

Olympia

CAREER TRAINING INSTITUTE

2005-2006 CATALOG

Olympia MI 0805

Main Campus:

1750 Woodworth Street, N.E.
Grand Rapids, MI 49525
(616) 364-8464

Branch Campus:

Golf Ridge Center
5177 West Main
Kalamazoo, MI 49009
(269) 381-9616

www.olympia-institute.com

Accredited by the Accrediting Bureau
of Health Educational Schools (ABHES) and
Licensed by the State of Michigan

2005-2006 CATALOG

Olympia Career Training Institute

Olympia MI 1213-345-347

Publishing Date August 2005

Copyright © 2005 by Corinthian Schools, Inc., Santa Ana, California

Effective August 26, 2005 through January 31, 2007

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

TABLE OF CONTENTS

ABOUT CORINTHIAN SCHOOLS, INC.	1
MISSION STATEMENT	1
HISTORY	1
PHYSICAL LOCATION AND FACILITY	1
STATEMENT OF NON-DISCRIMINATION	2
ACCREDITATIONS, APPROVALS AND MEMBERSHIPS	2
ADMISSIONS	3
REQUIREMENTS AND PROCEDURES	3
Allied Health Programs	3
Allied Health Student Disclosure	3
PRACTICAL NURSE ADMISSION CRITERIA	4
CREDIT FOR PREVIOUS EDUCATION OR TRAINING	5
GRAND RAPIDS CAMPUS INFORMATION	6
HOURS OF OPERATION	6
ACADEMIC CALENDARS	6
HOLIDAYS AND VACATIONS	9
ADMINISTRATIVE STAFF	10
FACULTY	11
KALAMAZOO CAMPUS INFORMATION	13
HOURS OF OPERATION	13
ACADEMIC CALENDARS	13
HOLIDAYS AND VACATIONS	16
ADMINISTRATIVE STAFF	17
FACULTY	17
FINANCIAL INFORMATION	19
TUITION AND FEES	19
Additional Fees and Expenses	19
School Tuition Plan	19
FINANCIAL ASSISTANCE	19
Veterans Benefits	20
Alternative Loan Program	20
Student Tuition Assistance Resource Loan (STAR Loan)	20
Marielinda Escalante Scholarship	20
Jennifer Litton Scholarship	21
Olympia Career Training Institute High School Scholarship	21
Workforce Investment Act (WIA)	21
Vocational Rehabilitation Services	21
Entrance/Exit Interview	21
FINANCIAL POLICIES	21
CANCELLATION/REFUND POLICY	22
Cancellations	22
Refunds	22
ACADEMIC INFORMATION	25
ORIENTATION	25
SCHOOL FACULTY AND GUEST LECTURERS	25

UNIT OF ACADEMIC CREDIT	25
GRADING SYSTEM	25
PRACTICAL NURSE GRADING CRITERIA	25
ATTENDANCE REQUIREMENTS	26
Tardiness/Early Departure	27
Reentry Policy	27
Make-up Work	27
ATTENDANCE REQUIREMENTS FOR PRACTICAL NURSE STUDENTS	27
CLINICAL ATTENDANCE	27
CLASSROOM AND LABORATORY ATTENDANCE	28
LEAVE OF ABSENCE	28
Re-admission Following a Leave of Absence	28
Failure to Return from a Leave of Absence	29
Effects of Leave of Absence on Satisfactory Academic Progress	29
SATISFACTORY ACADEMIC PROGRESS	29
Requirements	29
Academic Probation	30
Reinstatement Policy	30
Incompletes	30
Withdrawals	30
Exit Interviews	31
Repeat Policy	31
Maximum Program Completion Time	31
Satisfactory Academic Progress Tables	31
Non-Punitive Grades, Non-Credit or Remedial Courses	32
Additional Information on Satisfactory Academic Progress	32
APPEALS PROCEDURES	32
GRADUATION REQUIREMENTS	33
PRACTICAL NURSE PROGRAM GRADUATION REQUIREMENTS	33
REGISTRATION AND CERTIFICATION	33
TRANSCRIPTS AND DIPLOMAS	34
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	34
STUDENT CONCERN POLICY	35
POLICY AND PROGRAM CHANGES	35
ADMINISTRATIVE POLICIES	35
CAMPUS RULES AND REGULATIONS	35
HEALTH	36
DRESS CODE	36
STUDENT CODE OF CONDUCT	36
Alcohol and Substance Abuse Statement	37
SEXUAL HARASSMENT	38
STUDENT SERVICES	38
ADVISING	38
PLACEMENT ASSISTANCE	38
STUDENT DISABILITY SERVICES/ACCOMMODATIONS	38
STUDENT LOUNGE	38
STUDENT HOUSING/CHILD CARE	39
PROGRAMS BY LOCATION	40

DIPLOMA PROGRAMS	41
DENTAL ASSISTING	41
MESSAGE THERAPY	45
MEDICAL ASSISTANT	48
MEDICAL ADMINISTRATIVE ASSISTANT	51
MEDICAL INSURANCE BILLING & CODING	53
PHARMACY TECHNICIAN	56
PRACTICAL NURSE	60
CORINTHIAN SCHOOLS, INC.	68
STATEMENT OF OWNERSHIP	68



ABOUT CORINTHIAN SCHOOLS, INC.

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

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

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

MISSION STATEMENT

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

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

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

HISTORY

Olympia Career Training Institute, formerly Grand Rapids Educational Center, 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. The Institute subsequently added two additional locations: Kalamazoo, Michigan in 1989 and Merrillville, Indiana in 1996. In 1993, the Grand Rapids campus moved to a new facility on Woodworth Street. Corinthian Schools, Inc. acquired the three campuses in February 2001. At the current locations, Olympia Career Training Institute serves all of Western 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

Olympia Career Training Institute's Grand Rapids campus is located at 1750 Woodworth Street NE (off Plainfield NE), Grand Rapids, conveniently located near 131 and I-96 expressways. The Grand Rapids

Annex is located at 4630 Plainfield Avenue NE, Grand Rapids, Michigan 49525. The Kalamazoo location is located in Golf Ridge Center (previously the Elk's Country Club), Suite 201, 5177 West Main, Kalamazoo; convenient to 131 and I-94 expressways. Both locations provide free parking, are handicapped accessible, and are located near public transportation.

Olympia Career Training Institute is spacious (Grand Rapids 14,850 sq. ft., Kalamazoo 17,600 sq. ft.), modern, smoke-free and air-conditioned. Facilities include 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 30 students.

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

STATEMENT OF NON-DISCRIMINATION

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

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

Olympia Career Training Institute is licensed by the State of Michigan, Department of Labor and Economic Growth, Office of Postsecondary Services, located at 201 N. Washington Square, Victor Office Center, 4th Floor, Lansing, MI 48913, to provide training in the following fields:

DENTAL ASSISTING
MASSAGE THERAPY
MEDICAL ADMINISTRATIVE ASSISTANT
MEDICAL ASSISTANT
MEDICAL INSURANCE BILLING & CODING
PRACTICAL NURSE (P.N.)
PHARMACY TECHNICIAN

Olympia Career Training Institute is institutionally accredited to offer non degree programs by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, Virginia, 22043, (703) 917-9503.

ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation.

ADMISSIONS REQUIREMENTS AND PROCEDURES

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

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

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

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

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

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

Prospective students *must* have a high school diploma or a recognized equivalency certificate (GED). Prospective students are required to:

1. Sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the Campus's requirements for admission and
2. Achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer or one week. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Allied Health Programs

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school. Due to regulations regarding X-rays, applicants to the Dental Assisting Program must be at least 17 years old.

Allied Health Student Disclosure

Criminal Background Check

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

Students enrolling in the Practical Nurse program will be subjected to a criminal background check. Students in all other programs may be subjected to a criminal background check if their externship is completed in a JCAHO accredited site. Students in all programs may be subjected to a drug screening for the clinical experience and externship. The background check will include:

- Statewide Criminal search based on the State of Michigan Police data base
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

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

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the last 15 years:

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

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

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

PRACTICAL NURSE ADMISSION CRITERIA

All prospective students MUST submit ANY ONE of the following:

1. Official high school transcript that reflects graduation from a US high school
2. A high school transcript from a foreign high school which has been **translated, evaluated and notarized**
3. Official GED

After passing the entrance test, the prospective student must draft a 150 type-written (one page, double-spaced) essay entitled “*Why I want to be an LPN.*” After this has been completed and all required documents have been produced, the candidate will have a personal interview with the Nursing Department Chair. Final determination for admission will be based on a combination of previous educational experience, the entrance exam score and the personal interview. Applicants will be evaluated on these criteria and ranked on a point scale. Students will be selected from a ranked list by score until all available class slots are filled.

Legal Considerations: A criminal background check is required prior to admission to the program because health care facilities are legally mandated to assure all employees and individuals providing care in the facility have not been convicted of a felony or misdemeanor that could jeopardize a vulnerable adult. An applicant seeking licensure as an LPN shall provide information of a felony conviction, a misdemeanor conviction punishable by imprisonment for a maximum term of 2 years or a misdemeanor conviction involving the illegal delivery, possession, or use of alcohol or a controlled substance. Individuals with a conviction history must inform the Board of Nursing of the circumstances for which subsequent determination should be made regarding licensure eligibility in the State of Michigan.

A health examination and immunizations must be completed prior to admission into the program. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the Institute and re-enter more than one year after their test date, must meet the admission criteria at that time and will be admitted on a space available basis.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution.

GRAND RAPIDS CAMPUS INFORMATION

HOURS OF OPERATION

Allied Health Programs

Monday through Thursday 7:00 a.m. to 12:00 p.m. (Medical Assistant only)
 8:00 a.m. to 1:00 p.m.
 10 a.m. - 3 p.m. (Medical Assistant and Dental Assisting only)
 1 p.m. - 6 p.m.
 6 p.m. - 11 p.m.

Monday through Friday 6:00 a.m. to 10 a.m. (Dental Assisting, Medical Assistant and Medical Insurance Billing & Coding only)
 10:00 a.m. - 2:00 p.m. (Pharmacy Tech only)
 8:00 a.m. to 12:00 p.m. (Dental Assisting and Medical Insurance Billing & Coding only)

ACADEMIC CALENDARS

Pharmacy Technician, Medical Insurance Billing and Coding, Medical Assistant, Message Therapy, Medical Administrative Assistant, Dental Assistant			
Day Schedule - Four Day Week (Monday through Thursday)			
2005			
Start Dates		End Dates	
Aug 22	Monday	Sep 19	Monday
Sep 21	Wednesday	Oct 18	Tuesday
Oct 24	Monday	Nov 17	Thursday
Nov 21	Monday	Dec 19	Monday
Dec 21	Wednesday	Jan 26	Thursday

Medical Assistant (3 pm - 8 pm and 4 pm - 9 pm only), and Medical Administrative Assistant (6 pm - 11 pm only)			
Evening Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Aug 8	Monday	Sep 1	Thursday
Sep 7	Wednesday	Oct 4	Tuesday
Oct 6	Thursday	Nov 2	Wednesday
Nov 7	Monday	Dec 5	Monday
Dec 12	Monday	Jan 18	Wednesday

Dental Assisting (6 am-10am), Medical Insurance, Billing and Coding (8 am-12 pm and 12 pm - 4 pm only), Pharmacy Tech (10 am - 2 pm)			
Day Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Aug 8	Monday	Sep 2	Friday
Sep 7	Wednesday	Oct 4	Tuesday
Oct 6	Thursday	Nov 2	Wednesday
Nov 7	Monday	Dec 6	Tuesday
Dec 12	Monday	Jan 18	Wednesday

Medical Assistant (6 am-10am)			
Day Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
Aug 22	Monday	Sep 19	Monday
Sep 21	Wednesday	Oct 18	Tuesday
Oct 24	Monday	Nov 18	Friday
Nov 21	Monday	Dec 20	Tuesday
Dec 21	Wednesday	Jan 27	Friday

Medical Assistant (11-3), Schedule - Five Day Week Monday through Friday			
2005			
Start Dates		End Dates	
Jan 31	Monday	Feb 28	Monday
Mar 1	Tuesday	Mar 28	Monday
Mar 29	Tuesday	Apr 25	Monday
Apr 26	Tuesday	May 23	Monday
May 24	Tuesday	Jun 22	Wednesday
Jun 23	Thursday	Jul 27	Wednesday
Jul 28	Thursday	Aug 24	Wednesday
Aug 25	Thursday	Sep 26	Monday
Sep 27	Tuesday	Oct 24	Monday
Oct 25	Tuesday	Nov 21	Monday
Nov 22	Tuesday	Dec 21	Wednesday
Dec 22	Thursday	Jan 30	Monday

Practical Nurse			
** Denotes Term start dates, not new student start dates			
Day Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
** May 16	Monday	Sep 2	Friday
** May 18	Wednesday	Aug 17	Wednesday
** Aug 22	Monday	Nov 14	Monday
Sep 12	Monday	Dec 23	Friday
** Nov 16	Wednesday	Feb 21	Tuesday

Practical Nurse			
Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Jan 9	Monday	Apr 21	Friday
May 8	Monday	Aug 25	Friday
Sep 11	Monday	Dec 22	Friday

Dental Assisting (6 am-10am), Medical Insurance, Billing and Coding (8 am-12 pm and 12 pm - 4 pm only), Pharmacy Tech (10 am - 2 pm)			
Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Jan 23	Monday	Feb 17	Friday
Feb 21	Monday	Mar 20	Monday
Mar 22	Wednesday	Apr 18	Tuesday
Apr 20	Thursday	May 17	Wednesday
May 18	Thursday	Jun 15	Thursday
Jun 19	Monday	Jul 21	Friday
July 24	Monday	Aug 18	Friday
Aug 21	Monday	Sep 18	Monday
Sep 20	Wednesday	Oct 17	Tuesday
Oct 19	Thursday	Nov 15	Wednesday
Nov 20	Monday	Dec 19	Tuesday
Dec 20	Wednesday	Jan 26/07	Friday

Medical Assistant (6 am-10am) Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Jan 30	Monday	Feb 27	Monday
Feb 28	Tuesday	Mar 27	Monday
Mar 29	Wednesday	Apr 25	Tuesday
Apr 26	Wednesday	May 23	Tuesday
May 25	Thursday	Jun 22	Thursday
Jun 26	Monday	Jul 28	Friday
July 31	Monday	Aug 25	Friday
Aug 28	Monday	Sep 25	Monday
Sep 27	Wednesday	Oct 24	Tuesday
Oct 26	Thursday	Nov 22	Wednesday
Nov 27	Monday	Dec 22	Friday

Pharmacy Technician, Medical Insurance Billing and Coding, Medical Assistant, Message Therapy, Medical Administrative Assistant, Dental Assistant Day Schedule - Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
Jan 30	Monday	Feb 27	Monday
Feb 28	Tuesday	Mar 27	Monday
Mar 29	Wednesday	Apr 25	Tuesday
Apr 26	Wednesday	May 23	Tuesday
May 25	Thursday	Jun 22	Thursday
Jun 26	Monday	Jul 27	Thursday
July 31	Monday	Aug 24	Thursday
Aug 28	Monday	Sep 25	Monday
Sep 27	Wednesday	Oct 24	Tuesday
Oct 26	Thursday	Nov 22	Wednesday
Nov 27	Monday	Dec 21	Thursday

Medical Assistant (3 pm - 8 pm and 4 pm - 9 pm only), and Medical Administrative Assistant (6 pm - 11 pm only) Evening Schedule - Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
Jan 23	Monday	Feb 16	Thursday
Feb 21	Monday	Mar 20	Monday
Mar 22	Wednesday	Apr 18	Tuesday
Apr 20	Thursday	May 17	Wednesday
May 18	Thursday	Jun 15	Thursday
Jun 19	Monday	Jul 20	Thursday
July 24	Monday	Aug 17	Thursday
Aug 21	Monday	Sep 18	Monday
Sep 20	Wednesday	Oct 17	Tuesday
Oct 19	Thursday	Nov 15	Wednesday
Nov 20	Monday	Dec 19	Tuesday
Dec 20	Wednesday	Jan 25/07	Thursday

HOLIDAYS AND VACATIONS

(All Programs)

Vacations and Holidays	
2005	
New Year's Day	January 1
Martin Luther King Day	January 17
President's Day	February 21
Memorial Day	May 30
Summer Break	July 2 - July 10
Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 24 th and 25 th
Winter Vacation	December 24, 2005 through January 2, 2006
2006	
New Year's Day	January 1
Martin Luther King Day	January 16
President's Day	February 20
Memorial Day	May 29
Summer Break	July 1 - July 9
Independence Day	July 4
Labor Day	September 4
Thanksgiving	November 23 rd and 24 th
Winter Vacation	December 23, 2006 through January 1, 2007

ADMINISTRATIVE STAFF

All staff and faculty are full time unless otherwise stated.

Ruth Stewart	Campus President
Jackie Knoblauch	Human Resources/ Administrative Assistant to the President
Brenda Shipp	Receptionist
Jennifer Sleeper	Evening Receptionist
Josie Redding	Custodian-Days
Malcolm Taylor	Maintenance
Robert Zylema	Custodian-Evenings

FINANCIAL AID STAFF

Connie Graham	Director of Finance
Barb Jachim	Financial Aid Officer
Jennifer Weaver	Financial Aid Officer
Amaris Holst	Financial Aid Officer
Stephanie LaBine	Financial Aid Officer
Sarah Mercer	Financial Aid Officer

CAREER SERVICES STAFF

Debbie Overbeck	Director of Career Services
Britni Behrendt	Externship Coordinator
Leslie Stizer	Externship Coordinator
Sheree Smith	Placement Representative
Dawn Konwinski	Placement Representative
Ginger Gaglio	Placement Representative

ADMISSIONS STAFF

Bobbi Blok	Director of Admissions
Amy Applegate	Admissions Manager
Bonnie Brown	Admissions Representative
William Schaefer	Admissions Representative
Pattie Elliott	Admissions Representative
Gina de la Torre-Stephens	Admissions Representative
Jack Schwitters	Admissions Representative
John Johnson	Admissions Representative
Jennefer Green	Admissions Representative
Debbie Muriset	Admissions Representative
Angela Hipple	Admissions Representative
Liz Barringer	Admissions Representative
Sheleta Manuel	Admissions Representative

BUSINESS OFFICE STAFF

Charles Sokolowski	Business Manager
Linda Oosdyke	Bookkeeper
Jennifer Koster	Collections

EDUCATION ADMINISTRATIVE STAFF

Daysha Pell	Director of Education
Mike Mesnak	Associate Director of Education
Andrea Heckenmueller	Senior Registrar
Janeis Smalligan	Student Services Coordinator
Kari Olmsted	Registrar
Diane Roose	Medical Assistant and Pharmacy Technician Department Chairperson
Lynn Tuck	Associate Director of Education and Medical Administrative Assistant and Medical Insurance, Billing & Coding Department

Jeff Simancek
Susan Wambach
Diane Bylsma
Jennifer Cheng-Roossien
Pam Baker
Brenda Decker
Celeste Clark

Chairperson
Massage Therapy Department Chairperson
Practical Nurse, Surgical Technologist
Practical Nurse Lab Assistant and Administrative Assistant
Dental Assisting Lab Assistant
Medical Assistant Lab Assistant
Medical Assistant Computer Instructor
Medical Assistant Computer Instructor

FACULTY

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

DENTAL ASSISTING

Tammy Gilbert R.D.A., Grand Rapids Junior College
Natalie Groh C.D.A., Grand Rapids Educational Center
Pam Bidwell R.D.R.
Jackie Ailles C.D.A., Grand Rapids Educational Center
DiAnne Craner R.D.A, Lansing Community College
Jennifer Vertz C.D.A., Olympia Career Training Institute
Tammy Kreiss C.D.A., National Institute of Technology

MASSAGE THERAPY

Kerry Singleton Certified through Kalamazoo Healing of Arts
Sandra Strobridge C.M.T., Health Enrichment, Lapeer, MI
Donna Greenman C.M.T., M.H., H.H.C., Blue Heron Academy, Grand Rapids, MI
Mary Beth Holtz C.M.T., Health Enrichment

MEDICAL ADMINISTRATIVE ASSISTANT

Janet Richardson L.P.N., E.M.T., Lansing Community College
Beth Wills B.S., Aquinas College
Georgia Swift Quad Medical Corporation Certificate
Susan VonEschen Medical Office Occupations, White Bear Lake, MN

MEDICAL ASSISTANT

Leah Blake R.M.A., Grand Rapids Educational Center, Grand Rapids, MI
Corene Edwards-Langdon B.P.S., University of New Hampshire
E.M.T.-P., Northeastern University
Julie Polanic R.N., Hackley Hospital School of Nursing
Angela Schmidbauer R.N., B.S.N., Ohio State University
Kathleen Cavanaugh C.M.A., American Associate of Medical Assistants
Mickey Ransburger L.P.N., Newfield High School of Nursing
Jacob Kassuba B.S. Biomedical Sciences, Grand Valley State University
Diedra Williams L.P.N., Grand Rapids Community College
Steve Smith C.M.A., Olympia Career Training Institute, Grand Rapids, MI

MEDICAL INSURANCE BILLING & CODING

Tracy Riches C.M.A., Ross Medical Center, Lansing, MI
Jane Taylor M.A.A., Ross Medical Center, Grand Rapids, MI

PHARMACY TECHNICIAN

Nicolle Holzgen
Nicole Rowland

P.H.T., Davenport College
C.P.T.,

PRACTICAL NURSE

Jackie VerHeulen
Beth Hardee

B.S.N., Grand Valley State University
A.S.N., Indiana University
B.S.M., Health Care Management
B.A./R.N., Grand Rapids Community College
Case Western Reserve University
R.N., B.S.N., University of Connecticut

Charity Songer
Peggy Palermo

*Part Time

KALAMAZOO CAMPUS INFORMATION

HOURS OF OPERATION

Monday through Thursday

7:00 a.m. to 12:00 p.m. (Pharmacy Technician)

8:00 a.m. to 1:00 p.m.

10:00 a.m. to 3:00 p.m. (Medical Assistant and Massage Therapy only)

12:00 p.m. to 5:00 p.m. (Massage Therapy)

1:00 p.m. to 6:00 p.m. (Medical Assistant, Medical Insurance Billing and Coding, Dental Assistant)

4:00p.m. to 9:00 p.m. (Medical Assistant)

6:00 p.m. to 10:00 p.m. (Medical Assistant and Medical Administrative Assistant)

5:00 p.m. to 10:00 p.m. (Massage Therapy, Pharmacy Technician, Dental Assistant)

Monday through Friday

6:00 a.m. to 10:00 a.m. (Medical Assistant only)

8:00 a.m. to 12:00 p.m. (Medical Administrative Assistant)

11:00 a.m. to 3:00 pm (Medical Assistant)

ACADEMIC CALENDARS

Medical Administrative Assistant (8-12) & Medical Assisting (6-10 a.m.)			
Day Schedule - Five Day Week (Monday through Friday) 2005			
Start Dates		End Dates	
Jul 18	Monday	Aug 12	Friday
Aug 15	Monday	Sep 13	Tuesday
Sep 14	Wednesday	Oct 11	Tuesday
Oct 12	Wednesday	Nov 8	Tuesday
Nov 9	Wednesday	Dec 7	Wednesday
Dec 8	Thursday	Jan 12	Thursday

Massage Therapy, Medical Assistant (4-9, 10-3), Pharmacy Technician, Medical Insurance Billing and Coding, Dental Assisting (8-1)			
Schedule - Four Day Week Monday through Thursday 2005			
Start Dates		End Dates	
Jul 28	Thursday	Aug 24	Wednesday
Aug 25	Thursday	Sep 26	Monday
Sep 27	Tuesday	Oct 24	Monday
Oct 25	Tuesday	Nov 21	Monday
Nov 22	Tuesday	Dec 21	Wednesday
Dec 22	Thursday	Jan 30	Monday

Medical Assistant (11-3), Schedule - Five Day Week			
Monday through Friday 2005			
Start Dates		End Dates	
Jan 31	Monday	Feb 28	Monday
Mar 1	Tuesday	Mar 28	Monday
Mar 29	Tuesday	Apr 25	Monday
Apr 26	Tuesday	May 23	Monday
May 24	Tuesday	Jun 22	Wednesday
Jun 23	Thursday	Jul 27	Wednesday
Jul 28	Thursday	Aug 24	Wednesday
Aug 25	Thursday	Sep 26	Monday
Sep 27	Tuesday	Oct 24	Monday
Oct 25	Tuesday	Nov 21	Monday
Nov 22	Tuesday	Dec 21	Wednesday
Dec 22	Thursday	Jan 30	Monday

Medical Assistant (4-9, 10-3), Schedule - Four Day Week			
Monday through Thursday 2005			
Start Dates		End Dates	
Jul 28	Thursday	Aug 24	Wednesday
Aug 25	Thursday	Sep 26	Monday
Sep 27	Tuesday	Oct 24	Monday
Oct 25	Tuesday	Nov 21	Monday
Nov 22	Tuesday	Dec 21	Wednesday
Dec 22	Thursday	Jan 30	Monday

Medical Administrative Assisting (6-10 p.m.) Medical Assisting (6-10 p.m.) Schedule - Four Day Week Monday through Thursday			
2005			
Start Dates		End Dates	
Jul 19	Tuesday	Aug 22	Monday
Aug 23	Tuesday	Sep 28	Wednesday
Sep 29	Thursday	Nov 02	Wednesday
Nov 03	Thursday	Dec 8	Thursday
Dec 12	Monday	Jan 24	Tuesday

Medical Administrative Assistant (8-1) & Medical Assisting (8-1 & 1-6) Dental Assisting (1-6 & 5-10) Day Schedule - Four Day Week (Monday through Thursday)			
2005			
Start Dates		End Dates	
Jul 18	Monday	Aug 11	Thursday
Aug 15	Monday	Sep 13	Tuesday
Sep 14	Wednesday	Oct 11	Tuesday
Oct 12	Wednesday	Nov 8	Tuesday
Nov 9	Wednesday	Dec 7	Wednesday
Dec 8	Thursday	Jan 12	Thursday

Massage Therapy, Medical Assistant(4 pm-9 pm, 10 am-3 pm), Dental Assistant (8am-1 pm), Pharmacy Technician (7 am-12 pm, 5 pm-10 pm), Medical Insurance Billing & Coding (8 am-1 pm, 1 pm-6 pm) Four Day Week Monday through Thursday			
2006			
Start Dates		End Dates	
Dec 22	Thursday	Jan 30	Monday
Jan 31	Tuesday	Feb 28	Tuesday
Mar 1	Wednesday	Mar 29	Wednesday
Mar 30	Thursday	April 26	Wednesday
April 27	Thursday	May 24	Wednesday
May 25	Thursday	June 22	Thursday
June 26	Monday	July 27	Thursday
July 31	Monday	Aug 24	Thursday
Aug 28	Monday	Sept 26	Tuesday
Sept 27	Wednesday	Oct 24	Tuesday
Oct 25	Wednesday	Nov 21	Tuesday
Nov 22	Wednesday	Dec 20	Wednesday
Dec 21	Thursday	Jan 29	Monday

Medical Assistant (6 pm-10 pm) & Medical Administrative Assistant (6 pm-10 pm) Evening Schedule- Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
Dec 12	Monday	Jan 24	Tuesday
Jan 25	Wednesday	Mar 1	Wednesday
Mar 2	Thursday	April 6	Thursday
April 10	Monday	May 11	Thursday
May 15	Monday	June 19	Monday
June 20	Tuesday	July 31	Monday
Aug 1	Tuesday	Sept 5	Tuesday
Sept 6	Wednesday	Oct 11	Wednesday
Oct 12	Thursday	Nov 15	Wednesday
Nov 16	Thursday	Dec 21	Thursday
Jan 3	Wednesday	Feb 6	Tuesday

Medical Assistant (6 am-10 am) & Medical Administrative Assistant (8 am-12 pm) Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Dec 8	Thursday	Jan 12	Thursday
Jan 17	Tuesday	Feb 13	Monday
Feb 14	Tuesday	Mar 14	Tuesday
Mar 16	Thursday	April 12	Wednesday
April 13	Thursday	May 10	Wednesday
May 11	Thursday	June 8	Thursday
June 12	Monday	July 14	Friday
July 17	Monday	Aug 11	Friday
Aug 14	Monday	Sept 11	Monday
Sept 13	Wednesday	Oct 10	Tuesday
Oct 11	Wednesday	Nov 7	Tuesday
Nov 8	Wednesday	Dec 8	Friday
Nov 11	Monday	Jan 17	Wednesday

Medical Assistant (8 am-1 pm, 1 pm-6 pm) & Medical Administrative Assistant (8 am-1 pm, Dental Assistant (1 pm-6 pm, 5 pm-10 pm)) Four Day Week (Monday through Thursday)			
2006			
Start Dates		End Dates	
Dec 8	Thursday	Jan 12	Thursday
Jan 17	Tuesday	Feb 13	Monday
Feb 14	Tuesday	Mar 14	Tuesday
Mar 16	Thursday	April 12	Wednesday
April 13	Thursday	May 10	Wednesday
May 11	Thursday	June 8	Thursday
June 12	Monday	July 13	Thursday
July 17	Monday	Aug 10	Thursday
Aug 14	Monday	Sept 11	Monday
Sept 13	Wednesday	Oct 10	Tuesday
Oct 11	Wednesday	Nov 7	Tuesday
Nov 8	Wednesday	Dec 6	Wednesday
Dec 11	Monday	Jan 17	Wednesday

Medical Assistant (11 am -3 pm) Day Schedule - Five Day Week (Monday through Friday)			
2006			
Start Dates		End Dates	
Dec 22	Thursday	Jan 30	Monday
Jan 31	Tuesday	Feb 28	Tuesday
Mar 1	Wednesday	Mar 29	Wednesday
Mar 30	Thursday	April 26	Wednesday
April 27	Thursday	May 24	Wednesday
May 25	Thursday	June 23	Friday
June 26	Monday	July 28	Friday
July 31	Monday	Aug 25	Friday
Aug 28	Monday	Sept 26	Tuesday
Sept 27	Wednesday	Oct 24	Tuesday
Oct 25	Wednesday	Nov 21	Tuesday
Nov 22	Wednesday	Jan 2	Tuesday

HOLIDAYS AND VACATIONS

2005	
Martin Luther King, Jr. Day	January 17
President's Day	February 21
Memorial Day	May 30
Holiday	June 9
Summer Break	July 4-July 10
Labor Day	September 5
Holiday	September 6
Thanksgiving	November 24- November 25
Winter Vacation	December 23- January 2, 2006
2006	
New Years Day	January 2
Martin Luther King, Jr. Day	January 16
President's Day	February 20
Memorial Day	May 29
Summer Break	July 3-July 9
Labor Day	September 4
Thanksgiving	November 23rd and 24th
Winter Vacation	December 22, 2006 through January 1, 2007

ADMINISTRATIVE STAFF

All staff and faculty are full time unless otherwise stated.

Gloria Stender	Campus President
Brenda Laukert	Administrative Assistant
Jennifer Mucilli	Receptionist/ Administrative Assistant
Celia Atchison	Receptionist
Financial Aid Staff	
Brenda Laker	Finance Manager
Kelly Burford	Financial Aid Officer
Alisha DeKoff	Financial Aid Officer
Angela Florinchi	Financial Aid Officer
Treasa Hageman	Financial Aid Officer
Career Services Staff	
Deborah Kordich	Director of Career Services
Linda Forcier	Externship Coordinator
Lori Sherer	Externship Coordinator
Dawn Paulsen	Career Services Representative
Admissions Staff	
Susan Smith	Director of Admissions
Lorilee Besteman	Admissions Representative
Scott Miles	Admissions Representative
Stacy Nielsen	Admissions Representative
Tosca Rifenberg	Admissions Representative
Jerry Wallace	Admissions Representative
Christopher Young	Admissions Representative
Business Office Staff	
Valerie Redmond	Bookkeeper
Education Administrative Staff	
Sharon Smith	Director of Education
Donna Miroslaw	Registrar
Dorinda Loucks	Medical Department Chairperson

FACULTY

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

DENTAL ASSISTING

Mary Ann Belden D.A. Instructor , Occupational Qualifications

MASSAGE THERAPY

Jefferson Kye A.A.S., Davenport College, C.M.T., Chicago School of Massage Therapy

Kathy Richards-Allen ** C.M.T., Health Enrichment Center

Sonya Reimer-Young Stratford Career Institute

Gerry Sander M.S., Western Michigan University; B.S. Eastern Michigan University

MEDICAL ADMINISTRATIVE ASSISTANT

Cynthia James B.S., University of Detroit

Sonny Martinez Grand Rapids Educational Center

COMPUTER INSTRUCTORS

Karen Star M.B.A., Western Michigan University

MEDICAL ASSISTANT

Dorinda Loucks B.A.S., Siena Heights University
Kelley Mickel C.M.A., A.A.S., Kalamazoo Valley Community College
Rebecca Morley R.M.A., Davenport University
Marianne Poulsen L.P.N., A.A.S., Southwestern Michigan College
Sheree Riggelman C.M.A., Gwinnett Technical Institute
Judith Steinert L.P.N., Glen Oaks Community College
Jill Stevens C.M.A., Grand Rapids Educational Center
Rhonda Wilson * C.M.A., A.A.S., Kalamazoo Valley Community College

MEDICAL INSURANCE BILLING & CODING

Diane Lambert M.A., Western Michigan University, B.A., Spring Arbor College

PHARMACY TECHNICIAN

Lisa Gendar-Owens N.P.T.C., National Pharmacy Technician Certification Board
Melissa Oman** B.S., Murray State University

*Lead Instructor ** Medical Chair

FINANCIAL INFORMATION

TUITION AND FEES

Program	Credit Hours	Tuition
Dental Assisting	47	\$10,500
Massage Therapy	55	\$10,525
Medical Assistant	47	\$10,500
Medical Administrative Assistant	47	\$10,500
Medical Insurance Billing & Coding	35	\$8,600
Pharmacy Technician	47	\$10,465
Practical Nurse	86	\$21,945
Effective September 1, 2006		

Additional Fees and Expenses

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students. Estimated charges for books and equipment by program are as follows:

Program	Grand Rapids	Kalamazoo
Dental Assisting	\$1,270	\$1,028
Massage Therapy	\$1,540	\$1,540
Medical Assistant	\$1,530	\$953
Medical Administrative Assistant	\$1,480	\$1,208
Medical Insurance Billing & Coding	\$905	\$828
Practical Nurse	\$1,614	N/A
Pharmacy Technician	\$640	\$650
Effective September 1, 2006		

School Tuition Plan

Details on our interest-free cash payment plans are available through the Business Office. Olympia Career Training Institute also accepts payment of fees with Visa, MasterCard, Discover or American Express. Automatic Debit from a checking/savings account is also available.

FINANCIAL ASSISTANCE

This campus offers students several options for payment of tuition. The school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

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

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Stafford Loan (FSL)

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

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Eligibility is based on financial need and the availability of funds. Work schedules will be arranged according to class schedules and needs of departments.

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Veterans Benefits

Veterans Benefits may be available for some programs. Application for veterans benefits may be picked up at the Campus or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Alternative Loan Program

Lenders provide a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete an alternative loan application during their financial aid interview.

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Marielinda Escalante Scholarship

The Grand Rapids campus will award one \$2,000 scholarship each December (effective December 2005). This scholarship is in memoriam of Marielinda Escalante, a medical assistant student that encompassed all the desired traits for an OCTI graduate and medical assistant.

Applicants must be between 20 and 29 years of age and a single mother. Applicants must complete a scholarship application and submit a letter for review by the Board of Directors. Scholarship winners will be determined based on their entrance evaluation score, the scholarship application, and the scholarship letter. Contact the Admissions Office for further information.

Jennifer Litton Scholarship

The Kalamazoo campus will award one \$1500 scholarship each year (effective July, 2005). This scholarship is in memoriam of Jennifer Litton, a medical assistant student that encompassed all the desired traits for an Olympia Career Training Institute graduate and medical assistant.

Applicants must be between 19 and 29 years of age. Applicants must complete a scholarship application, letter of referral and submit a letter for review by the scholarship board. Scholarship winners will be determined based on their entrance evaluation score, the scholarship application, referral letter and the scholarship letter. Contact the Admissions Office for further information.

Olympia Career Training Institute High School Scholarship

The Grand Rapids campus will award six \$1,000 scholarships per year. The Kalamazoo Campus will award four \$1,500 scholarships per year.

Applicants must be recent high school graduates (within one year). Scholarship winners will be determined based on the scholarship test scores and the scholarship board interview. Contact the Admissions Office for further information.

Workforce Investment Act (WIA)

Several local agencies work with Olympia Career Training Institute on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the Admissions Office for further information.

Vocational Rehabilitation Services

Students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

Entrance/Exit Interview

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.

FINANCIAL POLICIES

Olympia Career Training Institute 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 Olympia Career Training Institute. A service fee will be charged for any returned check and a finance charge of twenty dollars (\$20) is applied monthly to ten (10) days or more outstanding installment payments. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until payment in full is received.

CANCELLATION/REFUND POLICY

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

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

Cancellations

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days of executing the Enrollment Agreement and before the start of classes, all monies paid will be refunded. If a student cancels more than three business days after executing the Enrollment Agreement and before the start of classes, the school will refund all monies paid.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth classroom day following the first scheduled class session. Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's textbook return policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment.

Refunds

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

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

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

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

Refund Policies

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

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

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

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

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

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

The percentage of the payment period or period of enrollment completed is determined by:

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

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days

in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the School to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

State Refund Requirements

The Michigan Department of Education does not define specific refund requirements.

Institutional Refund Policy

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

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

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

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

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

ACADEMIC INFORMATION ORIENTATION

Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with Olympia Career Training Institute 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. Olympia Career Training Institute also has an active Advisory Board made up of local health and technical professionals. Guest lecturers speak throughout the course and may include local medical, dental, and technical professionals

UNIT OF ACADEMIC CREDIT

All Olympia Career Training Institute lectures and labs are based on a 50-minute clock hour. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one-quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

GRADING SYSTEM

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are computed at the end of each term and will be assigned as follows:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

PRACTICAL NURSE GRADING CRITERIA

The Michigan Board of Nursing approved grading scale for the Practical Nursing Program is as follows:

Theory Grading Criteria

- All theory course work/assignments will be assigned point values
- Course grade will equate the points earned to a percentage grade

The student will receive the following:

<p>A = if the percentage falls between 91 – 100%</p> <p>B = if the percentage fall between 83 – 90%</p> <p>C = if the percentage fall between 75 – 82%</p>

All Practical Nursing students who fall below the 75% final test score passing range in all courses, or segments thereof, will be remediated by a Practical Nursing faculty member. Remediation for the course in question will begin immediately following the evaluation of the final examination scores and will be conducted by a Practical Nursing faculty member.

At the conclusion of the remediation period, the student will be given an alternate written and/or practical examination as appropriate to the remediated material. The highest grade which will be recorded for the student on an alternate examination will be a “C.”

A Student who does not achieve a score of 75% or higher on the alternate examination will be dropped from the program following a conference with the Practical Nursing Department Chair. The student can be readmitted to the program, on a space available basis, following evidence of remediation of the identified academic problem.

Students who have been placed on academic probation will be required to attend a weekly remediation session.

Clinical Grading Criteria

The following grading criteria refer to the clinical component of the program:

- Clinical Practice will be given a grade of Pass or Fail
- Clinical Grades are based on instructor evaluations
- Evaluations are Satisfactory, Needs Improvement and Unsatisfactory
- Satisfactory evaluation equals a Pass grade
- The first Needs Improvement grade is considered a passing grade although the student will be placed on clinical probation
- An Unsatisfactory grade or a second Needs Improvement grade equals a Fail grade

Unsafe clinical practice can result in immediate termination.

ATTENDANCE REQUIREMENTS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

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

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within fourteen school days in order to continue their training without interruption. (See

Student Appeal Policy.) If their termination is not successfully appealed, they will remain dropped from the program.

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

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

Tardiness/Early Departure

Students arriving more than 15 minutes late or leaving more than 15 minutes early will be considered tardy. Every four tardies or leave earlies are counted as an absence in the calculation of a student's attendance rate. Student's who miss more than 50% of a class period will be counted as absent for the entire class period.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school.

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

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

ATTENDANCE REQUIREMENTS FOR PRACTICAL NURSE STUDENTS CLINICAL ATTENDANCE

Attendance for all clinical experiences is essential for all students throughout the entire nursing program. Clinical attendance is a valuable dimension to learning and assists students in connecting theoretical information, nursing skills and client care.

The clinical experience is not possible to replicate because every day spent in the clinical setting is unique. While the Michigan Board of Nursing (MBON) does not have a prescribed number of hours for nursing programs, it is the expectation of the MBON that each nursing program will hold students accountable for the approved curriculum. This includes meeting the hours determined for each clinical component of every course as well as the objectives for each clinical experience.

It is expected that students will not miss any clinical time as clinical absence can result in students being unprepared to competently care for clients. A student who misses any two (2) days during a clinical rotation will be placed on clinical probation. If the student is absent any additional time, the student will receive an unsatisfactory clinical evaluation and must repeat the course in its entirety. Two

unsatisfactory clinical evaluations will result in being dropped from the program.

It is recognized there may be extenuating circumstances beyond the control of the student such as illness or injury or a death in the family. If such should occur, then documentation must be provided to the Practical Nursing (PN) Program Chair who will make a decision about granting an exception. If an exception is granted, the PN Program Chair will collaborate with the clinical instructor to determine which clinical make-up option will be implemented.

Students who are absent or tardy must take responsibility for notifying the clinical site and the school at least 30 minutes prior to the beginning of the clinical day. Each individual clinical instructor will indicate if and how he or she wants to be notified. Failure to notify the school and the clinical site appropriately will result in a no-call no-show status, which will result in clinical probation.

All clinical hours missed must be made up.

CLASSROOM AND LABORATORY ATTENDANCE

Classroom (theory) and laboratory (lab) attendance is strongly encouraged. Students who are absent for theory and lab have the responsibility to acquire information about the missed lessons from a fellow student. Assignments are due at the beginning of class on the due date. A two percent (2%) point reduction will be deducted for each day the assignment is late. This policy applies even if the student is absent.

Students who are absent or tardy must take responsibility for notifying the school at least 30 minutes prior to the beginning of the first scheduled class. Failure to notify the school appropriately will result in a no-call no-show status resulting in an unexcused absence.

Students who are absent when a test is being given must make-up the test on the first day of their return. Five percentage (5%) points will be deducted from the score for tests taken at any other time than the day of the test. The instructor has the option to administer the make-up test in an alternate format. A student who is absent in excess of 10% of the classroom and laboratory scheduled classes will be dropped and may return on a space available basis. Tardiness will also be calculated into hours missed. If there are extenuating circumstances beyond the student's control, documentation must be provided to the Practical Nursing Program Chair who will make a decision regarding granting an appeal. Students may make up hours missed by making arrangements with their theory instructor or the Practical Nursing Program Chair.

LEAVE OF ABSENCE

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

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

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

Re-admission Following a Leave of Absence

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence.

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

Failure to Return from a Leave of Absence

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

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

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

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted - forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

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

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

SATISFACTORY ACADEMIC PROGRESS

Requirements

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

In order to maintain satisfactory academic progress, students must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Academic Probation

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

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70 percent, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70 percent but have achieved a GPA of at least 70 percent for the probationary module, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70 percent for the module will be withdrawn from training by the School.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70 percent by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70 percent will be withdrawn from training by the School.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and Director of Education. Extreme academic or personal hardship or immediate call to Active Duty Military Service is considered the only justification for withdrawal.

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

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

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

Exit Interviews

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

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their cumulative GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

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

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

Students are not permitted to make up absences that accrue on their attendance record during the classroom training, however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

Maximum Program Completion Time

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

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

Satisfactory Academic Progress Tables

78 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 117 (150% of 78).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 36	66%	N/A
37 - 72	66%	N/A
73 -108	66%	50%
109 - 117	N/A	66%

72 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 108 (150% of 72).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 36	66%	N/A
37 - 72	66%	N/A
73 -108	66%	50%
109 - 117	N/A	66%

60 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 102 (150% of 68).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 34	66%	N/A
35 - 68	66%	N/A
69 - 88	66%	60%
89 - 102	N/A	66%

47 Quarter Credit Hour Programs

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

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

86 Quarter Credit Hour Programs

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

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

Non-Punitive Grades, Non-Credit or Remedial Courses

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

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the School President or Director of Education.

APPEALS PROCEDURES

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

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

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the

date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

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

GRADUATION REQUIREMENTS

To be eligible for graduation, student must:

- Complete all required modules or courses with a grade of 70% or above.
- Satisfactory completion of an approved externship (160 hours), if required.

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 Olympia Career Training Institute will be presented with a certificate or diploma and an official transcript. At graduation students are required to wear appropriate program attire.

PRACTICAL NURSE PROGRAM GRADUATION REQUIREMENTS

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

- Complete all required courses with a grade of C or above (75%).
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete and submit all required documents.

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

REGISTRATION AND CERTIFICATION

Graduates from the various programs are able to sit for the following requisite exams:

Medical Assistant	RMA, CMA, and Phlebotomy Technician Exam
Medical Administrative Assistant	Certified Administrative Health Assistant Exam
Dental Assisting	Radiation, Health and Safety Exam, Infection Control Exam, and after 3500 hours General Chair Side Exam
Massage Therapy	National Certification Exam
Pharmacy Technician	Certified Pharmacy Technician Exam
Medical Insurance Billing & Coding	Nationally Registered Certified Coding Specialist Exam

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 Assisting graduates are immediately eligible to sit for the first two portions of the Certified Dental Assisting examination, the Radiation, Health and Safety exam and the Infection Control exam. Three thousand, five hundred (3,500) hours of work experience are required prior to sitting for the third portion, the Chairside exam.

TRANSCRIPTS AND DIPLOMAS

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

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program. Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$7 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

STUDENT CONCERN POLICY

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

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

Department of Labor and Economic Growth,
Office of Postsecondary Services
201 N. Washington Square
Victor Office Center, 4th Floor
Lansing, MI 48913

POLICY AND PROGRAM CHANGES

The school catalog is current as of the time of printing. This catalog is not to be construed as a contract. CSi reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Olympia Career Training Institute reserves the right to reschedule or cancel any class up to one week in advance of the start date. Olympia Career Training Institute 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.

ADMINISTRATIVE POLICIES

CAMPUS RULES AND REGULATIONS

- Children are not allowed in classrooms or on campus unsupervised.
- All students must keep work areas clean. Classes will be dismissed only after the room has been inspected.

-
- Smoking is not permitted in the facility.

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 Olympia Career Training Institute 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 Olympia Career Training Institute's policy. Olympia Career Training Institute 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 class or clinical site until a physician's release has been received.

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

DRESS CODE

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

All students are required to wear a uniform when on campus and/or at clinical sites. All students are required to wear all white leather tie clinical/tennis shoes unless in professional attire. A nametag or school ID is required to be worn at all times when on campus.

Grand Rapids campus requires scrub (top and pants) uniforms as follows:

- Dental Assisting Burgundy or cranberry
- Massage Therapy Green polo and khaki pants
- Medical Assistant Royal blue
- Medical Administrative Assistant Hunter green
- Medical Insurance Billing & Coding Mint green
- Pharmacy Technician Navy blue
- Practical Nurse Teal (white pants at clinical sites)

The Kalamazoo campus issues a lab coat to each student. The campus requires scrub (top and pants) uniforms as follows:

- Dental Assisting Burgundy or hunter green
- Medical Assistant Burgundy or hunter green
- Medical Administrative Assistant Burgundy or hunter green
- Medical Insurance Billing & Coding Royal blue polo and khaki pants
- Massage Therapy Navy polo and khaki pants
- Pharmacy technician Light blue

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken. At graduation students are required to wear appropriate business attire and graduation gown.

STUDENT CODE OF CONDUCT

Background

Campus maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student

is advised and given every opportunity to change his or her behavior to meet the expectations of the campus and to prepare for what the student might later expect to find in a professional level work environment. The Campus maintains the right to discipline students found in violation of campus policies.

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

First Offense

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

Second Offense

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

Threats to Health/safety

Immediate dismissal with dismissal letter

Alcohol and Substance Abuse Statement

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

SEXUAL HARASSMENT

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

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

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

STUDENT SERVICES

ADVISING

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available in the Director of Education's office on community resources that address these types of problems.

PLACEMENT ASSISTANCE

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. The school cannot guarantee employment. However, all graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
- Job referral by Career Services Department. The Career Services Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

STUDENT LOUNGE

Olympia Career Training Institute 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.

PROGRAMS BY LOCATION

	Grand Rapids	Kalamazoo
Dental Assisting	X	X
Massage Therapy	X	X
Medical Administrative Assistant	X	X
Medical Assistant	X	X
Medical Insurance Billing & Coding	X	X
Pharmacy Technician	X	X
Practical Nurse	X	

All programs are taught in residence at the campus.

DIPLOMA PROGRAMS

DENTAL ASSISTING

Offered at Kalamazoo & Grand Rapids
Diploma Program – 8 Months/32 Weeks
47 Credit Units/720 Clock Hours

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

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

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

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

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

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

- Discuss and demonstrate how to perform basic administrative tasks, including preparation of a new patient chart, filing of medical records, and using proper telephone techniques and appointment scheduling skills.
- Describe and demonstrate how to complete dental insurance claim forms, prepare a ledger card, post and balance a day sheet, write a check, and reconcile a bank statement.
- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic methods, mounting a full-mouth set of radiographs, identifying radiographic errors, and demonstrating how to correct those errors.
- Explain the role OSHA plays in operation of the dental office.
- Identify and demonstrate correct operatory disinfection, instrument decontamination, and sterilization techniques.
- Prepare and dispose of local anesthetic.
- Take and record vital signs.
- Identify and explain the use of oral surgery instruments.
- Discuss the dental assistant's chair-side assisting duties and responsibilities.

- Explain and be able to demonstrate the use and care of all rotary instruments, proper mixing and placement of a calcium hydroxide cavity liner, placement of varnish in a prepared tooth, placing, wedging, and removal of matrices, and placing and holding an anterior matrix.
- Demonstrate aspirating on a patient.
- Discuss and demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts.
- Discuss the dental assistant's role and responsibilities in working in the field of orthodontics, and be able to demonstrate how to perform orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires.
- Discuss preventative dentistry and identify the dental assistant's role in assisting patients with their dental health.
- Explain the role of HIPAA in the operation of the dental office.
- Discuss the dental assistant's role in handling dental office emergencies

This 720 clock Hour/47.0 Credit Units of study consists of seven individual learning units, plus a hands-on clinical experience, called an externship. Each of these "modules," as they are referred to, stands alone as a unit of study and is not dependent upon previous training. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon completion of the seven classroom modules, the students participate in a 160-clock-hour-externship.

Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operatory Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	720	47.0

Major Equipment

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

Module Descriptions

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

Module A - Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental

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

Module B - Dental Radiography

6.0 Quarter Credit Hours

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C - Dental Specialties

6.0 Quarter Credit Hours

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

Module D - Operatory Dentistry

6.0 Quarter Credit Hours

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

Module E - Laboratory Procedures

6.0 Quarter Credit Hours

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

Module F - Dental Anatomy and Orthodontics

6.0 Quarter Credit Hours

This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction

of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G - Dental Health

6.0 Quarter Credit Hours

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

Module X - Dental Assisting Externship

5.0 Quarter Credit Hours

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

MASSAGE THERAPY

Offered at Kalamazoo & Grand Rapids
 Diploma Program – 9 Months/36 Weeks
 55 Credit Units/750 Clock Hours

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

This 750-hour program consists of nine self-contained units of learning called modules, which includes an additional 30 hours (outside of the regular classroom training) of hands on training working in a massage clinic either on campus or in an off site clinic. Included in this program are 100 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice.

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

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

Program Outline

MODULE NUMBER	MODULE TITLE	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
*MODULE J	Massage Clinic	30	1.0
PROGRAM TOTAL:		750	55.0

Major Equipment

Massage Tables
CPR Manikins
AV Equipment

Massage Chairs
Anatomical Charts

Module Descriptions

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

Module A - Business and Ethics

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

Module D - Eastern Theory and Practice

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

Module G - Neuromuscular/Trigger Point and Muscle Energy Techniques

6.0 Quarter Credit Hours

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

Module H - Clinical and Sports Massage**6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module I - Health and Wellness**6.0 Quarter Credit Hours**

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

Module J - Massage Clinic**1.0 Quarter Credit Hours**

This module is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.

MEDICAL ASSISTANT

Offered at Kalamazoo & Grand Rapids

Diploma Program – 8 Months/32 Weeks (Evening – Kalamazoo 10 Months/40 Weeks)

47 Credit Units/720 Clock Hours

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

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

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

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

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Patient Care and Communication	80	6
Module B	Clinical Assisting, Pharmacology	80	6
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6
Module D	Cardiopulmonary and Electrocardiography	80	6
Module E	Laboratory Procedures	80	6
Module F	Endocrinology and Reproduction	80	6
Module G	Medical Law, Ethics, and Psychology	80	6
Module X	Externship	160	5
	PROGRAM TOTAL	720	47

Major Equipment

Autoclave	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Examination Tables	Surgical Instruments
Hematology Testing Equipment	Teletrainer
Mayo Stands	Training Mannequins
Microscopes	

Module Descriptions

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

Module A - PATIENT CARE AND COMMUNICATION

40/40/6.0

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Terminology related to these systems are also covered. Students will also have the opportunity to work with and review patient charts, and perform additional front office skills related to records management and appointment scheduling, as well as perform clinical patient care skills. Students will also study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module B - CLINICAL ASSISTING AND PHARMACOLOGY

40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology of the muscular system, and common disorders related to it are also taught. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication and prepare medication for administration by various methods, as well as prepare for and assist with minor office surgical procedures. They will also demonstrate how to prepare patients for specific examinations, including positioning and draping techniques. They will study essential medical terminology, building on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module C - MEDICAL INSURANCE, BOOKKEEPING, AND HEALTH SCIENCES

40/40/6.0

Module C introduces students to office emergencies and first aid, with an emphasis being placed on bandaging techniques. Anatomy and physiology of the digestive system are presented in conjunction with nutrition and health practices. Students also study medical insurance, billing, and coding, and bookkeeping procedures which are essential to the medical office. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. They will also study essential medical terminology, build on their computer keyboarding, and word processing skills, and become familiar with the self-directed job search process.

Module D - CARDIOPULMONARY AND ELECTROCARDIOGRAPHY

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course also teaches students how to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module E - LABORATORY PROCEDURES

40/40/6.0

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology of the renal system, including its structures and functions, and common disorders related to it, are also taught. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module F - ENDOCRINOLOGY AND REPRODUCTION

40/40/6.0

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Student study essential medical terminology, build on their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

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

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

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

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

MEDICAL ADMINISTRATIVE ASSISTANT

Offered at Kalamazoo & Grand Rapids

Diploma Program – 8 Months/32 Weeks (Evening – Kalamazoo 10 Months/40 Weeks)

47 Credit Units/720 Clock Hours

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office.

This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Patient Billing and Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	PROGRAM TOTAL	720	47

Major Equipment

Autoclave	Calculators
Personal Computers	Patient Examination Table
Stethoscopes	Sphygmomanometer
Transcription Machine	Teletrainer

Module Descriptions

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

MODULE A - OFFICE FINANCE

40/40/6.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping

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

MODULE B - PATIENT PROCESSING AND ASSISTING

40/40/6.0

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Instruction in this module stresses the importance of asepsis and sterile technique in today's health care environment. Students are trained in general first aid for common medical office emergency procedures, including checking vital signs and bandaging. A cardiopulmonary resuscitation (CPR) course is taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE C - MEDICAL INSURANCE

40/40/6.0

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

MODULE D - INSURANCE PLANS AND COLLECTIONS

40/40/6.0

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

MODULE E - PATIENT BILLING AND OFFICE PROCEDURES

40/40/6.0

In Module E, students are introduced to a computerized accounting system and perform the accounting cycle steps on a microcomputer. Patient billing is an integral part of the module. Students study the medical office and the procedures and technology that enable it to function efficiently. Additional emphasis is placed on the hardware and software that can assist in the decision making process. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with essential medical terminology.

MODULE F - PATIENT CARE AND COMPUTERIZED PRACTICE MANAGEMENT

40/40/6.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. In addition, students learn basic techniques for patient positioning in complete physical, pelvic and rectal examinations. They learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. A review of basic mathematical functions, with manual and electronic applications, is included. Students develop speed and accuracy on the keyboard as well as the 10-key pad. They also become familiar with essential business terminology.

MODULE G - DENTAL ADMINISTRATIVE PROCEDURES

40/40/6.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They study correspondence and practice writing effective letters and memos. Students develop speed and accuracy on the keyboard as well as the 10-key pad. Students also become familiar with essential dental terminology.

MODULE X - EXTERNSHIP

0/160/5.0

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

MEDICAL INSURANCE BILLING & CODING

Offered at Kalamazoo & Grand Rapids
Diploma Program – 6 Months/24 Weeks
35 Credits/560 Clock Hours

The Medical Insurance Billing & Coding Program is designed to prepare students for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

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

Completion of the Medical Insurance Billing & Coding Program is acknowledged by the awarding of a diploma.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
	Program Total	560	35

*Either a Practicum or an Externship, but not both

Major Equipment

Calculators
Personal Computers

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 credit units.

Module A - Introduction to Medical Insurance and Managed Care 40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

Prerequisite: None

Module B - Government Programs 40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

Prerequisite: None

Module C - Electronic Data Interchange and Modifiers 40/40/6.0

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

Prerequisite: None

Module D - Medical Documentation, Evaluation, and Management 40/40/6.0

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

Prerequisite: None

Module E - Health Insurance Claim Forms 40/40/6.0

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

Prerequisite: None

Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F - Practicum

0/160/5.0

Upon successful completion of Modules A through E, Medical Insurance billing & coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules A - E

Module X - Externship

0/160/5.0

Upon successful completion of Modules A-E, medical insurance billing & coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules A - E

PHARMACY TECHNICIAN

Offered at Kalamazoo & Grand Rapids
Diploma Program – 8 Months/32 Weeks
47 Credit Units/720 Clock Hours

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly-trained pharmacy technicians increases.

Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the college.

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

- To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.

- To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the health care field.
- To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- To provide the student with skills required for CPR certification.
- Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.
- Explain the term "nonjudgmental duties," explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- Identify professional organizations available to pharmacy technicians, demonstrate how to find State specific requirements for technician, and describe various aspects of the National Certification Examination.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
Module D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
Module F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module X	Clinical Externship	160	5.0
PROGRAM TOTAL:		720	47.0

Major Equipment

Anatomy & Physiology models	Personal Computers	Blood sugar testing machine
Cash register with tapes	Class A prescription Bottles	Humidifiers
Laboratory flow hood	Counter balance	Air purifiers
Drug Cabinets	Pharmaceutical weights set	Stethoscopes
Conical graduates	Cylindrical graduates	Blood pressure monitors

Module Descriptions

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

Module A - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B - Aspects of Retail Pharmacy and Pharmacology of the Nervous System

6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

6.0 Quarter Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

6.0 Quarter Credit Hours

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System

6.0 Quarter Credit Hours

In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module F - Aspects of Hospital Pharmacy and
Pharmacology of the Urinary and Reproductive System**

6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed.

Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

**Module G - Home Health Care, Pharmacy Operations and
Pharmacology of the Cardiovascular, Circulatory and Skeletal System**

6.0 Quarter Credit Hours

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed.

Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship

5.0 Quarter Credit Hours

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

PRACTICAL NURSE

Offered at the Grand Rapids campus only
Diploma Program- Full Time - 45 Weeks
86.0 Credit units/1425 Clock hours

Philosophy/Purpose

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

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

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

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

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

Educational Philosophy

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

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

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral

changes. These inputs awaken students to their nursing care. Moreover, faculty are committed to facilitating this process through monitoring of the teaching-learning environment to ensure optimum experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of practical nursing.

Conceptual Framework

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

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

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

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

Outcomes (Educational Objectives):

Students completing the Practical Nursing program will be able to:

1. Apply scientific principles from anatomy and physiology, pharmacology and nutrition when providing care to clients throughout the lifespan with complex health care needs in a variety of structured health care settings.
2. Utilize the nursing process to provide safe and competent nursing care for culturally diverse clients throughout the lifespan with complex health care needs in a variety of structured settings.
3. Use verbal, nonverbal, and written communication principles and techniques with diverse client populations and the healthcare team.

-
-
4. Educate culturally diverse clients and families with principles that promote wellness and assist in the prevention of illness.
 5. Incorporate accountability and professional values by practicing within the prescribed ethical and legal standards.
 6. Demonstrate critical thinking for nursing interventions.

Competencies:

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

1. Utilization of the nursing process (assessment, diagnosis, planning, interventions and evaluation) to provide safe and competent nursing care for the client/client, family or groups by:
 - A. Assessment: identification of basic physical, psychological, social, spiritual and cultural needs.
 - B. Nursing Diagnosis: appropriate utilization of the NANDA approved diagnosis in assisting in the development of a care plan
 - C. Planning: participation in development of the care plan for the client/client, in multiple and varied settings.
 - D. Interventions: safely implement therapeutic nursing skills and techniques which incorporate scientific principles.
 - E. Evaluation: utilization of critical thinking skills in evaluation of the individual client/client nursing care. Appropriately consults with nursing personnel in revising/updating the plan of care.
2. Appropriately demonstrates the ability to use verbal, nonverbal and written communication principles and techniques.
 - A. Identification and application of basic communications skills in the health care setting
 - B. Establishment of positive interpersonal relationships with medical/healthcare
 - C. Accurate identification of pertinent observations and communicating observations to appropriate health care personnel.
 - D. Demonstrate interviewing techniques with client/client to obtain related health information.
3. Education of persons, families and groups with principles that promote wellness and assist in the prevention of illness by:
 - A. Identification of the prominent learning needs of the person, family or groups.
 - B. Appropriate referrals of persons, families or groups to agencies, facilities or community resources.
4. Demonstration of personal growth by:
 - A. Demonstration of respect for individual dignity
 - B. Identification of personal strengths, weakness, and growth, while seeking assistance for personal improvement.
 - C. Seeks out learning situations
 - D. Participates in continuing education
5. Implementation of the practical nurse role by:
 - A. Complying with state scope of practice
 - B. Consistent demonstration of ethical practical nursing behaviors
 - C. Identifies positive advantages of professional organizations

COURSE NUMBER	COURSE TITLE	CLOCK HOURS			TOTAL CONTACT HOURS	CREDIT HOURS
		LECTURE CONTACT HOURS	LAB CONTACT HOURS	CLINICAL CONTACT HOURS		
Level One						
MI-NSG101	Fundamentals of Nursing (includes 30 hours intro A&P)	144	56	0	200	17
MI-NSG102	Pharmacology	60	20	0	80	7.0
MI-NSG103	Geriatric Nursing	25	0	0	25	2.5
MI-NSG104	Nutrition	10	5	0	15	1.0
	Level I Competency Check-offs	0	8	0	8	0
MI-NSG100X	Level I Clinical	0	0	152	152	5.0
	Total Hours	239	89	152	480	32.5
Level Two						
MI-NSG201	Medical Surgical Nursing/Integumentary System	20	5	0	25	2.0
MI-NSG202	Medical Surgical Nursing/Respiratory System	30	10	0	40	3.5
MI-NSG203	Medical Surgical Nursing /Musculoskeletal System	20	5	0	25	2.0
MI-NSG204	Medical Surgical Nursing /Cardiovascular System	30	10	0	40	3.5
MI-NSG205	Medical Surgical Nursing /Gastrointestinal System	30	10	0	40	3.5
MI-NSG206	Medical Surgical Nursing/Neurosensory System	30	10	0	40	3.5
	Level II Competency Check-off	0	15	0	15	0
MI-NSG200X	Level II Clinical	0	0	240	240	8.0
	Total Hours	160	65	240	465	26.0
Level Three						
MI-NSG301	Maternal and Infant Nursing	35	10	0	45	4.0
MI-NSG302	Mental Health Nursing	25	10	0	35	3.0
MI-NSG303	Medical Surgical/G.U. System	20	5	0	25	2.0
MI-NSG304	Pediatric Nursing/Growth and Development	35	10	0	45	4.0
MI-NSG305	Management and Supervision	25	10	0	35	3.0
MI-NSG306	Medical Surgical Nursing/Endocrine System	30	10	0	40	3.5
	Level III Competency Check-offs	0	15	0	15	0
MI-NSG300X	Level III Clinical	0	0	240	240	8.0
	Total Hours	170	70	240	480	27.5
	Total Program Hours	569	224	632	1425	86.0

Credits: 10 hours of theory = 1 credit
20 hours of lab = 1 credit
30 hours of clinical = 1 credit

Clinical Facilities

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

Evaluations

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

Program Level Outline

Level I Outline

Description

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

Level I Objectives

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

1. Apply scientific principles from anatomy and physiology, pharmacology and nutrition when providing care to geriatric clients with basic health care needs in a variety of structured health care settings.
2. Utilize the nursing process to provide safe and competent nursing care for culturally diverse geriatric clients with basic health care needs in a variety of structured settings.
3. Demonstrate therapeutic communication, recognize barriers to communication, and chart appropriately.
4. Identify the educational principles of teaching and learning.
5. Identify own strengths and areas for growth in writing and seeks out learning opportunities.
6. Demonstrate proficiency in selected skills in a testing situation (Level 1 Skills Competencies).

Courses

Fundamentals of Nursing (includes Intro to A&P)	Pharmacology
Geriatric Nursing	Nutrition
Level I Clinical	

Level II Outline

Description

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

Level II Objectives:

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

1. Apply scientific principles from anatomy and physiology, pharmacology and nutrition when providing care to adult clients with complex health care needs in structured health care settings.
2. Utilize the nursing process to provide safe and competent nursing care for culturally diverse adult clients with complex health care needs in structured settings.
3. Apply therapeutic communication techniques with adult clients and chart appropriately.
4. Demonstrate effective teaching techniques when providing care to culturally diverse adult clients.

5. Accept accountability and professional values and demonstrate the application of professional nursing standards in structured health care settings.
6. Demonstrate proficiency in selected skills in a testing situation (Level II Skills Competencies).

Courses:

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

Level III Outline

Description

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

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

Level III/Terminal Objectives:

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

1. Apply scientific principles from anatomy and physiology, pharmacology and nutrition when providing care to clients throughout the lifespan with complex health care needs in a variety of structured health care settings.
2. Utilize the nursing process to provide safe and competent nursing care for culturally diverse clients throughout the lifespan with complex health care needs in a variety of structured settings.
3. Use verbal, nonverbal, and written communication principles and techniques with diverse client populations and the healthcare team.
4. Educate culturally diverse clients and families with principles that promote wellness and assist in the prevention of illness.
5. Incorporate accountability and professional values by practicing within the prescribed ethical and legal standards.
6. Demonstrate critical thinking for nursing interventions.

Courses:

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

Course Descriptions:

LEVEL I

MI-NSG101 - FUNDAMENTALS OF NURSING

17.0 Quarter Credit Hours

This Module includes classroom instruction, skills lab, and clinical experience in the skilled nursing and/or acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, , health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. The course includes 30 hours of Anatomy and Physiology. Lecture Hours: 144.0 Lab Hours: 56.0

MI-NSG102 - PHARMACOLOGY

7.0 Quarter Credit Hours

Medications, their source and uses, calculation of dosage and safe administration of prescribed medications,

classifications of drugs according to body systems are covered in this module. Prerequisites: Anatomy and Physiology portion of MI-NSG101 Fundamentals of Nursing. Lecture Hours: 60.0 Lab Hours: 20.0.

MI-NSG103 - GERIATRIC NURSING

2.5 Quarter Credit Hours

This module includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; promotion of healthy elders. Prerequisite: MI-NSG101 Fundamentals of Nursing. Lecture Hours: 25.0 Lab Hours: 0.0

MI-NSG104 - NUTRITION

1.0 Quarter Credit Hours

Basic principles of nutrition as it relates to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are included in this module. Prerequisite: MI-NSG101 Fundamentals of Nursing. Lecture Hours: 10.0 Lab Hours: 5.0

MI-NSG100X - LEVEL I CLINICAL EXPERIENCE

5.0 Quarter Credit Hours

In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 152.0

***Level I Competency Check-offs**

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

LEVEL II

MI-NSG201 - MEDICAL SURGICAL NURSING/ INTEGUMENTARY SYSTEM

2.0 Quarter Credit Hours

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

MI-NSG202 - MEDICAL SURGICAL NURSING/ RESPIRATORY SYSTEM

3.5 Quarter Credit Hours

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

MI-NSG203 - MEDICAL SURGICAL NURSING/ MUSCULOSKELETAL SYSTEM

2.0 Quarter Credit Hours

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

MI-NSG204 - MEDICAL SURGICAL NURSING/ CARDIOVASCULAR SYSTEM

3.5 Quarter Credit Hours

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

MI-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM

3.5 Quarter Credit Hours

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

MI-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM

3.5 Quarter Credit Hours

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

MI-NSG 200X LEVEL II CLINICAL EXPERIENCE

8.0 Quarter Credit Hours

Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 240.0

***Level II Competency Check-offs**

0.0 Quarter Credit Hours

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

LEVEL III

MI-NSG 301 – MATERNAL AND INFANT NURSING

4.0 Quarter Credit Hours

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

MI-NSG 302 – MENTAL HEALTH NURSING

3.0 Quarter Credit Hours

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

MI-NSG 303 – MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM

2.0 Quarter Credit Hours

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

MI-NSG 304 – PEDIATRIC NURSING/GROWTH AND DEVELOPMENT

4.0 Quarter Credit Hours

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

MI-NSG 305 - LEADERSHIP AND SUPERVISION

3.0 Quarter Credit Hours

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

MI-NSG 306 – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM

3.5 Quarter Credit Hours

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

***Level III Competency Check-offs**

0.0 Quarter Credit Hours

In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions: The student's knowledge will be assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 15.0

MI-NSG 300X LEVEL III CLINICAL EXPERIENCE

8.0 Quarter Credit Hours

In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 240.0

CORINTHIAN SCHOOLS, INC.

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

Bryman College

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

Bryman Institute

Brighton, MA	Chelsea, MA
--------------	-------------

National Institute Of Technology

San Jose, CA

Georgia Medical Institute

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

Kee Business College

Chesapeake, VA	Newport News, VA
----------------	------------------

National Institute of Technology

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

Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI
------------------	---------------

Olympia College

Burr Ridge, IL	Chicago, IL	Skokie, IL
Merrillville, IN		

STATEMENT OF OWNERSHIP

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

DIRECTORS

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

OFFICERS

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

TITLE

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