

**CATALOG**  
1998/1999  
Volume IV

# ***GREC***

**GRAND RAPIDS EDUCATIONAL CENTERS**

**Since 1972  
Health Care Training Programs**

**Grand Rapids Campus  
Kalamazoo Campus  
Merrillville Campus**

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This catalog is not to be construed as a contract. Grand Rapids Educational Centers 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. Grand Rapids Educational Centers offers both equal education and equal employment opportunities. Published in October, 1998

## **INTRODUCTION**

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

**BASIC NURSE AIDE (C.N.A.)  
CENTRAL SERVICE TECHNICIAN  
DENTAL ASSISTANT  
HEALTH CARE ADMINISTRATIVE ASSISTANT  
HEALTH INSURANCE SPECIALIST  
LICENSED PRACTICAL NURSE (L.P.N.)  
MEDICAL ASSISTANT  
SURGICAL TECHNOLOGIST**

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.

## **GENERAL INFORMATION**

### **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

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 artwork 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: Kalamazoo, Michigan in 1989 and 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 Street NE (off Plainfield NE), Grand Rapids, conveniently located near 131 and I-96 expressways. The Kalamazoo location is located in Golf Ridge Center (previously the Elk's Country Club), Suite 201, 5349 West Main, Kalamazoo; convenient to 131 and I-94 expressways. The Merrillville location is located at 8315 Virginia Street, near Route 30, in Merrillville. All three locations provide 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 9,000 sq. ft.), modern, smoke-free, air conditioned, with administrative offices, lecture rooms, medical, dental and computer labs, examination rooms, business labs, and student lounges. Class enrollment is limited and many classes have less than 18 students.

### **GRAND RAPIDS CAMPUS**



**1750 Woodworth Street NE, Grand Rapids, MI 49525**

### **KALAMAZOO CAMPUS**



**Golf Ridge Center, 5349 West Main, Kalamazoo, MI 49009**

## **ADMISSIONS**

### **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. High school/ GED transcripts are required for students prior to completion of the program. Prospective students should arrange to visit GREC for a personal interview in advance of expected enrollment. Student health forms are required before participation in clinical labs. 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 read thoroughly 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. All applicants must complete a qualification questionnaire and Wonderlic Test. (**Except** CNA applicants, they will be given a basic reading and math test; and LPN applicant's admission procedures can be found on page 49.) A score of 14 or higher is required by applicants of the following programs: Medical Assistant, Administrative Assistant, and Dental Assistant. Applicants to the Health Insurance Specialist Program must receive a score of 16 or higher to be admitted. Applicants to the Surgical Technologist Program must receive a score of 21 or higher to be admitted. Prospective Health Care Administrative Assistant and Health Insurance Specialist students must take a typing test and receive a score of 20 wpm or higher (Administrative Assistant) or 25 wpm or higher (Health Insurance Specialist). Test results will be available within three (3) days following the test date.

### **TRANSFER POLICY**

Students who have graduated, or previously enrolled in other colleges, are, in general, eligible to enroll without taking any mandatory testing or pre-requisite courses. GREC reserves the right to evaluate the student's transcripts according to its standards.

### **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. Prospective 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 working of health care facilities, as schedules permit.

### **EQUIPMENT AND VISUAL AID**

To prepare GREC graduates for the health field, a variety of classroom/laboratory equipment is utilized throughout the program. The students attain both knowledge and proficiency by demonstration and actual operation of equipment.

### **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, 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.



## FINANCIAL ASSISTANCE

### **FINANCIAL AID**

Financial aid funds are awarded to supplement family/student tuition contributions when family funds alone cannot cover educational expenses. The Financial Aid Representative determines a student's eligibility for loans and grants. 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 Parent Loan for Undergraduate Students (FPLUS)**
- **Federal College Work Study (FCWS)**
- **Veterans Administration Benefits (*Program Specific at Grand Rapids, Kalamazoo, and Merrillville Campuses. Consult your Financial Aid Officer.*)**
- **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.
- **Vocal 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 reserves 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 a 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 AND 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 POLICY**

**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's last date of attendance was 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 last date of attendance 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 last date of attendance, 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 last date of attendance is determined by dividing the number of weeks remaining in the enrollment period as of the student's last date of attendance by the number of weeks comprising the enrollment period for which the student has been charged.

**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 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 whose LDA is 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 whose LDA is 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 whose LDA is 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 whose LDA is after attending more than fifty percent (50%) of the enrollment period, is not entitled to a refund. 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 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. GREC will refund monies due to Federal Family Educational Loan Programs within sixty (60) days from the last date of attendance. \*It will be the policy of GREC to use the one hundred percent (100%) refund policy above with any student whose LDA is less than one week and the ninety percent (90%) refund policy above with students whose LDA is one week up to ten percent (10%) of the enrollment period.

GREC will refund monies due to Federal Pell Grant and Federal SEOG within thirty (30) days of the last date of attendance. GREC will refund any monies due the student within thirty (30) days of the last date of attendance. Tuition will be refunded in the following order: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal PLUS 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.

## **STUDENT SERVICES**

### **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 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).

Dental assistant graduates are immediately eligible to sit for the Radiation, Health and 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 childcare while attending school. There are apartments and childcare 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 ninety percent (90%) of scheduled classroom time to remain eligible for 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 at graduation. Copies are maintained and become part of the student's permanent record. Final transcripts are not distributed to students lacking High School/GED transcripts or a certified statement attesting High School/GED completion. In addition, all GED accounts must be paid in full.

LETTER GRADE	SCORE	POINTS
A	100 – 96	4.0 PTS
A-	95 – 92	3.7 PTS
B+	91 – 89	3.3 PTS
B	88 – 86	3.0 PTS
B-	85 – 82	2.7 PTS
C+	81 – 79	2.3 PTS
C	78 – 75	2.0 PTS
C-	74 – 70	1.7 PTS
D+	69 – 67	1.3 PTS
D	66 – 65	1.0 PTS
D-	64 – 62	0.7 PTS
F	61 – 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 of "WA". If the student is dropped due to not maintaining satisfactory attendance, the student will receive a letter grade of "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 (SAP)**

Student academic/attendance progress information is available upon request. Students must maintain an overall GPA of at least 2.0. Students must attend to less than ninety percent (90%) 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. Students continuing on probation, after the first probationary period are ineligible to receive Federal Financial Aid Funds. If the student's GPA becomes 2.0 or higher after the second five (5) week probation, financial aid can be reinstated provided the federal payment period for the funds has not changed since probation began. **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 remains below 2.0, he/she will be dismissed. If he/she receives all failures (grade F) in 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 of 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 successfully completing all requirements of a program from Grand rapids Educational Centers will be presented with either a certificate or diploma, program pin and official transcript. The student will not receive a certificate or diploma if tuition is owed to GREC. At graduation students are required to wear appropriate program attire.

### **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.

## **STUDENT INFORMATION**

### **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. Surgical technologist students are required to wear navy scrubs (top and pants), all white sock/hosiery with pants, and all white leather clinical/tennis shoes. Practical nurse students will be required to wear two uniforms. At GREC they will wear teal scrubs (top and pants), and in clinical practical sites they will wear a white lab coat, white pants, and the teal scrub top. Health insurance specialist students are required to wear professional business attire during training. Nametags are to be worn by all students at all times, even if not in uniform. At graduation, students are required to wear appropriate program attire or 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 that 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.

### **HEALTH**

All applicants are required to complete a general health questionnaire during 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 Grand Rapids Educational Center or an affiliate are to be reported to the instructor immediately. If an injury occurs, the student must complete an incident report according to the affiliate or GREC's policy. GREC is not responsible for illness or injury incurred during classroom/clinical studies. The student is responsible for all costs related to treatment.



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

Pregnant students must present a doctor's release before beginning or continuing a clinical study.

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

The Family Educational Rights and Privacy Act of 1974 provides that all student records are confidential and available only to that student and if under 21, his or her parents(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 Education 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 49525-2301

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 complainants(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 in writing to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212.

**CONSUMER INFORMATION**

For additional consumer information and the availability of comparable information related to tuition and program length, please contact ACCSCT, 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 Eve (night students only), Thanksgiving Day (and the day following), and Christmas Day are scheduled holidays. Winter vacation is scheduled between Christmas and New Year's Day.

## PROGRAMS

**\*\*\*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 fundamental knowledge of office procedures, 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. **To be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test. A minimum score of 16 is required.**

#### **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

NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
DC 101	Basic Sciences I	2	20
DC 102	Basic Chairside Techniques	2	20
DC 103	Basic Sciences II	2	20
DC 105	Restorative Dentistry I	2	20
DC 201	Dental Radiography	2	20
DC 202	Restorative Dentistry II	2	20
DC 204	Dental Specialties	1	20
DC 205	Intervention Health Care	1	20
DL 101	Clinical Dental Lab I	1	20
DL 102	Clinical Dental Lab II	1	20
DL 201	Clinical Dental Lab III	1	20
DL 203	Dental Lab IV	2	40
DL 301	Dental Lab V	2	40
DB 101	Dental Office Procedures I	2	20
DB 102	Dental Office Procedures II	2	20
DB 201	Dental Insurance	2	20
DB 203	Dental Office Procedures III	2	20
DB 204	Dental Office Procedures IV	2	20
KB 101	Introduction to Computers	1	20
CIS 101	Business Correspondence	1	20
ES 101	Life Skills	1	20
ES 301	Employability Skills	1	20
EX 301	Dental Assistant Externship I	1	40
EX 302	Dental Assistant Externship II	6	200
<b>TOTAL CREDIT/CLOCK HOURS</b>		<b>43</b>	<b>720</b>

**Class Size:** Average is 15 students, maximum 20 students / 30-36 week program  
(All GREC lectures and labs are based on a 50-minute clock hour)  
720 hours = 43 quarter credit hours

One quarter credit hour is equal to: 10 lecture hours and 20 laboratory hours, 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 history of dentistry and the health team, dental anatomy and physiology, tooth histology and morphology.

*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, charting techniques, and infection control.

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

**20 HOURS LECTURE = 2 CREDIT HOURS**

### **DC 103 – BASIC SCIENCES II**

Continuation of the theory learned in DC 101. This class will focus on microbiology, oral pathology, anesthesia, pharmacology, prevention and nutrition.

*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 and composite procedures 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 operator's 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. Introduction to fixed prosthodontics, 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 – INTERVENTION HEALTH CARE**

This is designed to prepare the student for their skill assessment prep. Lab and final exam. 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 on learning”, and utilization of information acquired from the 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 student puts into practice knowledge learned in the 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 the student 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 receptionist duties, recall systems, mail handling, telephone techniques and appointment control. The student will learn basic skills to function in a dental office.

**20 HOURS LECTURE = 2 CREDIT HOURS**

### **DB 102 – DENTAL OFFICE PROCEDURES II**

This is a continuation of DB 101. The student will acquire knowledge in law and ethics, record management, filing procedures and basic psychology.

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. This class will utilize practical exercises to reinforce the material obtained from Dental Insurance lecture.

Pre-requisite: DB 10 & DB 102

**20 HOURS LECTURE = 2 CREDIT HOURS**

**DB 203 – DENTAL OFFICE PROCEDURES III**

Continuation of knowledge learned in DB 201. Accounts Receivable is the focus and students will learn basic bookkeeping, pegboarding, ledgers and logging systems.

Pre-requisite: DB 102

**20 HOURS LECTURE = 2 CREDIT HOURS**

**DB 204 – DENTAL OFFICE PROCEDURES IV**

Continuation of knowledge learned in DB 203. Accounts Payable is the focus and students will learn how to prepare payroll, manage petty cash, banking, inventory, financial arrangements and collections.

Pre-requisite: DB 203

**20 HOURS LECTURE = 2 CREDIT HOURS**

**KB 101 – INTRODUCTION TO COMPUTERS**

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing, and proof reading.

**20 HOURS LAB = 1 CREDIT HOURS**

**ES 101 – LIFE SKILLS**

The student will learn time management, study skills and problem solving techniques. They will also learn how to define goals, develop self-esteem and manage conflict.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**ES 301 – EMPLOYMENT SKILLS**

The student will learn job search skills and interviewing techniques. Students will prepare a resume, cover letter and follow-up correspondence for job search.

**20 HOURS LECTURE/LAB = 1 CREDIT HOUR**

**EX 301 – DENTAL ASSISTANT EXTERNSHIP I**

Upon completion of a preparatory lab, students will be able to start their externship training. The first 40 hours 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 – DENTAL ASSISTANT EXTERNSHIP II**

The remaining 200 hours 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.

**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 take a Wonderlic Test and typing test. A minimum score of 16 is required for the Wonderlic Test and a minimum score of 25 wpm is required for the 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	CLOCK HOURS
HMT 101	Medical Terminology	2	20
HMT 102	Medical Terminology	2	20
HMT 201	Medical Terminology	2	20
HDT 202	Dental Terminology I	2	20
HDT 301	Dental Terminology II	2	20
HB 104	Health Care Business Theory	2	20
HB 108	Health Care Office Procedures I	2	20
HB 205	Bookkeeping	2	20
HB 206	Health Care Office Procedures II	2	20
HB 208	Health Care Office Procedures III	2	20
HI 101	Insurance Coding	2	20
HI 102	Introduction to Insurance & Manage Care	2	20
HI 206	Insurance I	2	20
HI 306	Insurance II	2	20
HI 308	Dental Insurance	2	20
KB 101	Introduction to Computers	1	20
CIS 101	Business Correspondence	1	20
CIS 102	Information Systems Theory	1	20

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
WP 201	Transcription I	1	20
WP 202	Transcription II	1	20
CIS 201	Word Processing	1	20
CIS 202	Computerized Records Management	.5	10
ES 101	Life Skills	2	20
ES 301	Employability Skills	1	20
EX 301	Health Care Admin. Assistant Externship I	1	40
EX 302	Health Care Admin. Assistant Externship II	6	200
<b>TOTAL CREDIT/CLOCK HOURS</b>		<b>45.5</b>	<b>710</b>

**Class Size:** Average is 11 students, maximum 20 students / 30 – 36 week program  
 (All GREC lectures and labs are based on a 50-minute clock hour.)  
 720 hours = 46 quarter credit hours

One quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, 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 on the body systems such as respiratory, muscular, skeletal and digestive. An introduction to pharmacology, prescription writing and interpretations are 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, the student should have basic knowledge of the human body and how it applies to Health Care Administrative Assistant.

Pre-requisites: HMT 102

**20 HOURS LECTURE = 20 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 BUSINESS THEORY**

Focuses on the role of an administrative assistant, professionalism, law and ethics, communication theory, and psychology.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HB 108 – HEALTH CARE OFFICE PROCEDURES I**

An overview of general business practices of a health care office is the focus of this class.

Subject matter includes: telephone technique, mail handling, appointment scheduling, records management and filing.

Pre-requisites: HB 104

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HB 205 – BOOKKEEPING**

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

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HB 206 – HEALTH CARE OFFICE PROCEDURES II**

Continuation of HB 108. Administrative skills taught include: office machines, math, English, and professional reports.

Pre-requisite: HB 108

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HB 208 – HEALTH CARE OFFICE PROCEDURES III**

Continuation of HB 206. Administrative skills taught include: office procedures, inventory control, fees and collections, and a simulated office prep lab.

Pre-requisite: HB 206

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HI 101 – INTRODUCTION TO INSURANCE AND MANAGED CARE**

The student will be introduced to insurance terminology, legal issues, fees, costs, coordination of benefits, and all aspects of managed care that relate to a physician's office.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HI 102 – INSURANCE CODING**

A basic knowledge necessary to understand and apply information to accurately bill claims. Converting diagnosis and procedures to the ICD-9, CPT-4 and HCPCS coding formats will also be taught.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HI 206 – INSURANCE I**

Rules and regulations of Blue Cross/Blue Shield, CHAMPUS, disability, workers compensation and hospital services will be discussed.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**HI 306 – INSURANCE II**

Qualifications, limitations, and specifics of Medicare and Medicaid billing will be taught.

**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 – INTRODUCTION TO COMPUTERS**

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proof reading.

**20 LECTURE LAB = 1 CREDIT HOUR**

**CIS 101 – BUSINESS CORRESPONDENCE**

Students will learn the proper format for letters and other office communications.

**20 HOURS LAB = 1 CREDIT HOUR**

**CIS 102 – INFORMATION SYSTEMS THEORY**

An overview of the utilization of computers in the health care office. Spreadsheets and database will be introduced.

**20 HOURS LECTURE/LAB = 1 CREDIT HOUR**

**WP 201 – TRANSCRIPTION I**

Students will be introduced to the fundamentals of transcription.

Pre-requisite: KB 102

**20 HOURS LAB = 1 CREDIT HOUR**

**WP 202 – TRANSCRIPTION II**

Continuation of skills learned in KB 201. Students will transcribe patient records from dictated tapes.

Pre-requisite: WP 201

**20 HOURS LAB = 1 CREDIT HOUR**

**CIS 201 – WORD PROCESSING**

Continuation of skills learned in CIS 10 and KB 101. The student will learn word processing functions and systems through exercise on an IBM compatible personal computer system.

**20 HOURS LAB = 1 CREDIT HOUR**

### **CIS 202 – COMPUTERIZED RECORDS MANAGEMENT**

In this final keyboarding class, the student will learn to input and modify patient health care records on a specialized computer application.

Pre-requisite: KB 202

**10 HOURS LAB = 0.5 CREDIT HOUR**

### **ES 101 – LIFE SKILLS**

The student will learn time management, study skills and problem solving techniques. They will also learn how to define goals, develop self-esteem and manage conflict.

**20 HOURS LECTURE = 2 CREDIT HOURS**

### **ES 301 – EMPLOYABILITY SKILLS**

The student will learn job search skills and interviewing techniques. Students will prepare a resume, cover letter and follow-up correspondence for job search.

**20 HOURS LECTURE/LAB = 1 CREDIT HOUR**

### **EX 301 – HEALTH CARE ADMINISTRATIVE ASSISTANT EXTERNSHIP I**

Upon completion of a preparatory lab, the student will be able to start their externship training. The first 40 hours will introduce the student to his/her 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 – HEALTH CARE ADMINISTRATIVE ASSISTANT EXTERNSHIP II**

The remaining 200 hours will involve applied hands-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job placement and search will be implemented upon successful completion of externship.

**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, ICD-9, and ADA 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 included medical/dental terminology and 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 a candidate for this program, students must meet basic requirements for admission and take a Wonderlic test and typing test. A minimum score of 16 is required for the Wonderlic Test and a minimum score of 25 wpm is required for the 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

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CLOCK HOURS</u>
HMT 101	Medical Terminology I	2	20
HMT 102	Medical Terminology II	2	20
HMT 201	Medical Terminology III	2	20
HDT 202	Dental Terminology I	2	20
HDT 301	Dental Terminology II	2	20
HI 103	Medical Claims Theory I	2	20
HI 104	Insurance Terminology	4	40
HI 105	Medical Billing & Coding	2	20
HI 108	Fundamentals of Claims Examining	2	20
HI 202	Medical Claims Theory II	2	20
HI 203	Hospital Coverage	2	20
HI 301	Insurance Plans I	1	20
HI 304	Insurance Plans II	1	20
HI 307	Insurance Plans III	1	20
HI 308	Dental Insurance	2	20
HL 103	Medical Claims Examining I	1	20
HL 105	Medical Coding Applications I	1	20
HL 203	Medical Coding Applications II	1	20
HL 204	Medical Claims Examining II	1	20
HL 301	Medical Claims Examining III	1	20

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HB 201	Office Procedures I	2	20
HB 203	Office Procedures II	2	20
KB 101	Introduction to Computers	1	20
CIS 101	Business Correspondence	1	20
CIS 201	Word Processing	1	20
CIS 302	Computerized Claims and Billing	1	20
CIS 303	Computerized Insurance Forms	1	20
ES 101	Life Skills	2	20
ES 301	Employability Skills	1	20
EX 303	Health Insurance specialist Externship I	5	150
<b>TOTAL CREDIT/CLOCK HOURS</b>		<b>51</b>	<b>750</b>

**Class Size:** Average is 9 students, maximum 15 students / 34 – 40 week program  
 (All GREC lectures and labs are based on a 50-minute clock hour.) 750 hours = 51 quarter credit hours.

One quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, 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 on 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, the student should have basic knowledge of the human body and how it applies to Health Care Insurance Specialist.

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**

✓ **HI 103 – MEDICAL CLAIMS THEORY I**

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

**20 HOURS LECTURE = 2 CREDIT HOURS**

✓ **HI 104 – INSURANCE TERMINOLOGY**

Introduction of the fundamental study of the insurance industry and medical insurance industry. Benefit structures and interpretation of contracts will be emphasized along with eligibility guidelines, fraud and abuse, and legal responsibilities. Workers' compensation and disability will be included.

**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, CPT-4 and HCPCS coding formats.

**20 HOURS LECTURE = 2 CREDIT HOURS**

✓ **HI 108 – FUNDAMENTALS OF CLAIMS EXAMINING**

The student will learn about worksheets, claims calculations, stop-loss, 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, podiatry, 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 outpatient services, day to and day after an accident and regular illnesses.

**20 HOURS LECTURE = 2 CREDIT HOURS**

✓ **HI – 301 – INSURANCE PLANS I**

Introduction to cost containment, private insurance carriers, extension of benefits, subrogation, definition of dependents, and all aspects of managed care related to a physician's office.

**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 form 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 claim forms.

**20 HOURS LECTURE = 2 CREDIT HOURS**

### **HL 103 – MEDICAL CLAIMS EXAMINING I**

Evaluation of payment claims, ~~physician's services, diagnostic lab test and x-rays~~, durable medical equipment, ambulance, 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 in theory lectures.

**20 HOURS LAB = 1 CREDIT HOUR**

### **HL 204 – MEDICAL CLAIMS EXAMINING II**

Evaluation of payment claims, surgery, multiple surgery, assistant surgery, and podiatry.

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 will learn skills necessary to work effectively in an insurance environment. This class will focus on 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 101 – INTRODUCTION TO COMPUTERS**

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proof reading.

**20 HOURS LAB = 1 CREDIT HOUR**

✓ **CIS 101 – BUSINESS CORRESPONDENCE**

Students will learn the proper format for letter and other office communications.

**20 HOURS LAB = 1 CREDIT HOUR**

✓ **CIS 201 – WORD-PROCESSING**

Continuation of skills learned in CIS 101 and KB 101. The student will learn word processing functions and systems through exercises on an IBM-compatible personal computer system.

**20 HOURS LAB = 1 CREDIT HOUR**

**CIS 302 – COMPUTERIZED CLAIMS AND BILLING**

Introduction to a computerized billing database, allowing students practice simulated billing and thereby acquire an understanding of how claims are examined.

**20 HOURS LAB = 1 CREDIT HOUR**

**CIS 303 – COMPUTERIZED INSURANCE FORMS**

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

**20 HOURS LAB = 1 CREDIT HOUR**

✓ **ES 101 – LIFE SKILLS**

The student will learn time management, study skills and problem solving techniques. They will also learn how to define goals, develop self-esteem and manage conflict.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**ES 301 – EMPLOYABILITY SKILLS**

The student will learn job search skills and interviewing techniques. The student will prepare a resume, cover letter and follow-up correspondence for job search.

**20 HOURS LECTURE/LAB = 1 CREDIT HOUR**

### **EX 303 – HEALTH INSURANCE SPECIALIST EXTERNSHIP**

Upon completion of a preparatory lab, students will be able to start their externship training. The first 50 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. The remaining 100 hours will include 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, medical office 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. **In order to be considered a candidate for this program, students must meet basic requirements for admission by taking a Wonderlic Test. A minimum score of 16 is required.**

### 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	CLOCK HOURS
MC 101	Introduction to Medical Assisting	4	40
MC 102	Pharmacology & Drug Administration	4	40
MC 201	Anatomy & Physiology I	2	20
MC 202	Clinical Office Procedures	2	20
MC 204	Anatomy & Physiology II	4	40
MC 301	Anatomy & Physiology III	2	20
ML 101	Medical Clinical Lab I	1	20
ML 102	Medical Clinical Lab II	1	20
ML 201	Medical Clinical Lab III	1	20
ML 202	Medical Clinical Lab IV	1	20
ML 301	Medical Clinical Lab V	1	20
MB 101	Medical Business Theory	2	20
MB 102	Medical Office Procedures I	2	20
MB 201	Medical Office Procedures II	2	20
MB 202	Medical Insurance	2	20
MB 301	Medical Office Procedures III	2	20
KB 101	Introduction to Computers	1	20
CIS 101	Business Correspondence	1	20
WP 201	Transcription I	1	20
ES 101	Life Skills	2	20
ES 301	Employability Skills	1	20
EX 301	Medical Assistant Externship I	1	40
EX 302	Medical Assistant Externship II	6	200
	<b>TOTAL CREDIT/CLOCK HOURS</b>	<b>46</b>	<b>720</b>

**Class Size:** average 18 students, maximum 30 students/ 30-36 week program  
(All GREC lectures and labs are based on a 50-minute clock hours.)  
\*720 hours = 46 quarter credit hours.

One-quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, 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 work 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 are 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 the 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 experience 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 basis.

*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.

Certification in CPR will be offered. 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.*

**20 HOURS LAB = 1 CREDIT HOUR**

**MB 101 – MEDICAL BUSINESS THEORY**

Focuses on the role of a medical assistant, professionalism, law and ethics, communication theory and psychology.

**20 HOURS LECTURE = 1 CREDIT HOURS**

**MB 102 – MEDICAL OFFICE PROCEDURES I**

Continuation of skills taught in MB 101. Administrative skills taught include: telephone techniques, mail handling, appointment scheduling, records management, and filing.

Pre-requisite: MB 101

**20 HOURS LECTURE = 2 CREDIT HOURS**

**MB 201 – MEDICAL OFFICE PROCEDURES II**

Continuation of MB 102 administrative skills taught include: inventory control, professional fees and credit arrangements.

Pre-requisite: MB 102

**20 HOURS LECTURE = 2 CREDIT HOURS**

**MB 202 – MEDICAL INSURANCE**

Principles of coding, terminology and theory and application of major insurance programs with a hands on approach is the emphasis of this program.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**MB 301 – MEDICAL OFFICE PROCEDURES III**

Continuation of MB 201. The student will learn how to manage accounts payable, accounts receivable, prepare payroll and the financial arrangements necessary to function in a medical office environment.

Pre-requisite: MB 201

**20 HOURS LECTURE = 2 CREDIT HOURS**

**KB 101 – INTRODUCTION TO COMPUTERS**

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proof reading.

**20 HOURS LAB = 1 CREDIT HOUR**

**CIS 101 – BUSINESS CORRESPONDENCE**

Students will learn the proper format for letters and other office communications.

**20 HOURS LAB = 1 CREDIT HOUR**

**WP 201 – INTRODUCTION TO TRANSCRIPTION**

Students will be introduced to the fundamentals of transcription.

Prerequisite: CIS 101

**20 HOURS LAB = 1 CREDIT HOUR**

**ES 101 – LIFE SKILLS**

The student will learn time management, study skills and problem solving techniques. They will also learn how to define goals, develop self-esteem and manage conflict.

**20 HOURS LECTURE = 2 CREDIT HOURS**

**ES 301 – EMPLOYABILITY SKILLS**

The student will learn job search skills and interviewing techniques. The student will prepare a resume, cover letter and follow-up correspondence for job search.

**20 HOURS LECTURE/LAB = 1 CREDIT HOUR**

**EX 301 – MEDICAL ASSISTANT 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 – MEDICAL ASSISTANT EXTERNSHIP II**

The remaining 200 hours will involve extended training on an externship 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.

**200 HOURS EXTERNSHIP = 6 CREDIT HOURS**

## PRACTICAL NURSE PROGRAM

### Philosophy/Purpose

The faculty of the Practical Nurse Program, in accordance with the philosophy of Grand Rapids Education Center, believes that the individual is a holistic being who possesses unique physiological, psychological, sociocultural, and spiritual components. The individual continually interacts with the environment, thereby learning and adapting to achieve optimum health.

Society has the responsibility to its members both individually and collectively to provide an environment which promotes health attainment, maintenance, and restoration. Society must strive to achieve optimal care within an 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 person.

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

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

The practical nurse will provide care based on the Nurse Practice Act. The practical nurse acknowledges that the nursing process is the foundation of nursing practice, utilizing it for planning, implementation, and evaluation of health services and care of the individual. Since health care is a dynamic site, the practical nurse evaluates the individual based on the status of goal achievement, acknowledging the needs for reassessment with the refocusing of priorities and the setting of new goals. The practical nurse provides quality care with a sound legal and ethical framework.

Nursing education is a system whereby the individual student brings experiences and adapts to the input received. This input awakens the student to responsibility and expression of personal artwork through nursing.

Learning is a lifelong process in which the practical nurse seeks educational resources and creates learning experiences to enhance and maintain current knowledge and skills to continue competence in nursing practice and increase professional growth. Learning is a continuous and active process, progressing in a sequential manner from the simple to the

complex and resulting in behavior changes in the cognitive, psychomotor, and effective domains.

The teaching-learning process is augmented when the individual interacts by actively participating in defining the objectives of his/her learning experiences and takes responsibility for achieving these goals. The teacher and learner should share in the responsibility for enacting an atmosphere that will stimulate intellectual curiosity analytical thought, and individual creativity. The teacher serves as a facilitator, counselor, and resource person.

The purpose of the Practical Nurse Program is to provide, using the nursing process, an educational base for all students to safely administer basic nursing care under the supervision of a Registered Nurse.

### **Conceptual Framework**

The faculty of Grand Rapids Educational Center's Practical Nurse Program has identified specific concepts, which provide the framework for the development, implementation, and evaluation of the program.

These concepts are the individual, society, nursing education, practical nursing, nursing, the teaching-learning process, and education as a life-long process. These concepts are communicated to the student through the study and utilization of various theories. These subconcepts or theories are illustrated in the following diagram in this section.

The theories/subconcepts are presented on the following three levels that show progression of the program from simple-to-complex.

The first level introduces the student to viewing the individual as a system comprised of physiological, psychological, sociocultural, and spiritual need. Therapeutic communication, pharmacology, nutrition and body structure and function are introduced.

Lab on Level I focuses on basic nursing skills and data collection. Clinical utilizes the skills learned in lab and focuses on the care of patients who have simple needs and have adapted to chronic health problems. The patient is viewed as part of a family and member of the community. Introduction to the role of the practical nurse in the nursing process in care planning is provided.

The second level provides the student with the study of more complex body structure and function, pharmacology, and basics of medication administration. Evaluation of the influences of social, political, economic, and professional issues on the delivery of nursing care are introduced.

Lab emphasizes medication administration and more complex medical-surgical nursing skills. Clinical provides utilization of these lab skills in the care of patients with more complex chronic problems. Refinement of care planning skills utilizing the nursing process is accomplished.

The third level provides students with the ability to meet the nursing needs of patients throughout the life span with acute problems. Clinical emphasizes the utilization of nursing skills for special populations. Data collection for special populations is emphasized.

Work ethic is emphasized by the faculty throughout the program. A variety of teaching techniques is utilized to provide education to students with varying backgrounds and experiences. Creative expression in care is encouraged.

The faculty of the Practical Nurse Program serve as facilitators of the learning process by following the curriculum design, monitoring the environment to provide a teaching-learning setting, and meeting the needs of the individual students by the selection of learning experiences congruent with the program purpose.

**Program Objectives**

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

1. Collect and organize health care data and participate as a member of the health care team in determining the extent to which goals and interventions have been achieved.
2. Participate as a member of the health care team to meet the patient's need for a safe and effective care environment.
3. Participate as a member of the health care team by providing safe nursing care to meet the physiological integrity needs of patients with acute and chronic health problems that occur throughout the life span.
4. Participate as a member of the health care team to meet the patient's need for psychological integrity throughout the life span.
5. Provide care for one or multiple clients with consideration of legal and ethical boundaries of the practical nurse.
6. Assume individual responsibility and accountability.

**Curriculum Design  
Full-time**

**PN 1**

**First Quarter**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HS 101	Human Anatomy & Physiology I	4	40
PH 101	Basic Pharmacology I	4	44
NS 101	Fundamentals of Nursing I	7	120
NU 101	Nutrition Through the Life Cycle	3	30
<b>Total Credit/Clock Hours</b>		<b>18</b>	<b>234</b>

**PN 2****Second Quarter**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HS 201	Human Anatomy & Physiology II	4	40
PH 201	Basic Pharmacology II	4	48
NS 201	Fundamentals of Nursing II	9	205
NS 202	Issues in Healthcare	3	30
<b>Total Credit/Clock Hours</b>		<b>20</b>	<b>323</b>

**PN3****Third/Fourth Quarter**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
Ns 301	Medical/Surgical Nursing	11	216
NS 302	Geriatric Nursing	9	170
<b>Total Credit/Clock Hours</b>		<b>20</b>	<b>386</b>

**PN4****Fourth/Third Quarter**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
NS 303	Obstetrical Nursing	10	193
NS 304	Pediatric Nursing	10	193
<b>Total Credit/Clock Hours</b>		<b>20</b>	<b>386</b>

**TOTAL CREDIT FOR PROGRAM****78****1329**

\*The first three weeks of scheduled clinical in Fundamental I will be spent in the learning laboratory.

\*One-half of the students will be instructed in medical/surgical and geriatric nursing in the third quarter. In the fourth quarter, these students will then take maternal and pediatric nursing.

\*One-half of the students will be instructed in maternal and pediatric nursing in the third quarter. In the fourth quarter, these students will then take medical/surgical and geriatric nursing.

**Class Size:** average 20 students, with a maximum of 25 students, and it is a 48 week program. (All GREC lectures and labs are based on a 50-minute clock hour.)

\*1329 hours = 78 quarter credit hours.

One quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, or 30 hours of clinical.

GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.



### **Clinical Facilities**

Clinical facilities used in the program will be conducted at a variety of area health care facilities. These include long term care facilities in the Grand Rapids area; Holland Community Hospital; Kent Community Hospital; Velzen Center; hospice and dementia facilities; clinics and doctors' offices. Observational experiences will be scheduled with various clinical sites in accordance with area of study. Classes will be conducted at Grand Rapids Educational Center, which houses the learning laboratory, classrooms, library, faculty and director offices.

### **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 recording paper (care plan).

### **Progression**

Each student must successfully complete each course with a grade of "75" or better to proceed in the program. Refer to the academic policy for other grades, i.e., incomplete (I), withdrawal (W), satisfactory (S), and unsatisfactory (U). Both theory and clinical grades are submitted in the policy.

### **Promotion and Graduation**

#### **Promotion**

The level of achievement, warnings, promotion, and graduation are reflected in the academic policy.

#### **Graduation**

A candidate for graduation must meet the following criteria to be eligible to receive the school certificate:

1. Satisfactory completion of the required course of study as stated in the curriculum design.
2. No monetary indebtedness to the program.

A diploma from Grand Rapids Educational Center is awarded to students successfully completing the required curriculum in practical nurse education. The school pin must be purchased by each student prior to graduation. The pin and diploma will be presented at the graduation program if all requirements for graduation are met. At the graduation ceremony, students are required to wear appropriate program attire.

After completion of the Grand Rapids Educational Center Practical Nurse Program, the graduate is entitled to apply to sit for the licensure examination and apply for licensure. **A graduate must pass the licensing examination in order to practice as a Licensed Practical Nurse.** Laws govern mandatory licensure to practice.

#### **Audit Policy**

Request to audit a lecture must be approved by the Practical Nursing Coordinator.

## **Admission Policy and Procedure**

1. Complete the Practical Nurse Program application for admission and return to Grand Rapids Educational Center with a \$95.00 non-refundable fee, payable to GREC. The fee includes the work for processing the application.
2. The applicant must be a high school graduate or have satisfactorily passed the high school equivalency examination (G.E.D.). The appropriate transcript or test scores must be submitted with the application.

This program is designed to incorporate mandatory prerequisite courses and a recommended course to prepare the applicant entering the nursing program. Prerequisite course proficiency exams may be given at the discretion of the Program Coordinator.

### Mandatory prerequisite courses:

- a) Math Preparation for Health Care with 80 percent or above
  - b) Medical Terminology with 80 percent or above
  - c) Microbiology for Health Care with 75 percent or above
  - d) Current American Heart Association CPR for Health Care Providers is required.
3. It is preferred that an applicant have hands on health care experience such as certified nursing assistant, home health aide, EMT, etc. Verification of credentials will be required.
  4. Transfer students eligibility will be determined on an individual basis. Prerequisite requirements are waived for transfer students.
  5. A score above the 50<sup>th</sup> percentile on the National League of Nursing pre-admission test is required. Applicants who score below the 50<sup>th</sup> percentile will be considered on an individual basis. The National League of Nursing pre-admission examination is a standardized examination utilized by the Admission Committee to provide a common basis for evaluating the academic ability of applicants. The examination includes three tests: verbal ability, mathematics, and science. One hour is allowed for each test, approximately three and one-half hours will be allowed for the examination. A \$50.00 non-refundable fee, payable to GREC, must be paid prior to the examination.
  6. The applicant must write a one-hundred-fifty word essay entitled, "Why I Want to Be a Practical Nurse." The essay is submitted with the application.
  7. In addition to meeting the above criteria, the applicant should be of good character and have a sincere desire to enter a profession, which meets the needs of others. Three letters of reference must be submitted.
  8. A personal interview may be required by the admissions committee.
  9. After the above information has been received and is complete, the Admissions Committee will take the applicant's records under review. The applicant will then be notified of the decision of the Committee.
  10. Once accepted into the program, a physical form will be provided to the student. Successfully passing the physical examination, tests, and current immunizations must be submitted prior to the onset of classes. The student must provide proof of a recent TB test and proof of Hepatitis B immunizations. (Hep B's may be started before class begins and completed within the first 20 weeks of the program.)

## **Fees**

All admissions fees must be submitted with the application.

Tuition is paid quarterly in advance by credit hour and due prior to the beginning of the quarter. Payment is made payable to Grand Rapids Educational Center.

Any unexpected or unanticipated additional expenses are the student's responsibility.

## **Tardiness**

In addition to the policy in the general Student Handbook, the following applies to Practical Nursing students:

1. It is the student's responsibility to notify the unit and ask for the instructor if tardy or absent from clinical. If there is any problem leaving a message at the clinical site, it is the student's responsibility to call the school and leave a message.
2. For clinicals, all students are expected to be present and ready to being pre-conference at the time announced. Anyone more than five minutes late will be considered tardy for clinicals.
3. If a student is tardy or unprepared for clinical, it is discretion of the clinical instructor to determine if the student will be permitted to participate in the clinical experience.

## **Absenteeism**

1. A student who is absent from class or lab may make up time at the discretion of the instructor.
2. Students are required to attend 90% of class time. Anything less may result in termination.
3. Any student who is absent from the clinical or classroom without giving proper notification will be subject to a written warning.

## **Satisfactory Progress**

Students must maintain an overall GPA of at least 2.3. Academic achievement will be evaluated every 6 weeks. Students whose GPA is below 2.3 will be placed on academic probation for the following six (6) weeks and notified. Students continuing on probation, after the first probationary period are ineligible to receive federal financial aid funds.

Removal from Academic Probation: the student will be removed from academic probation at the end of 12 weeks when his/her GPA is at or above 2.3.

Academic Dismissal: if a student is on academic probation and his/her GPA during the probationary period remains below 2.3, he/she will be dismissed. If he/she receives all failures the first term, he/she will be dismissed.

## **Re-Enrollment Policy**

A Re-Enrollment request must be approved by the Executive Director and Program Coordinator. A request for re-enrollment must be submitted, in writing, to the Program Coordinator. The student must start at the beginning of the program. The student is required to repeat all of the nursing courses in the progression of the curriculum.

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

### **Confidentiality of Records**

The Family Educational Rights and Privacy Act of 1974 provides that all student records are confidential and available only to that student, and if under 21, his/her parent(s) only. Students may review their records upon written request to the Program Director. Deletions of or additions to the records will be considered only if the grievance process is utilized.

The student may also release the records to others by signing a written release form in the program office, e.g., state board examination scores, references, recommendations.

### **Library**

The library at Grand Rapids Educational Center provides services to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks is available.

The library is open during normal business hours. All materials are to remain in the building. Photocopies are available upon request. A per page fee is charged.

## **PRACTICAL NURSE PROGRAM LEVELS**

### **PN 1 – PRACTICAL NURSING I**

This level orients the student to the nursing program and practice. The student will study the structure and function of the human body; common signs and symptoms produced by changes in normal structure and function and the related nursing measures; nutritional needs related to all ages and illness; normal growth and development and alteration of nursing needs according to the changes; basic pharmacology theory and selected drug administration. Planning and implementing care is taught with emphasis on the roles of the practical nurse.

### **PN 2 – PRACTICAL NURSING II**

This level provides the student with ability to meet the nursing needs of patients of all ages, administration of selected medication, roles and responsibilities of the practical nurse. The student utilizes parts of the nursing process when providing nursing care for patients with various chronic disease and illness conditions.

### **PN 3 – PRACTICAL NURSING III**

This level provides the student with ability to meet the nursing needs of patients of all ages, administration of selected medication, roles and responsibilities of the practical nurse. The student utilizes the nursing process when providing care for complex medical-surgical problem patients, geriatric patients, obstetric patients, and pediatric patients under the supervision of a physician or registered nurse.

## **PRACTICAL NURSE PROGRAM COURSE DESCRIPTIONS**

### **HS 101 – HUMAN ANATOMY & PHYSIOLOGY I**

The student is presented with basic facts and principles of the body structure and function. These fundamental facts are simplified and practical application is emphasized. The student is encouraged to correlate the relationship between science facts and the nursing process.

**4 CREDIT HOURS = 40 CLOCK HOURS**

### **NS 101 – FUNDAMENTALS OF NURSING I**

Overview of fundamental concepts which incorporates theory skills and the nursing process while viewing the client in a holistic manner. Focuses on the psychosocial, developmental, physiological, economic, spiritual, and sociocultural needs of the client. Provides opportunities to introduce basic skills both in the learning laboratory and in the clinical setting.

*Didactic = letter grade, lab/clinical – S/U grade*

**7 CREDIT HOURS = 120 CLOCK HOURS**

### **PH 101 – BASIC PHARMACOLOGY I**

This course is designed to provide useful information and regarding medications and to correlate facts and principles with Anatomy & Physiology. The student will be presented with foundational knowledge needed to safely and responsibly administer medications under the supervision of a licensed professional. Emphasis is placed on the nursing process and the role of the practical nurse.

**4 CREDIT HOURS = 44 CLOCK HOURS**

### **NU 101 – NUTRITION THROUGH THE LIFE CYCLE**

Focuses on the nutritional need of individuals in various age groups, both in a well and illness state. Exploration of sociocultural, economic, and religious preferences are included to develop an individualized plan of care through the use of the nursing process.

**3 CREDIT HOURS = 30 CLOCK HOURS**

### **PH 201 – BASIC PHARMACOLOGY II**

This course is designed to provide useful information regarding medications and to correlate facts and principles with Anatomy/Physiology. The student will be presented with information regarding medication administration in a safe and responsible manner under the supervision of a licensed professional. Emphasis is placed on the nursing process and the role of the practical nurse. This is a continuation of PH 101.

Pre-requisite: NS 101, HS 101, PH 101

**4 CREDIT HOURS = 48 CLOCK HOURS**

### **HS 201 – HUMAN ANATOMY & PHYSIOLOGY II**

Focuses on the interaction between structure and function of the body. Provides an opportunity to develop client evaluation skills, which can be utilized under the supervision of a licensed professional. This is continuation of HS 101.

Pre-requisite: HS 101

**4 CREDIT HOURS = 40 CLOCK HOURS**

### **NS 202 – ISSUES IN HEALTH CARE**

Focuses on important issues and trends, which affect the practicing nurse in a changing health care environment. Provides opportunities to discuss relevant issues that influence the client, practical nurse, society, and the nursing profession.

**3 CREDIT HOURS = 30 CLOCK HOURS**

### **NS 201 – FUNDAMENTALS OF NURSING II**

This course is designed as a continuation of the first quarter Fundamentals of Nursing. Discussion of the role of the practical nurse is continued as it relates to the nursing process. The student will be encouraged to develop and implement a basic nursing care plan addressing the psychosocial, developmental, sociocultural, economic, spiritual and physiological needs of all patients. Skills basic to the nursing practice will be taught and practiced in the lab and applied in a clinical setting in order to provide the practical nursing student with a solid foundation for nursing practice.

*Didactic = letter grade, Lab/clinical = S/U grade*

Pre-requisite: NS 101

**9 CREDIT HOURS = 205 CLOCK HOURS**

### **NS 301 – MEDICAL/SURGICAL NURSING**

Focuses on the altered health status of the adult client by using the nursing process in a holistic manner. Emphasis on the psychological, sociocultural, economic, and spiritual preferences of the client is discussed. Opportunity is given to incorporate specific health care concepts of the adult medical/surgical client in the classroom and clinical environments.

*Didactic = letter grade, Lab/clinical = S/U grade*

**11 CREDIT HOURS = 216 CLOCK HOURS**

### **NS 302 – GERIATRIC NURSING**

Focuses on the student of the geriatric individual in the long-term facility and in the home environment. Emphasis is placed on the nursing process with knowledge of the economic, sociocultural, and spiritual preferences of the individual. An opportunity to incorporate the biological and psychological processes in the assessment of the individual is provided in the theory and clinical experiences.

*Didactic = letter grade, Lab/clinical = S/U grade*

**9 CREDIT HOURS = 170 CLOCK HOURS**

### **NS 303 – OBSTRETRICAL NURSING**

Focuses on study of the obstetrical client and family in a holistic approach throughout the reproductive cycle using the nursing process. Emphasis on the psychological, educational, sociocultural, and spiritual preferences of the client and family is addressed. Opportunity is given in the classroom and clinical environment to incorporate discussion and common health disruption of the maternal client.

*Didactic = letter grade, Lab/clinical = S/U grade*

**10 CREDIT HOURS = 193 CLOCK HOURS**

### **NS 304 – PEDIATRIC NURSING**

Focuses on the growth and development of the pediatric client throughout the wellness/illness continuum using the nursing process in a holistic manner. Emphasis on the sociocultural, psychological, economic, and spiritual preferences of the client and family is discussed. Opportunity is given in the classroom and clinical environment to incorporate specific health concepts of the pediatric client.

*Didactic = letter grade, Lab/clinical = S/U grade*

**10 CREDIT HOURS = 193 CLOCK HOURS**

## SURGICAL TECHNOLOGIST PROGRAM

### EDUCATIONAL OBJECTIVES

This program is designed to train the student to be an essential person on the surgical team. The student receives training in aseptic techniques, basic instrument setup, patient positioning, general education, anatomy and physiology and how to function as a member of the surgical team.

**In order to be considered a candidate for this program, students must meet basic requirements for admission and pass a Wonderlic Test with minimum score of 21.**

### COURSE OBJECTIVE

Upon completion of the program, the surgical technologist can expect to find employment opportunities in hospitals, clinics, and private surgeon's office. They will also be able to challenge the certification exam offered by the LCC-ST (Liaison Council Certification for the Surgical Technologist).

### SURGICAL TECHNOLOGIST PROGRAM COURSES

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CLOCK HOURS</u>
<b>First Quarter</b>			
GE 101	General Education	8	80
HS 102	Anatomy & Physiology I	10	100
ST 101	Surgical Technology I	8	100
<b>Second Quarter</b>			
HS 202	Anatomy & Physiology II	10	100
ST 201	Surgical Technology II	12	160
<b>Third Quarter</b>			
HS 302	Anatomy & Physiology III/IV	10	100
ST 301	Surgical Technology III	12	200
<b>Fourth Quarter</b>			
ST 401	Surgical Tech Externship	16	480
<b>Total Credit and Clock Hours</b>		<b>86</b>	<b>1320</b>

**Class Size:** Maximum 20 students / 45 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hours is equal to 10 hours of lecture, 20 hours lab, OR 30 hours clinical/externship. 86 credit hours = 1320 hours.



## **SURGICAL TECHNOLOGIST PROGRAM COURSE DESCRIPTION**

### **GE 101 – GENERAL EDUCATION**

This course is designed to help the student develop basic skills needed in school and/or work setting. The topics covered are human relations, communication skills, stress, stress management, time management including study and test taking skills, law, ethics, medical terminology, and career development. Class activities include debates, term paper, resume writing, job hunting skills, and interviewing skills.

**80 HOURS LECTURE = 8 CREDIT HOURS**

### **HS 102 – ANATOMY & PHYSIOLOGY I**

This course is designed to introduce the student to the structure and function of the human body. This course is the first of three for surgical technology students. In addition to providing an introduction to basic anatomical terms, the course covers function and structure of the integumentary, skeletal, and muscle systems, as well as pathology.

**100 HOURS LECTURE = 10 CREDIT HOURS**

### **HS 202 – ANATOMY & PHYSIOLOGY II**

This course is a continuation of HS 101 and introduces the surgical technology student to additional terms, the structure, function, and pathology of the nervous, sensory, endocrine, circulatory, and lymphatic systems.

**100 HOURS LECTURE = 10 CREDIT HOURS**

### **HS 302 – ANATOMY & PHYSIOLOGY III/IV**

This course is a continuation of HS 201 and introduces the surgical technology student to additional terms, the structure, function, and pathology of the respiratory, digestive, urinary, and reproductive systems. In addition, discussion of nutrition, metabolism, temperature, body fluids, heredity, development, and birth are included.

**100 HOURS LECTURE = 10 CREDIT HOURS**

### **ST 101 SURGICAL TECHNOLOGY I**

This course is designed to introduce the student to the surgical environment. The course includes organization of the operating room microbiology, disinfecting, decontamination sterilization, asepsis, surgical pharmacology, anesthesia, transporting and positioning patients, and preparation of the surgical site.

**100 HOURS LAB = 8 CREDIT HOURS**

### **ST 201 SURGICAL TECHNOLOGY II**

This course is designed to further familiarize the student with surgical procedures and the instruments involved. Topics include wound closure, homeostasis, surgical instruments, surgical routine, surgical emergencies, communication, laser technology, general surgery and minimal access surgery. In addition, a continued study of surgical pharmacology is included.

**160 HOURS LAB = 12 CREDIT HOURS**

**ST 301 - SURGICAL TECHNOLOGY III**

This course is designed to give the student opportunities to practice the technical aspects of pre, peri, and post-operative care required of surgical technicians. Topics covered include obstetric/gynecological, urogenital, orthopedic, cardiothoracic, peripheral vascular, neuro, eye EENT, and plastic surgery.

**200 HOURS LAB = 12 CREDIT HOURS**

**EX 401 – SURGICAL TECHNOLOGIST EXTERNSHIP**

During this course the student will spend his/her time in a hospital operating room setting, working under the supervision of a clinical supervisor.

**480 HOURS EXTERNSHIP = 16 CREDIT HOURS**

## **SHORT PROGRAMS AND PREREQUISITES**

### **BASIC NURSE AIDE (CNA) PROGRAM**

This program is approved by the Michigan State Department of Health. The program is designed to ensure nursing aides 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 is three (3) weeks in length and consists of sixty (60) hours of classroom instruction and thirty (30) hours of externship experience in a licensed nursing facility. Successful completion leads to registration as a Certified Nurse Aide (CNA) in the State of Michigan. **In order to be considered a candidate for this program, students must meet basic requirements for admission and pass a Basis Reading and Math Test.**

**Class Size:** Maximum 20 students / 3 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

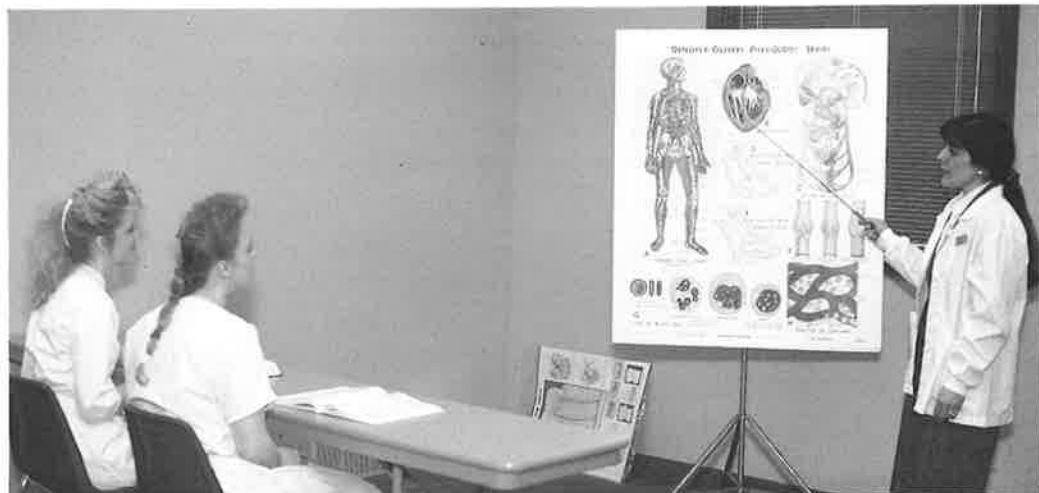
7 credit hours = 90 clock hours

### **EDUCATIONAL OBJECTIVES**

This program will provide the student with the necessary skills to obtain an entry-level position as a nurse aide in a long-term health facility. The student will learn how to communicate and interact competently on a one-to-one basis with the residents, to demonstrate sensitivity to residents emotional, social and mental health needs through skillful interactions, and to assist residents in attaining and maintaining independence. The student will also learn clinical procedures such as TPR, blood pressure, bed making, bathing, feeding, using proper body mechanics and assistance in providing care with activities of daily living in all residents and their individual needs.

### **COURSE OBJECTIVE**

Upon completion of the competency evaluation in the Nurse Aide Program, the student will possess the knowledge and skills required to function in a clinical capacity in a long-term care facility.



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

## CENTRAL SERVICE PROGRAM

**LEVEL 1 (Sterile Processing and Distribution Technician)** This course prepares the student to function at an entry level in the central service department of the hospital. Duties include, but not limited to, assuming responsibility for all processing of hospital equipment, supplies, and instruments used in most hospital departments. This course includes principles and practices of decontamination, cleansing sterilization, and dispensing of supplies. Completion of the course with a grade of 70 or higher, prepares the student to take the NICHSPDP Technician Certification Exam. This course will total 80 hours (both didactic and lab).

**Class Size:** maximum 16 students / 10 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

6 credit hours = 80 clock hours

**LEVEL II (Sterile Processing and Distribution Supervisor)** This course prepares the student to function at a supervisory level in the central service department of the hospital. Duties include, but not limited to, supervising/performing procedures in the decontamination department, supervising the operations of sterile processing, and supervising the operations of sterile storage and distribution. This course includes fiscal management, personnel management, compliance with standards, PD responsibilities, anatomy, microbiology, infection control, administration of SPD procedures, and inventory distribution. Completion of the course with a grade of 70 or higher, prepares the student to take the NICHSPDP Supervisor Certification Exam.

**Class Size:** maximum 20 students / 8 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

4.8 credit hours = 48 clock hours

**LEVEL III (Sterile Processing and Distribution Manager)** This course prepares the student to function at a manager level in the central service department of the hospital. Duties include, but not limited to, fiscal management, compliance with standards, SPD responsibilities, anatomy, microbiology, infection control, administration of SPD procedures, inventory and distribution. Completion of the course with a grade of 70 or higher, prepares the student to take the NICHSPDP Manager Certification Exam. Level III will total 48 hours of lecture.

**Class Size:** maximum 20 students / 8 week program. (All lectures and labs are based on a 50-minute clock hour.)

One-quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

4.8 credit hours = 48 clock hours

## **PREREQUISITE COURSES**

### **MATH PREPARATION FOR HEALTH CARE**

This course is designed as a preparatory course for those wishing to enter nursing and other health related fields. Contents include a review of basic math skills, decimals and fractions, household and apothecary measurements, metric system, conversions and calculations, and military time. This is a pre-requisite program required by the Practical Nurse Program.

### **MEDICAL TERMINOLOGY**

This course is designed as an introduction to medical terminology and commonly used medical abbreviations. Each class begins with a review of basic body systems, which is then correlated to pertinent terminology. Although medical terms can sometimes be frustrating and confusing, the material is presented in a relaxed setting utilizing unique teaching methods to stimulate and reinforce learning. Suggested participants include those just entering the health care field as well as individuals currently employed in the health care setting such as medical secretaries, social workers, billing clerks, and allied health workers.

### **MICROBIOLOGY FOR THE HEALTH SCIENCES**

This clinically focused course is designed to assist the students to learn basic microbiology concepts that apply to the health field. Contents include: type of microorganisms, chemistry of life, microbial physiology, human/micro interactions, microbial epidemiology, human defenses against infectious diseases and major infectious diseases.

## TUITION AND FEES

### Health Care Administrative Assistant Programs:

Total Cost                      \$ 5,995.00

This includes \$ 95.00 registration fee paid by the student at enrollment.  
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing white clinical uniforms and shoes, plus their third Hepatitis B vaccine injection and a signed health form. 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.

### Medical Assistant, Health Insurance Specialist and Dental Assistant Programs:

Total Cost                      \$ 6,295.00

This includes \$ 95.00 registration fee paid by the student at enrollment.  
(Books and supplies are included in tuition.)

NOTE: In addition, HIS students are required to wear professional business attire according to GREC policy. The cost of this attire is unique to each individual student.

Medical and dental students are responsible for providing white clinical uniforms and shoes, plus their third Hepatitis B vaccine injection and a signed health form. The approximate cost of 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.

### Practical Nurse Program:

Total Cost                      \$ 8,695.00

This includes \$ 95.00 registration fee paid by the student at enrollment.  
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for a \$50 fee for the NLN pre-admission exam, a \$50 assessment kit, providing white clinical uniforms and shoes, plus their third Hepatitis B vaccine injection and a signed health form. 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.

### **Surgical Technologist Program:**

Total Cost                      \$ 8,495.00

This includes \$ 95.00 registration fee paid by the student at enrollment.  
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing navy blue clinical surgical uniforms, lab jacket, and shoes plus their third Hepatitis B vaccine injection and a signed health form. 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.

### **SHORT PROGRAMS**

#### **\*Basic Nurse Aide Training Program (CNA)**

Tuition	\$ 350.00
Registration Fee	25.00
<b>Total Cost</b>	<b>\$ 375.00</b>

#### **Students are also responsible for the following:**

CNA Clinical Competency Test Fee	\$ 75.00
Educational Testing Service Fee	34.00
Written CNA Test Fee	38.00
TB Test	10.00

#### **\*Central Service Program**

##### Sterile Processing and Distribution Technician

Total Cost \$ 695.00 (includes books, registration fee, materials and supplies)  
(Class size is limited to 16 students.)

##### Sterile Processing and Distribution Supervisor

Total Cost \$ 395.00 (includes books, registration fee, materials and supplies)  
(Class size is limited to 20 students.)

##### Sterile Processing and Distribution Manager

Total Cost \$ 395.00 (includes books, registration fee, materials and supplies)  
(Class size is limited to 20 students.)

## PREREQUISITE COURSES

### \*Math Preparation for Health Care

Total Cost                      \$ 210.81

This includes \$ 95.00 registration fee (paid at enrollment) and \$ 40.81 Manual.

### \*Medical Terminology

Total Cost                      \$ 210.81

This includes \$ 95.00 registration fee (paid at enrollment) and \$ 40.81 Manual.

### \* Microbiology for Health Care

Total Cost                      \$ 197.77

This includes \$ 95.00 registration fee (paid at enrollment) and \$ 27.77 Manual.

Registration Fee of \$95.00 is paid only once for prerequisite module.



## ACADEMIC CALENDAR

### **WINTER QUARTER STARTS**

MEDICAL ASSISTANT/DAYS (GR/KZ)	JANUARY 18, 1999
DENTAL ASSISTANT/DAYS (GR)	JANUARY 18, 1999
HEALTH INSURANCE SPECIALIST/NIGHTS (KZ)	JANUARY 18, 1999
DENTAL ASSISTANT/DAYS (KZ)	FEBRUARY 22, 1999
HEALTH CARE ADMIN. ASSISTANT/DAYS (GR/KZ)	FEBRUARY 22, 1999
HEALTH INSURANCE SPECIALIST/DAYS (GR)	FEBRUARY 22, 1999

### **SPRING QUARTER STARTS**

MEDICAL ASSISTANT/DAYS (GR/KZ)	MARCH 29, 1999
DENTAL ASSISTANT/DAYS (GR)	MARCH 29, 1999
PRACTICAL NURSE/DAYS (GR)	APRIL 12, 1999
MEDICAL ASSISTANT/NIGHTS (GR/KZ)	APRIL 26, 1999
DENTAL ASSISTANT/NIGHTS (GR)	APRIL 26, 1999
HEALTH INSURANCE SPECIALIST/NIGHTS (GR)	APRIL 26, 1999

### **SUMMER QUARTER STARTS**

MEDICAL ASSISTANT/DAYS (GR/KZ)	JULY 12, 1999
DENTAL ASSISTANT/DAYS (GR)	JULY 12, 1999
SURGICAL TECHNOLOGIST/DAYS (GR)	JULY 12, 1999

### **FALL QUARTER STARTS**

HEALTH INSURANCE SPECIALIST/DAYS (GR)	SEPTEMBER 7, 1999
HEALTH CARE ADMIN. ASSISTANT/DAYS (GR)	SEPTEMBER 7, 1999
HEALTH CARE ADMIN. ASSISTANT/NIGHTS (KZ)	SEPTEMBER 7, 1999
DENTAL ASSISTANT/DAYS (KZ)	SEPTEMBER 7, 1999
DENTAL ASSISTANT/DAYS (GR)	SEPTEMBER 20, 1999
MEDICAL ASSISTANT/DAYS (GR/KZ)	SEPTEMBER 20, 1999
HEALTH INSURANCE SPECIALIST/DAYS (KZ)	SEPTEMBER 20, 1999
PRACTICAL NURSE/DAYS (GR)	OCTOBER 4, 1999
MEDICAL ASSISTANT/NIGHTS (GR/KZ)	OCTOBER 11, 1999
DENTAL ASSISTANT/NIGHTS (GR/KZ)	OCTOBER 11, 1999
HEALTH CARE ADMIN. ASSISTANT/NIGHTS (GR)	OCTOBER 11, 1999

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<b>Gloria Stender</b> BA Western Michigan University	Vice President
<b>Dan Grimm</b> BA, MS Northern Illinois University	Director of Financial Aid

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## GRAND RAPIDS EDUCATIONAL CENTERS 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 / and an (\*) = Program Coordinator

### BASIC NURSE AIDE PROGRAM (C.N.A.)

Dorothy Fluga (G)*	RN, Lake Michigan Community College
Debbie Koehn (K)	RN, Kalamazoo Valley Community College
Beverly Plooster (G)	RN, Mercy School of Nursing
Barbara Ruell-Guidebeck (G)	RN, Charles Stewart Mott College

### BUSINESS & COMPUTER APPLICATIONS

Linda Dyga (G)	AS, Muskegon Community College
Becky Hassing (K)	
Tom Phillipson (K)	
Rosemary Semonski (K)	Calhoun Vocational Center
Jeannie VanHaitsma (K)	AS, Davenport College

### CENTRAL SERVICE TECHNICIAN PROGRAM

Barb Heyboer (G)	CST, Blodgett Memorial Hospital
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### DENTAL ASSISTANT PROGRAM

Mary Anderson (K)	AS, Mott Community College
Joe Ellis (G)	DDS, University of Michigan
John Frey (G)	DDS, University of Michigan
Karen Grattan (G)	RHS, CDA, Grand Rapids Educational Center
Madonna Nimmo (K)	AS, Lansing Community College
	BS, Western Michigan University
LuAnn Ritsema (K)	AS, Ferris State University
Jean Verwys (G)	CDA, RDA, AS, Grand Rapids Community College
Joy Wilbur (G)*	CDA, CDPMA, Grand Rapids Educational Center
Brenda Saladin (G)	DA, Grand Rapids Educational Center

## HEALTH CARE ADMINISTRATIVE ASSISTANT

Linda Dyga (G)	AS, Muskegon Community College
Brenda Laker (K)*	AS, Kalamazoo Valley Community College
Sharon Peterman (G)	AS, BS, Aquinas College
Kristi Veldman (G)	RN, Lake Michigan College

## HEALTH INSURANCE SPECIALIST

Rhonda Bystrom (K)	AS, Davenport College
Sharon Hepinstall (G)	AA, Grand Rapids Community College
	BS, Central Michigan University
Sue Johnson (K)	Grand Rapids Educational Center (K)
Barbara Keim (K)	Grand Rapids Educational Center (K)
Erika Oliver (K)	BA, Nazareth College
Melisa Scheiderer (K)	EIT Technical College
Kristi Veldman (G)	RN, Lake Michigan College

## MEDICAL ASSISTANT PROGRAM

Lou Ann Bristol (K)	RN, Northwestern Michigan Community College
	BS, Western Michigan College
Pam Chamberlin (K)	RN, Bronson School of Nursing
Sharon Gerike (K)	RN, Augusta School of Nursing
	BSN, Miami University
MaryLou Harig (G)	RN, BA, Aquinas College
Toni Kellerman (K)*	RN, Kalamazoo Valley Community College
Mary Oreskovich (K)	RN, Kellogg Community College
	BSPA, Grand Valley State University
Audrey Raab (G)	LPN, RN, Grand Rapids Community College
Julie Polanic (G)	RN, Hackley Hospital School of Nursing
Angela Schmidbauer (G)*	RN, BSN, Ohio State University
Cynthia Wellman (K)	RN, Bronson School of Nursing

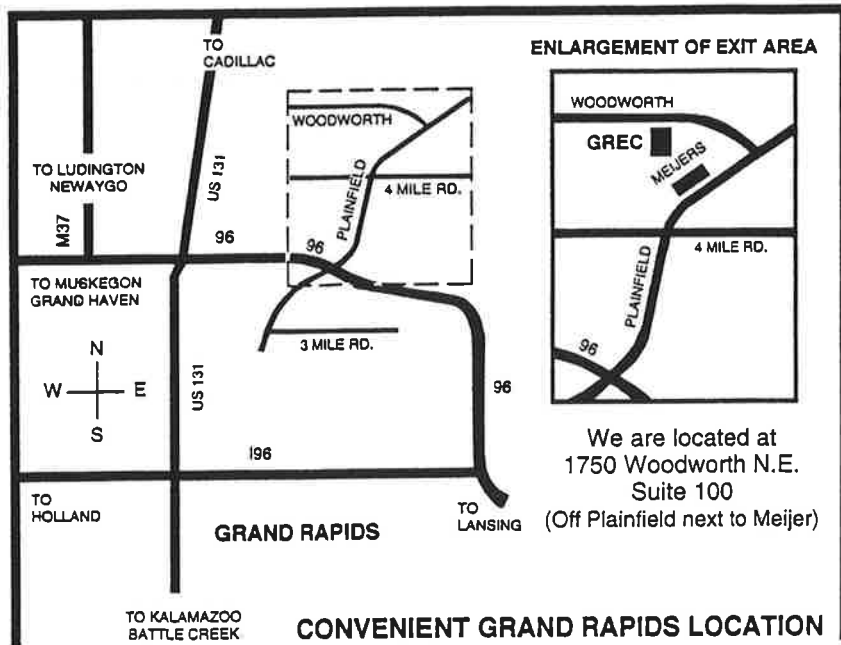
## **PRACTICAL NURSE PROGRAM**

Suzette Bruha (G)*	BSN, Loyola University of Chicago
Doreen Kazmer (G)	RN, BSN, Michigan State University
	MSN, Rutgers State University
Evelyn Morford (G)	RN, BSN, Wayne State University
	MSN, Ball State University
Margaret Smith (G)	AAS, RN, BSN, Ferris State University
Lisa Haverdink (G)	BSN, University of Oklahoma

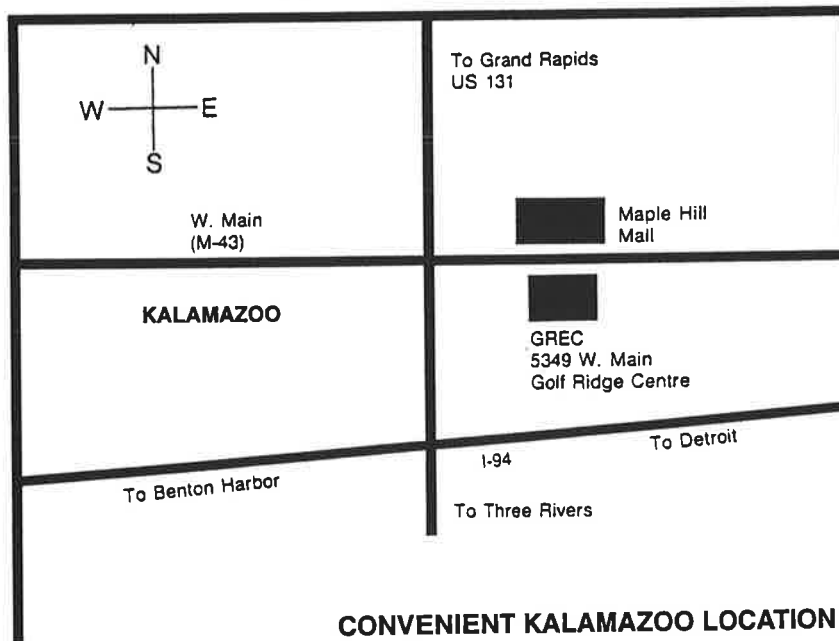
## **SURGICAL TECHNOLOGIST PROGRAM**

Marc Bohland (G)	CST, AS, Baker College
Linda Kearschner (H)	LPN, Ivy Tech State College
	RN, Lakeland College, Mattoon, IL
Brian Mikula (G)	BA, MA, University of Michigan
	Doctor of Chiropractic, Sherman College
Mary Ann Smith (G)	RN, AS, Ferris State University
Melissa Youngman (G)	CST, Butterworth Hospital
	BS, Adrian College

## GRAND RAPIDS CAMPUS



## KALAMAZOO CAMPUS



**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



# ***GREC***

## **GRAND RAPIDS EDUCATIONAL CENTERS**

1750 Woodworth St. NE, Grand Rapids, Michigan 49525

### **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.

