

# CSI CAREER COLLEGE 2010 CATALOG



EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

**CSI Career College**  
**611-K Orange Drive**  
**Vacaville, CA 95687**

**707-455-0557**  
**[www.CSICollege.edu](http://www.CSICollege.edu)**  
**[info@CSICollege.edu](mailto:info@CSICollege.edu)**

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# EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS



## WELCOME FROM THE PRESIDENT

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On behalf of the entire staff and faculty, we welcome you to CSI Career College.

Centrally located in Solano County, CSI's Vacaville campus has easy access from Highway I-80 and I-505, ample parking and just the right atmosphere that contributes to making our location ideal for learning. Our classrooms, which are equipped with real world equipment and state of the art computers and software, are large enough that students will not feel cramped or encumbered. Additionally, the environment is positive, comfortable and reflects an adult campus which promotes a positive attitude, commitment and atmosphere.

In our catalog you will notice that we offer many features that make our school unique among educational and career training institutions. Our post-secondary educational career programs are designed to reflect real-world hands-on training for today's career opportunities. Our classrooms, professional instructors and training facility will provide you with the quality education you need to receive the maximum benefit from training.

Our courses are unique yet are structured to resemble that of the current market demand for occupations within the Medical career fields – administrative medical assisting, clinical medical assisting—front and back office, clinical medical assisting with phlebotomy, dental assisting, pharmacy technician and vocational nursing, or course offerings for the Business career field — accounting/bookkeeping, and Microsoft Office Specialist. Both certificate and licensure preparation programs are offered.

Since 1996, we have celebrated the success of over 1,000 graduates that are working and contributing to the North Bay counties. We are ready to serve your needs with in-demand program offerings. As is our mission, we are committed to providing "Exceptional Education for Today's Careers". Please read further for our mission, vision statement and core values which exemplifies the basis for our decisions and the commitment to our purpose and the community.

We are willing to assist you in making the best decision possible concerning your education and future career. Please let us know how we can serve you.

I offer you our committed best, on behalf of the entire staff of CSI Career College. We wish you freedom, empowerment and success.

**Joanie M. French-Reed**  
**President**



**MISSION**

Exceptional Education for Today's Careers

**VISION**

CSI Career College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to provide educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason...to help a fellow human being succeed with confidence, respect, and dignity.

**CORE VALUES**

Integrity \* A Focused Team \*  
Contribution to & Compassion for Human Welfare \* Risk Taking \* Empowerment with Accountability

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**ACCREDITATION AND CERTIFICATION:**

**California State Approval**

CSI Career College is authorized and fully approved by the Bureau for Private Postsecondary Education (BPPE), [www.bppe.ca.gov](http://www.bppe.ca.gov)

**National Accreditation**

CSI Career College is accredited by the Commission of the Council on Occupational Education, [www.council.org](http://www.council.org).

CSI Career College is approved by the State of California, Department of Veterans Affairs, [www.va.gov](http://www.va.gov).

CSI Career College's Vocational Nursing Program is authorized and fully approved by the Board of Vocational Nursing and Psychiatric Technicians, [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov).

CSI Career College's Phlebotomy Program is authorized and fully approved by the State of California, Department of Health Services/Laboratory Field Services (DHS/LFS), [www.dhs.ca.gov](http://www.dhs.ca.gov).

CSI Career College's Dental Assisting Program is authorized and fully approved by the Dental Board of California, [www.dbc.ca.gov](http://www.dbc.ca.gov).

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**AFFILIATIONS AND MEMBERSHIPS:**

Board of Vocational Nursing and Psychiatric Technicians (BVNPT), [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

California Association of Employers (CAE) [www.employers.org](http://www.employers.org)

California Certifying Board for Medical Assistants (CCBMA) [www.ccbma.org](http://www.ccbma.org)

California Chamber of Commerce [www.hrcalifornia.com](http://www.hrcalifornia.com)

California State Board of Pharmacy [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov)

Chamber of Commerce—Vacaville [www.vacavillechamber.com](http://www.vacavillechamber.com)

Department of Veterans Affairs [www.va.gov](http://www.va.gov)

Employment Training Provider List (ETPL) <http://etpl.edd.ca.gov/wiaetplind.htm>

National Association for Female Executives (NAFE) [www.nafe.com](http://www.nafe.com)

National Center for Competency Testing (NCCT) [www.ncctinc.com](http://www.ncctinc.com)

Pharmacy Technician Certification Board (PTCB) [www.ptcb.org](http://www.ptcb.org)

Solano Economic Development Corporation (Solano EDC) [www.solanoedc.org](http://www.solanoedc.org)

State of California Department of Health Services/Laboratory Field Services (DHS/LFS) [www.dhs.ca.gov](http://www.dhs.ca.gov)



## CSI ADMINISTRATIVE STAFF AND FACULTY

### ADMINISTRATIVE STAFF

Joanie French-Reed  
*Chief Administrative Officer/School Director*

Karen Marcum  
*Financial Aid Director/Compliance Officer/Registrar*  
*B.S., Business Administration/Accounting, Kaplan University*

Lisa McKee, L.P.N.  
*Assistant Director of Education*

Jennifer Cannon, R.N., F.N.P.  
*Director of Nursing*  
*M.S.N., Western University of Health Science*

Julie Yost, R.D.A.  
*Dental Program Director*

Dabney Wamsley  
*Human Resources/Executive Assistant/Marketing Coordinator*

Melissa Jett  
*Financial Aid Representative*

Cheryl Fleming  
*Financial Aid Representative*

Lisa Ashby  
*Admissions Counselor*

Lisa Miller  
*Admissions Counselor*

Andrew Reed  
*Admissions Counselor*

Bob Elliot  
*Career Coordinator*

Darlene Conner  
*Business Office/Registrar*

Candy Peralta  
*Training Coordinator/Media Specialist*

Cody Lewis  
*Assistant Registrar/IT*

Judy Adams  
*Receptionist*

Tabatha Green  
*Administrative*

Chrissy Dushkin  
*Career Services Administrative Assistant*

### FACULTY

Pam Lopez, R.N., D.S.D.  
*Vocational Nursing Instructor/Clinical Coordinator*  
*A.D.N., Solano Community College*

Lauren McClure, R.N.  
*Vocational Nursing Instructor/Skills Coordinator/Clinical Support*  
*A.D.N., Solano Community College*

Eileen Dean, R.N.  
*Vocational Nursing Theory Instructor*  
*M.S., Nursing Education, University of Phoenix*  
*M.H.S. and M.S., Psychology, Chapman University*

Joan Ethen, R.N.  
*Vocational Nursing Clinical Instructor*  
*B.S.N., California State University, Sacramento*

Candice McLeod, R.N.  
*Vocational Nursing Clinical Instructor/Curriculum Coordinator*

### FACULTY (Continued)

Revinia Libatique, R.N.  
*Vocational Nursing Clinical Instructor*  
*B.S.N., University Santo Tomas*

Kathy Hahn, R.N.  
*Vocational Nursing Skills Instructor*  
*M.S.N., California State University, Fresno*

Brenda Terrell, R.N.  
*Vocational Nursing Skills Instructor*  
*A.D.N., Excelsior College*

Jane Moore, R.N.  
*Vocational Nursing Instructor*  
*M.S.N., University of California, San Francisco*

Paul Graham, R.N.  
*B.S.N., Samuel Merritt College*

Mary Hall, L.V.N.  
*Vocational Nursing Skills Support*  
*Diploma, Galileo*

Charlie Bennett, L.V.N.  
*Vocational Nursing Skills Support*  
*Diploma, Pineville School for Practical Nurses*

Jennifer Rodriguez, R.D.A., E.F.  
*Dental Assisting Instructor*

Candy Peralta  
*Clinical Medical Assistant with Phlebotomy Instructor*  
*CPT-1*  
*Medical Assistant Certificate, Sawyer College*  
*Advanced Didactic—Phlebotomy Certificate, St. Luke's*

Stephanie Valdez  
*Medical Assisting—Front and Back Office Instructor*  
*ER/EMT Technician, BLS & CPR Instructor*

DeEtta Dawson  
*Clinical Medical Assistant with Phlebotomy Instructor*  
*CPT-1*  
*Clinical Medical Assistant with Phlebotomy Certificate, CSI*  
*Clinical Medical Assistant Certificate, Boston Reed*

Heather Lasher  
*Pharmacy Technician Instructor*  
*NCCT Certified Pharmacy Technician*  
*Pharmacy Technician Certificate, Sawyer College*

Cody Lewis  
*Business Instructor*  
*Master Microsoft Office Specialist (MOS) Certified*

Bonnie Sutterfield  
*Curriculum Coordinator, CPT-1*  
*Lab/Phlebotomy/EKG Technician Certificate, CSI*

Kevin Alexander  
*Lab Assistant, CPT-1*  
*Lab/Phlebotomy/EKG Technician Certificate, CSI*

Misty Osterkamp, L.V.N.  
*Lake College*



### APPROVAL DISCLOSURE NOTICE

CSI Career College's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. CSI Career College under Section 94802 (b) (2) of CPPEA, will by operation of law, be approved to operate through 04/02/13. Although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the Bureau pursuant to this chapter. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Offered are the following courses:

<u>Program Name/Clock Hours/Semester Credit Hrs*/Max Capacity</u>
Administrative Medical Assistant/720/39/25
Administrative Microsoft Office Specialist/720/38/20
Computerized Office with Bookkeeping/400/24/15
Clinical Medical Assistant w/Phlebotomy/800/33/30
Dental Assisting/800/31/25
Medical Assistant—Front and Back Office/720/37/30
Medical and Dental Administrative Assistant/720/34/30
Pharmacy Technician/720/32/20
Vocational Nursing/1755/75/45

\*COE conversion rate is equivalent to 1 Semester Credit Hour for each of the following:  
 15 clock hours of lecture  
 30 clock hours of laboratory  
 45 clock hours of work-based activity (externship)

Instruction is in residence at 611-K Orange Drive, Vacaville, CA 95687, with facility occupancy level accommodating 175 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Prospective students are encouraged to visit the physical facilities of the school and discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing their enrollment agreement.

Business courses are offered open-entry/exit. This flexibility allows us to design, monitor, and administer to the students individual needs and specific training course. Business course modules are self-paced allowing all students to be challenged yet complete at a comfortable pace. Start and end dates vary based on course length, including school holidays. Medical courses are offered open-entry/exit. Courses are module-based and allow for students to begin in any number of modules and proceed until all modules are completed. Courses are a combination of lecture and lab practicum. Keyboarding practice is required throughout the course. Most medical courses include externships, which is a requirement for graduation and are arranged at the completion of all modules.



### TYPICAL CLASS SCHEDULE AND STRUCTURE\*

#### Business Courses:

	<u>Monday-Thursday</u>
Day	8:30-11:00 in class 11:00-11:20 break 11:20—1:30 in class
Evening	5:00-7:10 in class 7:10-7:30 break 7:30-10:00 in class

#### Dental Assisting:

	<u>Monday-Thursday</u>
Day	8:00-10:15 in class 10:15-10:30 break 10:30-12:15 in class

#### Medical Courses:

	<u>Monday-Thursday</u>
Day	8:30-10:45 in class 10:45-11:15 break 11:15-1:30 in class
Evening	5:00-7:10 in class 7:10-7:30 break 7:30-10:00 in class

#### Pharmacy Courses:

	<u>Monday-Thursday</u>
Evening	5:00-7:10 in class 7:10-7:30 break 7:30-10:00 in class

#### Vocational Nursing (Sample):

<u>Day (33 hours per week):</u>	
Monday, Tuesday, Friday	8:00-12:00 Theory
Monday, Tuesday, Friday	1:00-5:00 Skills
Wednesday, Thursday	5:30am-6:00pm Clinical
<u>Evening (25 hours per week):</u>	
Monday, Tuesday	5:00-10:00 Theory
Wednesday or Thursday	5:00-8:30 Skills
Saturday	6:00am-6:00pm Clinical

\* Variations in scheduling occurs for some courses. Hours of operation may be adjusted based on class demand. Some additional courses are required to complete clock hour requirements.

#### Holidays Acknowledged:

New Year's Day	Memorial Day
Veteran's Day	Martin Luther King Jr. Day
Independence Day	Thanksgiving Week
Washington's Birthday	Labor Day
Spring Break	Columbus Day
Christmas Week	Week After Christmas

\*Check with Admissions for a current calendar of official dates.

# EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

## PROGRAM OFFERINGS

(Description of Programs, Required Courses, Extern Hours, Clock Hours, Exit Exams, Licensing Requirements)

### **BUSINESS PROGRAMS:**

#### **Administrative Microsoft Office Specialist**

720 Clock Hours 38 Semester Credits

This program prepares the student to have sufficient skills to take the Microsoft Office Specialist (MOS) exams. MOS Certification will verify industry proficiencies in the most commonly used and accepted office applications, thereby granting additional employability qualities. There is no externship or cumulative exit exam required with this program and no licensing requirements upon Graduation.

Course Code	Course Name	Clock Hours	Semester Credits
CS011	Basic Computing/MS Windows	15	1
CSMSWD101	Microsoft Word Level I	90	5
CSMSWD201	Microsoft Word Level II	30	2
CSMSWD301	Microsoft Word Level III	80	3
CARDEV011	Career Development	15	1
CSMSEX101	Microsoft Excel Level I	90	5
CSMSEX201	Microsoft Excel Level II	30	2
CSMSEX301	Microsoft Excel Level III	80	4
CSMSAC101	Microsoft Access Level I	70	3
CSMSAC201	Microsoft Access Level II	80	4
CSMSPP101	Microsoft PowerPoint Level I	30	2
SCMSPP201	Microsoft PowerPoint Level II	80	4
CSMSOL101	Microsoft Outlook Level I	30	2
<b>Totals:</b>		<b>720</b>	<b>38</b>

#### **Computerized Office With Bookkeeping**

400 Clock Hours 24 Semester Credits

The Computerized Office with Bookkeeping Program is designed to give the student the necessary training and skills for employment in several office based career fields.

This instructional program prepares the individual to provide administrative and technical support to professional accountants and other financial management personnel. This program includes instruction in determining appropriate account assignments, posting transactions to accounts, record-keeping systems, accounting software operation and general accounting principles and practices. There is no externship or cumulative exit exam required with this program and no licensing requirements upon Graduation.

Course Code	Course Name	Clock Hours	Semester Credits
CS011	Basic Computing/MS Windows	15	1
CSMSWD101	Microsoft Word Level I	90	5
CSMSWD201	Microsoft Word Level II	30	2
CARDEV011	Career Development	15	1
CSMSEX101	Microsoft Excel Level I	90	5
CSMSEX201	Microsoft Excel Level II	30	2
ACCTINT101	Integrated Acctg for Windows	65	4
ACCTQB101	QuickBooks Pro Accounting	65	4
<b>Totals:</b>		<b>400</b>	<b>24</b>

### **ALLIED HEALTH PROGRAMS:**

#### **Administrative Medical Assistant**

720 Clock Hours 39 Semester Credits

The Administrative Medical Assistant Program is designed to give the student the necessary training and skills for employment in several office based career fields.

This instructional program prepares the individual to perform reception and/or secretary duties for physicians, health services administrators and other professionals. Includes business and medical communications, principles of health service operations, public relations, scheduling, medical filing, records management, report preparation, office equipment, protocol, medical terminology, medical forms, medical legal and business procedures, professional standards and legal requirements.

***Students must successfully complete the externship portion of this program and pass a written cumulative AMA program assessment at the completion of the program in order to receive a certificate of completion.***

Optional licensure information: State Approved California Certified Medical Assistant is available through Certifying Board for Medical Assistants (CCBMA). Refer to [www.ccbma.org](http://www.ccbma.org) for more information. Eligibility requirements: graduate of an approved program within one year, pass the exam, and submit the application and supporting documentation.

Course Code	Course Name	Clock Hours	Semester Credits
CS011	Basic Computing/MS Windows	15	1
CSMSWD101	Microsoft Word Level I	90	5
CSMSWD201	Microsoft Word Level II	30	2
CARDEV011	Career Development	15	1
CSMSEX101	Microsoft Excel Level I	90	5
CSMSEX201	Microsoft Excel Level II	30	2
CSMSAC101	Microsoft Access Level I	70	3
CSMSPP101	Microsoft PowerPoint Level I	30	2
CSMSOL101	Microsoft Outlook Level I	30	2
MEDOFC101	Medical Office Communications	45	3
MEDINS101	Medical Insurance Billing/Coding	85	5
MEDTERM101	Medical Terminology	45	3
MEDA&P101	Anatomy & Physiology	45	3
EXTAMA *	AMA Externship—Clerical	100	2
<b>Totals:</b>		<b>720</b>	<b>39</b>

\* Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

#### **Clinical Medical Assistant with Phlebotomy**

800 Clock Hours 33 Semester Credits

The Clinical Medical Assistant w/ Phlebotomy (CMA w/ Phle) Program is designed to give the student the necessary training and skills for employment in Medical office based career fields and also for employment as a Phlebotomy Technician.

This instructional program prepares the individual to provide Clinical Medical support to professional physicians and other medical personnel. Medical assistants perform certain clinical duties. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for

examination, drawing blood (phlebotomy), and administering medications and injections as directed by physician.

During the Phlebotomy Technician portion of the program The student will perform blood collection through venipuncture using vacuum tubes, syringe and winged infusion set (butterfly) will be thoroughly explored and practiced in the laboratory and clinical setting. Emphasis will be placed on regulatory compliance including National Committee for Clinical Laboratory Standards (NCCLS), quality assurance practices, collecting an accurate specimen, safety and infection control practices which meet OSHA and blood borne pathogens. The student will be prepared to take the Certified Phlebotomy Technician (CPT-1) Exam.

**Students must successfully complete the externship portion of this program and pass a written cumulative CMA with Phlebotomy program assessment at the completion of the program in order to receive a certificate of completion.**

Required Licensure Information: California Certified Phlebotomy Technician 1 (CPT1) through the Department of Health Services/Laboratory Field Services. Refer to [www.dhs.ca.gov](http://www.dhs.ca.gov) for more information. Eligibility Requirements: High School graduate or GED, Certificate of Completion from an Approved Phlebotomy Training Program, clean criminal background fingerprinting, Affidavit of completion filled out by school, pass phlebotomy examination, and submit application and supporting documentation.

Optional Licensure Information: State Approved California Certified Medical Assistant is available through Certifying Board for Medical Assistants (CCBMA). Refer to [www.ccbma.org](http://www.ccbma.org) for more information. Eligibility Requirements: Graduate of an approved program within one year, pass the exam, and submit the application and supporting documentation.

Course Code	Course Name	Clock Hours	Semester Credits
MEDOFC101	Medical Office Communications	35	1.5
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
MEDPHARM101	Pharmacology	45	2
MEDNUT101	Nutrition	45	3
MEDMICRO101	Microbiology	55	2.5
MEDPP101	Patient Preparation	30	2
MEEMER101	Medical Office Emergencies	35	1.5
MEDPRODEV101	Medical Professional Procedures & Development	15	1.5
MEDDIAG101	Medical Diagnostic Procedures & Rehabilitation	30	1.5
MEDEKG100	Electrocardiography	40	1.5
PHLESP101	Standard Precautions (OSHA, Bloodborne Pathogen)	15	1
VENILAB101	Venipuncture Lab	95	3
EXTPHLE*	Externship—Phlebotomy	80	1.5
EXTCMA*	Externship—Clinical Medical Asst.	160	3.5
<b>Totals:</b>		<b>800</b>	<b>33</b>

### Dental Assisting

800 Clock Hours

31 Semester Credits

The Dental Assisting Program is designed to give the student the necessary training and skills for employment in a Dental Practice. Students are trained in subject areas such as dental

terminology, ethics and jurisprudence, pharmacology and anesthesia, dental anatomy and physiology, dental laboratory procedures and equipment, instruments and materials, dentalaseptic techniques, preventive dentistry, dental chairside assisting and expanded functions, and office management. Upon successful completion of the course, students will be qualified to sit for the State of California Registered Dental Assistant Examination.

**Students must successfully complete the externship portion of this course and pass a comprehensive written Dental Assisting program assessment at the completion of the program in order to receive a certificate of completion.**

Optional Licensure Information: Registered Dental Assistant through the California Dental Board. Refer to [www.dbc.ca.gov](http://www.dbc.ca.gov). Eligibility Requirements: Graduate from an approved Dental Assisting Program, pass a practical and written Dental Assisting Exam, and submit application and supporting documentation.

Course Code	Course Name	Clock Hours	Semester Credits
DA101	Pre-Clinical Dentistry	80	4
DA201	Clinical Restorative Dentistry & Infection Control Practices And Records	80	3.5
DA301	Specialty Dentistry	80	3.5
DA401	Restorative and Laboratory Dental Materials	80	3
DA501	Clinical Dental Procedures	80	3.5
DA601	Expanded Duties I	80	3
DA701	Expanded Duties II and Preventative Dentistry	80	4
DA801	Expanded Duties III	80	3
EXTDA*	Externship—Dental Assisting	160	3.5
<b>Totals:</b>		<b>800</b>	<b>31</b>

### Totals:

**800 31**

\* Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

### Medical Assistant—Front and Back Office

720 Clock Hours

34 Semester Credits

The Medical Assistant-Front and Back Office Course is designed to give the student the necessary training and skills for employment in Medical office based career fields.

This instructional course prepares the individual to provide Clinical Medical support to professional physicians and other medical personnel. Medical assistants perform administrative and certain clinical duties. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood (phlebotomy), and administering medications as di-



rected by physician.

**Students must successfully complete the externship portion of this course and pass a written cumulative CMA program assessment at the completion of the program in order to receive a certificate of completion.**

Optional Licensure Information: State Approved California Certified Medical Assistant is available through Certifying Board for Medical Assistants (CCBMA). Refer to [www.ccbma.org](http://www.ccbma.org) for more information. Eligibility Requirements: Graduate of an approved program within one year, clean criminal background, fingerprinting, Affidavit of Completion by school, pass the exam, and submit the application and supporting documentation.

Course Code	Course Name	Clock Semester	
		Hours	Credits
MEDFC101	Medical Office Communications	35	1.5
MEDINS101	Medical Insurance Billing/Coding	65	4
MEDTERM101	Medical Terminology	60	4
MEDA&P101	Anatomy & Physiology	60	4
MEDPHARM101	Pharmacology	45	2
MEDNUT101	Nutrition	45	3
MEDHEM101	Hematology	45	2.5
MEDMICRO101	Microbiology	55	2.5
MEDPP101	Patient Preparation	30	2
MEDEMER101	Medical Office Emergencies	35	1.5
MEDPRODEV101	Medical Professional Procedures & Development	15	1
MEDDIAG101	Medical Diagnostic Procedures & Rehabilitation	30	1.5
MEDEKG100	Electrocardiography	40	1.5
EXTCMA*	Externship—Clinical Medical Asst.	160	3.5
<b>Totals:</b>		<b>720</b>	<b>34.5</b>

### **Medical and Dental Administrative Assisting**

720 Clock Hours 34 Semester Credits

The Medical and Dental Administrative Assisting Program is designed to give the student the necessary training and skills for employment in a variety of office settings to include the standard office, Medical or Dental Practice. Students are trained in subject areas such as the roles of an administrative assistant, medical terminology, insurance billing and coding, charting methods, and the management of patient records.

Course Code	Course Name	Clock Semester	
		Hours	Credits
CIS101	Computer Literacy	45	3
CIS102	Computer Applications	115	5
CARDEV011	Career Development	15	5
MEDINTRO101	Introduction to Healthcare Office	45	3
MEDTERM11	Medical Terminology	60	4
MEDFRONT101	Medical Front Office	90	5
MEDCLIENT101	Introduction to Medical Client Care	20	5
DENTERM101	Dental Terminology & Anatomy	30	2
DENADMIN101	Dental Administrative Basics	30	2
DENFRONT101	Dental Front Office	90	5
DENCLIENT101	Introduction to Dental Client Care	20	5
EXTDENTAL*	Externship-Dental	80	1.5
EXTMEDICAL*	Externship-Medical	80	1.5
<b>Totals:</b>		<b>720</b>	<b>34</b>

\* Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.

**Students must successfully complete the externship portion of this program and pass a comprehensive written Medical and Dental Administrative Assisting program assessment at the completion of the program in order to receive a certificate of completion.**

There are no licensing requirements with this program.

### **Pharmacy Technician**

720 Clock Hours 32 Semester Credits

The Pharmacy Technician Program is designed to give the student the necessary training and skills for employment in several pharmacy based career fields.

This instructional program prepares the individual to perform as a Pharmacy Technician in a variety of pharmacy settings including retail, hospital, in-home, health and mail order. Pharmacy Technicians prepare medications under the direction of a pharmacist. Duties may include measuring, mixing, counting, labeling, and recording amounts and dosages of medications according to specific standards and provisions.

Emphasis will be placed on information necessary for students to take and pass the National Certification Examination.

**Students must successfully complete the externship portion of this program and pass a written cumulative Pharmacy program assessment at the completion of the program in order to receive a certificate of completion.**

Required Licensure Information: Licensed Pharmacy Technician through California State Board of Pharmacy. Refer to [www.pharmacy.ca.gov](http://www.pharmacy.ca.gov) for more information. Eligibility Requirements: Certificate of Completion from an approved Pharmacy Technician Training Program, Clean criminal background fingerprinting, Affidavit of completion filled out by school, submit application and supporting documentation.

Optional Licensure Information: National Pharmacy Technician, Certification through Pharmacy Technician Certification Board (PTCB). Refer to [www.ptcb.org](http://www.ptcb.org) for more information. Eligibility Requirements: High School Diploma or GED, no Felonies, Pass National Exam, Submit application and supporting documentation.

Course Code	Course Name	Clock Semester	
		Hours	Credits
PHARMLAW100	Pharmacy Foundation/History And Law	120	6
PHARMPRAC100	Ambulatory Care, Practice, & Ethics	120	6
PHARMCOM100	Compounding	120	6
PHARMDOS100	Unit Dose Systems	120	6
PHARMIV100	Intravenous Admixtures	120	6
EXTPHARM*	Externship—Pharmacy Technician Clinical	120	2
<b>Totals:</b>		<b>720</b>	<b>32</b>

\* Externship hours listed in course outlines are minimums. However, some externship sites require more hours for participation, giving our Graduates increased real world experience.



## Vocational Nursing

1755 Clock Hours 75 Semester Credits

A Vocational Nurse is an entry-level health care provider who is responsible for giving basic nursing care to ill, injured, convalescing, and disabled individuals. A Vocational Nurse

practices under the direction of a physician or registered nurse. A Vocational Nurse measures and records vital signs, observes patients and reports adverse reactions to medications or treatments, collect samples from patients for testing, perform routine treatments, assist patients with bathing, dressing, and personal hygiene, perform patient assessments, apply clean and sterile dressings, administer parenteral, oral and enteral medications, and monitor, regulate, and discontinue IV's.

This instructional course prepares the individual to perform as a Vocational Nurse in a variety of nursing settings including acute medical/surgical hospitals, convalescent hospitals (long term care, skilled nursing), home care agencies, outpatient clinics, doctor's offices, ambulatory surgery centers, dialysis centers, blood banks, psychiatric hospitals, correctional facilities, and vocational nursing programs. Emphasis will be placed on information necessary for students to take and pass the National Council Licensure Examination (NCLEX).



***Students must successfully complete the preceptorship portion of this program and pass an ATI Post-Predictor assessment at a designated percentage at the completion of the program in order to receive a certificate of completion.***

Required Licensure Information: Licensed Vocational Nurse through the State of California. Refer to [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov) for more information. Eligibility requirements: Method 1: Graduate of a California "accredited" Vocational Nursing Program; Method 2: Graduate from an out-of-state "accredited" Practical/Vocational Nursing Program; Method 3: Completion of equivalent education and experience (Pharmacology—54 hours, Paid Bedside Nursing Experience, 51 Months Verification of Skill Proficiency); Method 4: Completion of education and experience as a corpsman in the United States Military (12 months active duty rendering direct bedside patient care, completion of the basic course in nursing in a branch of the Armed Forces. General honorable discharge from the Military).



Course Code	Course Name	Clock Hours	Semester Credits
CIS101	Computer Literacy	45	3
ENG101	English Composition & Communication	45	3
MATH101	College Mathematics	45	3
MEDTERM102	Medical Terminology	45	3
MEDA&P102	Anatomy & Physiology	45	3
MEDNUT102	Nutrition	45	3
VN101	Introduction to Client Centered Care	495	19
VN102	Care of Client and Self Care Deficits I	495	19
VN103	Care of Client and Self Care Deficits II	495	19
<b>Total Hours:</b>		<b>1755</b>	<b>75</b>



The Vocational Nursing students will participate two days per week at an off-site clinical facility. Students will perform patient care with the supervision of an approved instructor. This will enable students to increase their patient care skills throughout the 3 semesters. During a minimum of the last 5 weeks of the final semester students will participate in a preceptorship at an off-site clinical facility with an assigned staff nurse. This will allow the students to get familiar with the day-to-day schedule of a vocational nurse.

## REQUIRED COURSE DESCRIPTIONS (in alphabetical order)

**ACCTINT101 - Integrated Accounting for Windows**  
Interpretation, journalizing, input, reconciling, preparing financial statements.

**ACCTQB101 - QuickBooks Pro Accounting**  
Popular automated accounting program includes create, edit, maintain. Payroll.

**CARDEV011 - Career Development**  
Communications—Employment and Soft Skills. How to's and actual preparation of resume, cover letter, reference sheet etc. Telephone etiquette, customer service, appropriate behavior/attitudes etc. Applying, interviewing, follow-up, networking, leads, etc. Internet - includes recognition, navigation, job searching and more.

**CIS101 - Computer Literacy**  
This course focuses teaching basic skills with Microsoft Windows XP. This course will provide and understanding of the terminology of personal computers, the basics of running a program, creating a word processing document and a drawing, and how to save work. This course also teaches basic skills accessing online help and file management.

**CIS102 - Computer Applications**  
This course covers frequently used computer applications. Covered applications are word processing, spreadsheet, database, presentation software and electronic mail.

**CS011 - Basic Computing/MS Windows**  
Introduction to personal computers - Introduction of terminology, hardware, software, and common usage. Windows Operating Systems - Popular Windows operations including setup, operation, maintenance and navigation.

**CSMSAC101 - Microsoft Access Level I**  
Database applications i.e. design, table, forms, queries, reports, add/edit records.

**CSMSAC201 - Microsoft Access Level II**  
Advanced functions of database management with emphasis on test preparation for the Microsoft Office Specialist examination.

**CSMSEX101 - Microsoft Excel Level I**  
Spreadsheet applications i.e. design, creation, calculating formulas, problem solving. Review of basic math functions for usage (+, -, \*, /, %) and problem solving.

# EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

## **CSMSEX201 - Microsoft Excel Level II**

Intermediate spreadsheet i.e. charts, logical functions, pivot charts and tables.

## **CSMSEX301 - Microsoft Excel Level III**

Advanced spreadsheets with emphasis on test preparation for the Microsoft Office Specialist examination.

## **CSMSOL101 - Microsoft Outlook Level I**

Popular automated p.c. based scheduling, organization and e-mail/internet access program.

## **CSMSPP101 - Microsoft PowerPoint Level I**

Presentation applications (i.e. design, layout, enhancements, timing, automation).

## **CSMSPP201 - Microsoft PowerPoint Level II**

Advanced functions of presentations with emphasis on test preparation for the Microsoft Office Specialist examination.

## **CSMSWD101 - Microsoft Word Level I**

Word processing applications (i.e. create, edit, save, formatting, modifications). Preparation techniques with samples and strategies for usage of letters, memos, etc.

## **CSMSWD201 - Microsoft Word Level II**

Intermediate word processing (i.e. additional formatting, editing, enhancements and automations).

## **CSMSWD300 - Microsoft Word Level III**

Advanced word processing with emphasis on test preparation for the Microsoft Office Specialist examination.

## **DA101 - Pre-Clinical Dentistry**

Orientation to dental assisting and the dental profession; laws and ethics, biodental science, pre-clinical dentistry; patient management .

## **DA201 - Clinical Restorative Dentistry and Infection Control Practices and Records**

Microbiology, hazard communication, dental record management, restorative dentistry.

## **DA301 - Specialty Dentistry**

Covers: orthodontic, pediatrics, oral and maxillofacial surgery, endodontics, periodontics, special needs patients.

## **DA401 - Restorative and Laboratory Dental Materials**

Covers: dental materials, provisional restorations, cast materials, model trimming, vacuum formed custom tray.

## **DA501 - Clinical Dental Procedures**

Covers: dental radiography, pharmacology, CPR.

## **DA601 - Expanded Duties I**

Covers: pit and fissure sealants, oral inspection, suture removal, vitality testing, topical anesthesia, nitrous oxide.

## **DA701 - Expanded Duties II and Preventative Dentistry**

Covers: dental regulations, dental assisting and registered dental assisting direct patient procedures; preventative dentistry, patient administrative procedures.

## **DA801 - Expanded Duties III**

Continuation of theory and practical application of new recently mandated procedures delegated to the dental assistant and Registered Dental Assistant. Includes state of the art procedures, such as obtaining intraoral images for computer-aided design (CAD), milled restorations intra-oral and extra-oral photography and other related procedures.

## **DENADMIN101 – Dental Administrative Basics**

Students will receive knowledge in HIPAA regulations, communication skills, and patient relations. To provide the basic skill and knowledge necessary to work in all types of dental offices. An understanding and the responsibilities of the office and services to the dentist and their role when serving the patients.

## **DENCLIENT101 – Introduction to Dental Client Care**

Students will learn how to room patients and prepare them for dental treatment.

## **DENFRONT101 – Dental Front Office**

Record management, scheduling, insurance processing, and a basic foundation in bookkeeping, computerized applications to include Dentrix and Eaglesoft for the Administrative Dental Assistant.

## **DENTERM101 – Dental Terminology and Anatomy**

Word parts and the rules for their use, and an understanding of how word parts work together to form basic dental terms. Introduction to the basic structures of the face, oral cavity, basic anatomic structures and tissues of teeth.

## **ENG101 – English Composition and Communication**

This course focuses on strengthening basic skills and developing critical reading, writing and thinking skills. Emphasis is on practical forms of communication used in the professional workplace. Students will review Language Foundations, Mechanics of Writing, Writing with Style, Writing Memos, E-mails and Reports. Students will also learn how to use nonverbal communication and oral presentations.

## **EXTAMA - Externship—Administrative Medical Assistant**

Clerical externship is performed as "practicum lab" in an administrative setting.

## **EXTCMA-Clinical Medical Assistant**

Clinical externship is performed as "practicum lab" in a clinical setting

## **EXTDA—Externship—Dental Assisting**

The clinical experience allowing application of the principals learned in the classroom setting.

## **EXTDENTAL – Externship – Dental (MDAA Program)**

On the job training allows students to put the skills they have

learned in the classroom setting to use with real patients and staff members. These are unpaid positions that are a part of the training program.

**EXTMEDICAL – Externship – Medical (MDAA Program)**

On the job training allows students to put the skills they have learned in the classroom setting to use with real patients and staff members. These are unpaid positions that are a part of the training program.

**EXTPHARM—Externship—Pharmacy Technician**

Clinical externship is performed as “practicum lab” in a clinical setting.

**EXTPHLE – Externship—Phlebotomy**

Clinical - Phlebotomy externship is performed as “practicum lab” in a clinical setting.

**MATH101 – College Mathematics**

This course focuses on strengthening basic arithmetic skills and developing proficiency in practical computations and calculations commonly encountered in the professional workplace. Students will learn about Whole Numbers, Fractions and Mixed Numbers, Decimals, Percentages, Ratio, Proportion and Measurement as well as an introduction to Algebra.

**MEDA&P101 - Anatomy & Physiology**

Covers body systems: Musculoskeletal, endocrine, lymphatic, cardiovascular, nervous, Genitourinary, female reproductive, special senses, respiratory, digestive, and integumentary.

**MEDA&P102 – Anatomy and Physiology**

This course focuses on the anatomy of the human body and how the organs function in a healthy state. This course will provide an understanding of how disease processes affect the human body. The course will include an introduction to the structural units, the chemistry of living things, cells, tissues and membranes. Body Systems including the Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, Nervous, Lymphatic and Immune Systems will be covered.

**MEDCLIENT101 – Introduction to Medical Client Care**

Students will learn to obtain preliminary data to include vitals, height and weight in preparation for exams and physicals.

**MEDDIAG101 - Diagnostic Procedures and Rehabilitation**

Physical therapy and radiology.

**MEDEKG100 - Electrocardiography**

Heart functions and electrocardiography procedures.

**MEDEMER101 - Medical Office Emergencies**

Responding to and preparing patients for minor emergency triage. Assessment, preparation of treatment areas and assisting with treatment.

**MEDFRONT101 – Medical Front Office**

Students will receive knowledge in HIPAA regulations, communication skills, patient relations, record manage-

ment, scheduling, insurance processing, and a basic foundation in bookkeeping, computerized applications to include Medisoft for the Administrative Medical Assistant.

**MEDHEM101 – Hematology**

Blood cells, blood vessels

**MEDINS101 – Medical Insurance Billing and Coding**

Uses Lytec Billing Software - Standard billing and coding procedures for office.

**MEDINTRO101 – Introduction to Medical Client Care**

Students will learn to obtain preliminary data to include vitals, height and weight in preparation for exams and physicals.

**MEDMICRO101 - Microbiology**

Bacteria, microorganisms and aseptic techniques.

**MEDNUT101 - Nutrition**

Identify basic nutrients, vitamins, minerals and dietary issues.

**MEDNUT102—Nutrition**

This courses focuses on nutrition and the identification of basic nutrients, vitamins, minerals and dietary issues. Students will be introduced to the Fundamentals of Nutrition. Maintenance of Health through Good Nutrition through the Infancy to Late Adulthood. Medical Nutrition Therapy and Nutritional Care of Clients is covered as well.

**MEDOFC101 - Medical Office Communications**

Communicating with patient, patient counseling, and communication skills with physician.

**MEDPP101 - Patient Preparation**

Preparing patients for minor surgical procedures.

**MEDPHARM101 - Pharmacology**

Dosage calculations and drug administration.

**MEDPRODEV101 - Medical Professional Procedures and Development**

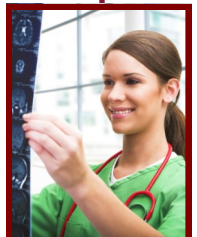
Introduction and review of professional conduct. Preparation for employment. Includes lab and keyboarding.

**MEDTERM101 - Medical Terminology**

Medical terminology – word parts.

**MEDTERM102 – Medical Terminology**

This course focuses on Medical Terminology using a body systems approach in studying basic word structures. Topics that will be covered are terminology for Body Systems including the Skeletal, Muscular, Cardiovascular, Respiratory, Digestive, Urinary, Nervous, Lymphatic and Immune Systems. An overview of Structures, Combining Forms, and Functions of each system will be covered.



### **PHARMDOS100 - Unit Dose Systems**

Preparing medications, patient distribution system. Includes anatomy & physiology and lab.

### **PHARMCOM100 - Compounding**

Processing doctors orders. Includes lab and keyboarding. Includes anatomy & physiology and lab.

### **PHARMIV100 - Intravenous Admixtures**

How to prepare IV solutions, aseptic techniques, sterile preparations and chemotherapy treatments. Includes anatomy & physiology and lab.

### **PHARMLAW100 – Pharm. Foundation/History & Law**

Weight and measurement conversions. History of Pharmacy as a profession. Includes anatomy & physiology and lab.

### **PHARMPRAC100 – Ambulatory Care, Practice & Ethics**

Abbreviations, dosage calculations, pharmacy law and standards, poison control and importance of accountability. Includes anatomy & physiology and lab.

### **PHLESP101 – Standard Precautions**

OSHA Regulations - Complying with state and national regulations, learning safety, Bloodborne Pathogens - Learning how to protect yourself from diseases & commonly transmitted diseases. Vascular System - Learning about how blood travels through the body. Acceptable sites for obtaining blood. Instruction delivered through lab.

### **VENILAB101 – Venipuncture Lab**

Collection of blood through vacuum tubes, syringe and winged infusion set explored and practiced through lab

### **VN101 – Introduction to Client Centered Care**

Introduction to Client Centered Care I provides the students with the opportunity to have intimate contact with clients, allowing the opportunity to provide physical, intellectual, social-cultural, psychological and spiritual health to the client. It provides the student with the opportunity to take an active role in assisting the client in health maintenance. Critical thinking concepts are included and all aspects of Fundamentals of Nursing are addressed.

This term is the first step as a student seeking knowledge and skills to prepare for a career in Vocational Nursing. The successful student is an active participant in the learning process and practices the competencies needed for the role as a vocational nurse. Semester I offers introductory subjects, which will then be applied to the systems in the following terms. The program is based on a simple to complex philosophy, which means each term is the building block for the next term.

The curriculum is based on Dorothea Orem's Theory of Self-

Care and is based on a client's ability to perform self-care activities. The student has to apply that concept within a nursing process approach.

### **VN102 – Care of the Client with Self Care Deficits I**

This term will introduce the student to the acute care facility. The experience will be focused on care of the medical/surgical client. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex. Anatomy and Physiology will be the first objective in each body system of the curriculum. Common deficits diagnostic exams, medical/surgical management, pathophysiology, pharmacology, nutrition and psychosocial aspects follow, utilizing the nursing system approach. The nursing care of the client during childbearing and childrearing is included.

The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care

### **VN103 – Care of the Client with Self Care Deficits II**

This semester will further the students knowledge in the care of the medical/surgical client. The body systems approach will continue to be used and new body systems will be introduced.

More advanced deviations are introduced and self-care concepts continue to be the basis for the Nursing Care Plan. Anatomy and physiology will be addressed as it applies to each body system. Common deficits and limitations, diagnostic exams, medical/surgical management, pathophysiology, nutritional needs, pharmacological agents and psychosocial needs will be discussed. The student will be introduced to home health care concepts and the client with mental deficits Theories on leadership and supervision are introduced and followed by a clinical preceptorship.

The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care.



## 2010 SCHEDULE OF CHARGES

<i>Business</i>	<i>Hours</i>	<i>Months**</i>	<i>Tuition</i>	<i>Books &amp; Supplies</i>	<i>Program Cost*</i>
Administrative Microsoft Office Specialist	720	9	\$11,520	\$690	\$12,210
Computerized Office w/Bookkeeping	400	5	\$6,400	\$350	\$6,750
<b>Allied Health ++</b>	<b>Hours</b>	<b>Months**</b>	<b>Tuition</b>	<b>Books &amp; Supplies</b>	<b>Program Cost*</b>
Administrative Medical Assistant	720	9	\$11,025	\$660	\$11,685
Clinical Medical Assistant with Phlebotomy	800	10	\$14,400	\$810	\$15,210
Dental Assisting	720	10	\$16,000	\$550	\$16,550
Medical Assisting—Front and Back Office	720	9	\$12,960	\$760	\$13,720
Medical and Dental Administrative Assistant	720	9	\$12,960	\$760	\$13,720
Pharmacy Technician	720	9	\$12,960	\$360	\$13,320
Vocational Nursing: Foundation courses Preparation for Licensure ATI NCLEX Preparation VN Materials, Tools, Student Readiness Fees	270 1485	3 12	\$4,050 \$30,,480	\$7 \$50 \$550 \$500 \$2,550	\$4,800 \$31,030 \$500 \$2,550
<b>Miscellaneous Fees:</b>					
Registration Fee Loan Processing Fee (as applicable) Graduation (Cap and Gown) STRF					\$75 \$100 \$30 Varies

Registration Fees and Books/Materials are Non-Refundable. Registration and Graduation Fees are applicable to all courses.  
TO COMPUTE COSTS: Program Cost\* + Registration Fee + Graduation Fee + STRF

\*\* Number of months listed are for daytime course schedules at 20 hours/week. Months are listed for instructional participation and externship weeks. Externships can range from 20-40 hours per week and can take 6-8 weeks to complete at a part time schedule. (Part time externship schedule is reflected in the number of months to complete above)

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 the 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.

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.



# EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

# EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

## ADMISSIONS POLICIES

### GENERAL ADMISSION REQUIREMENTS:

- All applicants must fill out an application for admission to CSI Career College (CSI).
- All applicants must complete financial arrangements prior to orientation.
- All prospective students must meet at least one of the following requirements:
  - Must be a high school graduate\*, or
  - Must have successfully completed the recognized equivalent of a high school diploma (GED)

Official High School Transcripts or GED Certification must be submitted. Foreign educated students must have their diplomas evaluated.

Due to the high rate of diploma mills, CSI Career College does not accept on-line high school diplomas.

- Pre-admission Assessment  
Prospective students must complete assessment using the Adult Basic Learning Examination (ABLE), Level 3. For entrance into most programs, the candidate must achieve a score of 10th grade (12th grade for VN) equivalent or better on the ABLE in both reading and mathematical operations. Candidates may retake the ABLE one time only, within one week of the original assessment date. Candidates must be fluent in the English language both verbal and written (CSI Career College does not provide courses in English as a second language).
- Pre-admission Immunizations  
All Allied Health programs require proof of receiving the following immunizations: Hepatitis B series (or proof of having begun the series), Tuberculosis test, MMR, Varicella and Tetanus prior to the orientation.
- Pre-admission Background Check and Drug Screening  
All candidates must complete a livescan background check. Livescan consists of FBI and Department of Justice searches. Applicants must have a clear background check and may not have any pending or unresolved actions in order to attend CSI Career College.  
CSI also promotes a Drug Free Campus, therefore, must also have a drug test performed. Candidates must have clean results from the drug testing in order to be accepted into CSI.

All programs require a completed background check and drug screen with clear results prior to acceptance into the school.

- Candidate must provide one professional letter of reference.

Additional Vocational Nursing Program admission requirements:

- 2 professional letters of recommendation
- Physical

Upon enrollment, students are given the Student Handbook and Catalog which further describes additional school policies. Students are encouraged to read the Handbook as they must adhere to the policies contained both in the Catalog and the Handbook.

All of the Admission requirements must be met prior to acceptance into CSI Career College

### ACCEPTANCE OF CREDITS

A petition for credit for prior training will be evaluated by the School Director. Official transcripts and course descriptions are needed to determine applicable credit. A minimum grade of "C" from a nationally accredited school must be achieved in order for the course to be considered for transfer credit. A student must complete at least 50% of the course requirements of a program at CSI. If credit for prior training is accepted by the school, the current tuition will be reduced proportionally by the number of hours of transfer credit accepted. Transferred credits will be documented in the student's record indicating what courses were transferred and the student will be notified of transfers. Requests for credit transfers must be made **prior** to beginning classroom attendance at CSI.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CSI

The transferability of credits you earn at CSI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in a program from CSI is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate you earn at CSI 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 CSI will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CSI to determine if your credits or certificate will transfer.

request, students' level of competency (based on pre-enrollment test scores) to enter into the requested program, counselor or third-party payer approval, class availability, Financial Aid Department approval, and available funds. Once all factors are weighed and if transfer is approved, the Change Form is signed by all parties binding a contractual amendment and posted to the student's permanent record.

## ADMINISTRATIVE POLICIES

### ATTENDANCE/ABSENCES AND MAKE-UP TIME

The College must be able to confirm to potential employers that a student will be a reliable employee. Therefore, punctual attendance is required at all classes, training sessions, and externships. Attendance is an absolutely crucial part of the training program and a requirement for graduation. Attendance is taken by instructors at every class. Students should make every effort to schedule personal appointments outside of classroom hours.

Each student will be held accountable for his/her attendance. Students are expected to call in every day that they will be absent or tardy. A student will be dropped from his/her program on the 4<sup>th</sup> day after 3 consecutive days of no contact with the school

A minimum of 85% attendance for each module in a student's program is required in order to graduate. In order to pass the module, a student will not be allowed to be absent (unexcused) for more than 15% of a module's clock hours. Unexcused absences can not be made up. All excused absence hours must be made up before the end of the module. A student is to meet with his/her instructor to get the assignment they missed as well as to receive their assignment for make up of hours, if eligible. If an unexcused absence results in missing a deadline for submission of assignments, 10% will be deducted automatically from the grade. Missed quizzes and exams may not be made up for unexcused absences. A score of zero will be assigned to any missed quizzes or exams if the absence is unexcused. It is the students' responsibility to meet with the instructor when returning from any absence to obtain missed work and submit an Excused Absence Request Form with supporting documentation. All documentation will become part of the student's file.

Students are also expected to be punctual to class. Tardiness causes undue disruptions to class instruction and therefore is unacceptable. Any time missed from class is considered a tardy (arriving late, leaving after a designated break time, departing from class before the assigned end class time). Three tardies/early departures equal one absence (equal to the number of hours that class is held per day). If a student should miss ½ of the scheduled hours of a class meeting it shall be considered a full absence.

Excused absences/tardies (jury duty, court appearance,

**unavoidable** medical appointment, military duty, and death of a significant life influence) must be made up if the hours missed cause the attendance to fall below the minimum of the 85% requirement. If a student has unexcused absences/tardies in excess of the 15% limit, he/she will receive a grade of IA (incomplete due to excessive absences) for the module and be withdrawn for poor attendance. The module must be repeated, at the expense of the student, to be eligible for graduation. A student receiving two "IA" grades for excessive absences may result in termination from the program.

**VN Students: see VN Handbook for program specific guidelines for attendance.**

### STUDENT ASSESSMENTS/GRADING

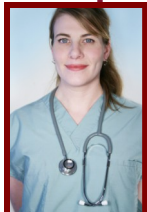
Students will be assessed during each module through written and practical quizzes, tests, and class assignments. Students must take the assessment the day it is given. If a student has an excused absence (jury duty, court appearance, Dr.'s note, military duty, and birth/death in the immediate family, all with required documentation), he/she will have the opportunity to take the test (which may not be the same test that the class received) the following day. Students must show proof of the excused absence in order to make up the test, the test must be made up within 24 hours of the return to class, and the test must be taken outside of regular classroom time or a score of zero will be received. Students missing a test because of an unexcused absence will receive a score of zero.

Students must receive a minimum grade of 70% (GPA 2.0) in each module to successfully complete the program. Any student failing to achieve a score of 70% on two consecutive exams will be re-assessed and appropriate recommendation for continuation be made.

The grading/evaluation policy for each subject area is:

	<i>Equivalent GPA</i>	<i>Grade</i>
Excellent	100-90 3.7-4.0	A
Above Average	89-8 3.0-3.6	B
Average (Passing)	79-70 2.0-2.9	C
Below Average (Fail)	69-60 1.0-1.9	D
Fail	59 or Below 0.0	F

In the event a student does not pass the module, the student may repeat the module one time at no fee to attempt a passing grade (This does not apply to the Vocational Nursing Program). The student will be enrolled in the next module offering, which could be a day or evening session. A delay in training may be necessary to repeat the failed module. In the event of a delay in training, the graduation date will be extended. If a student fails a second module, he/



she will be responsible for all fees associated with repeating that module. If a student fails the same module twice, the student will be dismissed from the program. Any student failing a total of three modules during their course of study will be dismissed from the program. A student who has been dismissed from the program for failing three modules may re-apply to the College for admission after a 12-month period.

All students completing their program must pass a comprehensive final exam within one week of completing the program to be released for externship or a delay in externship may occur.

Students must successfully pass their externship. If a student fails an externship, the student will receive remediation in all areas necessary. Failure of a second externship opportunity will result in the student being dropped from the program.

### **LEAVE OF ABSENCE**

A leave of Absence (LOA) is considered a temporary interruption in a student's program of study. By completing the following process and upon approval from CSI, the LOA will maintain the student's in-school enrollment status and the student will be considered to be in good standing.

A leave of absence may be granted under the following conditions:

- There is a reasonable expectation that the student will return to school
- The student will provide a written, signed and dated request on or before the last date of class attendance to the Executive Director of Academic Affairs. The request must specify a reason for the LOA.
- The student will not be charged for the duration of the leave of absence.
- The leave of absence must be a minimum of 10 class days.
- Generally, each leave of absence may not exceed 60 calendar days in length. The cumulative days of all leaves of absence may not exceed 180 calendar days in a twelve month period.
- No more than two leaves of absence will be granted to the same student in a 12 month period.
- Failure to return from a leave of absence on the scheduled date will result in termination from school.

If unforeseen circumstances prevent the student from providing the written request, CSI may grant the leave of absence if the appropriate documentation is received within the 5 days of the student's last date of attendance. Unforeseen circumstances may include, but are not limited to medical and family emergencies, military deployment and natural disasters.

A student that is on LOA may request an extension by submitting, before the last day of the current LOA, a signed extension request to the Executive Director of Academic Affairs. The extension cannot exceed the 180-day policy.

Students must receive re-entry authorization from the Executive Director of Academic Affairs prior to returning to class.

Please be aware that taking a Leave and Absence can affect any Financial Aid.

### **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

Satisfactory academic progress is defined as the maintenance of a cumulative grade average of 70% or a cumulative grade point average of 2.0 on a 4.0 scale, and a cumulative attendance of 85%. Satisfactory Academic Progress will be measured monthly by the Executive Director of Academic Affairs.

### **PROBATION**

a. Definition – A student will be placed on probation when he or she fails to maintain satisfactory progress (fails to achieve 70% cumulative grade average or 85% cumulative attendance). The student will be allowed one month of probation to bring the cumulative grade average up to 70% and/or cumulative attendance to 85%.

b. Probation Advising – A student placed on probation will be advised prior to returning to class of his/her probationary status. The advisement must be documented with date, terms, and conditions of the probation.

### **ADDITIONAL SATISFACTORY PROGRAM STANDARDS APPLICABLE TO FINANCIAL AID RECIPIENTS—CUMULATIVE STANDARDS**

The satisfactory academic progress standards are cumulative and include any periods of enrollment in which the student did not receive aid from the Title IV Program by the Financial Aid Department. A student who fails to maintain satisfactory academic progress is not eligible for Federal Financial Aid. For Financial Aid purposes, satisfactory progress standards are evaluated at the student's program midpoint.


### **TERMINATION DUE TO UNSATISFACTORY PROGRESS**

A student will be terminated from school for not making satisfactory progress when:

a. The student on probation fails to achieve a cumulative 70% grade average or a cumulative 85% attendance during the probationary period.

### **REINSTATEMENT AFTER TERMINATION/CONDITIONS FOR READMISSION**

a. A student who is terminated for not making satisfactory progress may apply for readmission after a reasonable amount of time and upon providing proof to the School Director that the circumstances leading to the termination have been corrected. This does not circumvent the approved refund policy or re-enrollment policy.



b. A student who re-enrolls after a termination for violation of Satisfactory Academic Progress Standards shall be placed on "continued probation" status. Students may re-enroll in the next available course. Advisement requirements still apply.

c. A student will be responsible for all fees associated with courses taken once reinstated.

d. Students who have been terminated because of misconduct are not eligible for re-admission.

## STUDENT SERVICES

### GRADUATION REQUIREMENTS

In order to graduate and receive a Certificate of Completion, a student must:


Successfully pass each of the courses in his or her individual program of study with a minimum of 70%

Graduate with a minimum cumulative grade average of 70%

Pass a comprehensive program exit exam


Meet attendance guidelines of 85%

Be current with all financial obligations to school




CSI Career College holds two Graduation Commencement Ceremonies annually for all non-nursing programs and one annually for the Vocational Nursing Program. Students must have successfully completed all course work prior to participating in the Graduation Ceremony. A Valedictorian from each program will be chosen to represent his/her class and those students with high academic and attendance achievements will be recognized at the Graduation Ceremony.

### CAREER SERVICES



CSI Career College has a Career Services Division that serves all students and graduates. Students completing their coursework will be scheduled for an externship where more practical experience is obtained. Upon completion of the program, graduates receive placement assistance from the Career Services Division. Placement assistance includes job readiness workshops, resume' writing, job postings, and referrals. Please note: placement assistance is a service offered to Graduates, but employment is **not guaranteed**.

### EXTERNSHIPS



An externship is a "practical" hands-on training performed after all in-class training has been successfully completed. (Reference the Course Description section of catalog for selected program area). Programs including externships may require specific immunizations, drug testing and/or background check. It is the student's responsibility to obtain the necessary immunizations prior to enrollment. Proof will be required at the extern site. Most often required are: Hepatitis B, clear TB, MMR and Varicella.

Contact your school for more information on where to obtain immunizations. A background check may also be a requirement of the externship site. Immunizations and background checks are the students' financial responsibility.

Ideally students could be placed within a few weeks after completing class time. However, depending on site availability and staffing, wait times to begin externship may be up to 12 weeks.

### RECORD RETENTION STATEMENT

This institution will maintain records of the name, address, and telephone number of students who enroll in a course of instruction, including students who begin the course and students who cancel pursuant to Article 94867 and of students who graduate from the course of instruction. This institution will inquire whether students who complete a course of instruction have obtained employment starting within six months of completing the course in the occupation to which the course of instruction is represented to lead and continue in employment for a period of at least 90 days. This inquiry will be documented by a list indicating each student's name, address and telephone number of the person who provided the information regarding the student's employment to the institution; the name, title, or description of the job; the date student obtained employment; the duration of the student's employment, and the amount of salary, if any salary claim has been made.

This institution shall submit the above information in an annual report required per section Article 94861 at the fiscal year to be determined by the Bureau.

This institution maintains current records for a period of not less than five years at: CSI Career College, 611-K Orange Drive, Vacaville, 95687, within the State of California.

### CANCELLATION OF AGREEMENT

Students may cancel at any time. Cancellation must be made in writing and delivered to the School or sent by mail addressed to:

**CSI Career College**  
611-K Orange Dr.  
Vacaville, CA 95687

A student has the right to cancel his/her agreement for a course of instruction without any penalty or obligations, **thru attendance at the first class session, or the 7th day after enrollment, whichever is later**. Cancellation shall occur when the student gives written no-

# EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS

with postage paid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement. The student will be given a notice of cancellation form upon enrollment, but may use any written method.

If CSI Career College has given the student any equipment, including books or other materials, he/she shall return them to CSI Career College on the date of your notice of cancellation. If he/she fails to return this equipment, including books and other materials, in good condition, CSI Career College may deduct its original documented cost. Books and materials can only be returned for refund consideration during the first 7 days of participation, which is the cancellation period. After the end of the cancellation period, you also have the right to stop school at any time; and have the right to receive a **pro rata refund if you have completed sixty (60) percent or less of the program.**

## WITHDRAWAL POLICY

A Student may withdraw from the school at any time after the cancellation period and receive a **pro rata refund if you have completed 60 percent or less of the period of attendance.** The amount of that refund is to be "pro-rated" according to the not completed portion of the program, less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a **registration or administration fee not to exceed \$100.00. The refund is to be paid within 45 days of withdrawal.**

The student is obligated to pay only for educational services rendered. Books and Materials are non-refundable. For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

The school terminates your enrollment.

Failure to maintain passing score per academic requirements.

The date that the student is scheduled to return from a leave of absence and fails to do so.

You notify the school of your withdrawal or the actual date of withdrawal

## REFUNDS

Tuition and fess are considered fully earned when program completion is equivalent to 60% of clock hour attendance; therefore, no refund will be issued beyond 60% completion. For withdrawals within 7 days from the first day of class, this constitutes "cancellation", therefore 100% of tuition, fees, and other institutional charges rece-

ived, including books and materials that are unused, will be refunded to the appropriate funding source, less registration or administration fees (not to exceed \$100.00). Beyond 7 days, a pro-rated refund will be given using the provided guidelines. Refunds are payable without being requested by the student. Refunds will be made within 45 days of the last date of student attendance or from the date the institution terminates the student or determines withdrawal by student.

## REVIEW AND RECEIPT OF CATALOG AND SCHOOL PERFORMANCE FACT SHEET

Prior to the signing of an enrollment agreement, students must be given a Catalog or brochure and a School Performance Fact Sheet, which they are encouraged to review. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries and wages, prior to signing the enrollment agreement.

## BANKRUPTCY

CSI Career College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.

## QUESTIONS

Any questions a student may have that are not satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, [www.bppve.ca.gov](http://www.bppve.ca.gov), 916-574-7774.

## COMPLAINTS

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916-574-7774, or by completing a complaint form, which can be obtained on the Bureau's internet website, [www.bppve.ca.gov](http://www.bppve.ca.gov).

## FINANCIAL AID SERVICES

CSI Career College has a variety of financial aid services available to the student, military tuition assistance or reimbursement, veteran's benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is available in the Financial Aid Office to help students and their families understand their options before entering into a contractual agreement. CSI Career College is approved for the following loans and grants:

**Federal Financial Aid** (available for those students enrolled in eligible programs only):

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan

- Federal PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

**Other Agencies or Programs:**

- Veterans Administration Benefits
- Workforce Investment Act
- Alternative Loan Programs

**MAXIMUM TRAINING TIME**

All students in Title IV financial aid programs must complete their respective programs within approximately 1-1/2 times the length of the program. Since progress is measured in credit hours, the approximate time frame will be calculated by multiplying the program’s total credit hours times 1.5. This maximum time frame includes all credits taken whether passed, failed, or repeated. Non-transferable credit hours will be added to the maximum time frame in cases where a program change has occurred. The credit hours will be measured based on federal credit hours calculations explained under “Credit Hour Conversion”.

**PROGRESS REQUIREMENTS FOR PAYMENT—REGULAR PROGRAMS**

An academic year is defined as a minimum of 24 credits, as measured based on the federal credit hour calculation and a minimum of 30 weeks in length. A payment period is one half of an academic year (12 credits minimum) or one half the program length if the program is less than 24 credits. Providing all other eligibility requirements are met, a student is paid for the first payment period. In order to receive a second payment, the student must complete an entire payment period and must be maintaining satisfactory progress in accordance with these standards. (Repeating courses and Leave of Absences will extend the payment period).

**CANCELLATION/REINSTATEMENT OF FINANCIAL AID**

Students who are terminated for not making satisfactory progress are not eligible for financial aid. Students who continue school under probationary or continued probationary status may receive financial aid, providing all other satisfactory progress standards are met. Those terminated for not meeting incremental requirements may not be reinstated on financial aid until the incremental requirements are met and must pay for any subjects taken until the deficit is corrected.

**APPEAL OF PROGRESS DECISIONS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Executive Director of Academic Affairs for review by the Appeal Committee. The letter should describe any circumstances the student feels deserves further consideration. The Appeal Committee will make an appeal decision and notify the student accordingly. The Appeal

Committee consists of the School Director, Financial Aid Director, the Executive Director of Academic Affairs, and any relevant instructors.

**REFUND DISTRIBUTION**

Once it is determined that a refund is due, the school must also determine how to distribute the refund back where the funds originated from. The refund order is as follows:

- 1st - Federal Unsubsidized Stafford OR Stafford PLUS loan
- 2nd - Federal Subsidized Stafford Loan (If a loan disbursement from the lender is being paid in full in less than 120 days of receipt, fees need not be refunded)
- 3rd - Federal Pell Grant
- 4th - All other agencies and scholarships (including alternative loans)

If the amount received by the school is less than the amount earned by the school, the difference is the AMOUNT DUE TO THE SCHOOL by the student. You must then make arrangements to pay this amount with the school’s financial aid officer.

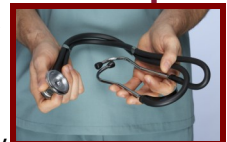
**RETURN OF TITLE IV FUNDING**

NOTE 1 : The law requires that, when you withdraw during a payment period or period of enrollment (your school can define these periods for you and tell you which one applies to you), the amount of SFA (Student Financial Aid) program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

*\*\*This calculation concerning federal financial aid is separate and distinct from the institutional refund policy and may result in your owing additional funds to CSI Career College to cover tuition charges previously paid by federal financial aid prior to your withdrawal. If you plan to withdraw from the school, please contact your financial aid or business office to determine the amount of funds, if any that must be returned on your behalf.*

The amount of assistance that you have earned is determined on a pro-rata basis. That is if you completed 30% of the payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn 100% your assistance.

If you received excess funds that must be returned, your school must return a portion of



the funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, must (or your parent for a PLUS Loan) be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that it is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

**NOTE 2:** If the student used personal funds to pay the difference between school cost and financial aid received, and all financial aid sources have been refunded in full, any remaining refund will be given to the student. The refund will be automatically prepared for the student.

**NOTE 3:** All refunds must be made within 30 days of the withdrawal effective date.

## **REPAYMENT**

If you withdraw from school, and have received Title IV funds, and received a cash disbursement of these funds, you may be required to repay some or all of these funds over and above your institutional costs incurred while attending school. See your financial aid officer.

Loan: If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **OVERAWARDS/OVERPAYMENTS**

An overaward or overpayment may occur when:

- \*\* You receive other aid that was not considered when making your award, and this other aid caused your aid package to exceed your financial need; or
- \*\* You made an error in reporting information on your financial aid application; or
- \*\* The school made an error in calculating your need in your award.

If after making necessary corrections or award adjustments, the overaward cannot be sufficiently corrected, you will be responsible for repaying the overaward or overpayment. Failure to repay an overpayment can result in your being ineligible for financial aid in the future and can place a hold on your school records. Contact your financial aid officer for detailed information concerning overawards and overpayments.

## **NOTIFICATION OF CHANGES**

You must notify the financial aid office of any changes in your financial status, name, address, social security number, telephone number, or other changes in information originally reported on your financial aid application. You must also notify the financial aid office of any other aid you may be receiving or aid you will receive that you did not include on your financial aid application. Failure to notify the financial aid office of any changes may result in the lowering or canceling and/or immediate repayment of financial aid awards.





