate, California South Bay University, Sunnyvale, CA, USA

Mr. Gregory Greulich

- Master of Clinical Psychology, JFK University, Pleasant Hill, CA
- Bachelor of Arts in Psychology, San Jose State University, San Jose, CA

Mr. Kimyo Hsieh

- Doctor of Chiropractic, Palmer College of Chiropractic West, CA, USA
- Bachelor of Biology, University of California, Davis, CA, USA

Mr. Philip Kang

- E.M.B.A, Duke University, Durham, NC
- Bachelor of Science in Computer Science, University of Kentucky, Lexington, KY

Dr. Mary H. Mao

- M.D. of Huhan University, China
- Master of Medicine, Hunan University

Ms. Stacey Peralta

- Master of Physiology & Biology, San Francisco State University, San Francisco, CA, USA
- Bachelor of Biology, Oregon State University, Corvallis, OR, USA

Ms. Sangeeta Shabadi

- Master of Biotechnology, Gulbarga University, Karnataka, India
- Bachelor of Biotechnology, SMT Veeramma Ganggasiri College, India

Ms. Dawn Shepard

- Master of Business Administration Candidate, California South Bay University, CA, USA
- Bachelor of Liberal Studies, California State University Sacramento, CA, USA

Dr. Michael C Sugarman

- Ph.D. of Neuroscience, Molecular Biology, University of California, Irvine, CA, USA
- Master of Neuroscience, Molecular Biology, University of California, Irvine, CA, USA
- Bachelor of Biology/Psychology, Union College, Schenectady, New York, USA

Dr. Cynthia Wan

- Ph.D. in Journalism & Mass Communication, University of Wisconsin-Madison, USA
- M.A. in Journalism, University of Texas at Austin, USA
- B.A. in Journalism, Chinese Culture University, Taiwan

Mr. Roney Warmack

- Bachelor of Science in Industrial Engineering, West Texas State University, Canyon, TX, USA

Mr. Hiram Willis

- Ph.D. Candidate in Finance, Walden University
- Masters in Business Administration, Claremont University, Claremont, CA
- BS in Electrical Engineering, University of Southern California, Los Angeles, CA

Ms. Jessica Yang

- Bachelor of Science in Computer Science, San Francisco State University, San Francisco, CA

Dr. Naibo Yang

- Ph.D. of Ion Channel Physiology / Neurobiology, Thomas Jefferson University, USA
- Master of Biomedical Engineering & Instrument, Tianjin University, China
- Bachelor of Biomedical Engineering & Instrument, Tianjin University, China

Ms. Alice Lu

- B.S. in Business Administration, San Francisco University, San Francisco, CA
- Bookkeeping Certificate, Straford Career Institute, School of Bookkeeping, Washington DC
- Registered Tax Preparer, Liberty Tax Service, San Francisco, CA

Dr. Kai Yu

- Ph.D. in Computer System Engineering, University of Massachusetts, Amherst, MA, USA
- M.S. /M.A. in Computer Science, Mining University of China, Beijing, China
- Bachelor of Science, Computer Science, Engineering University of Hebei, Hebei, China

Dr. Yifei Zhu

- Ph.D. in Sociology, University of California, Davis, CA, USA
- Master of Arts in Sociology, University of California, Davis, CA, USA
- Bachelor of Arts in English, Beijing Foreign Studies University, China

ADMINISTRATIVE POLICIES

Class Start Dates

Classes are posted on the Triton Institute website. All scheduling information, including class schedules or any revisions, will be announced to current students in advance. Classes are in session through a calendar year and start approximately every month depending on the program chosen.

Class Size

A maximum of 15 students per class ensure an efficient teacher/student ratio. Students who wish to enroll in a course that has already reached maximum enrollment are placed on a waiting list.

Clock Hours

One clock hour is defined as 50 minutes of theoretical or practical instruction.

Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Student who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident”.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the bureau that the school is closed. If you do not receive notice from Bureau, you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the State of California Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.

Non-Discrimination Clause

Triton Institute maintains a strict anti-discrimination policy. Students are admitted, trained and referred for employment without regards to race, color, creed, handicap, national origin, sex, political affiliation, or religious belief. No special services are provided for handicapped students. However, doors, hallways, payphones, and restroom facilities are in compliance with standards for access to handicapped persons existing at the time of construction or installation. Please feel free to visit the campus to determine its

adequacy to your special needs. Please express any additional assistance you might require to the Vice President who will attempt to assist you in every way possible.

Admission Requirement

The programs and courses offered by Triton Institute are open to any individual that possess a high school diploma or equivalent and a will to succeed. The prospective students must be 18 years or older of age. The admissions process includes a placement for students without a high school diploma or GED. The process is designed to assist the Triton Institute to better assess the student's requirements for support, as well as opportunity for success in the program courses. Prospective students are invited to visit the institute and discuss their needs, goals, and objectives with faculty and staff members.

Procedure for Enrollment

Your first step in enrolling at the Triton Institute is to make an appointment for an interview with the admissions staff. The application process includes completing an admissions form which includes personal data, education, employment history, and area of occupational interest. We offer a tour of the Triton Institute facilities and explanation of student vocational and support programs. Students without a high school diploma or GED may request the admission test on their visit. Enrollment includes documentation of prior education. Students without a high school education document or its equivalent are asked to take a placement test.

Transferability of Credits and Credentials Earned at Our Institution

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

"The transferability of credits you earn at Triton Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Triton Institute to determine if your credits or certificate) will transfer."

Credit for Prior Education or Training

Credit for previous education may be granted to students who can provide official transcripts from an accredited college or private college approved by the State of California along with a course outline prior to starting the program not to exceed 20% of the total program and/or credit hours. The student should have passed the course with a grade of 80% or better. The Vice President of Academic Affairs will review the transcripts and outline to determine if the program content is comparable to the class being challenged. If it is determined to be acceptable credit then the student will not have to take that class and the tuition along with the books and supplies for that class will be deducted from the total cost of the program. Credit for previous experience will be granted provided that the student can pass the final exam for that course

with a grade of 75% or better. The right to examine and determine the point of entry and the amount of credit to be awarded is reserved by the school. There are no fees for credit transfer. Students who are not awarded any credit may appeal this decision by writing a letter to the President of the school. The President will review the case with the appeals committee and respond with an answer to the student within five business days.

Triton Institute has not entered into any formal transfer credit agreements with other institutions at this time.

ACADEMIC POLICIES

Conduct Policy

At the discretion of the Director of Academic Affairs, a student will be or may be dismissed from the institute for an incident involving the use illegal substances, public intoxication, behavior inconsistent with our learning environment, possession of illegal drugs or alcohol upon institute premises, possession of weapons upon institute premises, behavior creating a safety hazard to other persons at the institute, disobedient or disrespectful behavior to another student, an administrator, or faculty member, or any other stated or determined infraction of conduct. Students are expected to treat the institute premises with consideration, keep the student lounge neat and clean no graffiti on walls, computer equipment or furniture.

Drug Abuse Policy

The institute fully supports drug-free schools and communities act of the United States' congress.

Statement of Satisfactory Academic Progress

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. To maintain satisfactory academic progress or a pass, a student must achieve a cumulative grade average of 70% during the course to obtain a certificate or a diploma.

Housing

Triton Institute does not provide or list housing facilities because the school is located in an area where adequate housing is readily available.

Tuition and Fees

Tuition, fees and supplies will be found on the current addendum which is located on the back page of the catalog.

Method for Collecting Delinquent Tuition

Students are counseled before their graduation, if an amount is due, a payment schedule is arranged. If the student does not follow payment guidelines, after 90 days his or her account **maybe** turned over to the corporation's collections agency.

Grade Average Required to Remain in School

An average grade of 70% or better (**C or better**) in each **course** must be obtained to be eligible for a diploma or certificate.

Satisfactory Progress & Maximum Time Period

For continued enrollment, students must maintain a cumulative Grade Point Average (GPA) of 2.0 or better and maintain 75% of attendance or better to maintain satisfactory progress and eligibility for Title IV and/or any discretionary financial aid funds. If the GPA falls below 2.0, the student is placed on academic probation, and has to repeat the module. The student has 30 days to complete the course work or receive an F (Failed), which will be added to their GPA and may result in termination. The maximum time frame may not exceed 150% of the published length of all the programs offered by Triton Institute.

Grades

Averages are calculated on the basis of 40% written tests and 60% practical application.

The institute's grading system is as follows:

Letter Grade	Value	Description	Score
A	4.0	Excellent	90-100
B	3.0	Above Average	80-89
C	2.0	Average	75-79
D	1.0	Below Average	70-74
F	0	Unsatisfactory	Below 69
I	N/A	Incomplete	N/A

Practice and Make-up Time

Practice/Make-up/Refresher time is available between 3:00 pm and 5:00 pm, Monday- Friday. Every hour of make-up time is equal to one hour of missed time. Make-up time must be completed within 30 days of time missed. The instructor has to approve and sign the make-up time slip. During make-up time students have the opportunity to make up any work missed.

Early Completion

Students may, on occasion (by challenging a module), complete requirements for a program in less time than is indicated in the catalog. No refund is made for early completion. Electives must be substituted for courses from which a student had been exempt, with approval of the Director of Academic Affairs.

Withdrawal and Reinstatement

Triton Institute takes your education and vocational training seriously. A student not maintaining satisfactory academic progress, during the first 30% of the stated course period, will be placed on academic probation for the next 30% of the course. If, at the end of the probationary period, the student has not corrected the progress deficiencies, then the student is subject to expulsion at the discretion of the institute director. The student will have the option to continue classes and improve their overall progress, with the concurrence of the director and instructor. If the grade point average falls below 2.0 during the remainder of the course, the student will have an opportunity to repeat the course or portions of the course

in order to improve their overall grade. Additional time to achieve satisfactory progress may not, however, extend beyond 150% of the stated course length. In any event, the student will not be permitted to graduate until the progress deficiencies are corrected.

Conditions for Termination for Unsatisfactory Progress

When the grade average of a student is unsatisfactory for a current module, the student will be placed on probation. If during the next two modules, the student's grade average is still unsatisfactory, the student will be terminated.

Condition for Re-entrance After Dismissal

Re-entrance will be approved only after evidence has been shown to the Director of Academic Affairs and education committee that conditions which caused the termination for unsatisfactory progress have been rectified. The student will then be placed on probation for 30 days.

Description of Probationary Period

Any student who is placed on academic/ attendance probation has 30 days to bring themselves to a level of satisfactory progress. If the student fails to attain satisfactory progress and grades during this period, they will be terminated from school and will not be eligible for re-admission.

Academic Review and Appeal Process

A student placed on academic probation or who is not making satisfactory academic progress may review the determination and may appeal the determination through the Office of the Director for Academic Affairs whose judgment in this matter shall be final, conclusive, and binding.

1. Challenging the record for purposes of changing any of its contents must be requested in writing, stating fully the reason for challenge.
2. The director will review all requests in consultation with the instructor; and make a determination to either retain the records intact or change them.
3. The student may meet with the director and anyone he/she may designate to review the conclusions.
4. Should the student request further review, a disinterested third party with competence in the program will be asked to review the student's records and findings, and make a recommendation to the director for final action.

Attendance Policy

Students are expected to attend class regularly, arrive on time and remain in class until dismissed. Since attendance and punctuality are integral parts of the work environment, our objective is to prepare graduates for that environment. Class attendance will be reported and recorded each day. To remain in good standing, the student must be in attendance at least 75% of each module. Any student who accumulates absences of over 25% (or 5 days in a module) of their schedule classes is subject to suspension from their classes and placed on probation. To be removed from probation, the student must prove their ability to maintain their attendance and stay current with class.

Tardiness/ Early Departure

Students are expected to be in class on time and remain in class until class is over. Twenty minutes after the scheduled start of class is tardy and leaving twenty minutes or more before class is over is an early departure. Four tardiness/early departures equal on absence and will be reported to the Office of the Registrar.

Make-Up Work

Students must arrange make- up work for classes missed with the instructor. However, absences will remain on record.

Leave of Absence

Regular attendance and continuity of information are essential for successful completion. A leave of absence is a temporary interruption of a student's program. Students may be granted a leave of absence for unforeseen circumstances which include: family, medical, death, jury duty, military, and employment.

1. A student must request the leave of absence in writing in advance of the beginning date of the leave and specify a reason for the leave unless unforeseen circumstances prevent the student from doing so.
2. The leave of absence is limited to 90 calendar days in one enrollment period.
3. The student must understand the procedure and implementation for returning from leave of absence to complete the program that he or she began prior to the leave of absence.
4. The institution must approve and document the approval of the leave of absence request.
5. There are no additional charges to the student as a result of leave of absence.
6. Students' participating in Title IV funds (Financial Aid) must understand that a leave of absence might affect eligibility and a student's failure to return from a leave of absence may change the student's loan repayment term, including expiration on scheduled grace period.
7. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirement, and the total length of leave does not exceed the maximum time limit and/ or reentry into the program aligns with the sequence and scheduling of class work for the student's program aligns with the sequence and scheduling of class work for the student's program required to continue their studies.

Student Records/ Right of Privacy

The federal right of privacy Act 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 institute to maintain these records for no more than a fifty-year period. Students may request a review of their records by writing to the director of the institute. All such reviews will be scheduled during regular institute hours under appropriate supervision.

Graduation Requirements

Upon completion of the all classroom, laboratory, and/ or externship education with a grade point average of no less than 70%, the student will be issued a diploma or certificate attesting to his/ her successful completion of the course 30 days after the course is over.

Placement

Upon successful completion of training, students are eligible for placement assistance. Triton institute cannot, by law, guarantee employment. The Student Service Office will assist students in job searching by maintaining contact with employers and participation in related professional organizations.

Complaints

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

STUDENT SERVICES

Advising / Counseling

The instructors will periodically review the students' progress. Students experiencing problems that may affect their progress will be advised as needed by an instructor and/ or director to help overcome whatever difficulty is being experienced.

Transportation

Public bus transportation is available with stops located close to the campus. Students commuting to campus via vehicle are required to observe all prudent driving etiquette and safety rules while in the parking lot.

Record Retention

Enrollees are advised and cautioned that state law requires this educational institution to maintain institute and student records for only a period of fifty (50) years. However, student transcripts are maintained permanently.

Library and Reference Materials

The institute maintains reference books, magazines and other pertinent publications for use by faculty and students. Reference materials are kept for use on the institute's premises. Student doing extended research can do so at the public library located at 665 W Olive Ave Sunnyvale, CA 94086 is available to the public.

Job Placement Assistance Service

Triton provides a variety of services to assist students in clarifying, planning, and achieving their career goals. Workshops are held just the term on career planning, including self-assessment, resume writing, interviewing skills, and job search strategies. The objective of these programs is to include career professionals that may assist students with questions and information concerning career opportunities. Students are encouraged to take advantage of this exposure to industry leaders.

Academic Grievance Procedures

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the institute director, must be received from the student within 48 hours after the incident occurs. The director will verify that the student has made a verbal attempt to resolve the concern with instructor or other staff member. If the student has followed the above steps, the institute 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 to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaints will be resolved within 30

days from the receipt date of the incident report. Unresolved complaints may be directed to the: Bureau for Private Postsecondary Education 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.

TUITION POLICIES

Tuition Payment Policy

All tuition and fees are payable in advance unless other arrangements are made with the institute prior to commencing classes.

Program	Class Hours	Tuition	Registration & Enrollment Fee	Books & Materials	Total
Computer Office Assistant	720 hrs	\$8,800	\$50	N/A	\$8,850
Computer Programming	720 hrs	\$8,800	\$50	N/A	\$8,850
Database Management	112 hrs	\$1,680	\$50	N/A	\$1,730
Networking	96 hrs	\$1,480	\$50	N/A	\$1,530
Premise Telecom Installer	360 hrs	\$5,000	\$50	N/A	\$5,050
Website Design	80 hrs	\$1,280	\$50	N/A	\$1,330
Massage Therapist (250hrs)	250 hrs	\$1,600	\$50	N/A	\$1,650
Massage Therapist (500hrs)	500 hrs	\$3,200	\$50	N/A	\$3,250
Medical Assistant	720 hrs	\$8,800	\$50	N/A	\$8,850
Medical Billing & Coding	720 hrs	\$8,800	\$50	N/A	\$8,850
Coping with New Employment	60 hrs	\$980	\$50	N/A	\$1,030

(Tuition is subject to change. Please contact Admissions office for updated information.)

Financial Assistance

For those students requiring financial assistance to enroll in a program, a tuition loan may be available from a financial institution. Some private or public agencies may be willing to provide tuition assistance for those individuals who meet the particular agency's requirements. For further information, please inquire at the admissions office.

Federal and State Financial Aid Programs

At this time Triton Institute does not participate in state and/or federal student financial aid programs

Student Loan Obligations

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

We encourage all students to discuss the most suitable financing option for their particular needs with one of our Financial Specialists.

Student Protection Policy

State of California student tuition recovery fund

The state of California created the student tuition recovery fund (STRF) to relieve or mitigate economic losses suffered by California residents who were attending schools approved by or registered to offer short-term career training with the bureau for private postsecondary and education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a 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.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government.

Cancellation Policy

If Triton Institutes does not accept your application for admission or cancels your enrollment agreement prior to the first class session, all funds paid, including the registration fee, will be fully refunded. The student has a right to cancel the enrollment agreement and obtain a refund of charges paid, through attendance at the first class session, or the seventh day after enrollment, whichever comes later. You may cancel this enrollment agreement and receive a refund by providing a written notice to: Office of the Registrar, TRITON INSTITUTE, 1107 N Fair Oaks Ave., Suite B, Sunnyvale, CA 94089. Triton Institute must receive a written cancellation notice with your signature on it. Do not telephone a cancellation.

Refund Policy

The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of instruction for which the student had paid.

All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment as set forth in the agreement for the course of instruction. The last date of the student's attendance is used for all refund calculations.

Full Refund

A student who cancels his/her enrollment agreement after the attendance of the first class session or the seventh day after enrollment, whichever is later, shall be entitled to receive a full refund. Cancellation shall occur when the student gives a written notice to the Director of Admission. If sent by mail, the written notice of cancellation is effective when postmarked, and properly addressed with postage paid.

Pro-rated refund

A student may withdraw from a course of instruction at any time. If the student withdraws from a course once the course is started, the student is entitled to receive a pro-rated refund, based on the last day of attendance, for the unused portion of the tuition, in accordance with the following pro-rated refund policy. The pro-rated refund shall be the total amount paid for the course multiplied by the number of hours remaining in the course, divided by the total number of course hours. There will not be a refund of the registration fee or applicable STRF fee.

Once purchased, books and supplies become the property of the student and no refund will be made, unless the books and supplies are like new and can be re-sold.

Exceptions to the pro-rated refund policy: There is no refund for courses that have a course-length of 8 hours or less.

Hypothetical Refund Example

Assume that a student, upon enrollment in a 720 clock-hour training program, pays \$6516.25 for total, including \$6000 tuition, \$200 for enrollment and registration fee, \$250 for books and materials expense, and \$16.25 for STRF fees as specified in the enrollment agreement. He or she then withdraws after completing 600 clock-hours. The statutory pro-rata refund to the student would be as follows:

1. $\$6516.25$ (total paid) - $\$250$ (registration/enrollment and application fee) - $\$250$ (book fee) - $\$16.25$ (STRF) = $\$6000$ (tuition)
2. $\$6000$ (tuition) / 720 (clock hours) = $\$8.33$ (per clock hour)
3. 720 clock hours which you have paid = $\$6000$
4. 600 clock hours which you have received = $600 \times \$8.33 = \4998
5. Total due to school = $\$4998 + \250 (registration/enrollment and application fee) + $\$250$ (book fee) + $\$16.25$ (STRF) = $\$5514.25$
6. Total refund = $\$6516.25$ (total paid) - $\$5514.25$ (total due) = $\$1002$

Under the statutory pro rate calculation a refund of \$ 1002 is due.

Revision of Programs and Tuition

The institute reserves the right to change or modify, without notification, the program content, equipment, staff, or materials as necessary, with approval of the council for private. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.

CURRICULUM

Computer Office Assistant (160 Hours)

Computer Office Assistant allows you to gain skills you need to make effective use of today's most popular and powerful business applications while you prepare for professional certifications. Starting with windows basics, you progress through the individual applications, and conclude with advanced level applications that will prepare you for a corresponding certified Microsoft Office user specialist exam; these applications include Word, Excel, Outlook, PowerPoint and Access. Totally, 160 clock hours of instruction are required for completion of the program.

Computer Office Assistant (720 Hours)

This program aims to give students the type of training that will enable them to enter the work field as a word processor, or to advance those individuals already in the field who find that knowledge of computers, word processing and data entry is necessary to provide them upward mobility in their occupation. Inculcation of customer service skills and functional knowledge of QuickBooks will improve marketability in any competitive industry. Totally, 720 clock hours of instruction are required for completion of the program.

Computer Programming (104 Hours)

In this program students learn the basic concepts of computer programming and gain fundamental programming skills required to work with initial declarations, input/output, branching, looping, and simple comparisons. Students also learn the most versatile and up-to-date computer languages such as HTML, C++, Visual Basic, and Java. This program also introduces students to the fundamentals of Object Oriented Programming (OOP). Student will learn how to define classes, write constructors and destructors, overload operators, and use essential OOP techniques such as inheritance and polymorphism. Finally students consolidate their knowledge by doing a simple real-life programming project under the supervision of the instructor. Totally 104 clock hours are required for completion of the program.

Coping With New Employment (60 Hours)

You will learn the basic concepts of preparation for new employment in a holistic method with fundamental skills required to be successful at work. This program also introduces you to fundamentals of work behavior skills and how to maintain a job. Totally 60 clock hours are required for completion of the program.

Database Management (112 Hours)

This program introduces you to the principles of relational database design by following the System Development Life Cycle. You will also learn to use the powerful language of SQL to query, create, and modify data and database objects. In the Application Developer track, you will learn to use the programming language PL/SQL to write procedures and functions in Oracle applications. You will also learn to create Oracle Forms and Reports in the Oracle 11i environment. In the DBA track, you will learn to create and set up an Oracle11i database and effectively allocate and manage the resources required to optimize database performance. Both tracks will prepare you for the OCDBA exam. Totally, 112 hours are required for the completion of the program.

Medical Assistant (720 Hours)

This program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims. Totally 720 clock hours of instruction and externship are required. Minimum 160 hours of externship is required for the completion of the program.

Medical Billing and Coding (720 Hours)

Upon completion of this program, students will be eligible to work in the Medical Industry as medical insurance claimer for hospitals, medical groups, clinics, insurance companies, and medical consulting firms. Students will be helping medical providers claiming the insurances, bills, and dealing with insurance companies. Students will be able to: identify legal aspects and terms associated with medical records and billing; define general insurance terms and contracts; know the general standards and universal forms and procedures used in billing; know and explain the different forms of electronic and manual billing. Totally 720 clock hours of instruction and externship are required. Minimum 160 hours of externship are required for the completion of the program.

Networking (96 Hours)

This program introduces you to the technologies and tools commonly used to implement and manage enterprise-level networking solutions. You will gain in-depth knowledge of the OSI model and the configuration and administration of enterprise level networks such as Windows Vista and Windows 7. In addition, you will be able to backup and recovery procedures and optimize a network for maximum efficiency. Totally 96 clock hours are required for completion of the program.

Website Development (80 Hours)

This program introduces you to a variety of different and rapidly changing languages and technologies in Website Development. You will be introduced to the markup language for Web documents (HTML) and tools and technologies such as FrontPage, Dreamweaver, and Java Script to create interactive web content and embed dynamic data into Web Pages. In addition, you will gain industry insight into the emerging and alternate Web technologies such as XML programming. Totally 80 hours are required for completion of the program.

Massage Therapist (250 Hours)

This program qualifies you to apply for Certified Massage Practitioner Certificate from California Massage Therapy Council. The courses are structured and sequenced to provide students with an intrinsic strength of knowledge, comprehension, and application of massage techniques. Totally 250 clock hours of instruction and externship are required. Minimum 100 hours of externship is required for the completion of the program.

Massage Therapist (500 Hours)

This program qualifies you to apply for Certified Massage Therapist Certificate from California Massage Therapy Council. This program is designed to produce well balanced therapists that are prepared to interface with adjunct healthcare professionals and be of service to the community. We also provide externship opportunities and job placement services to all of our students. Totally 500 clock hours of instruction and externship are required. Minimum 200 hours of externship is required for the completion of the program.

DIRECTION TO TRITON INSTITUTE CAMPUS

