

Olympia

COLLEGE

2005-2006

Merrillville 0805

707 E. 80th Place
Merrillville, Indiana 46410
(219) 756-6811

This Campus is a branch of:
Olympia Career Training Institute
1750 Woodworth Street, N.E.
Grand Rapids, MI 49525
(616) 364-8464

Accredited by the Accrediting Bureau of Health Educational Schools (ABHES). Regulated by the Indiana Commission on Proprietary Education. Certificate Of Approval To Operate Issued by The Illinois State Superintendent Of Education.

2005-2006 CATALOG

Olympia COLLEGE
Merrillville 0805

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in college policies and procedures at any time such changes are considered to be desirable or necessary.

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ABOUT CORINTHIAN SCHOOLS, INC.

This College is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSi ownership, the College will maintain its long-standing reputation for innovation and high-quality private vocational education.

MISSION STATEMENT

Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better. A supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly, and professional setting, students realize their strengths through a team approach with staff and faculty. With their futures in mind, and the wealth and welfare of students continuously considered, a winning spirit that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with Olympia College.

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

HISTORY

Olympia College, formerly Horizon Career College and Inservicer's College of Health Education, was founded in January 1990 with the goal of providing the finest quality health education available. Since its founding, the college has experienced phenomenal growth and now provides educational services throughout the State of Indiana. Well over 1500 students have benefited from the college's efforts. In April 1996, Malone Management Company purchased the College's assets. Corinthian Colleges acquired the College in February 2001. In July 2001, the College moved to its current facilities. Currently the College operates as an additional location of Olympia Career Training Institute's Grand Rapids Campus in Grand Rapids, Michigan. At the current locations, Olympia Career Training Institute serves all of West Michigan and Northern Indiana.

PHYSICAL LOCATION AND FACILITY

Olympia College is located at 707 E. 80th Place, Merrillville, Indiana 46410. The College has plenty of free parking, is handicapped accessible, and is located near public transportation. Olympia College is a spacious (approximately 15,400 sq. ft.), offering a smoke-free environment, air-conditioning, with administrative offices,

lecture rooms, medical and computer labs, and student lounge. The telephone number is (219) 756-6811. Additional classrooms are located at 8585 Broadway, Merrillville, IN 46410.

To prepare Olympia College graduates for the health field, a variety of classroom/ laboratory equipment is utilized throughout the program. Knowledge and proficiency are attained both by demonstration and actual operation of equipment by the students.

STATEMENT OF NON-DISCRIMINATION

Corinthian Schools, Inc. does not discriminate on the basis of sex, age, physical handicap, race, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the CSi Student Help Line, (800) 874-0255.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

Olympia College, an additional location of Olympia Career Training Institutes, is licensed by the State of Indiana to provide training in the following fields:

- DENTAL ASSISTING
 - MASSAGE THERAPY
 - MEDICAL ADMINISTRATIVE ASSISTANT
 - MEDICAL ASSISTING
 - PRACTICAL NURSE
 - SURGICAL TECHNOLOGIST
-
- Olympia College is regulated by the Indiana Commission of Proprietary Education, 302 West Washington Street, Room 201, Indianapolis, Indiana 46204. (317) 232-1320.
 - Certificate Of Approval To Operate Issued by The Illinois State Superintendent Of Education, 100 North First Street, Springfield, Illinois 62777, (217) 782-0083.
 - Olympia College is institutionally accredited to offer non degree programs by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia, 22043, (703) 917-9503. ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation.
 - The Practical Nurse program has received full accreditation from the Indiana State Board of Nursing, Health Professions Bureau, Indiana Government Center South, 402 W. Washington Street, Room W041, Indianapolis, Indiana 46204, (317) 234-2043.
 - The Surgical Technologist program is accredited by the Accreditation Review Committee on Education in Surgical Technology (ARC ST), a CAAHEP Recognized Committee on Accreditation. Their address is 7108-C South Alton Way, Centennial, Colorado 80112, (303) 694-9262.

HOURS OF OPERATION FOR CLASSES

Medical Administrative Assistant	Monday through Thursday	9:00 AM To 2:30 PM
	Monday through Thursday	5:30 PM To 10:30 PM
Medical Assistant	Tuesday through Friday	7:00 AM To 12:00 PM
	Monday through Friday	8:00 AM To 12:00 PM
	Monday through Friday	10:00 PM To 2:00 PM
	Monday through Friday	12:00 PM To 5:00 PM
	Monday through Thursday	12:30 PM To 5:30 PM
	Monday through Thursday	5:30 PM To 10:30 PM
Practical Nurse and Surgical Technologist	Monday through Friday	7:00 AM To 5:00 PM

- Hours will vary depending on schedule.

ACADEMIC CALENDARS

Medical Administrative Assistant, Medical Assistant and Massage Therapy 2005	
Start Dates	End Dates
August 8	September 2
September 7	October 4
October 10	November 4
November 7	December 6
December 7	January 17, 2006

Massage Therapy 2005	
Start Dates	End Dates
August 22	September 20
September 26	October 21
October 24	November 18
November 21	December 20

Medical Administrative Assistant and Medical Assistant Additions 2005	
Start Dates	End Dates
July 20, 2005	August 16, 2005
August 22, 2005	September 19, 2005

Medical Administrative Assistant, Medical Assistant, Massage Therapy & Dental Assistant Additions 2005/2006	
Start Dates	End Dates
June 20, 2005	July 18, 2005
July 19, 2005	August 15, 2005
August 22, 2005	September 19, 2005
September 20, 2005	October 17, 2005
October 18, 2005	November 11, 2005
November 15, 2005	December 14, 2005
December 15, 2005	January 25, 2006
January 26, 2006	February 23, 2006
February 27, 2006	March 24, 2006

Medical Administrative Assistant, Medical Assistant, Massage Therapy Programs & Dental Assistant 2005/2006	
Start Dates	End Dates
June 6, 2005	July 1, 2005
July 5, 2005	August 1, 2005
August 8, 2005	September 2, 2005
September 7, 2005	October 4, 2005
October 10, 2005	November 4, 2005
November 7, 2005	December 6, 2005
December 7, 2005	January 19, 2006
January 23, 2006	February 17, 2006
February 27, 2006	March 24, 2006
March 27, 2006	April 21, 2006
April 24, 2006	May 19, 2006
May 22, 2006	June 19, 2006
June 26, 2006	July 24, 2006
July 25, 2006	August 21, 2006
August 28, 2006	September 25, 2006
September 26, 2006	October 23, 2006
October 24, 2006	November 20, 2006
November 27, 2006	December 22, 2006
December 14, 2006	January 23, 2007

Surgical Tech 2005	
Start Dates	End Dates
Q1	
January 31, 2005	April 11, 2005
June 6, 2005	August 15, 2005
September 6, 2005	November 16, 2005
Q2	
April 18, 2005	June 28, 2005
August 22, 2005	October 31, 2005
November 29, 2005	February 20, 2006
Q3	
July 11, 2005	September 20, 2005
November 7, 2005	January 9, 2006
February 21, 2006	May 9, 2006
Q4	
October 10, 2005	January 23, 2006
February 13, 2006	June 9, 2006
July 25, 2006	November 13, 2006

2005 HOLIDAY CALENDAR

Memorial Day	May 29, 2005
Independence Day	July 4, 2005
Labor Day	September 5, 2005
Thanksgiving Holiday	November 24-25, 2005
Christmas Holiday	December 23-27, 2005
Martin Luther King Jr Day	January 16, 2006
Presidents Day	February 20, 2006

ADMINISTRATIVE STAFF

James Powell

Alejandra Cornejo
Lakeita Bledsoe

Financial Aid Staff**Marcillena Lomax**

Amanda Schiltz
Lisa Schiltz

Jacqueline Sherman

Career Services Staff**Evette Thompson**

Jaqualla Carter
Arthur Davis III
Tammy Sigmundi

Admissions Staff**Maegan Kirby**

Justin Brown
Jessica Figueroa
Crystal Fox
Kesha Hearn
Esperanza Ornelas
Carrie Schultz
Megan Stoddard
Marisa Van Volkenburgh

Education Administrative Staff**Matthew Rademacher**

Eve Johnson
Victoria Gurney
Te Robinson
Kathryn Wilczynski

President

Administrative Assistant to the President
Receptionist

Director of Finance

Financial Aid Officer
Financial Aid Officer
Financial Aid Officer

Director of Career Services

Externship Coordinator
Career Services Representative
Career Services Representative

Director of Admissions

Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative
Admissions Representative

Director of Education

Administrative Assistant - Practical Nursing
Instructional Support Technician
Instructional Support Technician
Administrative Assistant

FACULTY

Faculty are qualified to teach all components of their requisite program listing. For example, all faculty listed under the heading "Dental Assisting" teach all modules within the program.

Dental Assistant Program

Ron Brown**
Leroy Jackson

RDA-Naval School of Dental Assisting and Technology
A.A.S.

Massage Therapy Program

Maribeth Chapa
Brenda Cochran
Shawntina Neal

CMT American Certified Massage Therapy

Medical Administrative Assistant Program

Gail Petzinger
Hassan Naji
Daniel Stephens

MAA Certificate from Ivy Tech
B.S., American University of Beirut
MAA diploma, Olympia College

Medical Assisting Program

Patsy Coots**
Mika Kooistra
Monica Thomas
Felecia Kimble

Diploma, Davenport College
B.S., Purdue University
Diploma,
Diploma, Commonwealth Business College

TeUltralla Robinson	A.S., Commonwealth Business College
Doriann Jervis	Diploma, Medical Assistant
Anastacia Vann	Diploma, Aristotle College
Lisa LaPointe	MA Diploma from Bryman National Education and CNA Certificate from Sauk Area Career Center MA Diploma from Olympia College
Victoria Zills	
Practical Nurse Program	
Patricia Jones RN*	BSN, EdM, PhD(c), University of Illinois, Champaign, IL (PN Program Chair)
Betty Boyd RN	BSN, Purdue University Calumet, Hammond, IN
Regina Collins	RN, BSN, University of Texas Health Science Center, San Antonio, TX
Tracey Flenar RN	BSN, Purdue University Calumet, Hammond, IN
Elaine Hein RN	BSN, MS, Purdue University Calumet, Hammond, IN
Yvonne Higgins RN	BSN, Lewis University, Romeoville, IL
Regina Norman-Walker RN	BSN, Beth-El College Colorado Springs, CO
Teresa Pattengale RN	ASN, Purdue University North Central, Westville, IN
Louise Tagliareni RN	B.S.N., College Misericordia & M.S.N., Otterbein College
Catherine DeVaney	BSN from Valparaiso University
Surgical Technologist Program	
Theresa Braun	Technical Degree in ST from IUN
Kristin Wesse	Assoc. in Applied Science from Ivy Tech
Patricia Rich*	Diploma Horizon Career College, Certified Surgical Technologist (CST)
Kerry Mott	Diploma, Ivy Tech College
Donita Richard	A.S., Indiana University
Rhesa Scott	Diploma, Horizon Career College
Yolanda Gonzales	A.S., Ivy Tech State College
Theresa Braun	Diploma, Indiana Vocational Tech College

* Program Chair **Lead Instructor

All faculty members are full-time unless otherwise noted.

The faculty teach all programs in residence at the campus and its additional location.

PROGRAMS

DENTAL ASSISTING

Diploma Program- 8 Months
720 Credit Hours/47.0 Credit Units

Dental assistants have become indispensable to the dental field, and dentists have become more reliant upon the dental assistant to perform wide range of patient procedures. And, as the need for their services continue to grow, so too does the role and responsibilities of the dental assistant also continues to expand.

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as dental assistants in today's modern health and dental care offices, dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Upon successful completion of this program, the graduate will be able to:

- Explain and demonstrate appropriate skill involved in processing exposed radiographs using the manual and automatic methods, mounting a full-month set of radiographs, identifying radiographic errors, and demonstrating how to correct those errors.
- Explain the role OSHA plays in operation of the dental office.
- Identify and demonstrate correct operator disinfection, instrument decontamination, and sterilization techniques.
- Prepare and dispose of local anesthetic.
- Take record vital signs.
- Identify and explain the use of oral surgery instruments.
- Discuss the dental assistant's chair-side assisting duties and responsibilities.
- Explain and be able to demonstrate the use and care of all rotary instruments, proper mixing and placement of a calcium hydroxide cavity liner, placement of varnish in a prepared tooth, placing, wedging, and removal of matrices, and placing and holding an anterior matrix.
- Demonstrate aspirating on a patient.
- Discuss and demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts.
- Discuss the dental assistant's role and responsibilities in working in the field of orthodontics, and be able to demonstrate how to perform orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires.

- Explain the role of HIPAA in the operation of the dental office.
- Discuss the dental assistant's role in handling dental office emergencies.

Program Outline

Module Number	Module Title	Total Contact Hours	Quarter Credit Units
Module A	Dental Office Emergencies and Compliance	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Specialties	80	6.0
Module D	Operatory Dentistry	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Dental Anatomy and Orthodontics	80	6.0
Module G	Dental Health	80	6.0
Module X	Dental Assisting Externship	160	5.0
	Program Totals:	720	47.0

Major Equipment

Amalgamators	Model Vibrators
Autoclave	Oral Evacuation Equipment
Automatic and Manual Processing Equipment	Oxygen Tank
Dental Unit and Chairs	Personal Computers
DXTTR and Typodont Manikins	Ultrasonic Units
Handpieces	X-Ray Units
Model Trimmers	

Module Descriptions:

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A - Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, and barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operatory disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to management emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B - Dental Radiography

6.0 Quarter Credit Hours

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and

parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C - Dental Specialties

6.0 Quarter Credit Hours

In this module, student study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D - Operatory Dentistry

6.0 Quarter Credit Hours

This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E - Laboratory Procedures

6.0 Quarter Credit Hours

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as nightguards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Dental Anatomy and Orthodontics

6.0 Quarter Credit Hours

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Students are also introduced to HIPPA compliance and how it relates to the dental office. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Dental Health

6.0 Quarter Credit Hours

Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X - Dental Assisting Externship

5.0 Quarter Credit Hours

This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-H. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

MASSAGE THERAPY

Diploma Program - 9 Months
720 Clock Hours/54.0 Credit Units

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program Outline

Module	Module Title	Credit Hours	Clock Hours
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
PROGRAM TOTAL:		720	54.0

Major Equipment

Massage Tables	Massage Chairs
CPR Manikins	Anatomical Charts
AV Equipment	

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A - Business and Ethics

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B - Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C - Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D - Eastern Theory and Practice

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E - Energy & Non-Traditional Therapies, Wellness & CPR

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F - Deep Tissue, Myofascial Release & Pin and Stretch

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Neuromuscular/Trigger Point and Muscle Energy Techniques

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module H - Clinical and Sports Massage

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a

review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I - Health and Wellness

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program - 8 Months
720 Clock Hours / 47.0 Credit Hours

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, electronic typewriters, calculators, transcription machines and tele-trainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock-hour externship.

Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Credit Hours	Clock Hours
Module A	Office Finance	6	80
Module B	Patient Processing and Assisting	6	80
Module C	Medical Insurance	6	80
Module D	Insurance Plans and Collections	6	80
Module E	Office Procedures	6	80
Module F	Patient Care and Computerized Practice Management	6	80
Module G	Dental Administrative Procedures	6	80
Module X	Externship	5	160
	Program Total	47	720

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

MODULE A - OFFICE FINANCE

40/40/6.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE B - PATIENT PROCESSING AND ASSISTING 40/40/6.0

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is introduced. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE C - MEDICAL INSURANCE 40/40/6.0

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE D - INSURANCE PLANS AND COLLECTIONS 40/40/6.0

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE E - OFFICE PROCEDURES 40/40/6.0

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

MODULE F - PATIENT CARE AND COMPUTERIZED PRACTICE MANAGEMENT 40/40/6.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology.

MODULE G - DENTAL ADMINISTRATIVE PROCEDURES 40/40/6.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology.

MODULE X - EXTERNSHIP 0/160/5.0

Upon successful completion of classroom training, medical administrative assistant students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: Modules A, B, C, D, E, F, G.

MEDICAL ASSISTING

Diploma Program - 8 Months
720 Clock Hours / 47.0 Credit Hours

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Credit Hours	Clock Hours
Module A	Patient Care and Communication	6	80
Module B	Clinical Assisting, Pharmacology	6	80
Module C	Medical Insurance, Bookkeeping and Health Sciences	6	80
Module D	Cardiopulmonary and Electrocardiography	6	80
Module E	Laboratory Procedures	6	80
Module F	Endocrinology and Reproduction	6	80
Module G	Medical Law, Ethics, and Psychology	6	80
Module X	Externship	5	160
Program Total		47	720

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

MODULE A - PATIENT CARE AND COMMUNICATION

40/40/6.0

Module A emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the sense organs and common diseases related to each are taught. Students learn how to interact and

communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE B - CLINICAL ASSISTING AND PHARMACOLOGY **40/40/6.0**

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. They perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE C - MEDICAL INSURANCE, BOOKKEEPING AND HEALTH SCIENCES **40/40/6.0**

Module C introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE D - CARDIOPULMONARY AND ELECTROCARDIOGRAPHY **40/40/6.0**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE E - LABORATORY PROCEDURES **40/40/6.0**

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE F - ENDOCRINOLOGY AND REPRODUCTION **40/40/6.0**

In Module F, students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer, and study essential medical terminology.

MODULE G - MEDICAL LAW, ETHICS, AND PSYCHOLOGY **40/40/6.0**

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Also covered is mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs concepts. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills.

MODULE X - EXTERNSHIP **0/160/5.0**

Upon successful completion of classroom training, medical assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: Modules A, B, C, D, E, F, G.

PRACTICAL NURSE

Diploma Program- 12 Months
1,416 Clock Hours / 85.5 Credit Hours

Philosophy/Purpose

The faculty of the Practical Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that promotes health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a whole. Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Practical nurses provide care within their scope of practice. The nursing process is used for planning, implementation, and evaluation of health care services and care of the individual. Since the delivery of health care is dynamic, the practical nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

Learning is a continuous, active lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Further, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral changes. These inputs awaken students to their nursing care. Moreover, faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimum experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of practical nursing.

Conceptual Framework

Trans-cultural nursing is important because health and illness states are strongly influenced by culture. At a time when the world has become our community, we must embrace the world through a global perspective. Trans-cultural nursing is needed because of the growing diversity that characterizes our national and global population. Dr. Madeleine Leininger's Cultural Care, Diversity and Universality Theory incorporate the philosophical beliefs and concepts relevant to the nursing profession which includes the concepts of nursing, person/client, health and environment.

- ❖ Nursing -- A learned humanistic art and science that focuses on personalized behaviors, functions, and processes to promote and maintain health or recovery from illness. It has physical, psychosocial, and cultural significance for those being assisted. It uses a problem-solving approach, as depicted in the Sunrise Model, and uses three models of action: culture care preservation, culture care accommodation, and culture care repatterning.
- ❖ Person/Client -- Human beings are caring and capable of feeling concern for others; caring about human beings is universal, but ways of caring vary across cultures.
- ❖ Health -- A state of well-being that is culturally defined, valued, and practiced. Is universal across cultures but is defined differently by each culture. It includes health systems, health care practices, health patterns, and health maintenance and promotion.
- ❖ Environment -- Although not specifically defined by Dr. Leininger, concepts of world view, social structure, and environmental context are closely related to the concept of culture.

A graduate of the program will be prepared to assume the role of a health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

In the second level, the student is introduced to the care of individuals with special needs and more complex needs throughout the life span. Enhancement and further refinement of nursing skill with individuals throughout the life span and complex health needs are accomplished at various types of clinical experiences. At the successful completion of this level, the student will demonstrate clinical competence and expertise at the practical nurse level. The nursing process emphasizes the development of nursing care plans for various populations throughout the life span. Courses included in this level are Maternal Child Health and the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, and Geriatrics and the Special Needs Populations.

Program Objectives

Students completing the Practical Nursing program will have met the following competencies:

- I. Utilization of the nursing process (assessment, diagnosis, planning, interventions and evaluation) to provide safe and competent nursing care for the client/client, family or groups by:
 - A. Assessment: identification of basic physical, psychological, social, spiritual and cultural needs.
 - B. Nursing Diagnosis: appropriate utilization of the NANDA approved diagnosis in the development of a care plan
 - C. Planning: participation in development of the care plan for the client/client, in multiple and varied settings.
 - D. Interventions: safely implement therapeutic nursing skills and techniques which incorporate scientific principles.
 - E. Evaluation: utilization of critical thinking skills in evaluation of the individual

client/client nursing care. Appropriately consults with nursing personnel in revising/updating the plan of care.

- II. Appropriately demonstrates the ability to use verbal, nonverbal and written communication principles and techniques.
 - A. Identification and application of basic communications skills in the health care setting
 - B. Establishment of positive interpersonal relationships with medical/healthcare
 - C. Accurate identification of pertinent observations and communicating observations to appropriate health care personnel.
 - D. Demonstrate interviewing techniques with client/client to obtain related health information.

- III. Education of persons, families and groups with principles that promote wellness and assist in the prevention of illness by:
 - A. Identification of the prominent learning needs of the person, family or groups.
 - B. Appropriate referrals of persons, families or groups to agencies, facilities or community resources.

- IV. Demonstration of personal growth by:
 - A. Demonstration of respect for individual dignity
 - B. Identification of personal strengths, weakness, and growth, while seeking assistance for personal improvement.
 - C. Seeks out learning situations
 - D. Participates in continuing education

- V. Implementation of the practical nurse role by:
 - A. Complying with state scope of practice
 - B. Consistent demonstration of ethical practical nursing behaviors
 - C. Identifies positive advantages of professional organization

Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
Level One			
IN-NSG101	Fundamentals of Nursing	130/80	17
IN-NSG102	Pharmacology	60/42	8
IN-NSG103	Geriatric Nursing	30/00	3
IN-NSG104	Nutrition	10/10	1.5
	Level I Competency Check-offs	00/10	
IN-NSG100X	Level I Clinical	00/00/264	8.5
	Total Hours	636	38
Level Two			
IN-NSG201	Medical Surgical Nursing/Integumentary System	20/5	2
IN-NSG202	Medical Surgical Nursing/Respiratory System	30/10	3.5
IN-NSG203	Medical Surgical Nursing/ Musculoskeletal System	20/5	2
IN-NSG204	Medical Surgical Nursing/ Cardiovascular System	30/10	3.5
IN-NSG205	Medical Surgical Nursing/ Gastrointestinal System	30/10	3.5
IN-NSG206	Medical Surgical Nursing/Neurosensory System	30/10	3.5
	Level II Competency Check-off	00/15	
IN-NSG200X	Level II Clinical	00/00/160	5
	Total Hours	385	23
Level Three			
IN-NSG301	Maternal and Infant Nursing	35/10	4

IN-NSG302	Mental Health Nursing	25/10	3
IN-NSG303	Medical Surgical/G.U. System	20/5	2
IN-NSG304	Pediatric Nursing/Growth and Development	35/10	4
IN-NSG305	Leadership and Supervision	25/10	3
IN-NSG306	Medical Surgical Nursing/Endocrine System	30/10	3.5
	Level III Competency Check-offs	00/10	
IN-NSG300X	Level III Clinical	00/00/160	5
	Total Hours	395	24.5
	Total Program Hours	1416	85.5

Olympia College reserves the right to reschedule or cancel any class. All clinical times are tentative based upon clinical availability and class size.

Clinical Facilities

Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. Classes will be conducted at Olympia College and/or at approved clinical sites.

Evaluations

Evaluation devices will be used to measure progress toward the specific objectives at each stage of the program. These include, but are not limited to, test and quiz results, student and faculty evaluation results, clinical evaluation tools and summaries, and the nursing process recordings and care plans.

Program Level Outline

Level I Outline

Description

The first level of the Practical Nurse Program introduces the student to the nursing process in the care of individuals with basic, simple health needs who may or may have not adapted to chronic health problems. As the level progresses, the student is introduced to individuals with more emerging difficult health needs. The application of the nursing process focuses on the development of nursing skills learned in the laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans.

Objectives:

At the end of this level the student will be able to:

1. Provide comprehensive basic nursing care for 2 assigned clients
2. Accurately define and utilize the nursing process in a client situation (assessment [data collection] nursing diagnosis [in collaboration with an RN] planning, implementing and evaluating)
3. Select appropriate nursing diagnosis based on a given client situation utilizing physical assessment skills
4. Utilize communication concepts in a client interview situation
5. Consistently utilize safety and proficiency in all nursing skills/procedures
6. Accurately document client condition and nursing interventions in a timely manner using correct format for the facility, using correct spelling and grammar
7. Demonstrate proficiency in selected skills in a testing situation (Level I Skills Competencies)

Courses

- Fundamentals of Nursing
- Geriatric Nursing
- Level I Clinical
- Pharmacology
- Nutrition

Level II Outline

Description

In the second level, the student is introduced to the care of adults with medical/surgical disorders. Medical Surgical Nursing care is taught by body systems with integration of Anatomy and Physiology. Enhancement and further refinement of nursing skills are accomplished in a variety of clinical and observational settings. The nursing process emphasizes the development of nursing care plans for the adult with health care needs.

Objectives:

At the end of this level the student will be able to:

1. Provide comprehensive nursing care for 3 assigned clients
2. Accurately administer medications to assigned clients and record on MAR (medication administration record)
3. Perform a head-to-toe assessment of client independently and record appropriately in the client's medical record
4. Develop a comprehensive care plan for one client in each medical/surgical module
5. Assist instructor in the preparation of client assignments when serving as a student team leader
6. Provide client teaching in the form of discharge instructions
7. Demonstrate proficiency in selected skills in a testing situation (Level II Skills Competencies)

Courses:

Medical Surgical Nursing/Integumentary	Medical Surgical Nursing/Gastrointestinal
Medical Surgical Nursing/Respiratory	Medical Surgical Nursing/Neurosensory
Medical Surgical Nursing/Musculoskeletal	Level II Clinical
Medical Surgical Nursing/Cardiovascular	

Level III Outline

Description

In the third level, the student is introduced to care of individuals throughout the life span. The student continues to care for individuals with increasing complexity while refining their nursing skills.

At the completion of this level, the student will demonstrate competence and expertise at the entry practical nurse level under the supervision of a licensed health care professional.

Objectives:

At the end of this level the student will be able to:

1. Provide comprehensive nursing care for 3-4 assigned clients, including the administration of medications
2. Provide comprehensive client care according to Marlow's hierarchy of human needs
3. Provide comprehensive culturally competent nursing care
4. Demonstrate the responsibilities of the Practical nurse in nursing specialty areas
5. Perform the duties of a charge nurse in the long term care setting
6. Perform the duties of a medication nurse in the long term care setting
7. Perform the duties of the treatment nurse in the long term care setting
8. Demonstrate critical thinking for nursing interventions in a testing situation (Level III competencies)

Courses:

Maternal and Infant Nursing	Pediatric Nursing/Growth and Development
Mental Health Nursing	Leadership and Supervision
Medical Surgical Nursing/G.U.	Medical Surgical Nursing/Endocrine
Level III Clinical	

Course Descriptions

Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory or clinical hours and credit units. For example, the listing "40/40/6.0" indicates that the course consists of 40 hours of lecture/theory, 40 hours of laboratory or clinical work, and provides a total of 6.0 credit units.

IN-NSG101 - FUNDAMENTALS OF NURSING

130/80/17

Classroom instruction and skills lab to include: Nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death are covered in this module.

IN-NSG102 - PHARMACOLOGY

60/42/8

This course provides information on medications, their source and uses, calculation of dosage and safe administration of prescribed medications, and classifications of drugs according to body systems. Extensive skills lab experience is provided to prepare the student to safely administer medications to clients in the clinical setting. Prerequisites: I- A

IN-NSG103 - GERIATRIC NURSING

30/00/3

The student will study the aging process, psychosocial changes and needs of the elderly, nursing care of the elderly hospitalized client and promotion of healthy elders.

IN-NSG104 - NUTRITION

10/10/1.5

The course presents basic principles of nutrition as they relate to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions. The student will have the opportunity to develop skills in the delivery of alternative feeding methods.

IN-NSG100X - LEVEL I CLINICAL EXPERIENCE

00/00/264/8.5

In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients/clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished.

***LEVEL I COMPETENCY CHECK OFFS**

In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I Grade: Pass/Fail

IN-NSG201 - MEDICAL SURGICAL NURSING/INTEGUMENTARY SYSTEM

20/5/2.25

The course covers the anatomy and physiology of the Integumentary system as well as the care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery Prerequisites: Level I - A,B,C,D,X and Level I Competencies.

IN-NSG202 - MEDICAL SURGICAL NURSING/RESPIRATORY

30/10/3.5

Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are covered in this course.

IN-NSG203 - MEDICAL SURGICAL NURSING/MUSCULOSKELETAL

20/5/2.25

Basic musculoskeletal anatomy and physiology, care of clients with musculoskeletal problems from trauma and inflammatory diseases, and pre and post-operative care of clients with surgical interventions are covered in this course.

IN-NSG204 - MEDICAL SURGICAL NURSING/CARDIOVASCULAR SYSTEM

30/10/3.5

Basic cardiovascular anatomy and physiology, assessment, intervention and evaluation of cardiovascular diseases and disorders, as well as client teaching of healthy heart living are covered in this course.

IN-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM

30/10/3.5

This course addresses anatomy and physiology of the G.I. system as well as signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas).

IN-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM 30/10/3.5
Basic neurological anatomy and physiology and intervention/management of common neurological diseases and disorders of hospitalized clients are discussed. The course covers sensory organs and their functions such as the eye and ear.

IN-NSG 200X LEVEL II CLINICAL EXPERIENCE 00/00/160/5
Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system the student will also be expected to meet the competencies related to pharmacology.

***LEVEL II COMPETENCY CHECK OFF** 00/15/00
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level II Grade: Pass/Fail

IN-NSG 301 - MATERNAL AND INFANT NURSING 35/10/4
Male and female anatomy and physiology as related to reproduction as well as developmental changes, stages of pregnancy and delivery, complications of pregnancy, nursing care of postpartum mother and newborn, contraception and sexually transmitted diseases are covered in this course.

IN-NSG 302 - MENTAL HEALTH NURSING 25/10/3
Legal and ethical issues, mental health concepts, communication and interpersonal skills, and major mental disorders addressing the psychosocial issues of the physically ill client are discussed. The major focus of this course is care of the individual with mental health issues in a non-psychiatric setting.

IN-NSG 303 - MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM 0/5/2.25
Basic renal system anatomy and physiology, and diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system are covered in this module.

IN-NSG 304 - PEDIATRIC NURSING/GROWTH AND DEVELOPMENT 35/10/5.0
Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent); nursing care of the hospitalized child, for both acute, chronic and terminally ill children; and health problems related to body systems are explained.

IN-NSG 305 - LEADERSHIP AND SUPERVISION 25/10/3
Communication, legal-ethical issues in the workplace, preparation for licensure, career opportunities, professional nursing organizations, and team leading and supervision are covered in this course.

IN-NSG 306 - MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM 30/10/3.5
Anatomy and physiology of the endocrine system; and nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions are taught.

***LEVEL III COMPETENCY CHECK OFFS** 00/10/00
In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions: The student's knowledge will be assessed as basic, proficient or advanced.

IN-NSG 300X LEVEL III CLINICAL EXPERIENCE 00/00/160/5
In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision.

LEVEL I

IN-NSG101 - FUNDAMENTALS OF NURSING 17.0 Quarter Credit Hours
This Module includes classroom instruction, skills lab, and clinical experience in the acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, anatomy and physiology overview, health assessment, vital

signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. Prerequisites: None. Lecture Hours: 130.0 Lab Hours: 80.0

IN-NSG102 - PHARMACOLOGY

8.0 Quarter Credit Hours

Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: IN-NSG101 Fundamentals of Nursing. Lecture Hours: 60.0 Lab Hours: 42.0.

IN-NSG103 - GERIATRIC NURSING

3.0 Quarter Credit Hours

This module includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; promotion of healthy elders. Lecture Hours: 30.0 Lab Hours: 0.0

IN-NSG104 - NUTRITION

1.5 Quarter Credit Hours

Basic principles of nutrition as it relates to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are included in this module. Lecture Hours: 10.0 Lab Hours: 10.0

IN-NSG100X - LEVEL I CLINICAL EXPERIENCE

8.5 Quarter Credit Hours

In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 264.0

***Level I Competency Check-offs**

In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I Grade: Pass/Fail

LEVEL II

IN-NSG201 - MEDICAL SURGICAL NURSING/INTEGUMENTARY SYSTEM

Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG202 - MEDICAL SURGICAL NURSING/RESPIRATORY

3.5 Quarter Credit Hours

Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG203 - MEDICAL SURGICAL NURSING/MUSCULOSKELETAL

2.0 Quarter Credit Hours

Basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases' pre and post-op care of clients with surgical interventions are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG204 - MEDICAL SURGICAL NURSING/CARDIOVASCULAR SYSTEM

3.5 Quarter Credit Hours

This module addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM

3.5 Quarter Credit Hours

Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM

3.5 Quarter Credit Hours

Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are included in this module Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

IN-NSG 200X LEVEL II CLINICAL EXPERIENCE**5.0 Quarter Credit Hours**

Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

Level II Competency Check-offs*0.0 Quarter Credit Hours**

In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level II Grade: Pass/Fail Lecture Hours: 0.0 Lab Hours: 15.0

LEVEL III

IN-NSG 301 – MATERNAL AND INFANT NURSING**4.0 Quarter Credit Hours**

Male and female anatomy and physiology and development changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

IN-NSG 302 – MENTAL HEALTH NURSING**3.0 Quarter Credit Hours**

Legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

IN-NSG 303 – MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM**2.0 Quarter Credit Hours**

This module addresses basic renal system anatomy and physiology; diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system. Prerequisites: Level II and Level II Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

IN-NSG 304 – PEDIATRIC NURSING/GROWTH AND DEVELOPMENT**4.0 Quarter Credit Hours**

Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

IN-NSG 305 - LEADERSHIP AND SUPERVISION**3.0 Quarter Credit Hours**

Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

IN-NSG 306 – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM**3.5 Quarter Credit Hours**

This module addresses anatomy and physiology of the endocrine system. Also included are nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions. Prerequisites: Level II and Level II Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

Level III Competency Check-offs*0.0 Quarter Credit Hours**

In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions: The student's knowledge will assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 10.0

IN-NSG 300X LEVEL II CLINICAL EXPERIENCE**5.0 Quarter Credit Hours**

In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0

Admission of students into the Practical Nurse program will be based on a point system. The top 24 candidates for each class will be selected via an admission rubric. All applicants must submit a high school diploma or high school transcript that reflects graduation from an American high school or a high school diploma or transcript from a foreign high school which has been translated and notarized or a GED.

Criteria	1	2	3	4	5
Previous Education H.S. GPA	----	2-2.5	2.6-3	3.1-3.5	3.6-4
College Semester Units	6-12	13-15	16-40	41-60	A.A/B.A.
College GPA	-----	2-2.5	2.6 - 3	3.1 - 3.5	3.6-4
Previous related educations CNA/MA	Completed course	Certified	Working as a CNA/MA > 6 months	Working as a CNA/MA 6 months - 1 year	Working as a CNA/MA 1 - 5 years
Entrance EXAM PSB	50%tile	51-65%tile	66-70%tile	71-80% tile	Above 80%tile
Non-clinical allied health paid work experience	-----	Less than 6 months	6 months to one year	One to five years	More than five years
Faculty Interview	-----	Recommended with Reservation	Recommended by both interviews	Highly recommended by 1 interviewer	Highly recommended by both interviewers
Former or continuing student of a CCI program in good standing	-----	-----	-----	Will complete the course prior to admission	Successfully completed the course with a 3.0 average or better

Attendance Policy

The Indiana State Board of Nursing (ISBN) has approved The Practical Nursing Program which contains 1416 clock hours. When a student is absent from lecture, lab or clinical competencies taught during those hours those hours and work will be counted as missed. The student will be required to make-up missed work.

The Practical Nursing Program provides the following opportunities for make-up.

As part of the student success program three hours will be available for each Friday for attendance make-up; remediation and individual tutoring.

The following activities are available:

- Supervised skill lab
- Computer simulated patient activities

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- Case Studies
 - Instructor assignments

In addition to the activities may be used for make-up, including but not limited to:

- Community Health Fairs
- Educational programs/lectures
- Instructor approved independent study

A student who is absent in excess of 142 hours (10%) of the program will be dropped and may return on a space available basis.

Tardiness will also be calculated into hours missed.

A student who misses two days during a clinical rotation will be placed on clinical probation. If the student is absent an additional day he or she will receive an unsatisfactory clinical evaluation. Two unsatisfactory clinical evaluations will result in being dropped from the program.

Students who are absent or tardy must take responsibility for notifying the school as well as their clinical instructor prior to the beginning of the clinical day.

Failure to notify the instructor appropriately will result in a no-call no-show status, which will result in clinical probation.

Students who are absent for theory and lab have the responsibility to acquire information from a fellow student. Assignments are due at the beginning of class on the due date. A two percent point reduction will be deducted for each day the assignment is late. This policy applies even if the student is absent.

Students who are absent on testing day must make-up the test on the first day of their return. Five percentage points will be deducted from the score for tests taken at any other time than the scheduled day. The instructor has the option to administer the make-up test in an alternate format

SURGICAL TECHNOLOGIST

Diploma Program

1,200 Clock Hours / 69 Credit Hours

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1200-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1,200-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

The Surgical Technologist program provides the student with the theory and hands-on applications required to perform the following tasks:

- Demonstrate an understanding of the basic principles and practices of surgical technology, including how it relates to the operating room environment, medical law and ethics, communications and interpersonal skills, and safety.
- Recognize, spell, define, and use appropriate medical terminology as part of the study of anatomy and physiology, physics, electricity, robotics, computers, microbiology and infection control.
- Use appropriate medical and surgical asepsis and patient care skills, including those required in universal precautions, pre- and post-operative care, scrubbing, gowning, gloving, surgical positioning, and draping and prepping a patient for surgery.
- Demonstrate an understanding of surgical pharmacology, including anesthesia, drugs and solutions, use, care, and precautions in drugs, drugs used before, during, and after surgery, and how to deal with surgical emergencies requiring emergency drugs.
- Identify the names, use, and handling of surgical supplies, instruments, and operating room furniture and equipment.
- Accurately create and maintain an instrument count.

- Demonstrate the surgical technologist's role as it relates to "scrubbing in" for the following cases: those involving diagnostic procedures, general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ear, nose, and throat surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery, and cardiovascular and peripheral vascular surgery.

The objective of the Surgical Technologist Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry level positions as certified surgical technologists in today's health care centers clinics, and facilities.

The combination of introduced skills taught in this program will prepare students for the ever-changing field of medicine and surgical technology. Students study principles and practices of surgical technology, anatomy and physiology, microbiology and infection control, asepsis and patient care skills, surgical pharmacology, instrumentation and equipment, and in addition to their clinical rotations, students also have the opportunity to practice their skills in two "mock" surgical practicums.

Also covered in this program will be the ethical and legal responsibilities of the surgical technologist as they relate to the operating room environment, the patient, and co-workers. Professionalism and general communication skills, both of which are considered essential to any health care professional, are also taught and addressed throughout the entire program.

Upon successful completion of the entire course of study, students are awarded an Associate of Science Degree in Surgical Technology and are also eligible to take the national certification exam, sponsored by the Liaison Council on Certification for the Surgical Technologist (LCC-ST). The LCC-ST awards certificates to those who demonstrate their theoretical and practical knowledge by passing the national surgical technologist examination. Graduates who pass this exam earn the distinction of being able to work as a CST, or Certified Surgical Technologist.

Program At A Glance:

The **Surgical Technologist program is designed to provide students with a broad academic and clinical background in the field of surgical technology, coupled with a solid understanding of basic general education concepts. The diploma program prepares the graduate for an entry-level position in any number of health care facilities, including hospitals, medical centers, and teaching facilities, out-patient clinics, and private and public surgical centers.

COURSE NUMBER	COURSE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
STS 1004	Anatomy and Physiology I	32	3.0
STS 1005	Anatomy and Physiology II	32	3.0
STS 1006	Anatomy and Physiology III	32	3.0
STS 1007	Anatomy and Physiology IV	32	3.0
STS 1008	Career Development	32	3.0
STS 1009	Medical Terminology I	32	3.0
STS 1010	Medical Terminology II	32	3.0
STS 1011	Medical Law & Ethics I	16	1.5
STS 1012	Medical Law & Ethics II	16	1.5
STS 1013	Surgical Technology I	64	4.5
STS 1014	Surgical Technology II	64	4.5
STS 1015	Surgical Technology III	96	6.0
STS 1016	Surgical Technology IV	96	6.0

STS 1017	Microbiology	16	1.5
STS 1018	Microbiology II	16	1.5
STS 1019	Surgical Pharmacology	32	3.0
STS 1020	Externship I	280	9.0
STS 1021	Externship II	280	9.0
TOTAL QUARTER CREDIT HOURS:		1,200	69.0

****This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet the enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.**

STS 1004 Anatomy & Physiology I

3.0 Quarter Credit Hours

This course is an introduction to the scientific study of the structure of the human body and its parts including relationships and functions of the cells, cellular metabolism and tissues. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1005 Anatomy & Physiology II

3.0 Quarter Credit Hours

This course is a scientific study of the structure of the human body and its parts; including relationships, functions, and disease processes of the integumentary, skeletal, muscular, nervous and special senses. Prerequisite: STS 1004 (Anatomy & Physiology I). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0.

STS 1006 Anatomy & Physiology III

3.0 Quarter Credit Hours

This course is a scientific study of the structure of the human body and its parts including relationships and functions of the endocrine, blood, cardiovascular, lymphatic and digestive system. Prerequisite: STS 1005 (Anatomy & Physiology II). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1007 Anatomy & Physiology IV

3.0 Quarter Credit Hours

This course is a scientific study of the human body and its parts including the relationships and functions of the respiratory, urinary, and reproductive systems. Prerequisite: STS 1006 (Anatomy & Physiology III). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1008 Career Development

3.0 Quarter Credit Hours

This course is designed to prepare the student for entering the job market in the health field. Topics include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview. Prerequisite: None. Lecture Hours: 24.0 Lab Hours: 8.0 Other Hours: 0.0

STS 1009 Medical Terminology I

3.0 Quarter Credit Hours

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1010 Medical Terminology II

3.0 Quarter Credit Hours

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: STS 1009 (Medical Terminology I). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1011 Medical Law & Ethics I

1.5 Quarter Credit Hours

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society. Prerequisite: None. Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1012 Medical Law & Ethics II**1.5 Quarter Credit Hours**

This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society -- includes HIPPA and OSHA training. Prerequisite: (STS 1011 Medical Law & Ethics I). Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours 0.0

STS 1013 Surgical Technology I**4.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations in the operating room environment and the hands-on skills involved in following medical and surgical aseptic techniques, scrubbing, gowning, and gloving and providing basic pre-operative care to the surgical patient. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 32.0 Other Hours: 0.0

STS 1014 Surgical Technology II**4.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. This course also introduces robotics and the principles of physics and electricity. Prerequisite: STS 1013 (Surgical Technology I). Lecture Hours: 32.0 Lab Hours: 32.0 Other Hours: 0.0

STS 1015 Surgical Technology III**6.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in the general, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: STS 1014 (Surgical Technology II). Lecture Hours: 32.0 Lab Hours: 64.0 Other Hours: 0.0.

STS 1016 Surgical Technology IV**6.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 1015 (Surgical Technology III). Lecture Hours: 32.0 Lab Hours: 64.0 Other Hours: 0.0

STS 1017 Microbiology**1.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them. Additionally, wound healing, as well as the terminology associated with each of these areas of concentration will also be included. Prerequisite: None. Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1018 Microbiology II**1.5 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: STS 1017 (Microbiology I). Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1019 Surgical Pharmacology**3.0 Quarter Credit Hours**

This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0

STS 1020 Externship I**9.0 Quarter Credit Hours**

During this course the student will spend his or her time in a hospital or clinic working under the supervision of a nurse or operating room technician. This course is the final course of the surgical technology program. Successful completion is required for graduation. All externships must be completed in daytime hours.

This course is designed to provide acclimation to the Operating Room through observation of surgical cases, studying and preparing for cases, opening sterile supplies and instruments. Students will second assist surgical procedures.

The student will also be introduced to Specialty Surgical procedures to include but not be limited to Orthopedic, ENT, Plastics and Reconstructive and Eyes. The student will also rotate through Central Supply and other surgical areas permitted by the hospital.

Prerequisite: STS 1016 (Surgical Technology IV & Mock Final Exam). Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 280.0

STS 1021 Externship II

9.0 Quarter Credit Hours

This course is designed to enhance previously learned surgical skills by repetition. Students will show independence in preparing the operating room for surgery, opening surgical cases, setting up the back -table and mayo stand, first assisting surgical cases and turning over the surgical suite. Prerequisite: STS 1020 (Externship I). Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 280.0

ADMISSIONS

APPLICATION AND ENROLLMENT POLICY

Applicants must complete admissions requirements and be accepted by the College before they can enroll in a program. If an applicant has been accepted by the College and wishes to enroll in a program, an enrollment agreement must be executed by the applicant and a College official. An applicant is then officially enrolled in the College and considered a student.

REQUIREMENTS AND PROCEDURES

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete the application form and bring it to the College, or call for a priority appointment to visit the College and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the College's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable College administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the College reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the College are refunded.

The College follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of applicable entrance examination;
- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian); and
- Financial aid forms (if applicant wishes to apply for financial aid).

The College reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students must have a high school diploma or a recognized equivalency certificate (GED). Applicants will be required to furnish proof of graduation or passage of the GED exam.

All applicants, except students in the Surgical Technologist and Practical Nursing programs, are required to achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. The entrance test used is the SRA exam with a required composite score of 69. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. This test is the CPA_t with a required composite score of 125. The re-test(s) will be administered within the period specified by the test developer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Students in the Surgical Technologist program must pass the CPA_t entrance test with a minimum score of 125, of which 53 points must be in the Math section. Students in the Practical Nurse Program must pass the CPA_t entrance test with a minimum score of 140, of which 53 points must be in the Math section.

Note: If a Practical Nurse applicant has ever been convicted of a felony, or any other crime that is deemed to affect performance, that applicant may be subject to a review and hearing by the State Board

of Nursing before he/she is permitted to sit for licensure.

Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the College and re-enter more than one year after their test date, must take the test again.

ACCEPTANCE OF PRIOR CREDIT

Olympia College may grant academic and financial credit to these students who have successfully completed the same or equivalent courses on a post-secondary level from accredited schools qualified to award such credit.

It is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to the Director of Education at Olympia College. This document must be in the student's academic file before transfer of credit can be evaluated.

Acceptance of credit is at the discretion of the Director of Education. Olympia College does not guarantee early graduation due to acceptance of prior credit. Upon receipt of an official transcript, the Director of Education rewards credit according to the following criteria:

- The transcript must be from an accredited institution;
- The grade earned must be a grade C or above;
- Similarity of course content and/or outcomes; and
- The credit hours must be the same or equivalent.

Credit and/or course work taken over seven years prior to admission may not be evaluated. Only course work with a 2.0 grade point average or higher will be considered for evaluation.

Students must successfully complete a minimum of 60 percent of the credit hours required for their designated program at Olympia College.

FINANCIAL INFORMATION

TUITION AND FEES

Program	Credit Units	Textbooks and Equipment (Estimated)	Tuition
Massage Therapy	55	\$1540**	\$9,700
Medical Administrative Assistant	47	\$745***	\$9,700
Medical Assistant	47	\$850***	\$9,700
Practical Nurse	85.5	\$971***	\$20,900
Surgical Technologist	69	\$427***	\$16,600
Dental Assistant	47	\$645***	\$11,200

- Computer Technology is no longer offered at our campus

** Massage Therapy cost includes estimated table and uniform prices.

***Programs include uniform and equipment prices ranging from \$90 to 250.

Additional Fees and Expenses

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students. In addition, Practical Nurse students are responsible for providing clinical assessment kits.

Medical Assistant, Practical Nurse and Surgical Technologist students are required to wear scrubs. Medical Administrative Assistant students are required to wear professional business attire or scrubs. The cost of this attire is unique to each individual student.

Medical Assistant, Practical Nurse and Surgical Technologist students are responsible for providing their Hepatitis B vaccine injections, TB/Chest X-ray, and a signed physical form. Surgical Technologist students must also provide proof of tetanus injection within the last 5 years.

College Tuition Plan

Details on our interest-free cash payment plans are available through Olympia College Business Office. Olympia College also accepts payment of fees with Visa/MasterCard.

FINANCIAL ASSISTANCE

This campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account, or to the lender if they received a federal loan.

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

Federal Stafford Loan (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Application for the FWS program may be made through the Career

Services and Placement office at the Thornton campus and at the Student Finance Office at the Aurora campus. Eligibility is based on financial need and the availability of funds. Work schedules will be arranged according to class schedules and needs of departments.

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Veterans Benefits

Application for veterans benefits may be picked up at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

CANCELLATION/REFUND POLICY

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded. Students have the right to cancel the Enrollment Agreement until midnight of the sixth business day after the date of enrollment. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all monies paid within 30 days of cancellation. Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition.

Students who are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid.

Refunds

This institution when certified by the U.S. Department of Education will be an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

Refund Policies

The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

If the student has not visited the postsecondary educational institution prior to enrollment and upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

Any monies due applicants or students will be refunded within 30 days of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student has received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of attendance is used when a student fails to return from an approved leave of absence.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall

refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the institution during a payment period or a period of enrollment in which the recipient began attendance the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education and/or the College to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Return of SFA Funds

If it is determined that SFA funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:

Unsubsidized Federal Stafford Loan Program;
Subsidized Stafford Loan Program;
Unsubsidized Federal Direct Stafford Loan Program;
Subsidized Federal Direct Stafford Loan Program;
Federal Perkins Loan Programs;
Federal PLUS Loan Program;
Federal Direct PLUS Loan Program;

Federal Pell Grant Program;
 Federal Supplemental Educational Opportunity Grant (FSEOG) Program; and
 Other grant or loan assistance authorized by Title IV of the HEA.

INDIANA STATE POLICY (FOR INDIANA STATE RESIDENTS)

The school will calculate refunds using the Indiana State Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Indiana State Policy:

A Student Whose Last Date of Attendance is...	Is Entitled to a Refund of...	The Institution is Eligible to Retain...
During the first week of the enrollment	90% Tuition	10% Tuition
After the first week of enrollment, but equal to or less than 25% of the enrollment period	75% Tuition	25% Tuition
After 25% of enrollment, but equal to or less than 50% of the enrollment period	50% Tuition	50% Tuition
After 50% of enrollment, but equal to or less than 60% of the enrollment period	40% Tuition	60% Tuition
After completion of 60% of the period of enrollment	0	100% Tuition

Olympia College determines the percent of the program completion as the number of weeks attended in the enrollment period as of the student’s last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged.

Indiana State Policy (For Indiana State Residents)

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student’s request for cancellation or withdrawal.

The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section (5) of this rule:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - (b) If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
 - (c) The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - (d) The student does not meet the postsecondary proprietary educational institution’s minimum admission requirements.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an

application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

4. A student withdrawing from an instruction program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

ILLINOIS DEPARTMENT OF EDUCATION REFUND POLICY (FOR ILLINOIS STATE RESIDENTS)

The school will calculate refunds using the Illinois Department of Education Refund Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Illinois Department of Education Refund Policy computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution is Eligible to Retain...
After sixth day following enrollment but prior to end of student's first day of class attendance	100% of Tuition	0% of Tuition
After first day of class attendance but prior to 5% of the enrollment period	90% of Tuition	10% of Tuition or \$300, whichever is less, plus the cost of books or materials provided by the school
After 5% of the enrollment period but within the first 4 weeks	80% of Tuition	20% of Tuition
During the first 25% of the enrollment period	55% of Tuition	45% of Tuition
After 25% through 50% of the enrollment period	30% of Tuition	70% of Tuition
After 50% of the enrollment period	0% of Tuition	100% of Tuition

For programs longer than one year (12 consecutive months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be cancelled and/or refunded when students terminate during the first year.

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

Veteran's Affairs Refund Policy

A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by U.S. Department of Veterans Affairs regulations. The refund will be within ten (10%) percent of an exact pro rata refund.

ADMINISTRATION POLICIES

ATTENDANCE REQUIREMENTS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time. The following attendance requirements apply to all programs at the College with the exception of the Practical Nurse Program.

Students who miss more than 20 percent of the total classroom hours scheduled for the program may be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program. However, if a student returns on the eleventh day, he/she may appeal the drop.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they may be terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption (See Student Appeal Policy). If their termination is not successfully appealed, they will remain dropped from the program.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will unavoidably absent, he/she should notify the College.

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early

departures will accrue one day of absence on their attendance record.

Re-enrollment Policy

Re-enrollment requests must be approved by the College President or Director of Education. A request for re-enrollment must be submitted, in writing, to the Director of Education.

Available space, as determined by the reenrollment committee, will determine the number of students allowed to re-enroll. All other program requirements must have been completed prior to re-enrolling. Tuition fees must be paid in full per policy prior to re-entry.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the College. Re-entry requests must be approved by the College President or Director of Education.

Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process (See Student Appeal Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the College President or the Director of Education.

Available space, as determined by the re-entry committee, will determine the number of students allowed to re-enter. Tuition fees must be paid in full per policy prior to re-entry. Re-entered students are not guaranteed a seat in every class. All effort will be made to schedule students for available classes.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Any tests or examinations missed due to absence cannot be made up. The only exception to this policy is a documented compelling reason for the absence (e.g. illness with a doctor's note) and approval of the Director of Education.

Attendance Requirements for Practical Nurse Students

Students are required to attend 90% of all class time. Anything less may result in program dismissal.

Students are not permitted to make up absences for the classroom-training portion of their program. However students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will unavoidably absent, he/she should notify the College.

Any student who is absent from class must call the College to notify of absence no later than (one) 1 hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

Any student who will be absent from the clinical must call both the clinical site and the College to notify of absence no later than (one) 1 hour prior to the scheduled clinical time. The student must state his/her name, the instructor, class and reason for absence.

Any student who is absent from the clinical or classroom without giving prior and proper notification (NO CALL/NO SHOW) will be subject to, a verbal warning and afterwards a written warning. Absence without notification may result in program dismissal.

Requirements for Clinicals for Surgical Technologist and Practical Nurse Students

If a student is tardy, inappropriately dressed, in violation of the student code of conduct, or unprepared for clinical, it is the discretion of the clinical instructor to determine if the student will be permitted to participate in the clinical experience. If the student is not permitted to participate in the clinical experience, he/she will receive an absent for that day.

Any student who has more than one absent on a clinical site per course will be removed from the clinical site and will receive a failing grade for the course.

In the case of death of an immediate family member such as a mother, father, sister, brother, child, spouse, domestic partner, the student will be allowed to make up one day of clinical with written documentation. If a student is removed from an externship site, the student will be placed on an externship waiting list until the site is available.

Allied Health Student Disclosure

Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard *H.R. 1.2 #5* which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004.)

Students enrolling in the Surgical Technology or Practical Nurse program will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last 7 years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shoplifting/extortion- including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

UNIT OF ACADEMIC CREDIT

Olympia College lectures and labs are based on a 50-minute clock hour with the exception of the Practical Nurse program where lectures and labs are based on a 60-minute clock hour. Clock hours are converted into credit units to allow for comparison with other postsecondary schools.

Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship with the exception of the Practical Nurse program where students earn one quarter credit hour for each 12 hours lecture, 24 hours of laboratory or 36 hours clinical.

GRADING SYSTEM

The progress and quality of students' work is measured by a system of letter grades or grade percentages. Grades are computed at the end of each term.

Grades will be assigned as follows:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty.	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

CUMULATIVE GRADE POINT AVERAGE (GPA)

A cumulative grade point average will be recorded for each student reflecting the academic performance in his or her program.

LEAVE OF ABSENCE POLICY

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12 month period if there are legitimate extenuating circumstances that require students to interrupt their education.

In order for a student to be granted a LOA, the student must provide the School President or Director of Education with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation – will be placed in the student's file.

Re-admission Following A Leave of Absence

The institution will make every attempt to ensure that students can re-enter at the point at which their

education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for a LOA will have to be denied.

Failure to Return From A Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

Students who have received federal student loans must be made aware that failure to return from an approved leave of absence, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted - forcing the borrower to begin making repayments immediately. Students may be granted a leave of absence (LOA) for certain specific and acceptable purposes. The leave, and any extension, may not exceed 60 calendar days. Note: Students will be granted a LOA only if the courses required for the continuation of their studies are scheduled on their return date.

Written requests for a leave of absence - properly approved, dated and signed by the student and either the school president, education director or appropriate department head - will be maintained in the student's file. Additional charges will not be assessed during the leave of absence.

The leave, and any extension, may not exceed 180 calendar days. Note: Students will be granted a LOA only if the courses required for the continuation of their studies are scheduled on their return date.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module/quarter required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module/quarter to be offered.
- They may be required to repeat the entire module/quarter from which they elected to withdraw prior to receiving a final grade.
- Financial aid may be affected.

SATISFACTORY ACADEMIC PROGRESS

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 2.0 are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Academic Probation

The initial probationary period covers the module/quarter that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat a failed module/quarter during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 2.0, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 but have achieved a GPA of at least 2.0 for the probationary module/quarter, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 for the module/quarter will be withdrawn from training by the College.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 2.0 by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 2.0 will be withdrawn from training by the College.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of "F" or "zero" for the module or course. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

To withdraw from a module/quarter, students must request approval from the instructor. Requests for withdrawal must then be approved by the department chair and Director of Education. Extreme academic, personal hardship or immediate call to active duty military service is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module/quarter grade or cumulative GPA. Withdrawal status remains on record until students complete the module/quarter from which they withdrew. It will have no effect on the module/quarter grade or cumulative GPA.

Students who are contemplating withdrawing from a module/quarter should be cautioned that:

- The entire scheduled length of the module/quarter of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module/quarter to be offered;
- They must repeat the entire module/quarter from which they elected to withdraw prior to receiving a final grade; and

- Financial aid and/or tuition costs may be affected.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a College official. This meeting can help the College correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

Students who fail a module/course must retake that module/course. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and the new grade is earned. If repeating the training is required, the length of the program must not exceed 1 ½ times the planned program length.

When students repeat a module/course, the last grade received for that module/course replaces the original grade on the transcript (even if the original grade was higher), and this new grade is used to calculate the cumulative GPA. Both grades will appear on the transcript.

Students who receive a passing grade for a module or course but wish to repeat the module or course may do so (subject to seat availability).

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training, however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined in the tables below.

Satisfactory Academic Progress Tables

86 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 129 (150% of 86).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 36	66%	N/A
37 - 72	66%	N/A
73 -108	66%	50%
109 - 129	N/A	66%

75 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 112 (150% of 75).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 36	66%	N/A
37 - 72	66%	N/A
73 -108	66%	50%
109 - 112	N/A	66%

47 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 70 (150% of 47).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 23	66%	N/A
24 - 44	66%	50%
45 - 70	N/A	66%

Non-Punitive Grades, Non-Credit or Remedial Courses

The school does not assign non-punitive grades nor offer non-credit or remedial courses.

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the College President.

EXTERNSHIP

As students enter their final phases of training, Olympia College will assign students to externship sites, selecting sites from its files such as hospitals, physicians, clinics, insurance companies, long-term care institutions as well as, home care agencies. Students must be current on all course requirements, meeting Satisfactory Academic Progress (SAP) requirements and must have an up-to-date account with Olympia College before externship can begin. All students must be in compliance with health requirements, including CPR if applicable. The student code of conduct and attendance policy applies to all externship sites. The college reserves the right to withdraw a student at anytime if the code of conduct or attendance policy is violated anytime.

GRADUATION

To be eligible for graduation, students must:

- Complete all required courses with a grade of C or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete an approved externship with a grade of C or above.

Students on academic probation may qualify for graduation if, at the end of the probationary period, they meet the Satisfactory Academic Progress (SAP) policy.

Graduation ceremonies are held two times each year. Eligible graduates receive a certificate of completion or diploma, program pin (Practical Nurse Students), and official transcript.

Practical Nurse Program

A candidate for graduation from the Practical Nurse program must meet the following criteria to be eligible to receive the College certificate:

- Complete all required courses with a grade of C or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.

-
- Complete and submit of all required documents.

The graduation uniform must be purchased by each student prior to graduation. Licensure fees include fees to be paid to the NCLEX Licensure Exam and the State Board of Nursing. These fees are subject to change by the State Board of Nursing and/or NCLEX.

CAMPUS RULES AND REGULATIONS

- Children are not allowed in classrooms.
- All students must keep work areas clean. Classes will be dismissed only after the room has been inspected.
- Smoking is not permitted in the facility.
- Food and beverages are not allowed in computer or medical labs.
- Cell phones are allowed in authorized areas only.

DRESS CODE

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Students are required to wear uniforms, color-coded for the program in which they are enrolled. It is the student's responsibility to purchase the required uniform (if applicable) prior to beginning classes. Proper dress code includes no head wear or jewelry, as applicable to the specific program. At graduation all students are required to wear professional business attire. In the medical profession, there are specific expectations regarding appropriate attire or accessories. These guidelines will be addressed prior to the student participating in externship or clinicals.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

CONDUCT CODE

College maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the college and to prepare for what the student might later expect to find in a professional level work environment. The Colleges maintains the right to discipline students found in violation of college policies.

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

Student Conduct Code

Students must show respect towards and be cooperative with college faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct which may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of college property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college. Violations which warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the college or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated college official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the Student Conduct Code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the college.

Other Student Conduct violations shall be governed by a progressive disciplinary procedure. For isolated, minor Student Conduct Code violations, the College may decide to conduct academic advising and issue a verbal reminder of the Student Conduct Code, or to provide the student with written notice, as the college deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of Student Conduct Code violations or as a form of corrective action short of dismissal from the college.

First Offense

A written warning. The student shall receive a letter which describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense

Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/safety

Immediate dismissal with dismissal letter

Alcohol and Substance Abuse Statement

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus, clinicals or externship sites, is cause for dismissal.

SEXUAL HARASSMENT

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Olympia College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Individuals who feel they have a complaint or a matter they wish to discuss may report the problem directly to the College's administrative officers.

TERMINATION PROCEDURES

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students to be terminated are notified in writing and may appeal to the College President.

HEALTH

All applicants are required to complete a general health questionnaire during the enrollment process. Some of the programs will require a physician physical and lab work. This is program specific and will be discussed prior to the enrollment process. Applicants who have indicated a health problem exists that may interfere with the health and safety of the student or others will be required to obtain a physician's medical release before being admitted.

Injuries or illnesses occurring at Olympia College or an affiliate are to be reported to the instructor or the Director of Education immediately. If an injury occurs, the student must complete an incident report according to the affiliate's or Olympia's policy. The College is not responsible for illness or injury incurred during class, clinical or externship studies. The student is responsible for all costs related to treatment.

If the student has been injured or has a communicable disease, the student will not be allowed to return to class, clinical or externship until a physician's release has been received.

Pregnant students must present a doctor's release before beginning or continuing a course containing clinical study. In some clinical courses, students will be required to validate Rubella Titer Immunity or have a signed waiver in their record, if they are not immune.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as

stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript and diploma preparation is approximately three to five days.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, Department of Education
600 Independence Avenue, SW, Washington, DC 20202-4605

Additional FERPA information is available from the Institution's Business Office.

POLICY AND PROGRAM CHANGES

The school catalog is current as of the time of printing. CSI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

STUDENT GRIEVANCE POLICY

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact:

The Indiana Commission on Proprietary Education
302 W. Washington St. Room 201
Indianapolis, IN 46204

APPEALS PROCEDURES

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the Director of Education for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has fourteen calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeal Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeal committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeal Committee are final.

Students are not allowed to appeal dismissal from school for violation of the Student Code of Conduct.

STUDENT SERVICES

ORIENTATION

Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with Olympia College staff, student expectations, policies, and regulations.

COLLEGE FACULTY AND GUEST LECTURERS

Selection of instructors is based on their educational specialty background, and practical experience. Instructors' qualifications are on file with the accrediting agencies. Olympia College also has an active Advisory Board made up of local health professionals. Guest lecturers may speak throughout the course and may include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

LEARNING RESOURCE CENTER

The Learning Resource Center of Olympia College provides service to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks is available. Access to Internet service for further reference is also available, assistance granted upon request.

The Learning Resource Center is open during normal business hours. All materials are to remain in the building.

PLACEMENT ASSISTANCE

Olympia College offers graduates placement assistance. However, the College does not guarantee employment during the course of the program. Students participate in employment preparation such as resume writing, interviewing techniques, and job search methods. Securing employment for a graduate depends upon a mutual effort between the graduate and the Career Services Department. Olympia College is proud of its record of placement and its continuing placement service available to our alumni. The success of our placement is due to the many satisfied physicians, dentists, hospitals, nursing homes, clinics, and insurance companies who have worked with and employed many of our graduates.

ADVISING

Faculty and staff encourage students to ask for assistance. Specific technical questions relating to the student's course should be directed to the instructor. The administrative staff will advise students in areas of financial aid, placement, and other areas of concern that may affect grades or attendance. At the beginning of the program, students are provided with referral sources for substance abuse counseling.

REGISTRATION AND CERTIFICATION

Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Practical Nursing graduates are immediately eligible to sit for the State of Indiana Practical Nurse Exam. Candidates who pass the exam are considered Licensed Practical Nurses.

Surgical Technologist graduates are immediately eligible to sit for the Surgical Technologist Certification Exam. Candidates who pass the exam are considered a Certified Surgical Technologist (CST).

Medical Administrative Assistant graduates are immediately eligible to sit for the professional coders exam by the American Academy of Professional Coders (AAPC).

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, The College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

STUDENT LOUNGE

Olympia College offers a non-smoking lounge for the students. Many friendships are formed in the comfortable atmosphere shared by individuals with the same interest and dedication.

STUDENT HOUSING/ CHILD CARE

It is the responsibility of the student to make arrangements for housing and childcare while attending school. Children are not allowed in classrooms or labs at any time.

There are apartments and childcare centers in the vicinity of the College. Please check with our admissions representative for current information.

CORINTHIAN SCHOOLS, INC.

The following schools are owned and operated by Corinthian Schools, Inc.:

Bryman College

Anaheim, CA	Alhambra, CA	Gardena, CA
Hayward, CA	Los Angeles, CA	Lynnwood, WA
New Orleans, LA	Ontario, CA	Renton, WA
Reseda, CA	San Bernardino, CA	San Francisco, CA
San Jose, CA	Torrance, CA	West Los Angeles, CA
Whittier, CA		

Bryman Institute

Brighton, MA	Chelsea, MA
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National Institute Of Technology

San Jose, CA

Georgia Medical Institute

Atlanta, GA	Atlanta, GA (DeKalb)	Jonesboro, GA
Marietta, GA	Norcross, GA	

Kee Business College

Chesapeake, VA	Newport News, VA
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National Institute of Technology

Atlanta, GA	Austin, TX	Cross Lanes, WV
Dearborn, MI	Houston (Galleria), TX	Houston (Greenspoint), TX
Houston (Hobby), TX	Long Beach, CA	San Antonio, TX
San Jose, CA	Southfield, MI	

Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI
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Olympia College

Burr Ridge, IL	Chicago, IL	Skokie, IL
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STATEMENT OF OWNERSHIP

These campuses are owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

DIRECTORS

David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS

David G. Moore
Jack D. Massimino
David T. Ruggieri
Beth Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chairman of the Board
Chief Executive Officer
President and Chief Operating Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary