

**CATALOG**  
1996 / 1997  
Volume II

***GREC***

**GRAND RAPIDS EDUCATIONAL CENTERS**

**Since 1972**  
**Health Care Training Programs**

**Grand Rapids Campus**  
**Kalamazoo Campus**  
**Merrillville Campus**

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Includes Listing of Staff, Faculty and Advisory Board

**This catalog is not to be construed as a contract. GREC reserves the right to change fees, tuition or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. GREC offers both equal education and equal employment opportunities.**

**Published in November 1996**

## **INTRODUCTION**

Grand Rapids Educational Centers are licensed by the State of Michigan to provide training in the following fields:

**DENTAL ASSISTANT  
HEALTH CARE ADMINISTRATIVE ASSISTANT  
HEALTH INSURANCE SPECIALIST  
MEDICAL ASSISTANT  
NURSE AIDE**

GREC is institutionally accredited by the accrediting committee of the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) and by the Accrediting Bureau of Health Educational Schools (ABHES).

ACCSCCT and ABHES are listed by the U.S. Department of Education as nationally recognized accrediting agencies under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation. The Accrediting Bureau of Health Education Schools is recognized by the Council of Post-secondary Accreditation (COPA) to accredit institutions of allied health in the private sector. Written copies of these accreditations are available for review.

### **SCHOOL PHILOSOPHY, OBJECTIVES AND MISSION STATEMENT**

Grand Rapids Educational Centers is committed to providing highest quality health education thereby fostering the personal and professional growth of individuals and promoting safe and effective care delivery.

To this end the following objectives have been established.

1. To prepare students for competency in allied health careers.
2. To give students practical experience and training in a chosen field of study.
3. To assist graduates in securing employment and improving career opportunities.
4. To continually be aware and responsive to the changing health care environment to ensure the marketability of our students and services.

### **PHILOSOPHY**

We the faculty and staff, believe that technical education develops the mind, physique, senses and skills thereby nourishing the thinking qualities of the learner. Technical education also provides an awakening of the student to responsibility and expression of personal art work through subject matter of choice. This artistic expression allows personal exploration via problem-solving techniques.

### **HISTORY**

GREC was founded in 1972 and was located in the heart of the city at the Towers Medical Building. In 1980, the school relocated to the Northbrook Office Park and continued with quality health career training programs. Since 1983, GREC has been operated by Malone Management Company. With ever-increasing enrollments and additional program offerings, GREC broke ground for a new facility in northeast Grand Rapids in October of 1992. The Center was completed in the spring of 1993. GREC added two additional locations: in Kalamazoo, Michigan in 1989 and in Merrillville, Indiana in 1996. At the current locations, GREC serves all of West Michigan and Northern Indiana, training students as far north as Petoskey, east to Lansing, south to the Illinois border, and west to the Lake Michigan communities.

**PHYSICAL LOCATION AND FACILITY**

GREC's Grand Rapids campus and main offices are located at 1750 Woodworth St. NE. (off Plainfield NE), Grand Rapids, conveniently located near 131 and I-96. The Kalamazoo additional location is located in Golf Ridge Center (previously the Elk's Country Club), Suite 201, 5349 W. Main, Kalamazoo, convenient to 131 and I-94 expressways. The Merrillville additional location is located at 8315 Virginia St., near Route 30. All three locations have plenty of free parking, are handicapped accessible, and are located near public transportation.

GREC is spacious (Grand Rapids 9,450 sq. ft.; Kalamazoo 6,730 sq. ft.; Merrillville 9000 sq. ft.), modern, smoke-free, air-conditioned, with administrative offices, lecture rooms, medical, dental and computer labs, examination room, typing/ business labs, and student lounges. Class enrollment is limited, and many classes have less than 18 students.

**GRAND RAPIDS CAMPUS**



**1750 Woodworth St. NE, Grand Rapids, MI 49505**

**KALAMAZOO CAMPUS**



**Golf Ridge Center, 5349 W. Main, Kalamazoo, MI 49009**

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## **ADMISSIONS**

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### **ADMISSIONS REQUIREMENTS**

GREC considers each applicant on the basis of scholastic ability, aptitude for profession, and employability. Applicants must be high school graduates or equivalent. However, students can be accepted after completion of their junior year in high school and can enroll while completing their senior year. Prospective students should arrange to visit GREC for a personal interview in advance of expected enrollment. Student health forms and high school/GED transcripts are required on or before the first day of class. GREC retains the right to accept or reject an applicant based on testing scores or scholastic ability and references. Upon acceptance, enrollment will assure a seat in the class.

**Some programs require additional prerequisites. It is important that students thoroughly read and understand the requirements of each program.**

### **NON-DISCRIMINATION POLICY**

**GREC admits students without regard to race, religion, sex, national origin, or handicap.**

### **ADMISSION PROCEDURE**

Before enrollment, prospective students must schedule a personal interview and tour the facility. A qualification questionnaire and aptitude questionnaire must be completed by all applicants.

### **DISABLED STUDENTS**

GREC does not discriminate on the basis of disability in admissions, or access to, or treatment in its programs and activities. However, employment opportunities may be limited for disabled individuals depending upon the nature and degree of their disability. Prospect students who have special needs or particular questions are urged to communicate directly with the Director of the school.

### **ORIENTATION**

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

### **SCHOOL FACULTY AND GUEST LECTURERS**

Selection of instructors is based on their educational and specialty background and practical experience. Instructors' qualifications are on file with the accrediting agencies. GREC also has an active Advisory Board made up of local health professionals. Guest lecturers 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.

### **EQUIPMENT AND VISUAL AID**

To prepare GREC 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.

### **EXTERNSHIP**

As students enter their final phases of training, GREC will assign students to externship sites, selecting sites from its files of hospitals, physicians, dentists, and clinics and insurance companies. Students must be current on all course requirements, meeting Satisfactory Academic Progress (SAP) requirements and must have an up-to-date account with GREC before externship can begin.

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## FINANCIAL ASSISTANCE

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### FINANCIAL AID

Financial aid funds are awarded to supplement family/student tuition contributions when family funds alone cannot cover educational expenses. A student's eligibility for loans and grants is determined by the Financial Aid Representative. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal financial aid. Students may be eligible for one or more of the following student financial aid programs:

- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Family Educational Loan Programs (FFELP)**
  - **Federal Stafford Subsidized Loan**
  - **Federal Stafford Unsubsidized Loan**
- **Federal College Work Study (FCWS)**
- **Veterans Administration Benefits (*Grand Rapids & Merrillville Campuses only*)**
- **GREC High School Scholarship-** The scholarship is applied to the student's account after completion of the program. Contact the Admissions Office for further information.
- **Job Training Partnership Act (JTPA)-** Several local agencies work with GREC on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the Admissions Office for further information.
- **Vocational Rehabilitation Services-** Students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

*All loan recipients will be required to attend an entrance and exit interview as scheduled by the Financial Aid Office.*

*All students must maintain Satisfactory Academic Progress (SAP) to retain eligibility for Title IV Federal Student Aid Programs.*

### SCHOOL TUITION PLAN

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

### FINANCIAL POLICIES

GREC reserve the right to refuse class attendance, release for externship, graduation attendance, awarding of certificate or diploma, placement services and/ or any training services for students whose financial arrangements are not being met. Terms of the payment must be met as set forth in the enrollment agreement. Federal student financial aid awards must be used in fulfillment of a student's financial obligation at GREC. A service fee will be charged for any returned check and the finance charge may be applied to a past due account. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until payment in full is received.

### CANCELLATION & REFUND POLICY

An applicant may cancel enrollment at any time before the commencement of his or her classes. An applicant requesting cancellation within this time shall be entitled to a refund of all monies paid to the school less the registration fee. The registration fee is only refundable within three (3) business days following enrollment, or three (3) business days following the initial visit to the school, whichever is later. Registration fee refunds will be issued to the student no later than fourteen (14) calendar days following receipt of the student's written request. An applicant not requesting cancellation by the scheduled start date will be considered an enrolled student. Once classes have begun, the last date of attendance will be used to calculate refunds. GREC requests that all cancellations be made in writing to the school. GREC reserves the right to reschedule or cancel any class up to one (1) week in advance of the class start date. A student enrolled in a class that GREC cancels or reschedules will be able to either transfer their enrollment to another class or withdraw their enrollment from GREC and receive a refund of their registration fee. The following fair and equitable refund policies will be used for students

terminating after classes have begun. If more than one (1) refund policy applies, GREC will compare policies and use the refund policy calculation which provides the largest refund.

### REFUND POLICIES

**STATUTORY PRO RATA POLICY:** A statutory pro rata refund policy will be considered if the student meets all three (3) of the following requirements: the student received federal student financial aid for the enrollment period, the student is a first-time student at GREC, the student withdrew on or before the sixty percent (60%) point in time of the enrollment period for which he or she was charged. GREC determines the sixty percent (60%) point as the number of weeks attended in the enrollment period as of the student's withdrawal date divided by the number of weeks comprising the enrollment period for which the student has been charged. A pro rata refund is a refund of not less than that portion of tuition, fees, and other charges assessed to the student by the institution equal to the portion of the enrollment period for which the student has been charged that remains on the withdrawal date, rounded downward to the nearest tenth percent (10%), but never less than ten percent (10%) of that period, minus any unpaid charges for the enrollment period for which the student has been charged and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. The portion of the enrollment period for which the student has been charged that remains on the withdrawal date is determined by dividing the number of weeks remaining in the enrollment period as of the student's withdrawal date by the number of weeks comprising the enrollment period for which the student has been charged. GREC will exclude from the institutional charges, the documented cost to the school of books or equipment that was not return in their original condition within twenty (20) days after withdrawal.

**FEDERAL REFUND POLICY ( *Applicable only for students that are not included under Statutory Prorata*):**

A student withdrawing up to one week before or on the first day of class, is entitled to a refund of one hundred percent (100%) of the total institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student withdrawing after attending more than the first day of class but equal to or less than ten percent (10%) of the enrollment period is entitled to a ninety percent (90%) refund of institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student withdrawing after attending more than ten percent (10%) but equal to or less than twenty-five percent (25%) of the enrollment period is entitled to a fifty percent (50%) refund of institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student withdrawing after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the enrollment period is entitled to a twenty-five percent (25%) refund of institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student withdrawing after attending more than fifty percent (50%) of the enrollment period, is not entitled to a refund. GREC will exclude from the institutional charges, the documented cost to the school of any un-returnable books or equipment that were returned in their original condition within twenty (20) days after withdrawal. When calculating the federal refund policy, GREC must subtract any unpaid charges from the amount retained by the school. GREC views all enrolled students as first-time students. GREC determines the amount of unpaid charges for the enrollment period for which the student has been charged as the total amount charged to the student for the enrollment period minus the total aid paid to the institutional costs for the payment period for which the student attended, and minus any student's cash payment paid to the institutional costs. GREC determines a student's official withdrawal date as either the date the student notifies the school in writing of his or her intent to withdraw or the date of the withdrawal specified in writing by the student whichever is later. In case of an unofficial withdrawal, the withdrawal date is the last recorded date of class attendance, as documented by the school. GREC determines the percent of the program completion as the number of weeks attended in the enrollment period as of the student's withdrawal date divided by the number of weeks comprising the enrollment period for which the student has been charged. GREC will refund monies due to Federal Family Educational Loan Programs within sixty (60) days from the withdrawal.

GREC will refund monies due to Federal Pell Grant and Federal SEOG within thirty (30) days from the withdrawal. GREC will refund any monies due the student within thirty (30) days from the date the student officially notifies the school in writing of the withdrawal. Tuition will be refunded in the following order: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal Pell Grant, Federal SEOG, other federal student aid programs, other federal, state, private or institutional source of aid, student.

**SPECIAL CASES:** In the case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the program, the school- upon written notice- shall make a settlement which is reasonable and fair to both parties.

GREC will provide examples of its refund policies if requested by a student.

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## **STUDENT SERVICES**

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### **PLACEMENT ASSISTANCE**

GREC offers graduates placement assistance; however the school 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. GREC 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 encourages 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).

Dental assistant graduates are immediately eligible to sit for the Radiation Health & Safety portion of the Certified Dental Assistant examination. Dental assistant graduates are radiography certified.

Nurse Aide graduates are eligible to sit for the Certified Nurse Aide examination (CNA).

### **STUDENT LOUNGE**

GREC 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 child care while attending school.

There are apartments and child care centers in the vicinity of the school. Please check with our Admissions Representative for current information.



## ACADEMIC INFORMATION

### **APPLICATION AND ENROLLMENT POLICY**

A fee is not required to apply to GREC. Applicants must complete admissions requirements and be accepted by the school before they can enroll in a program. If an applicant has been accepted by the school and wishes to enroll in a program, a registration and enrollment agreement must be executed by the applicant and a school official. The registration fee is required at that time. An applicant is then officially enrolled in the school and considered a student.

### **ATTENDANCE REQUIREMENTS**

Due to the nature of the training, GREC does not differentiate between an excused or non-excused absence in computing the maximum number of absences allowed. Being tardy three (3) times or leaving class early three (3) times is counted as one (1) absence. A student will be considered tardy if he/she arrives to class at least five (5) minutes late. A leave early is whenever a student leaves the classroom before he or she is dismissed by the instructor. Any student who arrives or leaves more than thirty (30) minutes after or before class starts or ends will be marked as one half (1/2) an absence. All students are required to attend eighty-five percent (85%) of scheduled classroom time to remain eligible for funding and graduation. Excessive absences may be cause for termination from GREC. **Some programs have different attendance requirements. Check specific programs for additional information. GREC programs must be completed within a maximum of 150% of the schedule.**

The school must be notified in advance if the student will be absent from class. Arrangements must be made by the student to make up missed class work. Remember, employers look at attendance records when contemplating hiring.

### **GRADING SYSTEM**

Grades are computed at the end of each term. Final transcripts are distributed to students approximately three (3) weeks following the completion of their program. Grades are not distributed to students lacking high school transcripts or owing GREC money. Copies are maintained and become part of the student's permanent record.

<b>Letter Grade</b>	<b>Score</b>	<b>Points</b>
A	100-96	4.0 PTS
A-	95-91	3.7 PTS
B+	90-87	3.3 PTS
B	86-83	3.0 PTS
B-	82-79	2.7 PTS
C+	78-75	2.3 PTS
C	74-71	2.0 PTS
C-	70-67	1.7 PTS
D+	66-63	1.3 PTS
D	62-59	1.0 PTS
D-	58-55	0.7 PTS
F	54-0	0 PTS
WA (Withdrawal Academic)	Withdrawal	0 PTS
W (Attendance)	Withdrawal	0 PTS
I (Incomplete)	Incomplete	0 PTS
S (Satisfactory)	-----	0 PTS
U (Unsatisfactory)	-----	0 PTS

### **EXAMINATION, MAKE-UP TESTS AND LABS**

ONLY for extenuating circumstances, such as illness, accident, or leave of absence will the student be allowed to make special arrangements to make up work.

### **CUMULATIVE GRADE POINT AVERAGE (GPA)**

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

### **INCOMPLETES, WITHDRAWAL, RE-ENTRY AND REPEAT POLICY**

Students who receive an incomplete grade (I) and who do not satisfactorily complete the required work to remove the incomplete from their record, will receive the otherwise earned letter grade (normally an "F"). Students earning a grade of "F" in any course must repeat the course satisfactorily prior to graduation. All repetitions of an academic area require prior approval from the Director of the school. If a course is repeated, the last earned grade will substitute for the prior grade. Students who withdraw or have been dismissed from the program are considered to have terminated from the school and may be considered for re-entry only after the Director's approval.

### **ACADEMIC/ ATTENDANCE WITHDRAWAL**

A student who is dropped from the program due to not meeting the academic progress policy will receive a letter grade "WA". If the student is dropped due to not maintaining satisfactory attendance, the student will receive a letter grade "W".

### **SATISFACTORY/ UNSATISFACTORY**

A satisfactory "S" or unsatisfactory "U" is given if the course is designed as pass/fail. Grades of "S" or "U" are not computed in the student's grade point average.

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Student academic/ attendance progress information is available upon request. Students must maintain an overall GPA of at least 2.0. Students must attend no less than eighty-five percent (85%) of scheduled class time.

Academic achievement will be evaluated every five (5) weeks. Students whose GPA is below 2.0 will be placed on academic probation for the following five (5) weeks and notified. **Programs which require variations in this policy will have them outlined in their program description later in this catalog.**

Removal from Academic Probation: The student will be removed from academic probation at the end of the five (5) weeks when his/her GPA is at or above 2.0.

Academic Dismissal: If a student is on academic probation and his/her GPA during the probationary period remained below 2.0, he/she will be dismissed. If he/she receives all failures (grade F) the first term (5 weeks), he/she will be dismissed.

Professional conduct must be maintained by GREC students at all times. Students will be placed on probationary status if the above criteria for academics, attendance, and conduct are not maintained. If a student does not complete course work in the maximum time frame allowed, the student's status will change from an incomplete to a drop.

### **APPEALS**

Students wishing to appeal any of the above policies and/or procedures must submit a written request to the school director. In cases of extenuating circumstances, special arrangements may be made with an appointed school official. Any special circumstances will be handled on an individual basis.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students must:

- Complete all required courses with a grade D- 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 D- or above.
- Pay all monies due to the school.

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

Students must pay all financial obligations in full before they can receive their transcript and certificate.

At least one formal graduation ceremony is held each year. Graduates receive a certificate of completion or diploma, program pin, and official transcript.

## **CERTIFICATE OF COMPLETION/ DIPLOMA**

Students successfully completing all requirements of a program will be presented with either a certificate or diploma from Grand Rapids Educational Centers according to program policy. The student will not receive a certificate or diploma if tuition is owed to GREC.

## **ACADEMIC TRANSCRIPTS**

Academic transcripts will be issued upon receipt of a written request by the student. Official transcripts may be requested at a fee of five dollars (\$5.00). There is no charge for the first unofficial transcript requested. A two dollar (\$2.00) fee will be charged for each subsequent unofficial transcript.

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## **STUDENT INFORMATION**

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### **DRESS CODE**

Medical, dental, and health care administrative assistant students are required to wear a white cotton turtleneck or white knit polo shirt, white uniform skirt or white straight-leg uniform pants to the ankle, all white belt, white/natural hosiery with skirts, all white socks/ hosiery with pants, and all white leather clinical/ tennis shoes. Health insurance specialist students are required to wear professional business attire during training. Name tags are to be worn by all students at all times, even if not in uniform. At graduation students are required to wear professional business attire.

### **STUDENT CODE OF CONDUCT**

Students are required to follow standards of conduct that are typically expected in the health care profession. Violations include dishonesty, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, vandalism of school property or equipment, or any conduct that interferes with the learning progress of other students.

Substance abuse, cheating, plagiarism, carrying weapons, and stealing during school related activities such as lecture, lab, business hours, field trips, externships, etc., or on school property will be cause for termination from GREC without re-entry into the school.

### **SEXUAL HARASSMENT**

Sexual harassment is unacceptable conduct at Grand Rapids Educational Centers and will not be tolerated or condoned. Sexual harassment is any unsolicited verbal or physical conduct of a sexual nature which is unwelcome. Any student who uses implicit or explicit coercive sexual behavior to control, influence, or affect the performance or learning environment of a student is engaging in sexual harassment. A student who believes he or she is being sexually harassed is encouraged to report the harassment to the Executive Director or any other authorized personnel. All information disclosed will be kept confidential unless otherwise authorized by the complaining party. All such complaints will be thoroughly investigated. If the complaints of sexual harassment are found to be true, appropriate disciplinary action will follow.

### **RELEASE OF INFORMATION/ CONFIDENTIALITY OF RECORDS**

The Family Educational Rights and Privacy Act of 1974 provides that all students records are confidential and available only to that student and if under 21, his or her parent(s), to school officials and to outside agencies that provide the student with financial assistance. Students may review their records upon written request to the Executive Director. Student information will be released only after written permission is received for each occurrence.

### **STUDENT CONCERN POLICY**

Any student with a concern regarding any portion of his/ her training program at Grand Rapids Educational Center should pursue the following procedure:

Put the concern in writing and submit the concern to the appropriate staff in the following order:

1. Instructor
2. Program Coordinator
3. Executive Director
4. President  
Grand Rapids Educational Centers, Inc.  
1750 Woodworth St. NE  
Grand Rapids, MI 49505-2301

Each of the above listed parties will respond within ten (10) business days of having received the written concern. The student may proceed with the next appropriate party only if they have received an unsatisfactory response or if the appropriate party failed to respond within the time specified. The response of the President will be final. If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact the Michigan Department of Education, Proprietary School Unit, Box 30008, Lansing, MI, 48909.

### **STUDENT COMPLAINT/ GRIEVANCE PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career School and Colleges of Technology. All complaints considered by the commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the commission.

### **CONSUMER INFORMATION**

For additional consumer information and the availability of comparable information related to tuition and program length, please contact ACCSCCT at: 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 or call (703) 247-4212.

### **HOLIDAYS AND VACATIONS**

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the day following), and Christmas Day are scheduled holidays. Winter vacation is scheduled between Christmas and New Years Day.

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**PROGRAMS**

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**\* NOT ALL PROGRAMS ARE OFFERED AT ALL CAMPUSES.**

**DENTAL ASSISTANT PROGRAM**

**EDUCATIONAL OBJECTIVES**

This program is designed to provide the student with the necessary skills to obtain an entry-level position as a dental assistant. Students learn a fundamental knowledge of dental anatomy and physiology, terminology, dental materials, dental specialties, nutrition, preventive dentistry, chair-side assisting, clinical experience/ practice, radiography instrumentation and equipment, sterilization, bacteriology, pathology, pharmacology, and laboratory demonstration/ practice. Externship provides the student with the opportunity to put these skills to use before actual placement in the health care field.

**COURSE OBJECTIVE**

Upon completion of the Dental Assistant Program, the student will possess the necessary theoretical knowledge and skills to perform as a dental assistant in both the business and clinical areas.

**DENTAL ASSISTANT PROGRAM  
COURSES**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
DC 101	Basic Sciences I	2
DC 102	Basic Chairside Techniques	2
DC 103	Basic Sciences II	2
DC 105	Restorative Dentistry I	2
DC 201	Dental Radiography	2
DC 202	Restorative Dentistry II	2
DC 204	Dental Specialties	1
DC 205	Basic Preventive Health Care	1
DL 101	Clinical Dental Lab I	1
DL 102	Clinical Dental Lab II	1
DL 201	Clinical Dental Lab III	1
DL 203	Dental Lab IV	2
DL 301	Dental Lab V	2
DB 101	Dental Office Procedures I	2
DB 102	Dental Office Procedures II	2
DB 201	Dental Insurance	2
DB 203	Dental Office Procedures III	2
DB 204	Dental Office Procedures IV	2
KB 101	Keyboarding	1
KB 102	Computer Keyboarding	1
ES 101	Life Skills	2
ES 301	Employability Skills	1
EX 301	Externship I	1
EX 302	Externship II	6

\* Class size: average: 15 students, maximum: 20 students / 30-36 week program  
(All GREC lectures, and labs are based on a 60-minute clock hour.)

\* 720 hours =43 quarter credit hours

One quarter credit hour is equal to : 10 hours lecture, 20 hours of laboratory, or 30 hours of externship.  
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.



*GREC Dental Assisting students learn a wide spectrum of chairside procedures in our fully equipped dental laboratory.*

## **DENTAL ASSISTANT PROGRAM COURSE DESCRIPTIONS**

### **DC 101 - BASIC SCIENCES I**

This class is designed to give the theory needed to begin a career in the dental field. Class includes dental anatomy and physiology, tooth histology and morphology. Infection Control techniques used in the dental atmosphere will be included.

*A 2.0 GPA is required for all clinical courses.*

20 HOURS LECTURE = 2 CREDIT HOURS

### **DC 102 - CHAIRSIDE TECHNIQUES**

The information given in this class is designed to enable the student to perform and assist in dental chair-side procedures, such as oral evacuation, instrument transfer, tooth brushing, proper charting techniques, infection control, nutrition and preventative care.

*A 2.0 GPA is required for all clinical courses.*

20 HOURS LECTURE = 2 CREDIT HOURS

### **DC 103 - BASIC SCIENCES II**

Continuation of the theoretical basis learned in DC 101. This class will focus on microbiology, anesthesia, infection control and the Dental Assistant's role in the dental lab.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: DC 101

20 HOURS LECTURE = 2 CREDIT HOURS

**DC 105 - RESTORATIVE DENTISTRY I**

Theoretical knowledge and background of amalgam procedures, the most commonly used dental materials used in the dental office and impression materials will be studied. Included in this course will be the study of hand and rotary instruments used in the dental lab. The student will be expected upon completion of this class to recognize instruments used in operational dental labs.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: DC 101 and DC 102

20 HOURS LECTURE = 2 CREDIT HOURS

**DC 201 - DENTAL RADIOGRAPHY**

This course will discover all the theory needed to perform the duties associated with exposing, developing and mounting radiographs. Also covered in this class will be the patient and the operators safety regulations in accordance with the State of Michigan Regulations.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: DC 102

20 HOURS LECTURE = 2 CREDIT HOURS

**DC 202 - RESTORATIVE DENTISTRY II**

Continuation of knowledge learned in DC 105. Composite and crown and bridge materials, cements and impression materials will be studied. Emphasis will be on studying up to date procedures and materials.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: DC 105

20 HOURS LECTURE = 2 CREDIT HOURS

**DC 204 - DENTAL SPECIALTIES**

Provides the student the knowledge, background and opportunity to learn and experience the dental specialties through theory and facility tours when available.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: DC 201

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**DC 205 - BASIC PREVENTIVE HEALTH CARE**

This is designed to prepare the student for their outcome assessment in the Prep Lab Final. The student will learn CPR and vital signs.

*A 2.0 GPA is required for all clinical courses.*

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**DL 101 - DENTAL LAB I**

The student will put into practice what knowledge they have acquired in DC 101 and DC 102.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

20 HOURS LAB = 1 CREDIT HOUR

**DL 102 - DENTAL LAB II**

Continuation of skills taught in DL 101. A skills building lab to further develop the "Hands of Learning", and utilization of information acquired from Restorative Dentistry and Dental Materials class.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: DL 101

20 HOURS LAB = 1 CREDIT HOUR

**DL 201 - DENTAL LAB III**

Continuation of skills taught in DL 102. Skills will continue to be developed as the students put into practice knowledge learned in Restorative and Dental Materials classes.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: DL 102

20 HOURS LAB = 1 CREDIT HOUR

**DL 203 - DENTAL LAB IV**

Continuation of skills taught in DL 201. This class allows for the students to work on the chair-side duties most commonly used in the dental practice. It also allows the student to work one on one with an instructor.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: DL 201

40 HOURS LAB = 2 CREDIT HOURS

**DL 301 - DENTAL LAB V**

Continuation of skills taught in DL 203. Designed to allow the student the opportunity to expose radiographs upon successful completion of Radiology II. Time is also permitted to practice the procedures presented in Dental Specialties.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: DL 202

40 HOURS LAB = 2 CREDIT HOURS

**DB 101 - DENTAL OFFICE PROCEDURES I**

This course will introduce the student to basic editing and proof reading skills, the preparation of written communication and mail processing techniques. Telephone etiquette, appointment control and patient flow, as well as inventory control. Dental/Medical records management, filing systems and basic psychology will be included in the course-work. This course will enable the student to perform the basic skills required to function in a dental office.

20 HOURS LECTURE = 2 CREDIT HOURS

**DB 102 - DENTAL OFFICE PROCEDURES II**

Continuation of knowledge learned in DB 101. The student will acquire knowledge necessary to obtain a legal and professional patient medical and dental history and registration. Clear and accurate dental charting and legality of charting will be discussed.

Pre-requisite: DB 101

20 HOURS LECTURE = 2 CREDIT HOURS

**DB 201 - DENTAL INSURANCE**

Principles of coding, terminology, theory and application of major insurance programs with hands on approach is the emphasis of this program. The student will prepare insurance claim forms manually and electronically. This class will utilize practical exercises to reinforce the material obtained from Dental Insurance Lecture.

Pre-requisite: DB 101 & DB 102

20 HOURS LECTURE = 2 CREDIT HOURS

**DB 203 - DENTAL OFFICE PROCEDURES III**

Continuation of knowledge learned in DB 201. Basic bookkeeping systems, as well as daily ledger systems will be taught in this course. The student will also learn to prepare payroll, manage petty cash, and the banking responsibilities required in a dental office environment

Pre-requisite: DB 102

20 HOURS LECTURE = 2 CREDIT HOURS

**DB 204 - DENTAL OFFICE PROCEDURES IV**

Continuation of knowledge learned in DB 203. The student will learn how to manage the accounts payable, accounts receivable and the billing and financial arrangement necessary to function in a dental office environment.

Pre-requisite: DB 203

20 HOURS LECTURE = 2 CREDIT HOURS

**KB 101 - KEYBOARDING**

The student will learn basic keyboarding concepts utilized on a standard typewriter keyboard. Emphasis will be on speed and accuracy.

20 HOURS LAB = 1 CREDIT HOUR

**KB 102 - COMPUTER KEYBOARDING**

This is a continuation of skills taught in KB 101 with the utilization on an IBM compatible personal computer system, the student will learn word processing and basic DOS applications.

Pre-requisite: KB 101

20 HOURS LAB = 1 CREDIT HOUR



**ES 101 - LIFE SKILLS**

Students will learn to define goals, develop self-esteem, study skills, budgeting, parenting, conflict management, problem solving and reinforce time management skills.

20 HOURS LECTURE = 2 CREDIT HOURS

**ES 301 - EMPLOYABILITY SKILLS**

The student will learn to prepare a resume, cover letter and follow-up correspondence for pursuing a job, interviewing techniques, job search skills, customer service skills, job conflict management and problem solving and teamwork.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**EX 301 - EXTERNSHIP I**

Upon completion of a preparatory lab, students will be able to start their externship training. The first 40 hours of externship will introduce them to their particular field. This involves, but is not limited to, obtaining a site, interviewing for a position, and starting the orientation process

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

**EX 302 - EXTERNSHIP II**

Continuation of skills learned in EX 301 through extended training on an Externship site. It will involve applied hands-on skills from the knowledge obtained in the class room. Proficiency skills are assessed and job placement and search implemented upon successful completion of externship.

Pre-requisite: EX 301.

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

## HEALTH CARE ADMINISTRATIVE ASSISTANT PROGRAM

### EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as an administrative assistant in a physician's office, dentist's office, hospital business office, health maintenance organization, or insurance company. Career training includes appointment scheduling, medical records management, inventory control, payroll, collections, banking and bookkeeping, word processing, computerized patient management for both medical and dental practices, communication and organizational skills, medical/ dental terminology, medical transcription, and human anatomy. Administrative assistant students receive additional instruction in insurance billing and CPR, blood pressure, and patient charting. Externship provides the student the opportunity to put these skills to use before actual placement in the health care field. **In order to be considered a candidate for this program, students must meet basic requirements for admission and pass a typing test.**

### COURSE OBJECTIVE

Upon completion of the Health Care Administrative Assistant Program, the student will have the knowledge and skills to carry out administrative assistant responsibilities in a health care setting.

## HEALTH CARE ADMINISTRATIVE ASSISTANT PROGRAM COURSES

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
HMT 101	Medical Terminology I	2
HMT 102	Medical Terminology II	2
HMT 201	Medical Terminology III	2
HDT 202	Dental Terminology I	2
HDT 301	Dental Terminology II	2
HB 104	Health Care Office Procedures I	2
HB 108	Health Care Office Procedures II	2
HB 205	Bookkeeping	2
HB 206	Health Care Office Procedures III	2
HB 208	Health Care Office Procedures IV	2
HI 101	Insurance Coding	2
HI 102	Introduction to Insurance & Managed Care	2
HI 206	Insurance I	2
HI 308	Dental Insurance	2
KB 101	Keyboarding	1
KB 102	Computer Keyboarding	1
KB 103	Information Systems Theory	1
KB 201	Transcription I	1
KB 202	Transcription II	1
KB 203	Word Processing	1
KB 301	Computerized Records Management	0.5
HI 306	Insurance II	2
ES 101	Life Skills	2
ES 301	Employability Skills	1
EX 301	Externship I	1
EX 302	Externship II	6

\* Class size: average: 11 students, maximum: 20 students / 30-36 week program  
(All GREC lectures, and labs are based on a 60-minute clock hour.) \* 720 hours = 46 quarter credit hours.  
One quarter credit hour is equal to : 10 hours lecture, 20 hours of laboratory, or 30 hours of externship.  
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.



*Rounding out the GREC curriculum is an introductory course in computer operation. Students learn the concepts of word processing and computerized patient billing in realistic, simulated office situations.*

#### **HEALTH CARE ADMINISTRATIVE ASSISTANT PROGRAM COURSE DESCRIPTIONS**

##### **HMT 101 - MEDICAL TERMINOLOGY I**

Provides a basic study of anatomy and physiology of the human body and related diseases. This course will focus on an overall introduction of medical terminology, as well as basic knowledge of Integumentary and Cardiovascular Systems.

20 HOURS LECTURE = 2 CREDIT HOURS

##### **HMT 102 - MEDICAL TERMINOLOGY II**

Continuation of knowledge learned in HMT 101. Emphasis of this course focuses of the body systems such as respiratory, muscular, skeletal and digestive. An introduction to pharmacology, prescription writing and interpretations included.

Pre-requisites: HMT 101

20 HOURS LECTURE = 2 CREDIT HOURS

##### **HMT 201 - MEDICAL TERMINOLOGY III**

Continuation of knowledge learned in HMT 102. The following additional body systems will be studied: urinary, nervous, reproductive and endocrine systems. Upon conclusion of Medical Terminology classes, students should have basic knowledge of the human body and how it applies to Health Care Administrative Assistant.

Pre-requisites: HMT 102

20 HOURS LECTURE = 2 CREDIT HOURS

##### **HDT 202 - DENTAL TERMINOLOGY I**

This course introduces basic knowledge of anatomy and physiology of the oral cavity. Terminology related to dentistry will be introduced. tooth morphology, oral histology, anesthesia and preventative dentistry will be included.

20 HOURS LECTURE = 2 CREDIT HOURS

##### **HDT 301 - DENTAL TERMINOLOGY II**

Continuation of knowledge learned in HDT 202. Dental specialties, operative dentistry, prosthodontics, periodontics, endodontics, oral surgery and orthodontics will be discussed.

Pre-requisites: HDT 202

20 HOURS LECTURE = 2 CREDIT HOURS

**HB 104 - HEALTH CARE OFFICE PROCEDURES I**

An overview of general business practices of a health care office is the focus of this class. The student will learn oral communication skills, appointment control, proper telephone etiquette and customer service.

20 HOURS LECTURE = 2 CREDIT HOURS

**HB 108 - HEALTH CARE OFFICE PROCEDURES II**

Continuation of knowledge learned in HB 104. Business math including addition, subtraction, fraction and calculator skills will be learned in this course. The student will also learn about office machines.

Pre-requisites: HB 104

20 HOURS LECTURE = 2 CREDIT HOURS

**HB 205 - BOOKKEEPING**

Principles of business accounting will be introduced. Accounts receivable, pegboard, banking, accounts payable and payroll will be taught.

20 HOURS LECTURE = 2 CREDIT HOURS

**HB 206 - HEALTH CARE OFFICE PROCEDURES III**

Continuation of knowledge learned in HB 108. Proper filing systems, inventory control, law and ethics, and patient records will be studied in this course.

Pre-requisite: HB 108.

20 HOURS LECTURE = 2 CREDIT HOURS

**HB 208 - HEALTH CARE OFFICE PROCEDURES IV**

Principles of patient interaction and psychology of human behavior will be covered. Attention to customer service, and patient management will be introduced.

Pre-requisite: HB 205

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 101 - INSURANCE CODING**

A basic knowledge necessary to understand and apply information to accurately bill claims. Computation of medical billing will be introduced. Insurance terminology and comprehension of converting diagnosis and procedures to the ICD-9, CPT-4 and MUPC coding format will also be taught.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 102 - INTRODUCTION TO INSURANCE AND MANAGED CARE**

The student will learn an introduction to claims, legal issues, fees, costs, coordination of benefits, managed care, HMO's, PPO's, points of service, pre-authorization and referrals.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 206 - INSURANCE I**

Qualifications, limitations, and specifics of Medicare, Medicaid, physicians/insurance contracts will be discussed.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 306 - INSURANCE II**

Continuation of knowledge learned in HI 206. Rules and regulations of Blue Cross/Blue Shield, CHAMPUS, Disability, workers compensation and hospitals services will be discussed.

Pre-requisite: HI 206

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 308 - DENTAL INSURANCE**

Principles of coding, terminology, theory and application of major insurance programs is the emphasis of this course. The student will prepare insurance claim forms manually and electronically.

20 HOURS LECTURE = 2 CREDIT HOURS

**KB 101 - KEYBOARDING**

The student will learn basic keyboarding concepts utilized on a standard typewriter keyboard. Emphasis will be on speed and accuracy.

20 HOURS LAB = 1 CREDIT HOUR

**KB 102 - COMPUTER KEYBOARDING**

This is a continuation of skills taught in KB 101 with the utilization on an IBM compatible personal computer system, the student will learn word processing and basic DOS applications.

Pre-requisite: KB 101

20 HOURS LAB = 1 CREDIT HOUR

**KB 103 - INFORMATION SYSTEMS THEORY**

Introduction to computer terminology, hardware, software, data, data storage and the development of computer information systems.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**KB 201 - TRANSCRIPTION I**

Students will be typing transcripts, medical letters and reports. The focus will be on accuracy and speed.

Pre-requisite: KB 102

20 HOURS LAB = 1 CREDIT HOUR

**KB 202 - TRANSCRIPTION II**

Continuation of skills learned in KB 201. Students will spend lab time completing a required number of case studies utilizing a keyboard and Dictaphone.

Pre-requisite: KB 201

20 HOURS LAB = 1 CREDIT HOUR

**KB 203 - WORD PROCESSING**

The student will learn basis word processing functions and systems through application and exercises with the utilization on an IBM compatible personal computer system.

20 HOURS LAB = 1 CREDIT HOUR

**KB 301 - COMPUTERIZED RECORDS MANAGEMENT**

In this final keyboarding class, students will be allowed to complete classroom assignments, improve WPM and advance computer knowledge. Upon completion of this lab, students will be able to do data entry with speed and efficiency.

Pre-requisite: KB 202

10 HOURS LAB = 0.5 CREDIT HOUR

**ES 101 - LIFE SKILLS**

Students will learn to define goals, develop self-esteem, study skills, budgeting, parenting, conflict management, problem solving and reinforce time management skills.

20 HOURS LECTURE = 2 CREDIT HOURS

**ES 301 - EMPLOYABILITY SKILLS**

The student will learn to prepare a resume, cover letter and follow-up correspondence for pursuing a job, interviewing techniques, job search skills, customer service skills, job conflict management and problem solving and teamwork.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**EX 301 - EXTERNSHIP I**

Upon completion of a preparatory lab, students will be able to start their externship training. The first 40 hours of externship will introduce them to their particular field. This involves, but is not limited to, obtaining a site, interviewing for a position, and starting the orientation process

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

**EX 302 - EXTERNSHIP II**

Continuation of skills learned in EX 301 through extended training on an Externship site. It will involve applied hands-on skills from the knowledge obtained in the class room. Proficiency skills are assessed and job placement and search implemented upon successful completion of externship.

Pre-requisite: EX 301

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

## HEALTH INSURANCE SPECIALIST PROGRAM

### EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the skills necessary for an entry-level position in either the insurance field or the allied health industry. Hands-on experience will be gained as the student will prepare medical and dental insurance claims using current CPT-4 and ICD-9 coding standards. This information will be transferred to the appropriate claim forms and be prepared for processing. The student will also learn how to review the claim as it is received by the insurance company and to examine payment. The course-work includes medical and dental terminology, anatomy and physiology which provides the student with the information needed to evaluate and properly process insurance claims. Additional areas of training include customer service, business correspondence, and employability skills. Externship provides the student with the opportunity to put these skills to use before actual placement in the health care field. **In order to be considered as a candidate for this program, a student must meet basic admission requirements and pass a typing test.**

### COURSE OBJECTIVE

Upon completion of the Health Insurance Specialist Program, the student will possess the knowledge and skills required to function as a health claims examiner, medical biller, insurance claims coder/ keyer, or insurance office assistant.

### HEALTH INSURANCE SPECIALIST PROGRAM COURSES

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
HMT 101	Medical Terminology I	2
HMT 102	Medical Terminology II	2
HMT 201	Medical Terminology III	2
HDT 202	Dental Terminology I	2
HDT 301	Dental Terminology II	2
HI 103	Medical Claims Theory I	2
HI 104	Insurance Terminology	4
HI 105	Medical Billing & Coding	2
HI 108	Fundamentals of Claims Examining	2
HI 202	Medical Claims Theory II	2
HI 203	Hospital Coverages	2
HI 301	Insurance Plans I	1
HI 304	Insurance Plans II	1
HI 307	Insurance Plans III	1
HI 308	Dental Insurance	2
HL 103	Medical Claims Examining I	1
HL 105	Medical Coding Applications I	1
HL 203	Medical Coding Applications II	1
HL 204	Medical Claims Examining II	1
HL 301	Medical Claims Examining II	1
HB 201	Office Procedures I	2
HB 203	Office Procedures II	2
KB 203	Word Processing	1
KB 304	Computerized Claims I	1
KB 305	Computerized Medical Billing	1
KB 306	Computerized Insurance Forms	1
KB 308	Computerized Claims II	1
ES 101	Life Skills	2
ES 301	Employability Skills	1
EX 303	Externship	5

\* Class size: average 9 students, maximum: 15 students / 34-40 week program  
 (All GREC lectures and labs are based on a 60- minute clock hour.) \* 750 hours = 51 quarter credit hours.  
 One quarter credit hour is equal to : 10 hours lecture, 20 hours of laboratory, or 30 hours of externship.  
 GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.



*GREC's Health Insurance Specialist Program prepares students for career opportunities in health claims examining and health insurance billing.*

### **HEALTH INSURANCE SPECIALIST PROGRAM COURSE DESCRIPTIONS**

#### **HMT 101 - MEDICAL TERMINOLOGY I**

Provides a basic study of anatomy and physiology of the human body and related diseases. This course will focus on an overall introduction of medical terminology, as well as basic knowledge of Integumentary and Cardiovascular Systems.

20 HOURS LECTURE = 2 CREDIT HOURS

#### **HMT 102 - MEDICAL TERMINOLOGY II**

Continuation of knowledge learned in HMT 101. Emphasis of this course focuses of the body systems such as respiratory, muscular, skeletal and digestive. An introduction to pharmacology, prescription writing and interpretations included.

Pre-requisites: HMT 101

20 HOURS LECTURE = 2 CREDIT HOURS

#### **HMT 201 - MEDICAL TERMINOLOGY III**

Continuation of knowledge learned in HMT 102. The following additional body systems will be studied: urinary, nervous, reproductive and endocrine systems. Upon conclusion of Medical Terminology classes, students should have basic knowledge of the human body and how it applies to Health Care Administrative Assistant.

Pre-requisites: HMT 102

20 HOURS LECTURE = 2 CREDIT HOURS

#### **HDT 202 - DENTAL TERMINOLOGY I**

This course introduces basic knowledge of anatomy and physiology of the oral cavity. Terminology related to dentistry will be introduced, tooth morphology, oral histology, anesthesia and preventative dentistry will be included.

20 HOURS LECTURE = 2 CREDIT HOURS

#### **HDT 301 - DENTAL TERMINOLOGY II**

Continuation of knowledge learned in HDT 202. Dental specialties, operative dentistry, prostodontics, periodontics, endodontics, oral surgery and orthodontics will be discussed.

Pre-requisites: HDT 202

20 HOURS LECTURE = 2 CREDIT HOURS

#### **HI 103 - MEDICAL CLAIMS THEORY I**

This class is designed to provide the theory for examining physicians services, diagnostic lab tests and x-rays, podiatry and anesthesia.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 104 - INSURANCE TERMINOLOGY**

Introduction of for the fundamental study of the insurance industry and medical insurance industry. Legal damages, benefit structures and interpretation of contracts will be emphasized.

40 HOURS LECTURE = 4 CREDIT HOURS

**HI 105 - MEDICAL BILLING & CODING**

This is an introduction to the field of medical billing. Provided is a basic knowledge necessary to understand and apply information to accurately bill claims. Computation of medical billing will be introduced. The student will also be introduced to ICD-9 and CPT-4 coding format.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 108 - FUNDAMENTALS OF CLAIMS EXAMINING**

The student will learn about worksheets, claims calculations, stoploss, determination of UCR allowance and plan allowance.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 202 - MEDICAL CLAIMS THEORY II**

Continuation of knowledge learned in HI 103. This class will provide the knowledge of specific medical specialties such as, surgery, multiple surgery, assistant surgery, durable medical equipment, ambulance services and obstetrical services.

Pre-requisite: HI 103

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 203 - HOSPITAL COVERAGES**

The student is provided with theoretical knowledge of basic benefits, built-in benefits, comprehensive benefits, in-patient and out-patient services, day of and day after an accident and regular illnesses.

20 HOURS LECTURE = 2 CREDIT HOURS

**HI 301 - INSURANCE PLANS I**

Introduction to managed care including HMO's, PPO's, cost containment, private insurance carriers, extension of benefits, subrogation, definition of dependents, COBRA and mandates.

20 HOURS LECTURE = 1 CREDIT HOUR

**HI 304 - INSURANCE PLANS II**

Continuation of knowledge learned in HI 301. History and theory of Blue Cross / Blue Shield insurance, reference manuals, contract interpretation, claim forms, billing guidelines, coding and claim for applications will be taught.

Pre-requisite: HI 301

20 HOURS LECTURE = 1 CREDIT HOUR

**HI 307 - INSURANCE PLANS III**

Continuation of knowledge learned in HI 304. History and theory of Medicare and Medicaid insurance programs, billing guidelines, coding and forms will be discussed. Qualifications, limitations, and specifics of each area will be covered.

20 HOURS LECTURE = 1 CREDIT HOUR

**HI 308 - DENTAL INSURANCE**

Principles of coding terminology, theory and application of major insurance programs is the emphasis of this course. The student will prepare insurance claims forms manually and electronically.

20 HOURS LECTURE - 2 CREDIT HOURS

**HL 103 - MEDICAL CLAIMS EXAMINING I**

Evaluation of payment claims, physicians services, diagnostic lab test and x-rays, podiatry services and anesthesia services.

20 HOURS LAB = 1 CREDIT HOUR

**HL 105 - MEDICAL CODING APPLICATION I**

Application of knowledge learned in HI 103 is the focus. Manual preparation of forms using appropriate resource material will be performed in this lab session.

20 HOURS LAB = 1 CREDIT HOUR

**HL 203 - MEDICAL CODING APPLICATION II**

Application of knowledge learned theory lectures. Introduction to HCPC and MUPC codes.

20 HOURS LAB = 1 CREDIT HOUR



**HL 204 - MEDICAL CLAIMS EXAMINING II**

Continuation of skills learned in HL 103.

Pre-requisite: HL 103

20 HOURS LAB = 1 CREDIT HOUR

**HL 301 - MEDICAL CLAIMS EXAMINING III**

Continuation of skills learned in HL 204

Pre-requisite: HL 204

20 HOURS LAB = 1 CREDIT HOUR

**HB 201 - OFFICE PROCEDURES I**

The student learns skills necessary to work effectively in an insurance environment. This class will focus on written communication, law and ethics, patient accounting systems and records management.

20 HOURS LECTURE = 2 CREDIT HOURS

**HB 203 - OFFICE PROCEDURES II**

Building on skills learned in HB 201, the student will learn customer service, telephone techniques and oral communication techniques.

20 HOURS LECTURE = 2 CREDIT HOURS

**KB 203 - WORD PROCESSING**

The student will learn basis word processing functions and systems through application and exercises with the utilization on an IBM compatible personal computer system.

20 HOURS LAB = 1 CREDIT HOUR

**KB 304 - COMPUTERIZED CLAIMS I**

With an IBM compatible personal computer system, the student will examine claims electronically in this lab session.

20 HOURS LAB = 1 CREDIT HOUR

**KB 305 COMPUTERIZED BILLING**

Introduction to computerized billing data base, allowing students simulated billing, data entry and appointment control.

20 HOURS LAB = 1 CREDIT HOUR

**KB 306 - COMPUTERIZED INSURANCE FORMS**

With an IBM compatible computer system, the student will learn computerized application of HCFA 1500 and UB 92 forms.

20 HOURS LAB = 1 CREDIT HOUR

**KB 308 - COMPUTERIZED CLAIMS II**

Principles of coding, terminology and theory and application of major insurance programs with hands on approach is the emphasis of this program. The student will prepare insurance claim form manually and electronically.

20 HOURS LAB = 1 CREDIT HOUR

**ES 101 - LIFE SKILLS**

Students will learn to define goals, develop self-esteem, study skills, budgeting, parenting, conflict management, problem solving and reinforce time management skills.

20 HOURS LECTURE = 2 CREDIT HOURS

**ES 301 - EMPLOYABILITY SKILLS**

The student will learn to prepare a resume, cover letter and follow-up correspondence for pursuing a job, interviewing techniques, job search skills, customer service skills, job conflict management and problem solving and teamwork.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**EX 303 - EXTERNSHIP**

Extended training on an extern site. It will involve applied hands-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job placement and search implemented upon successful completion of externship.

150 HOURS EXTERN = 5 CREDIT HOURS

## MEDICAL ASSISTANT PROGRAM

### **EDUCATIONAL OBJECTIVES**

This program will provide the student with the necessary skills to obtain an entry-level position as a medical assistant in a physician's office, hospital, laboratory, or clinic. It includes a specialized understanding of the latest methods, theories, and skills needed to assist in a medical setting. Medical assistant training includes a study of anatomy and physiology, law and ethics, medical terminology, and pharmacology. Clinical procedures such as TPR, blood pressure, sterilization techniques, patient exam preparation, venipuncture, first aid, minor surgeries, EKG, CPR, injections, and basic lab procedures are included. Externship provides the student the opportunity to put these skills to use before actual placement in the health care field.

### **COURSE OBJECTIVE**

Upon completion of the Medical Assistant Program, the student will possess the knowledge and skills required to function in an administrative and/ or clinical capacity in a physician's office, hospital, or clinic.

## **MEDICAL ASSISTANT PROGRAM COURSES**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
MC 101	Introduction to Medical Assisting	4
MC 102	Pharmacology & Drug Administration	4
MC 201	Anatomy & Physiology I	2
MC 202	Clinical Office Procedures	2
MC 204	Anatomy & Physiology II	4
MC 301	Anatomy & Physiology III	2
ML 101	Medical Clinical Lab I	1
ML 102	Medical Clinical Lab II	1
ML 201	Medical Clinical Lab III	1
ML 202	Medical Clinical Lab IV	1
ML 301	Medical Clinical Lab V	1
MB 101	Medical Office Procedures I	2
MB 102	Medical Office Procedures II	2
MB 201	Medical Office Procedures III	2
MB 202	Medical Insurance	2
MB 301	Medical Office Procedures IV	2
KB 101	Keyboarding	1
KB 102	Computer Keyboarding	1
KB 201	Transcription I	1
ES 101	Life Skills	2
ES 301	Employability Skills	1
EX 301	Externship I	1
EX 302	Externship II	6

Class size: average: 18 students, maximum: 30 students / 30-36 week program  
(All GREC lectures and labs are based on a 60-minute clock hour.)

\* 720 hours = 46 quarter credit hours.

One quarter credit hour is equal to : 10 hours lecture, 20 hours of laboratory, or 30 hours of externship.  
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.



*GREC Believes a "hands on" approach is the best way to teach the clinical skills needed for employment in the health care field.*

### **MEDICAL ASSISTANT COURSE DESCRIPTIONS**

#### **MC 101 - INTRODUCTION TO MEDICAL ASSISTING**

Provides for the fundamental study of the human body, including an introduction to medical terminology, which equips the student with the basic principles of word building. The study of medically significant microorganism and their classification will be included. A brief chemistry overview will be presented along with the study of the human body's composition at a cellular level and the reactions of the human body's defense mechanisms. Theoretical knowledge and application of specific vital sign skills will be presented and then reinforced throughout the medical assistant course.

*A 2.0 GPA is required for all clinical courses.*

40 HOURS LECTURE = 4 CREDIT HOURS

#### **MC 102 - PHARMACOLOGY & DRUG ADMINISTRATION**

Provides a theoretical foundation of principles of pharmacotherapeutics. Common abbreviations used in the medical field will be studied, along with an introduction to pharmaceutical math. Drug classification, calculations, theoretical knowledge of all forms of administration and its effects on the human body systems will be studied.

*A 2.0 GPA is required for all clinical courses.*

40 HOURS LECTURE = 4 CREDIT HOURS

#### **MC 201 - ANATOMY & PHYSIOLOGY I**

This course introduces basic knowledge and terminology of body systems. It also emphasizes a detailed study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care and recognition of diseases.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: MC 101

20 HOURS LECTURE = 2 CREDIT HOURS

**MC 202 - CLINICAL OFFICE PROCEDURES**

Introduces basic clinical skills utilized in a medical office. Basic office surgery, physical assessment, and first aid will be studied.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: MC 101, MC 102

20 HOURS LECTURE = 2 CREDIT HOURS

**MC 204 - ANATOMY & PHYSIOLOGY II**

This course is a continuation of study from MC 201. Individual study of the various body systems will be studied. Fundamentals of word analysis, definitions, spelling, and their use in the medical field is included. Pathophysiology, symptomatology and treatment of disease and injury of systems are also covered.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: MC 201

40 HOURS LECTURE = 4 CREDIT HOURS

**MC 301 - ANATOMY & PHYSIOLOGY III**

This course is a continuation of study from MC 204. Continuation of the fundamentals of analysis of body systems, definitions, spelling and medical usage will remain the focus. Continuation of study of structure, function, pathophysiology, symptomatology and treatment of disease and injury of systems is also included.

*A 2.0 GPA is required for all clinical courses.*

Pre-requisite: MC 204

20 HOURS LECTURE = 2 CREDIT HOURS

**ML 101 - MEDICAL CLINICAL LAB I**

Introduction to clinical lab. Concentration will be on precautions, medical and surgical asepsis. OSHA rules and regulations will be introduced. Introduction on use of microscopes will be included. Clinical application of vital sign skills will be stressed. Clinical requirements are outcome based on competency.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

20 HOURS LAB = 1 CREDIT HOUR

**ML 102 - MEDICAL CLINICAL LAB II**

Continuation of skills taught in ML 101. Focus of the lab experienced will be application of theories taught in Pharmacology. Continued emphasis on application of skills introduced in Clinical Lab I. Clinical requirements are outcome based on competency.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: ML 101

20 HOURS LAB = 1 CREDIT HOUR

**ML 201 - MEDICAL CLINICAL LAB III**

A continuation of skills taught in ML 102 will be completed. Additional lab requirements include knowledge and mastery of history and physical, physical exams, and venipuncture. Hematology and lab skills used in working with blood and body fluids will be introduced. Clinical requirements are outcome based on competency.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: ML 102

20 HOURS LAB = 1 CREDIT HOUR

**ML 202 - MEDICAL CLINICAL LAB IV**

Continuation of skills taught in ML 201. Review of hematology, clinical assessments, office set-ups, and injections will continue. Clinical requirements are outcome based.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: ML 201

20 HOURS LAB - 1 CREDIT HOUR

**ML 301 - MEDICAL CLINICAL LAB V**

Continuation of skills taught in ML 202. Improvement of skills learned in clinical lab. American Red Cross CPR certification will be taught. A final preparatory skills lab assessment is conducted.

*A 2.0 GPA overall is required at the completion of all lab courses, before a student can be released for externship.*

Pre-requisite: ML 202

20 HOURS LAB = 1 CREDIT HOUR

**MB 101 - MEDICAL OFFICE PROCEDURES I**

An introduction to basic medical office procedures which include basic English, oral communication, mail processing techniques, telephone etiquette, and basic psychology will be included in this course work. The course will enable the student to perform the basic skills required to function in a medical office.

20 HOURS LECTURE = 2 CREDIT HOURS

**MB 102 - MEDICAL OFFICE PROCEDURES II**

Continuation of skills taught in MB 101. The student will learn how to prepare patient records, filing systems, management responsibilities, basic bookkeeping systems, daily ledger systems, manage petty cash fund, and the banking responsibilities required in a medical environment.

Pre-requisites: MB 101

20 HOURS LECTURE = 2 CREDIT HOURS

**MB 201 - MEDICAL OFFICE PROCEDURES III**

Continuation of skills taught in MB 102. The student will learn how to manage the account payable, accounts receivable, appointment control, prepare payroll and the financial arrangements necessary to function in a medical office environment.

Pre-requisite: MB 102

20 HOURS LECTURE = 2 CREDIT HOURS

**MB 202 - MEDICAL INSURANCE**

Students will learn the theory and application of the concept of patient billing, the follow-up of late or delinquent accounts and the procedure for referring accounts to a collection agency. Principles of coding, terminology and theory and application of major insurance programs with hands on approach is the emphasis of this program. The student will prepare insurance claim forms manually and electronically.

20 HOURS LECTURE = 2 CREDIT HOURS

**MB 301 - MEDICAL OFFICE PROCEDURES IV**

Continuation of skills taught in MB 201. The student will learn the laws governing the practice of medicine in the state of Michigan. Topics for discussion will include malpractice, negligence, and the ethical consideration of medical professionals. The student will also learn inventory control, skills for communication as well as time management and the handling of stress in the workplace will be explored.

Pre-requisite: MB 201

20 HOURS LECTURE = 2 CREDIT HOURS

**KB 101 - KEYBOARDING**

The student will learn basic keyboarding concepts utilized on a standard typewriter keyboard. Emphasis will be on speed and accuracy.

20 HOURS LAB = 1 CREDIT HOUR

**KB 102 - COMPUTER KEYBOARDING**

This is a continuation of skills taught in KB 101 with the utilization on an IBM compatible personal computer system, the student will learn word processing and basic DOS applications.

Pre-requisite: KB 101

20 HOURS LAB = 1 CREDIT HOUR

**KB 201 - TRANSCRIPTION I**

Students will be typing transcripts, medical letters and reports. The focus will be on accuracy and speed.

Pre-requisite: KB 102

20 HOURS LAB = 1 CREDIT HOUR

**ES 101 - LIFE SKILLS**

Students will learn to define goals, develop self-esteem, study skills, budgeting, parenting, conflict management, problem solving and reinforce time management skills.

20 HOURS LECTURE = 2 CREDIT HOURS

**ES 301 - EMPLOYABILITY SKILLS**

The student will learn to prepare a resume, cover letter and follow-up correspondence for pursuing a job, interviewing techniques, job search skills, customer service skills, job conflict management and problem solving and teamwork.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

**EX 301 - EXTERNSHIP I**

Upon completion of a preparatory lab, students will be able to start their externship training. The first 40 hours of externship will introduce them to their particular field. This involves, but is not limited to, obtaining a site, interviewing for a position, and starting the orientation process

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

**EX 302 - EXTERNSHIP II**

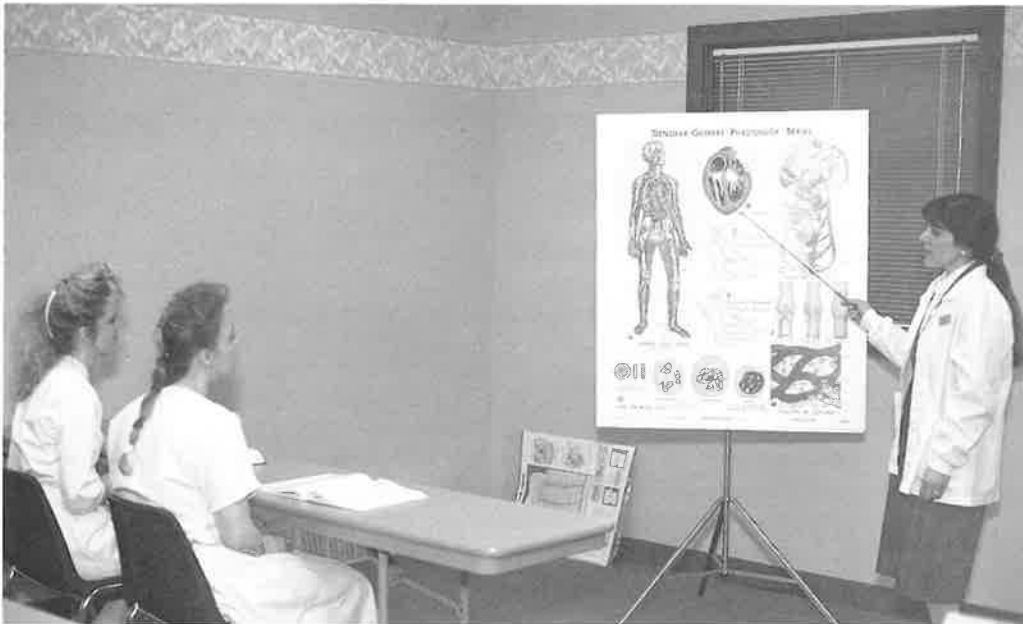
Continuation of skills learned in EX 301 through extended training on an Externship site. It will involve applied hands-on skills from the knowledge obtained in the class room. Proficiency skills are assessed and job placement and search implemented upon successful completion of externship.

Pre-requisite: EX 301

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

**NURSE AIDE (CNA) PROGRAM**

This program is approved by the Michigan State Department of Health. This program is designed to ensure that nursing assistants employed in health care facilities gain the knowledge, skills, and attitudes essential for the provision of quality care in support of state and federal regulations. The program consists of sixty (60) hours of classroom instruction and thirty (30) hours of clinical experience in a licensed nursing facility. Successful completion leads to registration as a Certified Nurse Aide(CNA) in the state of Michigan.



*Beginning with basics in the classroom Nurse Aide students gain the knowledge needed to become important members of the health care team.*

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**TUITION AND FEES**

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**Medical and Health Care Administrative Assistant Programs:**

total cost - \$5,795.00 this includes:  
paid by the student at enrollment - \$ 95.00 Registration Fee  
total financial aid budget - \$ 5,400.00 Tuition & Fees  
\$ 300.00 Books & Supplies

Note: In addition, students are responsible for providing white clinical uniforms and shoes, and their third Hepatitis B vaccine injection. The approximate cost for a uniform and shoes is \$75.00.

**Health Insurance Specialist and Dental Assistant Programs:**

total cost - \$5,995.00 this includes:  
paid by the student at enrollment - \$ 95.00 Registration Fee  
total financial aid budget - \$ 5,600.00 Tuition & Fees  
\$ 300.00 Books & Supplies

Note: In addition, HIS students are required to wear professional business attire according to Grand Rapids Educational Center policy. The cost of this attire is unique to each individual student.

Dental students are responsible for providing white clinical uniforms and shoes, plus their third Hepatitis B vaccine injection. The approximate cost for a uniform and shoes is \$75.00.

Grand Rapids Educational Center recognizes the IRS's nationally accepted transportation cost of \$0.29 per mile. This figure must be calculated into the students' cost of attendance.

**Nurse Aide Program**

total cost - \$ 350.00 Tuition, fees, books & supplies

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**ACADEMIC CALENDAR**

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**WINTER QUARTER STARTS**

MEDICAL ASSISTANT/ DAYS	JANUARY 20, 1997
DENTAL ASSISTANT/ DAYS	JANUARY 20, 1997
HEALTH INSURANCE/ DAYS	FEBRUARY 24, 1997
HEALTH CARE ADMINISTRATIVE ASSISTANT/ DAYS	FEBRUARY 24, 1997

**SPRING STARTS**

MEDICAL ASSISTANT/ DAYS	MARCH 31, 1997
DENTAL ASSISTANT/ DAYS	MARCH 31, 1997
MEDICAL ASSISTANT/ NIGHTS	APRIL 28, 1997
DENTAL ASSISTANT/ NIGHTS	APRIL 28, 1997
HEALTH INSURANCE/ NIGHTS	APRIL 28, 1997

**SUMMER STARTS**

MEDICAL ASSISTANT/ DAYS	JULY 14, 1997
DENTAL ASSISTANT/ DAYS	JULY 14, 1997

**FALL STARTS**

HEALTH INSURANCE/ DAYS	SEPTEMBER 8, 1997
HEALTH CARE ADMINISTRATIVE ASSISTANT/ DAYS	SEPTEMBER 8, 1997
MEDICAL ASSISTANT/ DAYS	SEPTEMBER 22, 1997
DENTAL ASSISTANT/ DAYS	SEPTEMBER 22, 1997
MEDICAL ASSISTANT/ NIGHTS	OCTOBER 13, 1997
DENTAL ASSISTANT/ NIGHTS	OCTOBER 13, 1997
HEALTH CARE ADMINISTRATIVE ASSISTANT/ NIGHTS	OCTOBER 13, 1997

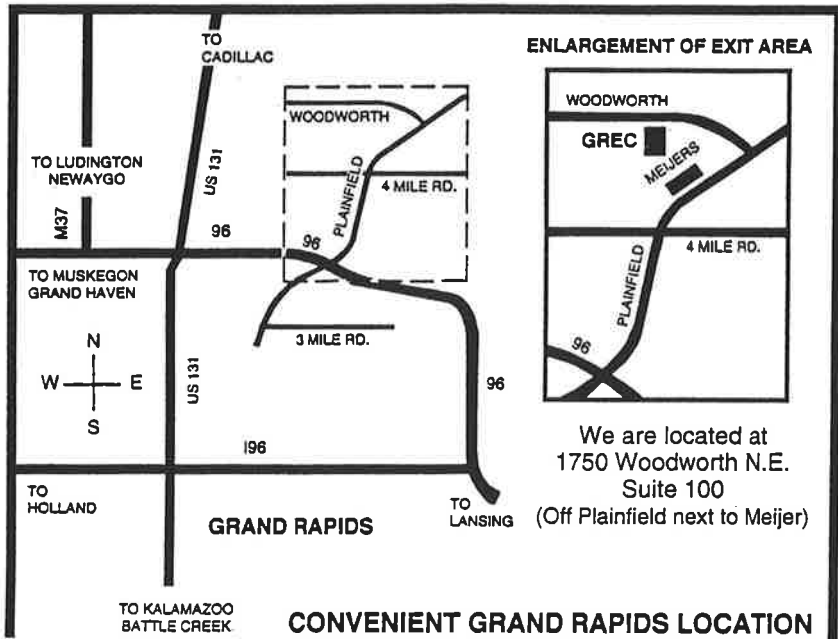
**PRESS ON**

Nothing in the world can take the place of persistence  
Talent will not; nothing is more common than unsuccessful  
men with talent. Genius will not; unrewarded genius is  
almost a proverb. Education alone will not; the world is  
full of educated derelicts. Persistence and determination  
alone are omnipotent.

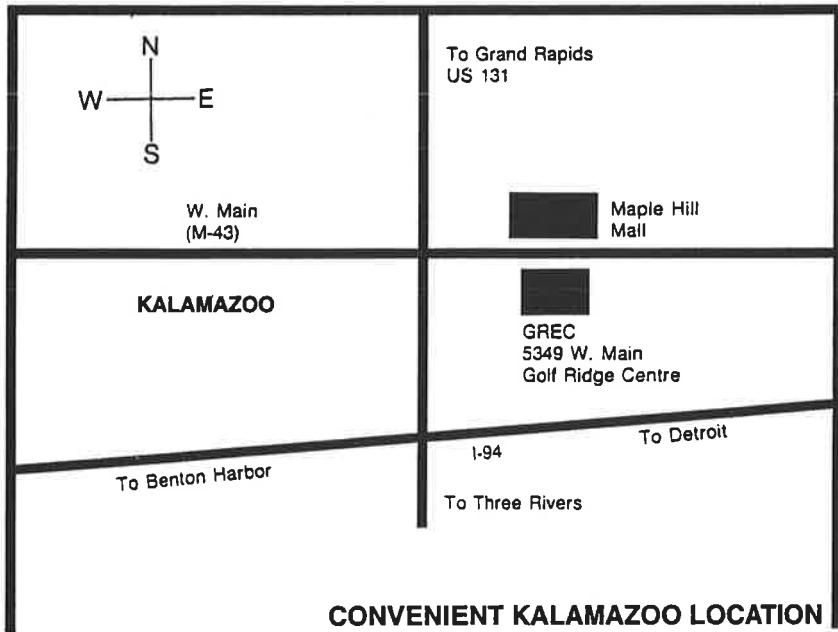
- Author Unknown



## GRAND RAPIDS CAMPUS



## KALAMAZOO CAMPUS



## ADDENDUM TO THE CATALOG GRAND RAPIDS EDUCATIONAL CENTERS

George K. Grayeb B.A., M.A. University of Denver	President
Gloria Stender B.A. Western Michigan University	Vice President
Dan Grimm B.A., M.A. Northern Illinois University	Director of Financial Aid
Pamala Grottanelli MSN University of Alabama RN, BSN Mississippi University for Women	Director of Nursing
Donna DeWolf B.A. Davenport College	Business Officer

### ADVISORY BOARDS

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Lynn Allen Metropolitan Enterprises	Cindy Ruple, R.D.A. Dental Group West	Barb Bruin, RN Breton Family Health
Angie Schmidbauer, RN, BSN	Carol Perkins Grand Valley Health Center	Shirley Santo Metropolitan Enterprises

#### KALAMAZOO CAMPUS

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Margaret Haase Office Manager Dr. Ruscher	Louise O'Connor Office Manager Kalamazoo Orthopedics	Monica Velie Lab Supervisor Rambling Rd. Pediatrics

#### HORIZON CAREER COLLEGE

Gloria Smokvina, Dean Purdue Calumet Nursing Mercy Hospice Care	Barbara Hoyer Executive Director	Drew Furuness School Guidance Counselor Department Merrillville High School
Pam Roth Director of Nursing Methodist Hospital	Bernie Sanner Director of Nursing Meridian Nursing Center	Patricia Tunberg Director Rehabilitation Institute of America
Kevin Debraal, RPT St. Anthony Hospital	Mr. Paul Tully Merrillville Adult Education	Michael Owens, MD St. Anthony Hospital
Nancy Hoban, MS, MT	Susan Miller, LPN	Carol Bezat, Administrator Olsten-Kimberly Quality Care

## **GRAND RAPIDS EDUCATIONAL CENTERS- GRAND RAPIDS CAMPUS**

### *ADMINISTRATIVE STAFF*

Andrea Arrieta B.A. Hope College	Executive Director
Mary Lanier B.A. Grand Valley State University	Director of Training & Program Development
Randi L. Werle B.S. Central Michigan University	Director of Career Services
LynnAnn Mowery A.S. Davenport College	Admission Officer
Julie Van Peurse B.A. Western Michigan University	Admission Officer
Sharon Robinson B.A. Central State University of Ohio	Financial Aid Officer
Monique Rider A.S. Davenport College	Registrar

## **GRAND RAPIDS EDUCATIONAL CENTERS - KALAMAZOO CAMPUS**

### *ADMINISTRATIVE STAFF*

Gloria Stender B.A. Western Michigan University	Executive Director
Brenda Laker A.S. Kalamazoo Valley Community College	Registrar
Melissa Palacio B.A. Western Michigan University	Admission Officer
Dene' Olivo Western Michigan University	Financial Aid Officer

## **HORIZON CAREER COLLEGE**

### *ADMINISTRATIVE STAFF*

Barb Magerl M.S. National Louis University RN, BSN St. Francis College	Executive Director
Pamela Grottanelli MSN University of Alabama RN, BSN Mississippi University for Women	LPN Program Coordinator
Dan Reid B.S. Indiana University B.A. National Louis University	Director of Admissions
Shannon E. Loza Commonwealth College	Financial Aid Officer
Jackie Sherman	Career Services

## FACULTY

The letter(s) after the name of each faculty member indicates at which campus or campuses that person teaches: G- Grand Rapids, K- Kalamazoo, H- Horizon Career College. All faculty members teach on a part time basis.

### BUSINESS & COMPUTER APPLICATIONS

Cheryl Benson (K)	<i>Davenport College</i>
Nancy Buxser (K)	<i>B.A. Ohio State University</i> <i>M.S. University of Cincinnati</i>
Becky Hassing (K)	<i>B.S. Aquinas College</i>
Rory McCarthy (G)	<i>B.S.E.E. Bradley University</i>
William Wangler (K)	<i>M.B.A. Northern Illinois University</i> <i>Grand Rapids Educational Center</i>
Joy Wilbur (G)	

### DENTAL ASSISTANT PROGRAM

Mary Anderson (K)	<i>A.S. Mott Community College</i>
Colleen Blomquist (G)	<i>A.S. Muskegon Community College</i>
Lori Caskey (G)	<i>A.S. Macomb County Community College</i>
Joe Ellis (G)	<i>D.D.S. University of Michigan</i>
Robin Kerstra (G)	<i>A.S. Purdue University</i>
Peggy Mata (G)	<i>A.S. Ferris State University</i>
LuAnn Ritsema (K)	<i>A.S. Ferris State University</i>
Karen Sherry (G)	<i>A.S. Ferris State University</i>
Mary Wangler (K)	<i>A.A., B.S. Ferris State College</i>
Jean Verwys (G)	<i>A.S. Grand Rapids Community College</i>

### HEALTH CARE ADMINISTRATIVE ASSISTANT

Val Dishinger (G)	<i>Winter Park Vocational</i>
Brenda Laker (K)	<i>A.S. Kalamazoo Valley Community College</i>
Sharon Peterman (G)	<i>A.S., B.S. Aquinas College</i>

### HEALTH INSURANCE SPECIALIST

Gladys Marie Bailey (H)	<i>A.S. Davenport College</i>
Rhonda Bystrom (K)	<i>B.S. Western Michigan University</i>
Tamara Greco (K)	<i>A.A. Grand Rapids Community College</i>
Sharon Hepinstal (G)	<i>B.S. Central Michigan University</i> <i>Grand Rapids Educational Center- Kalamazoo</i>
Barbara Keim (K)	<i>B.B.A. Davenport College</i>
Laurie Lotter (K)	<i>B.A. Nazareth College</i>
Erika Oliver (K)	<i>A.S. Davenport College</i>
Monique Rider (G)	

## **MEDICAL ASSISTANT PROGRAM**

Pat Burke (K)	<i>RN Borgess School of Nursing</i>
Pam Chamberlin (K)	<i>RN Bronson School of Nursing</i>
Theresa Cole (G)	<i>RN Ferris State University</i>
Sharon Gerike (K)	<i>RN Augusta School of Nursing</i>
	<i>BSN Miami University</i>
MaryLou Harig (G)	<i>RN, B.A. Aquinas College</i>
Karen Hors (H)	<i>LPN, St. Anthony Hospital School of Nursing</i>
Toni Kellerman (K)	<i>RN Kalamazoo Valley Community College</i>
Mary Morris (G)	<i>LPN., RN Grand Rapids Community College</i>
Carol McConnell (H)	<i>A.S. Indiana University- Northwest</i>
Angela Schmidbauer (G)	<i>RN, BSN Ohio State University</i>
Sandi Schroeder (H)	<i>RN, Indiana University- Northwest</i>
Lori Smith (K)	<i>RN Kalamazoo Valley Community College</i>
Jane Solow (G)	<i>RN Grand Rapids Junior College</i>
Betty Tamas (K)	<i>RN Kalamazoo Valley Community College</i>
	<i>B.A. Western Michigan University</i>
Cynthia Wellman (K)	<i>RN Bronson School of Nursing</i>
RayeAnne Woodham (K)	<i>LPN Kalamazoo School of Practical Nursing- Bronson</i>

## **PRACTICAL NURSE PROGRAM**

Mattie Ruth Slay (H)	<i>B.S. St. Francis College</i>
	<i>RN Mercy Hospital- Gary Indiana</i>

## **NURSE AIDE PROGRAM**

Dorothy Fluga (G)	<i>RN Lake Michigan Community College</i>
Lori Pieczynski (G)	<i>RN Grand Rapids Community College</i>

# ***GREC***

**GRAND RAPIDS EDUCATIONAL CENTERS**

1750 Woodworth St. NE, Grand Rapids, Michigan 49505

**Grand Rapids Campus**

Phone (616) 364-8464 or 1-800-522-7014

***Additional Locations of GREC-Grand Rapids:***

Golf Ridge Center, 5349 W. Main St., Kalamazoo, Michigan 49009

**Kalamazoo Campus**

Phone (616) 381-9616

Horizon Career College

8315 Virginia St., Suite A, Merrillville, Indiana 46410

**Merrillville Campus**

Phone (219) 756-6811

***Equal Opportunity Programs***

GREC'S admissions policy prohibits any discrimination on the basis of race, color, sex, national origin, age or handicap.

