



NIU COLLEGE

Newport International United College
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SCHOOL STAFF

Administrative Staff

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

Jay Askari - President
Eric Javier - Campus Director
Sheyda - Daryabegi - Director of Administration/Registrar

Faculty

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

Facilities

Main Campus located 21054 Sherman Way Suite 305, Canoga Park, California 91303. Besides the administrative offices, the classrooms and laboratory areas were designed to keep class sizes to fewer than 20 students in keeping with current best practices trends. The facility is close to shops and restaurants, and ample parking is available. Located on a main thoroughfare, our facility is highly visible. The rooms are air-conditioned and well lit. The parking lot is well lit. The main campus is a short distance to the main highway (highway 101) and two hospitals. Public transportation is easily accessible.

CONTACT INFORMATION

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

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

APPROVAL

Bureau for Private Postsecondary Education, Department of Consumer Affairs

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

Associations



National Center for Competency Testing (NCCT)

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



California Association of Private Postsecondary Schools (CAPPS)

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



San Fernando Valley Chamber of Commerce

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

MISSION

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

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

NIU College offers the following career training programs:

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

PROGRAM GOALS

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

Automotive Technology: To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity as an automotive technician or to achieve certification eligibility from third party organizations.

Administrative Medical Assisting: To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity for medical assistant, administrative medical assistant, front office medical assistant, medical secretary, medical office clerk, medical office assistant, medical administrative assistant, scheduler, medical receptionist; and to meet the basic competencies of the administrative medical assistant; or to achieve exam eligibility for third party professional certification.

Clinical Medical Assisting: To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity as a medical assistant,

clinical medical assistant, back office medical assistant, clinical assistant, medical office assistant; or to achieve exam eligibility for third party professional certification.

Medical Coding: To acquire the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical coder; or to achieve exam eligibility for certification from third party organizations.

Medical Billing: To acquire the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical biller, patient accounts technician; or to achieve eligibility for medical billing certification exam from third party organizations.

Medical Billing and Coding: To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity as a medical coder, medical biller, patient account technician; or to achieve exam eligibility for medical billing certification exam from third party organizations.

Medical Assisting (Administrative and Clinical): To acquire the knowledge and manual skills necessary to perform the duties in an entry level capacity for medical assistant, clinical medical assistant, administrative medical assistant, front office medical assistant, medical secretary, medical office clerk, medical office assistant, medical administrative assistant, scheduler, medical receptionist; and to meet the basic competencies of the medical assistant; or to achieve exam eligibility for third party professional certification.

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

GENERAL SCHOOL POLICIES

Business Office Hours

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

Effective Date of Catalog

The effective dates of this catalog are 3/1/2013 to 1/1/2014. The revision date is 4/26/2013.

Admission Standards

Candidates for enrollment must:

- Possess a high school diploma or its equivalent OR
- Successfully take and pass a relevant admission examination (as required by section 94904 of the Ed. Code.) and are beyond the age of compulsory attendance, administered in accordance with manufactures guidelines.

Those interested are encouraged to contact an admissions representative.

Graduation Requirements

To graduate from a program, the student must have achieved a 70% CGPA and completed all clock hours for the program; the student conduct and financial status must be in good standing (either paid in full or 6 months of on-time payments following last class day). The school reserves the right to withhold completion documents if the student account is not in good standing or if student conduct is poor (violates school standards).

English as a Second Language

NIU College does not offer ESL at this time.

Housing

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

Class Size

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

Nondiscrimination Policy

NIU College offers its programs to all persons regardless of race, color, creed, national origin, sex or age. The school does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, or disability in the administration of any of its educational programs or activities, or with respect to admission or employment. For information on the school's equal opportunity policy and grievance procedure, please contact the school President at NIU College; see contact details.

Transfer Credit, Granting of Credit

Policy

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

The transferability of credits you earn at NIU College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at NIU College is also at the complete discretion of the institution which you may seek to transfer. If the credits, diploma, or certificate that you earn at NIU College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at NIU College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending NIU College to determine if your credits, diploma or certificate will transfer. This statement is being provided pursuant to the California Private Postsecondary Education Act of 2009.

Bureau for Private Postsecondary Education (BPPE)

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

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Phone: 916-431-6959
Toll Free: 888-370-7598
Web site: www.bppe.ca.gov
Email: bppe@dca.ca.gov

Financial Aid Disclosure

NIU College does not participate in Title IV programs.

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

SATISFACTORY ACADEMIC PROGRESS

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

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

Grading System

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

The school uses the following grading standards:

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

Attendance Policy

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

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

An absence is considered as more than 20 minutes tardy from either the start of class or returning from a break period. For every 5 tardies, the student will receive one absence recorded for the month of the fifth tardy. Satisfactory attendance is regarded as no more than two absences during a month. Students who are absent 7 consecutive calendar days excluding scheduled breaks and approved leave will be dismissed from the program. Students leaving

within 20 minutes before the end of class early are considered tardy for that day. Students are expected to attend every class on time. If a student is not in attendance for over 40 minutes of a scheduled class, the student will be marked absent for that class. Continued excessive tardiness in any class will lead to disciplinary action up to and including dismissal from the school.

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

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

Make-up Standards

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

Curriculum

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

Homework

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

Leave of Absence

Leaves of absence may be granted by the director or director appointed administrator. The student may request a leave of absence for personal emergencies or those reasons set forth in family medical leave act, or military service. A leave of absence may not exceed 180 days. One leave of absence is permitted for a 12 month period. Students that do not return

after a leave of absence will be dismissed from the program. When calculating the maximum time frame for a student's approved LOA, the school must ensure that it accounts for all periods of nonattendance (including weekends and scheduled breaks). Thus, since an approved LOA may not be more than 180 days, a school might have to reduce the length of a student's LOA if the 180th day is scheduled to fall on a day the school would be closed or the course is not scheduled.

Probation, Suspension, Dismissal Appeal

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

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

In considering termination, school administrators may hear the student's explanation as to why satisfactory attendance could not be maintained. Thereafter, the school director retains the authority to terminate the educational contract with the student that does not satisfactorily support the continuance of the enrollment; or, to permit the student to continue with or without additional probationary provisions. An instructor or school administrator with adequate and appropriate reason can suspend a student for school policy violations. Upon verbal notification of suspension the student may not be allowed on campus. Thereafter school administrators will contact the student by phone or in writing to inform them of when or if they may return to school. A student may not appeal probation or suspension. The student may appeal termination. To appeal termination the student must submit in writing the reason unsatisfactory status occurred and why he/she be allowed reinstatement. The appeal letter must be received in 10 business days following notification of termination.

STUDENT AND GRADUATE SERVICES

Business Office Hours

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

Student Services

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

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

Student Guidance Services

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

Student Complaints

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

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

Student Records

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

Career Services

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

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

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

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

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

maintained for each individual student file in a database. Graduates who confine employment search to only local area limit the employment opportunities available to them.

FINANCING

NIU College will accept cash pay, in-house installment plans and/or refer students to companies offering private loans. NIU College will assist students in the application process. Please ask for a copy of the colleges' "Financing Options Summary" which provides a brief description of plans available. You may also receive an example financial plan. NIU College does not participate in Title IV programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

NATIONAL CENTER FOR COMPETENCY TESTING PROFESSIONAL CERTIFICATION

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

NIU College has received approval from the National Center for Competency Testing (www.ncctinc.com), a leading healthcare industry certifying agency, to offer the following certification exams for our students and graduates:

- National Certified Medical Assistant
- National Certified Electrocardiographic Technician
- National Certified Insurance and Coding Specialist
- National Certified Medical Office Assistant

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

CERTIFICATION SCHOLARSHIP

One of NIU College goals is graduate eligibility for third party exam/certification. Certification fees vary from \$50.00 to \$400.00 and are paid directly to the certifying agency. Students that receive a GPA 90% or greater at completion of program, or are employed for 90 days starting within 6 months of graduating, receive a scholarship for a certification exam (\$50.00 maximum scholarship). Upon completing, graduate will receive information regarding third party certification that discloses of the cost of the exam, eligibility requirements, availability of examinations, and application process. The graduate services department will assist students in finding out more about these certification examinations.

LIBRARY AND RESOURCE CENTER

NIU College has a library and resource center available to students and graduates during regular business hours. The library has various current texts and publications related to programs offered at the college. The purpose of this resource is to promote study with additional resource materials other than what it is presented in the classroom. Each student is encouraged to utilize the resource center. NIU College Resource Center also provides sample exams for those interested in certification. There are computers with internet access available for studying and research. In addition, students should be aware the NIU College is located a short distance from the Canoga Park Public Library. This library is an enormous resource for students requiring additional or supplementary learning materials. Students are invited to visit the library and learn of materials and resources available to them.

STUDENT REQUIREMENTS

Right to Refuse or Cancel Service

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

Financial Responsibility Requirements

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

Student Conduct

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

- All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of school documents.
- Theft of, or deliberate destruction, damage, misuse of, abuse of, school property or the property of private individuals associated with the school.
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other school activities.
- The use of alcoholic beverages or controlled substances on the school or externship property, including the purchase, consumption, possession, or sale of such items.
- Smoking in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas.

- Failure to comply with school officials acting within the scope of their employment responsibilities.
- Bringing animals onto school property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
- Bringing children into the school teaching areas. The school does not provide childcare services and cannot assume responsibility for their health and safety.
- Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
- Failure to comply with school publications announced as policy by a person authorized by the Executive Director of the School.
- Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the school property.
- Violence or threats of violence toward persons or property of students, faculty, staff, or the school.
- Improper use of email and internet access. Please see the Computer and Electronic Communications Policy section for additional information.
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- Inappropriate use of pagers, cell phones, or other electronic devices.

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

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

suspension. The student may appeal dismissal. To appeal dismissal the student must submit in writing the reason why unsatisfactory status occurred and why should be allowed reinstatement. The appeal letter must be received in 10 business days following notification of termination.

CONSUMER PROTECTION

Before You Enroll

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Department of Consumer Affairs

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

Student's Right to Cancel

A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The school shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

Student Withdrawal

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

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

Tuition Refund Policy

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

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

The calculation is based on the length of the completed portion of the course relative to its total length. Example: if the student pays \$500.00 tuition fee in advance for 40 hours of course and withdraws after 10 hours, the tuition refund would be \$375.00 (10 divided by 40=25%, 500.00 times 25%=\$125.00 tuition the school is allowed to retain).

Termination - If a school is permanently closed and no longer offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.

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

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

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

Student Tuition Recovery Fund (STRF)

Effective January 1, 2013, all institutions will be required collect the STRF assessment at the rate of fifty cents (\$.50) per thousand (\$1000) of institutional charges. The authority for STRF assessment may be found in Title 5, California Code of Regulations, Division 7.5, section 76120, which reads: Amount of STRF Assessment. (a) Each qualifying institution shall collect an assessment of fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$.50). The following disclosures are provided pursuant to CCR 76215, Student Tuition Recovery Fund Disclosures.

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

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

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

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents whose students were 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 , or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The School's failure to pay or reimburse loan proceeds under a federally guarantee student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closure or if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

TUITION AND FEES

| Program | Registration* | Books | Supplies | STRF** | Tuition | Total |
|----------------------------|---------------|----------|----------|--------|-------------|-------------|
| HVAC/R Technology | \$75.00 | \$300.00 | \$400.00 | \$8.50 | \$16,800.00 | \$17,583.50 |
| Automotive Technology | \$75.00 | \$300.00 | \$400.00 | \$8.00 | \$15,800.00 | \$16,583.00 |
| Admin. Medical Assisting | \$75.00 | \$300.00 | \$100.00 | \$2.00 | \$3,250.00 | \$3,727.00 |
| Clinical Medical Assisting | \$75.00 | \$300.00 | \$100.00 | \$2.00 | \$3,250.00 | \$3,727.00 |
| Medical Coding | \$75.00 | \$300.00 | \$100.00 | \$2.00 | \$3,250.00 | \$3,727.00 |
| Medical Billing | \$75.00 | \$300.00 | \$100.00 | \$2.00 | \$3,250.00 | \$3,727.00 |
| Medical Billing and Coding | \$75.00 | \$300.00 | \$200.00 | \$5.00 | \$9,200.00 | \$9,780.00 |
| Medical Assisting | \$75.00 | \$300.00 | \$200.00 | \$5.00 | \$9,200.00 | \$9,780.00 |

*Registration fee is non-refundable.

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

Additional Fees

- Reentry Fee: A \$75.00 Re-entry Fee is due upon registration on reentering the school.
- Schedule Change Fee: A student who makes any changes to his/her schedule after the start of class may incur an administration fee of \$75.00.
- Repeated Courses: Students will pay full cost of tuition for any repeated course, unless otherwise indicated.
- Make Up Fee: Hourly flat rate of \$40.00 per hour for instructional and administrative costs for make-up time and use of materials and facilities.
- Administrative Fee: Fee of \$75.00 for additional administrative services not included in the cost of the program that require more than 30 minutes duration. Example is when a school administrator is requested to complete a form or write a letter verifying attendance or completion of a program.
- Third party certification fees: Additional fees may vary from \$50.00 to \$1500.00. These fees are to be paid directly to the certifying organization and are not paid to the school. Upon enrollment, students will receive disclosures for third party certification that

informs of the cost of the exam, eligibility requirements, availability of examinations, and application process. The student/graduate services department will assist students in finding out more about these certification examinations.

- Late Fees: A \$35.00 fee will be incurred for in-house installments/payments not made by 10 days of due date.
- Credit check fee: May be up to \$50.00. Only for individuals applying for credit for a loan in connection with NIU College.
- If student separates from the school prior to completion, all earned fees become payable and due.
- Returned checks unpaid are subject to a \$35 fee per item, plus any bank fees and any consequent late fee.
- Allied health programs required to have BLS certification are subject to additional fees that range from 30.00 to 100.00.
- The student will be charged fees and interest charged to the school for the student's account by any third party (i.e. finance company, financial institution, credit card fees, collection company). These fees will be added to the student's ledger.

CALENDAR

2013-2014

| 2013-2014 | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F |
|--------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Dec-Jan-2013 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Jan-Feb | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Feb-Mar | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Mar-Apr | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Apr-May | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| May-Jun | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Jun-Jul | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 |
| Jul-Aug | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| Aug | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Aug-Sep | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Sep-Oct | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Oct-Nov | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Nov-Dec | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Dec-Jan-2014 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Jan-Feb | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Feb-Mar | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| Mar-Apr | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| Apr-May | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| May-Jun | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Classes are not held on the following days:

Holidays 2013

Tuesday January 1
 Monday January 21
 Monday February 18
 Monday April 1
 Monday May 27
 Thursday July 04
 Monday September 02
 Monday November 11
 Thursday November 28
 Friday November 29
 Wed December 25
 December 23, 2013-January 3, 2014 Winter Break

New Year's Day
 Martin Luther King Jr.
 President's Day
 Cesar Chavez Day
 Memorial Day
 Independence Day
 Labor Day
 Veterans Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day

Holidays 2014

Wednesday January 1
 Monday January 20
 Monday February 17
 Monday March 31
 Monday May 26
 Friday July 4
 Monday September 1
 Tuesday November 11
 Thursday November 27
 Friday November 28
 Thursday December 25
 TBA

PROGRAM DESCRIPTIONS

Heating, Ventilation, Air Conditioning and Refrigeration Technology

The rapid regulation of the air conditioning, heating and refrigeration industry has resulted in the need for qualified and certified technicians for residential and commercial applications.

The program will involve lectures and written assignments, tests and quizzes. Workshop instruction involves instructor demonstrations, simulated work place environments and procedures, student practice opportunities and performance evaluations.



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

Total program clock hours: 960

Program length in weeks: 44

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

Program prerequisite: High school diploma or equivalent, passing entrance exam, enrollment
Completion document awarded: Diploma in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) Technology

Courses required for this program:

Master Student: Introduction

Clock hours: 4

This section introduces to the student the field of HVAC R and safety guidelines.

Section 1: Theory of Heat

Clock Hours 16

This section deals with temperature, heat, conduction, atmospheric pressure, matter, laws of physics as they relate to air conditioning (heating and cooling) and refrigeration industry; discusses compressors and their usage, refrigerants commonly used in residential and light commercial refrigeration and air conditioning.

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

This section deals with procedures, tools and equipment for working with pressurized systems and vessels, electric energy, heat, cold rotating machinery, chemicals and moving heavy objects, equipment used to install and service air conditioning, heating, and refrigeration systems, and proper evacuation practices. It also discusses safety shop regulations, safety hazards, tools used by the air conditioning, heating, and refrigeration technician.

Section 3: Basic Automatic Controls

Clock Hours: 80

This section discusses atoms, conductors, parallel circuits, electrical power, inductance, construction of a transformer, procedures for making electrical measurements, bimetal applications, space temperature control and mechanical and electromechanical controls. It includes troubleshooting of basic electronic control circuit board.

Section 4: Electric Motors

Clock Hours: 80

This section deals with types and application of various types of motors, types of compressors, with emphasis on the different types of motor problems.

Section 5: Commercial Refrigeration

Clock Hours: 160

This section deals with evaporators, condenser in a

refrigeration system, expansion devices, mechanical and electrical controls, and various refrigeration accessories. It also includes the diagnoses of inefficient evaporator/condenser/compressor.

Section 6: Air Conditioning - Heating and Humidification

Clock hours: 80

This section discusses the efficiency and relative operating costs of electric heat, basic tests in troubleshooting electrical problems in an electric forced-air furnace and gas furnaces.

Section 7: Air Conditioning - Cooling

Clock Hours: 80

This section includes study in psychrometrics, heat transfers and refrigeration as applied to air conditioning. The student is taught to take basic air pressure measurements, plot airflow conditions on the air friction chart and troubleshoot basic electrical problems in an air-conditioning system.

Section 8: All Weather Systems

Clock Hours: 20

This section discusses year-round air conditioning, add-on air conditioning, all-weather systems, and geothermal heat pump system.

Section 9: Domestic Appliances

Clock Hours: 60

This section discusses the refrigeration cycle for household refrigerators, typical refrigerator designs, and various service techniques used by the refrigeration technician.

Section 10: Chilled Water A/C Systems

Clock Hours: 40

This section discusses the general start-up procedures for a chilled water air-conditioning system, operating and monitoring procedures for scroll and reciprocating chilled water systems, preventive and other electrical maintenance and service that should be performed at least annually on chillers.

Section 11: EPA Cert Pre

Clock Hours: 20

Objectives: Review of EPA exam topics, mock exam.

Section 12: Career Dev.

Clock Hours: 20

Write a resume and undergo a mock interview.
Perform general job search activities

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

Automotive Technology

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

Total program clock hours: 800

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

Program length in weeks: 40

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

Completion document awarded: Diploma in Automotive Technology

Courses required for this program

Section 1: Working in the Automotive Shop

Clock hours:80

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

Section 2: Fundamentals of Automotive Engines

Clock hours: 80

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



Section 3: Mechanical/Fluid Engine Systems

Clock hours: 80

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

Section 4: Electrical Engine Systems

Clock hours: 80

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

Section 5: Emission and Control Systems

Clock hours: 80

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

Section 6: Power Transmission Systems

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

transmissions, automatic transmissions, electronic and computer-controlled transmissions, drive lines, differentials, axels, and four-wheel drive systems.

Section 7: Vehicle Suspension and Control Systems

Clock hours: 80

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

Section 8: Vehicle Accessory Systems

Clock hours: 80

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

Externship:

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

Clinical Medical Assisting

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

Total program clock hours: 240

Prerequisites: High School Diploma or equivalent

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

Program length in weeks: 12

Uniform Required

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

Courses Required for this Program

Course Title: Clinical Assisting Intro
Clock Hours: Integrated on first day.

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

Course Title: CA101: Clinical Assisting I
Course Clock Hours: 80

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

Course Title: CA102: Clinical Assisting II
Course Clock Hours: 80

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



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

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

Administrative Medical Assisting

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

Total program clock Hours: 240 Clock Hours

Program Length: 12 weeks.

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

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

Completion document awarded: Certificate in Administrative Medical Assisting.

Courses Required for this Program

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

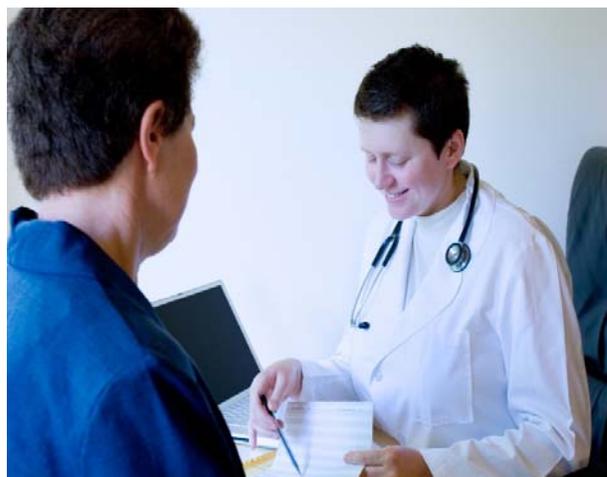
This course will provide medical assistant program orientation, and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course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

Course Title: AA101: Administrative Assisting I

Course Clock Hours: 80

In this course the student will learn about professional behavior in the workplace, interpersonal skills and human behavior, medicine

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



Course Title: AA102: Administrative Assisting II

Course Clock Hours: 80

In this course topics include professional billing and collecting procedures, basic diagnostic coding, basic procedural coding, the health insurance claim form and third party reimbursement. The goal of the course is to provide theory and practical exercises in basic patient accounts and medical billing procedures. The student will also have typing practice and perform basic procedures on the MediSoft program. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions

and laboratory procedures and take notes. Major topics include basics of diagnostic coding, basics of procedural coding, basics of health insurance, health insurance claim form, professional fees, billing, and collection, banking services and procedures, financial and practice management, medical practice management and human resources, medical practice marketing and customer service, word processing, and typing.

Course Title: CD100 Career Development
Course Clock Hours: 20

Topics include career development and life skills. The goal of this course is to provide the student with an understanding of career development and exemplary employee behaviors. This course will involve lectures and reading assignments, mock interviews, interviews and phone calls. The student will complete written assignments, procedure evaluations and undergo quizzes, and exams. The student will be required to participate in class discussions and activities and take notes. This course may be integrated with AH100 or offered separately.

Medical Coding

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

Total program clock Hours: 240 Clock Hours
Program Length: 12 weeks.
Program Schedule: M-F 8am-12pm or M-F 1pm-5pm or M-F 6pm-10pm.
Pre-requisites: High School Diploma or equivalent and having submitted all information necessary for enrollment.
Completion document awarded: Certificate in Medical Coding.

Courses required for this program:

Course Title: MC101 Diagnosis Coding
Clock Hours: 80

This section discusses the conversion of healthcare providers' documented descriptions of the patients' diagnoses and the services rendered to the patient into numeric and alphanumeric codes. Codes are essential for the accurate transmission of diagnostic and procedural data between healthcare

providers and agencies that compile healthcare statistics and the many insurance companies that now act as third-party payers for the healthcare services rendered to patients.



Course: MC102 Procedure Coding
Clock Hours: 80

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

Course: MC103 Coding From Source Documents
Clock Hours: 80

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

Medical Billing

In this program, the student acquires the knowledge and manual skills necessary to perform the duties in an entry-level capacity as a medical

biller, patient accounts technician; or to achieve eligibility for medical billing certification exam from third party organizations. This course will include lecture, assignments and computer exercises concerning the roles and responsibilities of the health insurance claims specialist, introduction to health insurance and processing claims for commercial insurance companies, government medical claims such as Medicare, medical and workers compensation, Tricare and disability insurance claims as well as Blue Cross and Blue Shield.

Total program clock hours: 240 Clock Hours
Program Length: 12 weeks.
Program Schedule: M-F 8am-12pm or M-F 1pm-5pm or M-F 6pm-10pm.
Pre-requisites: High School Diploma or equivalent and having submitted all information necessary for enrollment.
Completion document awarded: Certificate in Medical Billing.

Course Title: MB101: Commercial Claims
Clock Hours: 80
Main topics are Health insurance specialist roles and responsibilities, Essential Claim Form instructions, Filing Commercial Claims, Blue Cross and Blue Shield Plans and Basic medical terminology.

Course Title: MB102: Government Claims
Clock Hours: 80
Main topics are TRICARE/CHAMPUS Medicare Medicaid Workers' Compensation and California Specific Workers Compensation.

Course Title: MB103: Managed Care
Clock Hours: 80
Main topics are Managed Care, Claims, Patient Accounts, Collections, Legal considerations, Managed Health Care, HCFA Reimbursement Issues and Life Cycle of an Insurance Claim.

Medical Assisting

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

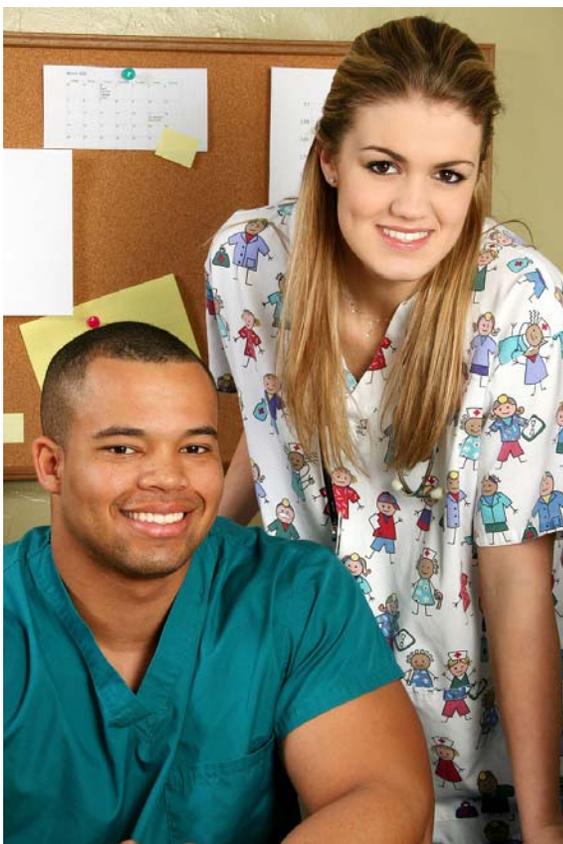
In the classroom, the main learning activities are lectures, written assignments, reading assignments, quizzes and exams, presentations, videos (as available). In the laboratory, the learning activities will involve the student's mandatory participation in performing procedures to achieve the course objectives and undergo procedural evaluations. Externship will involve the student working in an entry level position for which they have trained.

Total program clock hours: 720
Program Length: 32 weeks/26 weeks
Program schedule: M-F 8am-12pm or 1pm-5pm or, 6-10pm (except for externship which may be fulltime M-F)
Pre-requisites: High School diploma or equivalent.
Completion document awarded: Diploma in Medical Assisting.

Course Title: AH 100: Allied Health Intro
Clock Hours: 80
This course will provide medical assistant program orientation, and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics include becoming a successful student, the medical assisting profession, the healthcare industry, infection control, career development, and basic introduction to medical terminology. This course will also provide an orientation to the medical assistant program and how to use the course materials including the text books and syllabi. Uniform is not required for this course.

Course Title: AA101: Administrative Assisting I
Course Clock Hours: 80
In this course the student will learn about professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics and law with the goal providing an understanding of the legal and ethical responsibilities of the medical assistant. The student will also be introduced to the computers basic parts and functions. The student will begin typing practice. The student will be introduced to the MediSoft medical billing program. This course will involve lectures and reading assignments. The

student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Major topics include professional behavior in the workplace, interpersonal skills and human behavior, medicine and ethics, medicine and law, computer concepts, telephone techniques, scheduling appointments, patient reception and processing, office environment and daily operations, written communication and mail processing, the paper medical record, the electronic medical record, health information management, and privacy in the physician's office.



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

In this course topics include professional billing and collecting procedures, basic diagnostic coding, basic procedural coding, the health insurance claim form and third party reimbursement. The goal of the course is to provide theory and practical exercises in basic patient accounts and medical billing procedures. The student will also have typing practice and perform basic procedures on

the MediSoft program. The student will complete written assignments, procedure evaluations and undergo weekly quizzes and exams. The student will be required to participate in class discussions and laboratory procedures and take notes. Major topics include basics of diagnostic coding, basics of procedural coding, basics of health insurance, health insurance claim form, professional fees, billing, and collection, banking services and procedures, financial and practice management, medical practice management and human resources, medical practice marketing and customer service, word processing, and typing.

Course Title: CA101: Clinical Assisting I
Course Clock Hours: 80

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

Course Title: CA102: Clinical Assisting II
Course Clock Hours: 80

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

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

Topics include Assisting in Endocrinology, Assisting in Pulmonary Medicine, Administering Medications, Emergency Preparedness and Assisting with Medical Emergencies, Assisting in Gastroenterology, Assisting in Urology and Male Reproduction,

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

Course Title: CA104: Clinical Assisting IV

Course Clock Hours: 80

Major topics include Assisting in Ophthalmology and Otolaryngology, Assisting in Dermatology, Principles of Pharmacology, Pharmacology Math, Assisting in Obstetrics and Gynecology, Assisting in Pediatrics, Assisting in Orthopedic Medicine, and Assisting in Neurology and Mental Health. This course will involve lectures and reading assignments. The student will complete written assignments, procedure evaluations and undergo weekly quizzes, and exams. The student will be required to participate in class discussions and laboratory procedures and take notes.

Course Title: CD100 Career Development

Course Clock Hours: (20)

Topics include career development and life skills. The goal of this course is to provide the student with an understanding of career development and exemplary employee behaviors. This course will involve lectures and reading assignments, mock interviews, interviews and phone calls. The student will complete written assignments, procedure evaluations and undergo quizzes, and exams. The student will be required to participate in class discussions and activities and take notes. This course may be integrated with AH100 or offered separately.

Course Title: MA 200: Medical Assistant Externship

Course Clock Hours: 160.

No amount of classroom instruction can replace the experience of working in a healthcare facility. Students (externs) are allowed the chance to apply their acquired knowledge and training in real work situations and gain valuable experience in exchange

for providing the employer (externship host) with trained, readily available staff at no cost. Externship usually takes place in the last phase or module of training. Students will work in a healthcare facility at an entry level position in the field for which they been trained. The student will be placed at an approved site. The students may find their own site but acceptance is based on the schools evaluation of the site. The students are assigned sites based on the sites availability. The student must agree to drive at least within a 75-mile radius of the school to attend externship. Students entering externship must undergo a mandatory externship meeting where they will receive information concerning requirements of externship. The student must follow the *Externship Guidelines* and treat the externship experience like a job. The employer may offer to hire the extern at completion or at any time before the completion of externship if the extern is found suitable for the position.

Medical Billing and Coding

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

Total program clock hours: 720

Program length: 36 weeks

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

Prerequisites for this Course: High school diploma or equivalent.

Completion document awarded: Diploma in Medical Billing and Coding.

Courses Required for the Program:

Course Title: AH 100: Allied Health Intro

Clock Hours: 80

This course will provide medical assistant program orientation, and introduce the new medical assistant student to the medical assistant field, the healthcare industry and basic medical terminology as well as study techniques and strategies to ensure student success throughout the program. This course will involve lectures and reading assignments. The student will complete written assignments and undergo weekly quizzes and exams. The student will be required to participate in class discussions and take notes. Major topics

include becoming a successful student, the medical assisting profession, the healthcare industry, infection control, career development, and basic introduction to medical terminology, anatomy, physiology, pathophysiology, diagnostic and treatment modalities. This course will also provide an orientation to the medical assistant program and how to use the course materials including the text books and syllabi. Uniform is not required for this course.

Course Title: MB101: Commercial Claims
Clock Hours: 80

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

Course Title: MB102: Government Claims
Clock Hours: 80

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

Course Title: MB103: Managed Care
Clock Hours: 80

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

Course Title: MC101 Diagnosis Coding
Clock Hours: 80

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

Course: MC102 Procedure Coding
Clock Hours: 80

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

Administration (HCFA), the Health Care financing Administration Procedure Coding System (HCPCS).

Course: MC103 Coding From Source Documents
Clock Hours: 80

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

Course Title: MBCEXT: Medical Billing and Coding Externship

Course Clock Hours: 160.

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

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