Olympia

CAREER TRAINING INSTITUTE

2003-2004 CATALOG

OlympiaM0503

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

Branch Campus:
Golf Ridge Center
5349 West Main
Kalamazoo, MI 49009
(616) 381-9616

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

Publishing Date May 2003

Effective May 1, 2003 through December 31, 2004

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.

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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.

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.

EDUCATIONAL PHILOSOPHY

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.

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 Kalamazoo location is located in Golf Ridge Center (previously the Elk's Country Club), Suite 201, 5349 West Main, Kalamazoo; convenient to 131 and I-94 expressways. 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 10,000 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 18 students.

Olympia Career Training 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 Career Development, 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:

<div align="center">

BASIC NURSE AIDE TRAINING PROGRAM (NATP)
DENTAL ASSISTANT
ELECTRONICS, COMPUTER AND INDUSTRIAL TECHNOLOGY
LICENSED PRACTICAL NURSE (L.P.N.)
MASSAGE THERAPY
MEDICAL ASSISTING
MEDICAL ADMINISTRATIVE ASSISTANT
NETWORK ADMINISTRATION
NETWORK SYSTEMS SUPPORT

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

ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. code and subsequent legislation. The Accrediting Bureau of Health Education Schools is recognized by the Council of Post-secondary Accreditation (COPA) to accredit institutions of allied health in the private sector. A written copy of this accreditation is available for review.

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, whichever is longer. 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.

Network Administration Program

Students enrolling in the Network Administration program are required to pass the CPAt examination with a minimum score of 150.

Practical Nursing Program

See "Admission Policy and Procedures" section for Practical Nursing Students on page 50.

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	8:00 a.m. to 1:00 p.m.
	10:00 a.m. to 3:00 p.m. (Medical Assisting only)
	1:00 p.m. to 6:00 p.m.
	6:00 p.m. to 11:00 p.m.
Monday through Friday	6:00 a.m. to 10 a.m. (Medical Assisting only)
	7:00 a.m. to 5:30 p.m. (Practical Nurse program only)
Monday, Wednesday and Thursday	6:00 p.m. to 10:15.p.m. (Practical Nurse part-time program only)

Technical Programs

Monday through Thursday	8:30 a.m. to 1:30 p.m.
	6:00 p.m. to 11:00 p.m.

ACADEMIC CALENDAR

Dental Assistant, Medical Assistant, Massage Therapy, and Medical Administrative Assistant	
2003	
Start	**End**
1/13/03 Mon	2/10/03 Mon
2/11/03 Tue	3/11/03 Tue
3/12/03 Wed	4/8/03 Tue
4/9/03 Wed	5/6/03 Tue
5/7/03 Wed	6/4/03 Wed
6/9/03 Mon	7/10/03 Thur
7/14/03 Mon	8/7/03 Thur
8/11/03 Mon	9/8/03 Mon
9/9/03 Tue	10/6/03 Mon
10/8/03 Wed	11/4/03 Tue
11/6/03 Thur	12/4/03 Thur
12/8/03 Mon	1/15/04 Thur
2004	
Start	**End**
1/20/04 Tue	2/17/04 Tue
2/18/04 Wed	3/16/04 Tue
3/17/04 Wed	4/13/04 Tue
4/14/04 Wed	5/11/04 Tue
5/12/04 Wed	6/9/04 Wed
6/14/04 Mon	7/15/04 Thur
7/19/04 Mon	8/12/04 Thur
8/16/04 Mon	9/13/04 Mon
9/14/04 Tue	10/11/04 Mon
10/12/04 Tue	11/8/04 Mon
11/9/04 Tue	12/7/04 Tue
12/8/04 Wed	1/11/05 Tue
2005	
Start	**End**
1/12/05 Wed	2/9/05 Wed
2/14/05 Mon	3/14/05 Mon
3/15/05 Tue	4/11/05 Mon
4/12/05 Tue	5/9/05 Mon
5/10/05 Tue	6/7/05 Tue

Massage Therapy	*8 a.m. to 1 p.m.*
2003	
Start	**End**
*1/27/03 Mon	4/22/03 Tue
*2/12/03 Wed	5/8/03 Thur
*4/23/03 Wed	7/24/03 Thur
*7/28/03 Mon	10/21/03 Thur

Massage Therapy	*1 p.m. to 6 p.m.*
2003	
Start	**End**
*3/17/03 Mon	6/10/03 Tue
*6/11/03 Wed	9/11/03 Thur
*9/15/03 Mon	12/9/03 Tue

Practical Nurse	
2003	
Start	**End**
2/5/03 Wed	4/30/03 Wed
5/5/03 Mon	8/4/03 Mon
8/6/03 Wed	10/29/03 Wed
11/3/03 Mon	2/11/04 Wed
2004	
Start	**End**
2/17/04 Tue	5/10/04 Mon
5/12/04 Wed	8/11/04 Wed
8/16/04 Mon	11/8/04 Mon
11/10/04 Wed	2/18/05 Fri

Network System Support	
Day Schedule	
2003	
Start	**End**
4/28/03 Mon	7/28/03 Mon
*7/29/03 Tue	10/21/03 Tue
10/22/03 Wed	1/29/04 Thur
2004	
Start	**End**
2/2/04 Mon	4/26/04 Mon
*4/27/04 Tue	7/27/04 Tue
7/28/04 Wed	10/20/04 Wed
10/25/04 Thur	1/25/05 Mon

Network System Support	
Evening Schedule	
2003	
Start	**End**
7/29/03 Tue	10/21/03 Tue
*10/22/03 Wed	1/29/04 Thur
2004	
Start	**End**
2/2/04 Mon	4/26/04 Mon
4/27/04 Tue	7/27/04 Tue
*7/28/04 Wed	10/20/04 Wed
10/25/04 Thur	1/25/05 Mon

Network Administration	
Day Schedule	
2003	
Start	**End**
*1/30/03 Thur	4/24/03 Thur
*4/28/03 Mon	7/28/03 Mon
*7/29/03 Tue	10/21/03 Tue
*10/22/03 Wed	1/29/04 Thur

Network Administration	
Evening Schedule	
2003	
Start	**End**
*1/30/03 Thur	4/24/03 Thur
*4/28/03 Mon	7/28/03 Mon
*7/29/03 Tue	10/21/03 Tue
*10/22/03 Wed	1/29/04 Thur

Electronics, Computer and Industrial Technology	
Day Schedule	
2003	
Start	**End**
1/30/03 Thur	4/24/03 Thur
4/28/03 Mon	7/28/03 Mon
7/29/03 Tue	10/21/03 Tue
10/22/03 Wed	1/29/04 Thur
2004	
Start	**End**
2/2/04 Mon	4/26/04 Mon
4/27/04 Tue	7/27/04 Tue
7/28/04 Wed	10/20/04 Wed
10/25/04 Thur	1/25/05 Mon

Electronics, Computer and Industrial Technology	
Evening Schedule	
2003	
Start	**End**
3/4/03 Tue	5/27/03 Tue
5/28/03 Wed	8/26/03 Tue
8/27/03 Wed	11/19/03 Wed
11/20/03 Thur	3/3/04 Wed
2004	
Start	**End**
3/8/04 Mon	5/27/04 Thur
6/1/04 Tue	8/30/04 Mon
8/31/04 Tue	11/23/04 Tue
11/29/04 Mon	3/1/05 Tue

* Denotes term start dates, not new student start dates.

HOLIDAYS AND VACATIONS

(All Programs)

	2003	2004
New Year's Day	Jan 1	Jan 1
Martin Luther King Day	Jan 20	Jan 19
President's Day	Feb 17	Feb 16
Memorial Day	May 26	May 31
Summer Break	Jun 27 - Jul 6	Jul 2 - Jul 11
Independence Day	Jul 4	Jul 4
Labor Day	Sept 1	Sep 6
Thanksgiving	Nov 27 & Nov 28	Nov 25 & Nov 26
Winter Vacation	Dec 19 - Jan 4 '04	Dec 24 - Jan 2 '05

Start Dates marked with an asterisk (*) are for _continuing students only_ and are not available to newly enrolling students.

ADMINISTRATIVE STAFF

George Grayeb   Campus President
Angela Drury   Administrative Assistant to the President/HR

FINANCE DEPARTMENT
Dan Grimm   Director of Finance
Barb Jachim   Senior Financial Aid Representative
Jennifer Weaver   Financial Aid Representative
Theresa Febo   Financial Aid Representative
Patricia Lull   Financial Aid Representative
Susan Shepard   Financial Aid Representative
Ruth Segura   Campus Collections Representative
Linda Oosdyke   Student Accounts Representative

PLACEMENT DEPARTMENT
Debbi Coleman   Director of Placement
Nieko Hall   Externship Coordinator
Dawn Konwinski   Career Services Representative

ADMISSIONS DEPARTMENT
Kristen Beal   Director of Admission
Bobbi Blok   Senior Admissions Representative
Susan Smith   Senior Admissions Representative
Angela Buck   Senior Admissions Representative
Pattie Elliott   Campus Admissions Representative
Bonnie Brown   Campus Admissions Representative
Robin Thompson   Campus Admissions Representative
Mindy Simpson   Associate Admissions Representative

EDUCATION DEPARTMENT
Denny Gillem   Director of Education
Peggy Palermo   LPN Department Chairperson
Michael Mesnak   Technical Department Chairperson
Diane Roose   Allied Health Department Chairperson
Daysha Dingler   Senior Registrar
Andrea Heckenmueller   Senior Registrar

SUPPORT STAFF
Jackie Knoblauch   Receptionist
Sonie Deleon   Evening Receptionist
Corrie Fredette   Computer Technician
Marla Dougherty   Lab Technician
Mischelle Quinn   Lab Technician
Brenda Roy   Lab Technician
Beth Smith   Lab Technician

FACULTY

BASIC NURSE AIDE TRAINING (NATP)
Peggy Palermo* – FT   M.S.N., Case Western Reserve University

DENTAL ASSISTANT
Ruthann Armstrong – PT   D.A., Grand Rapids Educational Center
Heather Bacon - PT   B.S., Ferris State University
Joy Wilbur° – FT   C.D.A., C.D.P.M.A.

ELECTRONICS COMPUTER & INDUSTRIAL TECHNOLOGY
Eric Johnson- FT   A.A., New Mexico State University
Lee Hudson - PT   Electronic Institute of Technology
                                            Electronic Engineer
Richard Kerr - FT   National Institute of Technology
Donald Langdon - FT   National Institute of Technology
David Senzig - PT   A.A.S., Northwestern Michigan College
                                            National Institute of Technology, Wyoming, MI
                                            I.S.C.E.T., E.T.A., F.C.C.

MASSAGE THERAPY
Donna Greenman - PT   C.M.T., Blue Heron Academy
Kerry Singleton – FT   C.M.T., Kalamazoo Center of the Healing Arts
Sandra Strobridge   C.M.T., Health Enrichment Center
Jeff Simancek – PT   C.M.T., Linda Ustaveson's School of Massage Therapy
                                            B.H.S, Grand Valley State University

MEDICAL ADMINISTRATIVE ASSISTANT
Deb Baskin - PT   M.A., Ross Medical Education Center
Brenda Decker – FT   Occupational Qualifications
Janet Richardson - FT   L.P.N., E.M.T., Lansing Community College

MEDICAL ASSISTING
Joy Beebe-Mitchell – FT   R.M.A., Ross Medical Education Center
Leah Blake - PT   R.M.A., Grand Rapids Educational Center
Kathleen Cavanaugh – PT   C.M.A., Saddleback Community College
Corene Edwards-Langdon - FT   B.P.S., University of New Hampshire
                                            E.M.T.P., Northeastern University
Jacob Kassuba – PT   B.S., Grand Valley State University
Marj Nibert - FT   L.P.N., Grand Rapids Junior College
Julie Polanic - PT   R.N., Hackley Hospital School of Nursing
Micky Ransberger – FT   L.P.N.,   Newfield High School
Rose Ramirez – PT   A.A., Grand Rapids Community College
Angela Schmidbauer - PT   B.S.N., R.N., Ohio State University

NETWORK ADMINISTRATION
Derek Cooper - FT   B.A., Aquinas College
                                            M.C.S.E., C.N.A.
Michael Mesnak* - FT   B.S.E.E.T., DeVry Institute of Technology
                                            A+, Network +
Rusty Yonkers - FT   C.N.E., M.C.P., C.C.N.A., A+

PRACTICAL NURSE

Evelyn Morford - PT	B.S.N., R.N., Wayne State University
	M.S.N., Ball State University
Chris Nidell	B.S.N., R.N., University of Phoenix
Peggy Palermo* - FT	M.S.N., Case Western Reserve University
	B.S.N., R.N., University of Connecticut
Margaret Smith - FT	B.S.N., R.N., Ferris State University
Jacquelyn Verheulen – PT	B.S.N., R.N., Grand Valley State University
Lorraine Vos – PT	M.S.N., Andrews University

*Denotes Department Chairperson
°Denotes Senior Instructor FT denotes "full-time" and PT denotes "part-time"

KALAMAZOO CAMPUS INFORMATION

HOURS OF OPERATION

All Programs

Monday through Thursday	8:00 a.m. to 1:00 p.m.
	10:00 a.m. to 3:00 p.m. (Medical Assisting only)
	3:00 p.m. to 8:00 p.m. (Dental Assisting only)
	1:00 p.m. to 6:00 p.m.
	6:00 p.m. to 10:00 p.m.
Monday through Friday	6:00 a.m. to 10:00 a.m. (Medical Assistant only)

ACADEMIC CALENDAR

Dental Assistant, Medical Administrative Assistant & Medical Assistant
Day Classes

2003		
Start Date	End Date	Holidays (H), No Classes (N)
1/13/03	2/10/03	1/20/03–(H)
2/11/03	03/11/03	2/17/03–(H)
3/12/03	04/08/03	None
04/09/03	05/06/03	None
05/07/03	06/04/03	5/26/03–(H), 6/5/03–N)
06/09/03	07/10/03	6/30/03–7/4/03–(N)
07/14/03	08/07/03	None
08/11/03	09/08/03	9/1/03–(H)
09/09/03	10/06/03	10/7/03–(N)
10/08/03	11/04/03	11/5/03–(N)
11/06/03	12/04/03	11/26/03-11/27/03–(H)
12/08/03	01/15/04	12/22/03–1/02/04–(H)

2004		
Start Date	End Date	Holidays (H), No Classes (N)
1/20/04	2/17/04	1/19/04-(H), 2/16/04-(H)
2/18/04	3/16/04	None
3/17/03	4/13/04	None
4/14/04	5/11/04	None
5/12/04	6/9/04	5/31/04-(H), 6/10/04(N)
6/14/04	7/15/04	7/5/04-7/9/04-(H)
7/19/04	8/12/04	None
8/16/04	9/13/04	9/6/04-(H), 9/14/04-(N)
9/15/04	10/12/04	None
10/13/04	11/9/04	None
11/10/04	12/8/04	12/9/04-(N), 11/25/04-11/26/04-(H)
12/13/04	1/13/05	12/24/04-01/02/05 (H)

Dental Assistant, Medical Administrative Assistant & Medical Assistant
Evening Classes

2003		
Start Date	End Date	Holidays (H), No Classes (N)
1/13/03	2/18/03	1/20/03-(H), 2/17/03-(H)
2/19/03	3/25/03	None
3/26/03	4/29/03	None
4/30/03	6/4/03	5/26/03-(H), 6/5/03-(N)
6/9/03	7/17/03	6/30/03-7/4/03-(H)
7/21/03	8/21/03	None
8/25/03	9/29/03	9/1/03-(H)
9/30/03	11/4/03	10/7/03-(N), 11/5/03-(N)
11/6/03	12/11/03	11/26/03-11/27/03-(H)

2004		
Start Date	End Date	Holidays (H), No Classes (N)
12/15/03	2/2/04	12/22-1/2/04-(H), 1/19/04 (N)
2/3/04	3/9/04	2/16/04-(H)
3/10/04	4/13/04	None
4/14/04	5/18/04	None
5/19/04	6/24/04	6/10/04-(N)
6/28/04	8/5/04	7/5/04-7/9/04-(H)
8/9/04	9/13/04	None
9/15/04	10/19/04	9/6/04-(H), 9/14/04-(N)
10/20/04	11/23/04	11/24/04-(N), 11/25-11/26-(H)
11/29/04	1/10/05	12/9/04-(N), 12/24-12/30-(H)

Medical Assisting – Early Morning Schedule		
Monday through Friday 6 am - 10 pm		
20 hours a week		
4 week Modular Class.		
2003		
Start Date	End Date	Holidays (H), No Classes (N)
4/9/03	5/6/03	None
5/7/03	6/4/03	5/26/03–(H),6/5-6/6/03–(N)
6/9/03	7/11/03	6/30–7/4 – Summer Break
7/14/03	8/8/03	None
8/11/03	9/8/03	9/1/03–(H)
9/9/03	10/6/03	10/7/03–(N)
10/8/03	11/4/03	11/5/03–(N)
11/6/03	12/5/03	11/26/03, 11/27/03–(H)
12/8/03	1/16/04	12/22/03–1/2/04-(H)
2004		
Start Date	End Date	Holidays (H), No Classes (N)
1/20/04	2/17/04	2/16/04–(H)
2/18/04	3/16/04	None
3/17/04	4/13/04	None
4/14/04	5/11/04	None
5/12/04	6/09/04	5/31/04–(H), 6/10/04–(N)
6/14/04	7/16/04	7/5/04–7/09/04–(H)
7/19/04	8/13/04	None
8/16/04	9/13/04	9/06/04–(H), 9/04/04–(N)
9/15/04	10/12/04	None
10/13/04	11/09/04	None
11/10/04	12/10/04	11/25-26/04–(H),12/09/04–(N)

Massage Therapy		
Day & Evening Classes		
2003		
Start Date	End Date	Holidays (H), No Classes (N)
2/24/03	3/20/03	None
3/24/03	4/17/03	None
4/21/03	5/15/03	None
5/19/03	6/17/03	5/26/03-(H), 6/5/03-(N)
6/18/03	7/22/03	6/30/03-7/3/03-(H)
7/23/03	8/19/03	None
8/20/03	9/17/03	9/1/03-(H)
9/18/03	10/16/03	10/7/03-(N)
10/20/03	11/17/03	11/5/03-(N)
11/18/03	12/16/03	11/26/03-11/27/03-(H)
2004		
Start Date	End Date	Holidays (H), No Classes (N)
12/17/03	1/28/04	12/22-1/2/04–(H),1/19/04-(H)
1/29/04	2/26/04	2/16/04-(H)
3/01/04	3/25/04	None
3/29/04	4/22/04	None
4/26/04	5/20/04	None
5/24/04	6/22/04	5/31/04–(H), 6/10/04–(N)
6/23/04	7/27/04	7/5/04–7/9/04-(H)
7/28/04	8/24/04	None
8/25/04	9/23/04	9/6/04–(H), 9/14/04–(N)
9/27/04	10/21/04	None
10/25/04	11/18/04	None
11/22/04	12/21/04	11/25-11/26/04-(H),12/9-(N)

HOLIDAYS AND VACATIONS

	2003	2004
New Year's Day	Jan 1	Jan 1
Martin Luther King, Jr. Day	Jan 20	Jan 19
President's Day	Feb 17	Feb 16
Memorial Day	May 26	May 31
Holiday	Jun 5	Jun 10
Summer Break	Jun 30 – Jul 4	Jul 5 – Jul 9
Labor Day	Sep 1	Sep 6
Holiday	Oct 7	
Holiday	Nov 5	Nov 5
Thanksgiving	Nov 27 – 28	Nov 25 – 26
		Dec 9
Winter Vacation	Dec 22 – Jan 2 '04	Dec 24 – Jan 2 '04

ADMINISTRATIVE STAFF

Robert Johnson — School President
Brenda Laker — Finance Manager
Gloria Stender — Director of Admissions
Sharon Smith — Director of Education
Regina Kamilar — Graduate Services Manager
Dawn Addington — Externship Coordinator
Scott Miles — Admissions Representative
Stacey Nielsen — Admissions Representative
Kathy Barney — Admissions Representative
Gretchen Blain — Admissions Representative
Kim Bartusch — Senior Financial Aid Representative
Rebecca Mucha — Financial Aid Representative
Valerie Redmond — Bookkeeper
Donna Miroslaw — Registrar
Rebecca Hill — Administrative Assistant
Celia Atchison — Receptionist

FACULTY

COMPUTER INSTRUCTORS
Karen Star — M.B.A., Western Michigan University
Mary Martin — M.A.M., Nazareth College; B.S., Andrews University

DENTAL ASSISTANT
Amy Sehy — D.A., Grand Rapids Educational Center

MASSAGE THERAPY
Kathleen Richards-Allen – Lead Instructor — N.C.M.T., Health Enrichment Center
Ralph Gallagher — C.M.T., Massage School of Santa Monica
Shawn Compau — P.T.A., Delta College
Sonya Young-Riemer — Natural Health Consultant, Stratford Career Institute
Jefferson Kye — C.M.T., Chicago School of Massage Therapy

MEDICAL ADMINISTRATIVE ASSISTANT
Deborah Belding — B.S., University of Michigan
Susan Klemchuk — A.A., Kalamazoo Valley CC, B.A., Borgess

MEDICAL ASSISTING
Toni Kellerman – Lead Instructor — R.N., Kalamazoo Valley Community College
Marlene Livingston — A.A.S., R.N., Grace College of Nursing
Sheree Riggleman — C.M.A., American Association of Medical Assts.
Cindy Miller — M.A., Grand Rapids Educational Center
Dorinda Loucks — C.M.A., American Association of Medical Assts.
Traci Guirtz — M.B.C.A., National Institute of Technology
Sue Cline — R.M.A., American Medical Technologists

FINANCIAL INFORMATION

TUITION AND FEES

Program	Credit Hours	Tuition
Dental Assistant	47	$8,500
Electronics, Computer and Industrial Technology	78	$12,800
Massage Therapy	60	$9,000
Medical Assisting	47	$8,500
Medical Administrative Assistant	47	$8,500
Network Administration	72	$19,200
Network Systems Support	55	$12,000
Practical Nurse	78	$12,200

Short Programs	Credit Hours	Tuition
Basic Nurse Aide Training (C.N.A.) – Grand Rapids	7	$400
Basic Nurse Aide Training (C.N.A.) – Kalamazoo	7	$495

Note: Effective May 19, 2003, for start dates after July 1, 2003 the tuition for the Medical Assistant, Dental Assistant, and Medical Administrative Assistant programs at the Grand Rapids and Kalamazoo campuses will increase to $8,895, and tuition for the Massage Therapy program at the Kalamazoo campus will increase to $9,450. Also effective May 19, 2003, a $25, one time only lab fee will be charged to all students whose classes begin after July 1, 2003.

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. Note: After July 1, 2003 a lab fee of $25.00 will be charged. Estimated charges for books and equipment by program are as follows:

Program	Grand Rapids	Kalamazoo
Dental Assistant	$156	$390
Electronics, Computer and Industrial Technology	$1,271	
Massage Therapy	$867	$1,108
Medical Assisting	$324	$498
Medical Administrative Assistant	$444	$798
Network Administration	$741	
Network Systems Support	$880	
Practical Nurse	$979	
Basic Nurse Aide Training (C.N.A.)	$54	

School Tuition Plan

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

FINANCIAL ASSISTANCE

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

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

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

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

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

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

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

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

Sallie Mae Alternative Loan Program (SLM)

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. All applicants must complete a SLM 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.

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 five dollars ($5) 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 business day following their 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
D	Unsatisfactory	69-60
F	Failing	59-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

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.

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 three school days in order to continue their training without interruption.

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

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

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

Tardiness/Early Departure

Students who are 15 minutes late to class or who leave class 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day.

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 School President.

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.

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, Director of Education, or Department Chair 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 Academic Dean. 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 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), but they may repeat a completed module or course only once.

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%

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.

STUDENT APPEAL PROCESS

Students are required to adhere to all of the policies and procedures of the School. Students who have been terminated for violating School policy and procedures may seek reentry by following the appeals process.

Students whose training programs are terminated by the School will be informed of the right to appeal that decision. Students must initiate the process within three School days or as soon as reasonably practicable as determined by School administration. Students must initiate the process by submitting a written request for re-admittance to the School President. The written request must address the reason(s) for termination and make a substantial showing of good cause to justify readmission.

Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion time due to the criteria of the Accrediting Commissions.

GRADUATION REQUIREMENTS

To be eligible for graduation, student must:
- Complete all required modules or courses with a grade of C 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.

REGISTRATION AND CERTIFICATION

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

Dental Assistant graduates are immediately eligible to sit for the 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.

Nurse Aide graduates are eligible to sit for the Michigan Competency Evaluation Program.

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:

<div align="center">

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

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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:

<div align="center">

Department of Career Development,
Office of Postsecondary Services
201 N. Washington Square
Victor Office Center, 4th Floor
Lansing, MI 48913

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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.
- 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 white lab coat is encouraged as well. A nametag is required at all times when on campus.

Grand Rapids campus requires scrub (top and pants) uniforms as follows:
- Basic Nurse Aide (NATP)   All White
- Dental Assistant   Burgundy or Cranberry
- Medical Assisting   Royal Blue
- Medical Administrative Assistant   Hunter Green
- Practical Nurse   Teal (White pants at Clinical Sites)
- Massage Therapy   Green polo and Khaki pants
- ECIT/NSS/NA   Burgundy/Navy polo shirts

The Kalamazoo campus requires scrub (top and pants) uniforms as follows:
- Basic Nurse Aide   All White
- Dental Assistant   Burgundy or Hunter Green
- Medical Assistant   Burgundy or Hunter Green
- Medical Administrative Assistant   Burgundy or Hunter Green
- Massage Therapy   White Polo and Khaki pants

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

Appeals

Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

The school reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

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.

DIPLOMA PROGRAMS

DENTAL ASSISTANT PROGRAM

Diploma Program   8 Months (Day)
                      8 Months (Evening – Grand Rapids)
                      10 Months (Evening – Kalamazoo)

DOT: Dental Assistant   079-371.010

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants 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.

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

Upon successful completion of the Dental Assistant program, students will receive a diploma.

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Administrative Procedures	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Sciences	80	6.0
Module D	Operative 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	Externship	160	5.0
	PROGRAM TOTAL	**720**	**47.0**

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 - ADMINISTRATIVE PROCEDURES 40/40/6.0

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information to complete dental records. Students also gain knowledge of pegboard system fundamentals. An introduction to dental insurance and coding and billing procedures is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

MODULE B - DENTAL RADIOGRAPHY 40/40/6.0

Module B introduces the anatomy of the head and teeth in order to familiarize students with the structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. The coursework emphasizes maintaining radiation safety while obtaining the best possible diagnostic quality. Theory, laboratory skills and clinical practice meet California 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 (including bitewing, bisecting and parallel) are performed on a patient simulator manikin (Typodont).

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. Professional responsibilities regarding the state Radiation Safety Certificate are introduced. Related dental terminology is also taught. In order to receive the Radiation Safety Certificate, the student must complete all course requirements and pass the Dental Radiography Final Examination with a score of 75% or higher. The Radiation Safety Certificate allows the graduate to take diagnostic x-rays.

MODULE C - DENTAL SCIENCES 40/40/6.0

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, universal precautions, barrier techniques and hazardous chemicals. Students practice step-by-step instrument decontamination and operatory disinfection using approved sterilization agents and methods. They 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), including administration of topical and local anesthetics, are presented. Students practice placing instruments and materials on Typodont manikins. Career development instruction focuses on interview techniques. Related dental terminology is studied.

MODULE D - OPERATIVE DENTISTRY 40/40/6.0

This module introduces students to chairside 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 procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Students learn basic concepts of psychology and communication, with emphasis on helping patients overcome anxieties related to dental treatment. Special considerations for disabled and abused patients are presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

MODULE E - LABORATORY PROCEDURES 40/40/6.0

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students learn to use a variety of impression and gypsum materials. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. 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 various mouth guards, such as night guards, sport guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

MODULE F - DENTAL ANATOMY AND ORTHODONTICS 40/40/6.0
In this module, students focus on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students will chart oral conditions of other students and patients in compliance with state guidelines for mouth mirror inspection.

MODULE G - DENTAL HEALTH 40/40/6.0
This module focuses on oral pathology and periodontics. Placement of periodontal surgical dressings is demonstrated and practiced on manikins. Preventive dentistry is also emphasized. Related areas of nutrition and fluorides are presented. Students are also taught resume preparation and completion of employment applications. 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.

MODULE X – EXTERNSHIP 0/160/5.0
Upon successful completion of classroom training, dental assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

ELECTRONICS, COMPUTER AND INDUSTRIAL TECHNOLOGY PROGRAM

Offered at the Grand Rapids Campus Only
Diploma Program - 12 Months

The electronics industry is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities. The demand for people with technical skills is growing twice as fast as for any other group. Locally opportunities exist for technicians with industrial electronics skills.

The Electronics, Computer and Industrial Technology Program is designed to satisfy students' desire to learn a technical skill in a field that has experienced rapid growth. The curriculum explores both the fundamentals and advanced theory in electronics, integrated circuits, microprocessors, computer technology, and industrial electronics. Laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of digital computers and hands-on experience with test equipment.

Graduates of the program are qualified for entry-level positions such as industrial electronics technician, computer service technician, electronics laboratory technician, field service engineer, installation technician and electronics technician in communications, instrumentation, digital and computer electronics. Upon successful completion of all areas of the 12-month program, a diploma will be awarded.

Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
D.C. and A.C. Electronics			
E 101	D.C. and A.C. Electronics Theory	130	13.0
E 103	Mathematics for D.C. and A.C. Electronics	20	2.0
E 104	D.C. and A.C. Circuits Lab	90	4.5
	Total	**240**	**19.5**
Semiconductor Devices			
E 201	Semiconductors Theory	150	15.0
E 204	Semiconductors Lab	90	4.5
	Total	**240**	**19.5**
Digital Electronics and Computer Software			
E 301	Digital Electronics and Computer Software Theory	150	15.0
E 304	Digital Electronics and Computer Software Lab	90	4.5
	Total	**240**	**19.5**
Computer Systems, Peripherals, and Industrial Electronics			
E 401	Computer Systems, Peripherals, and Industrial Electronics Theory	130	13.0
E 402	Professional Strategies	20	2.0
E 404	Computer Systems, Peripherals and Industrial Electronics Lab	90	4.5
	Total	**240**	**19.5**
	PROGRAM TOTAL	**960**	**78.0**

Course Descriptions

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

E 101 - D.C. AND A.C. ELECTRONICS THEORY   **130/0/13.0**
This course is designed to introduce the student to the field of electronics. Students become familiar with the safe use of tools and equipment used by electronics technicians. Electronic components, schematic symbols, and basic soldering are studied. Students practice circuit configuration using a protoboard. Sources of electricity, atomic theory, and the principles and practices of fundamental direct current (D.C.) theory are taught. The foundational concepts related to Ohm's Law, resistance, series circuits, parallel circuits, and series-parallel circuits for resistors are presented. The concepts of voltage drop and current drop will be presented using Kirchhoff's laws.

This course also provides an introduction to the principles and applications for alternating current (A.C.). The theory of alternating current, inductive reactance (XL), capacitive reactance (XC), and the sine waves for voltage and current are studied. The phase relations among resistive-inductive (R-L) circuits, resistive-capacitive (R-C) circuits, and R-L-C circuits in series and parallel circuits are analyzed. Diode Theory and related concepts are presented. Students learn about the operation of circuits involving diodes, clippers, and clampers. Prerequisite: High School Math

E 103 - MATHEMATICS FOR D.C. AND A.C. ELECTRONICS   **20/0/2.0**
This course introduces the concepts of electrical circuit network analysis. The student will learn the arithmetic and algebraic functions required to use Ohm's law and Kirchhoff's laws for current and voltage. This course also introduces the principles and techniques for analysis of alternating current (A.C.) circuits. The student learns the algebraic and trigonometric functions required to perform analysis of A.C. electronic circuits using applicable laws of physics and vector analysis.

E 104 - D.C. AND A.C. CIRCUITS LAB   **0/90/4.5**
This course is designed to introduce the student to the safe use of hand tools and techniques of soldering used in the electronics industry. The student will construct lab projects involving series, parallel and series-parallel resistive circuits and the use of various test instruments such as VOMs, DVMs, signal generators, and power supplies. Students will complete a project to demonstrate the application of these skills and the ability to integrate key concepts related to D.C. circuits.

This course also provides the student with A.C. circuit applications. The student constructs lab projects involving series, parallel, and series-parallel resistive-capacitive, resistive-inductive, and resistive-capacitive-inductive circuits while using various test instruments such as analog volt-ohmmeters, digital multimeters, signal generators, oscilloscopes and power supplies to analyze these circuits.

E 201 - SEMICONDUCTOR THEORY   **150/0/15.0**
This course introduces the student to the principles of semiconductors and linear integrated circuits. The student learns the underlying principles of bipolar and field effect transistors, devices and applications The operational amplifier is explored in depth, and the applications of the operational amplifier in D.C., summing amplifiers, difference amplifiers, filters, oscillators and other integrated circuits are presented. 555 timer circuits and basic phase-locked loop circuits are presented. Prerequisites: E 101, E 103, E 104

E 204 - SEMICONDUCTOR LAB   **0/90/4.5**
This lab course provides an opportunity for students to reinforce and apply concepts learned through laboratory experimentation. It includes demonstrations and experiments in the areas of diode theory, semiconductors, power supplies, transistor circuits, FETS, integrated circuits, operational amplifiers, 555 Timers, voltage regulators, and phase-locked loops. Prerequisites: E 101, E 103, E 104

E 301 - DIGITAL ELECTRONICS AND COMPUTER SOFTWARE THEORY   **150/0/15.0**
This course provides the student with the essential fundamental principles of digital electronics. Students are introduced to the study of binary, octal, and hexadecimal numbering systems. This information will be used as a basic building block for understanding microcomputer systems. This course also prepares the student to work with common application software. Prerequisites: E 201, E 204

E 304 - DIGITAL ELECTRONICS AND COMPUTER SOFTWARE LAB   **0/90/4.5**
This course prepares the student to work on digital electronic circuits. The fundamentals include construction, using test equipment to troubleshoot basic and complex digital electronic circuits. The student will install, configure, use and deinstall various operating systems and applications software. Prerequisites: E 201, E 204

E 401 - COMPUTER SYSTEMS, PERIPHERALS, AND INDUSTRIAL ELECTRONICS THEORY   **130/0/13.0**
This course provides an introduction to microprocessor families, computer peripherals, and LAN networks. The course explores the operation, testing, installation, setup, and troubleshooting of keyboards, motherboards, video systems, mass storage devices, special I/O devices, and printing systems.

This course is also designed as an introduction to the application of electronics in the industrial environment. The student will be introduced to switch gear, relays, basic ladder logic, symbols for industrial components, basic fluid power diagrams, programmable logic controllers, programming programmable logic controllers, logical test procedures, troubleshooting concepts and the fundamentals of digital communication. Prerequisites: E 301, E 304

E 402 - PROFESSIONAL STRATEGIES   **20/0/2.0**
This course helps prepare students for a job in the electronics marketplace. Topics include elements of writing, professional appearance and demeanor, and resume preparation. Students are expected to develop a business letter and resume during the course of the course. Prerequisites: E 301, E 304

E 404 - COMPUTER SYSTEMS, PERIPHERALS, AND INDUSTRIAL ELECTRONICS LAB   **0/90/4.5**
The student will assemble, setup, configure, test, analyze, diagnose, evaluate, and troubleshoot the IBM PC or compatible/clone system and its peripherals. The student will install, configure, use and deinstall various operating systems and application software.

This course is also designed to allow the student to gain experience in wiring relay logic circuits from a ladder diagram, wiring inputs and outputs of Programmable Logic controls, locating faults in basic Ladder logic circuits and PLC program entry. Prerequisites: E 301, E 304

MASSAGE THERAPY PROGRAM

Offered at Kalamazoo Campus and Grand Rapids
Diploma Program – 36 Weeks
DOT: 334.374-010

Program Outline

MODULE	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Introduction to Massage Therapy	80	6.0
Module B	Introduction to Anatomy & Physiology and Massage Fundamentals	80	7.0
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6.0
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6.0
Module E	Polarity and Non-Traditional Massage Therapies	80	6.0
Module F	Anatomy and Physiology for the Massage Therapist	80	6.0
Module G	Clinical Massage Therapy	100	7.0
Module H	Business and Success Skills	100	8.0
Module I	Health and Wellness	100	8.0
	PROGRAM TOTAL	**780**	**60.0**

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 - Introduction to Massage Therapy   **40/40/6.0**
In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

Module B - Massage Fundamentals   **60/20/7.0**
In this module, students will gain an understanding of massage fundamentals.   Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications
- Introduction to Anatomy & Physiology

Module C-Swedish Massage, Deep Tissue Massage, And Neuromuscular Therapeutic Techniques 40/40/6.0
In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Swedish massage
- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

Module D - Sports Massage, Reflexology, and Shiatsu Massage   **40/40/6.0**

In this module, students will learn about and practice different types of therapeutic massage.   Subjects covered include:

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Shiatsu
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage

Module E - Polarity and Non-Traditional Massage Therapies   **40/40/6.0**

In this module, students learn about and practice different types of therapeutic massage.   Subjects covered include:

- Polarity
- Combining polarity with other massage therapies
- Advanced therapeutic massage strategies (ATMS)
- Somatic therapies
- Therapeutic touch
- Reiki
- Craniosacral therapy
- Intentionality
- Strategies and customization

Module F - Anatomy and Physiology for the Massage Therapist   **40/40/6.0**

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy. Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

Module G – Clinical Massage Therapy   **40/60/7.0**

In this module, students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Range of motion
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

Module H - Business and Success Skills II   **60/40/8.0**

In this module students will gain an overall understanding of the skills involved in being both a successful business owner and a Massage Therapist. Subjects covered include:

- Personal development skills
- Learning methods and study habits
- Professionalism
- Choosing a business status
- Choosing a massage setting
- Business ethics
- Client communications
- Marketing as a massage therapist
- Referrals
- Professional ethics for massage therapists
- Tax preparation
- Bookkeeping and record keeping
- Professional compliance
- Resume writing and interviewing skills
- Negotiations and contracts
- Financial planning for massage professionals
- Time management skills
- Public presentations
- Interpersonal communications
- Project management skills
- Creating a business plan
- Professional boundaries
- Guided imagery and creative visualization
- Computer skills and the internet
- Anger and obstacle management
- Insurance billing and reimbursement
- Customer service
- Listening skills
- Managing change

Module I - Health and Wellness   **60/40/8.0**

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

MEDICAL ASSISTING PROGRAM

Diploma Program - 8 Months (Day) / 8 Months (Evening – Grand Rapids)
                     10 Months (Evening – Kalamazoo)
DOT: Medical Assistant   079.367-010

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

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

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

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

Program Outline

MODULE	MODULE TITLE	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**

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 PROGRAM

Diploma Program - 8 Months (Day) / 8 Months (Evening – Grand Rapids)
                            10 Months (Evening – Kalamazoo)

DOT: Medical Receptionist   237.367 038
        Medical Clerk   205.362 018

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

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

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

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

Program Outline

MODULE	MODULE TITLE	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**

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.

NETWORK ADMINISTRATION PROGRAM

Offered at the Grand Rapids Campus Only
Diploma Program - 12 Months

This program provides comprehensive training in multi-platform local area and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level systems engineer or network administrator. Upon successful completion of all areas of the 12-month program, students will be awarded a diploma.

Program Outline

COURSE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
CGS 1270	Introduction to Desktop Computing	50	4
CGS 1275	Computer Operating Systems	50	4
CGS 1280	Computer Hardware Concepts	50	4
CEN 1800	Diagnostics and Troubleshooting	30	2
CGS 1300	Computer Networking Fundamentals	30	2
CEN 1335	UNIX Operating System	50	4
CEN 2100	Linux Operating System	50	4
CEN 1505	Novell Administration I	50	4
CEN 2505	Novell Administration II	50	4
CET 1600	Cisco Routers I	50	4
CEN 2531	Cisco Routers II	50	4
CGS 2210	Windows 2000 Professional	50	4
CEN 2306	Windows 2000 Server	50	4
CEN 2320	Windows 2000 Network Infrastructure	50	4
CEN 2600	Windows 2000 Directory Services Infrastructure I	30	2
CEN 2650	Windows 2000 Directory Services Infrastructure II	50	4
CEN 2700	Windows 2000 Directory Services Design	50	4
CEN 2711	Implementing and Supporting Microsoft Proxy Server	50	4
CEN 2720	Implementing and Supporting Microsoft Exchange Server	50	4
SLS 1341	Professional Development	30	2
	PROGRAM TOTAL	**920**	**72**

Course Descriptions

Course descriptions include the course 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 course consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit hours.

CEN 1335 UNIX OPERATING SYSTEM   **30/20/4.0**
This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO.

CEN 1505 NOVELL ADMINISTRATION I   30/20/4.0
This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300

CEN 1800 DIAGNOSTICS AND TROUBLESHOOTING   10/20/2.0
This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1275 and CGS 1280

CEN 2100 LINUX OPERATING SYSTEM   30/20/4.0
This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs.

CEN 2306 WINDOWS 2000 SERVER   30/20/4.0
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300

CEN 2320 WINDOWS 2000 NETWORK INFRASTRUCTURE   30/20/4.0
This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN 2306 and CGS 2210

CEN 2505 NOVELL ADMINISTRATION II   30/20/4.0
Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505

CEN 2531 CISCO ROUTERS II   30/20/4.0
This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1600

CEN 2600 WINDOWS 2000 DIRECTORY SERVICES INFRASTRUCTURE I   10/20/2.0
Microsoft's next-generation directory service—Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320

CEN 2650 WINDOWS 2000 DIRECTORY SERVICES INFRASTRUCTURE II   30/20/4.0
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600

CEN 2700 WINDOWS 2000 DIRECTORY SERVICES DESIGN   30/20/4.0
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650

CEN 2711 IMPLEMENTING AND SUPPORTING MICROSOFT PROXY SERVER   30/20/4.0
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320

CEN 2720 IMPLEMENTING AND SUPPORTING MICROSOFT EXCHANGE SERVER   **30/20/4.0**
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320

CET 1600 CISCO ROUTERS I   **30/20/4.0**
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300

CGS 1270 INTRODUCTION TO DESKTOP COMPUTING   **30/20/4.0**
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills.

CGS 1275 COMPUTER OPERATING SYSTEMS   **30/20/4.0**
This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270

CGS 1280 COMPUTER HARDWARE CONCEPTS   **30/20/4.0**
This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS 1270

CGS 1300 COMPUTER NETWORKING FUNDAMENTALS   **10/20/2.0**
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network.

CGS 2210 WINDOWS 2000 PROFESSIONAL   **30/20/4.0**
This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300

SLS 1341 PROFESSIONAL DEVELOPMENT   **10/20/2.0**
This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers.

NETWORK SYSTEMS SUPPORT

Offered at the Grand Rapids Campus Only

Diploma Program – 9 Months
720 Clock Hours/55.0 Credit Units

In today's complex network computing environments, technicians are needed who can provide both customer and network support in a variety of job roles. The Network Systems Support diploma program enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. This program includes in-depth coverage in several important areas. The personal computer, including both hardware and operating systems are covered first. Then, networking concepts are presented, giving students hands-on experience learning to manage and direct network traffic. Finally, system support skills are further developed with coursework that focuses on teaching students how to install, administer and troubleshoot commonly used network operating system software.

The Network Systems Support program helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

The program consists of six courses. Upon successful completion of all six courses, a diploma will be awarded.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
CT01	Introduction to Computer Technology	120	9
CT02	Computer Hardware and Operating Systems	120	9
NC01	Networking Concepts	120	10
NC02	Network Routing	120	9
NS01	Network Operating Systems	120	9
NS02	Network Management	120	9
	Program Totals:	**720**	**55.0**

Course Descriptions

CT01 INTRODUCTION TO COMPUTER TECHNOLOGY   **9 QUARTER CREDITS**
This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. In addition, students will learn customer service skills, as well as the importance of building appropriate business relationships with co-workers, supervisors, and customers. Lecture Hours: 60. Lab Hours: 60.

CT02 COMPUTER HARDWARE AND OPERATING SYSTEMS   **9 QUARTER CREDITS**
This course focuses on the hardware and software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of Windows operating systems. Students will also be given an in-depth look at the variety of computer hardware components and their related functions. Other topics to be discussed include installing, troubleshooting, and repairing PC hardware and operating systems. Prerequisite: CT01. Lecture Hours: 60. Lab Hours: 60.

NC01 NETWORKING CONCEPTS   **10 QUARTER CREDITS**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CT01. Lecture Hours: 80. Lab Hours: 40.

NC02 NETWORK ROUTING   **9 QUARTER CREDITS**

This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: NC01. Lecture Hours: 60. Lab Hours: 60.

NS01 NETWORK OPERATING SYSTEMS   **9 QUARTER CREDITS**

This course covers the essential topics necessary to enable students to set up and support a Microsoft Windows network operating system, including both clients and servers. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting in a Windows network operating system environment. Prerequisite: NC01. Lecture Hours: 60. Lab Hour: 60.

NS02 NETWORK MANAGEMENT   **9 QUARTER CREDITS**

Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments based on the Microsoft Windows platform. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Furthermore this course is designed to assist the student with personal and professional development for successful employment in a computer networking related job role. Students will develop a current resume and practice interviewing techniques. Prerequisite: NS01. Lecture Hours: 60. Lab Hours: 60.

PRACTICAL NURSE PROGRAM

Offered at the Grand Rapids Campus Only
Diploma Program
Full Time - 48 Weeks *or*
Part Time – 96 Weeks

Philosophy/Purpose

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

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

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

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

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

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

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

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

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

Conceptual Framework

The faculty of Olympia Career Training Institute's Practical Nurse Program has identified specific concepts, which provide the framework for the development, implementation, and evaluation of the program.

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

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

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

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

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

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

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

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

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

Educational Objectives

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

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

Program Outline

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
PN 1 - First Quarter			
HS 101	Human Anatomy & Physiology I	4	40
PH 101A	Basic Pharmacology I	4	44
NS 101	Fundamentals of Nursing I	7	120
NU 101	Nutrition Through the Life Cycle	3	30
	Total Credit/Clock Hours	**20**	**234**
PN 2 - Second Quarter			
HS 201A	Human Anatomy & Physiology II	4	40
PH 201	Basic Pharmacology II	4	48
NS 201	Fundamentals of Nursing II	9	205
NS 202	Issues in Healthcare	3	30
	Total Credit/Clock Hours	**20**	**323**
PN3 - Third/Fourth Quarter			
NS 301	Medical/Surgical Nursing	11	216
NS 302	Geriatric Nursing	9	170
	Total Credit/Clock Hours	**20**	**386**
PN4 - Fourth/Third Quarter			
NS 303	Obstetric Nursing	10	193
NS 304	Pediatric Nursing	10	193
	Total Credit/Clock Hours	**20**	**386**
	PROGRAM TOTAL	**78**	**1329**

The first four weeks of scheduled clinical in Fundamental I will be spent in the learning laboratory. One-half of the students will be instructed in medical/surgical and geriatric nursing in the third quarter. In the fourth quarter, these students will then take obstetrical and pediatric nursing. One-half of the students will be instructed in obstetrical and pediatric nursing in the third quarter. In the fourth quarter, these students will then take medical/surgical and geriatric nursing.

Audit Policy

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

Clinical Facilities

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

Evaluations

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

Progression

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

Promotion and Graduation

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

Graduation
A candidate for graduation must meet the following criteria to be eligible to receive the school certificate:
- Satisfactory completion of the required course of study as stated in the curriculum design.
- No monetary indebtedness to the program.

A diploma from Olympia Career Training Institute is awarded to students successfully completing the required curriculum in practical nurse education. The diploma will be presented at the graduation program if all requirements for graduation are met. At the graduation ceremony, students are required to wear school cap and gown.

After completion of the Olympia Career Training Institute Practical Nurse Program, the graduate is entitled to apply to sit for the licensure examination and apply for licensure. A graduate must pass the licensing examination in order to practice as a Licensed Practical Nurse. Laws govern mandatory licensure to practice.

Admission Policy and Procedure

1. Complete the Practical Nurse Program application for admission and return to Olympia Career Training Institute.
2. The applicant must be a high school graduate or have satisfactorily passed the high school equivalency examination (GED). The appropriate transcript or test scores must be submitted with the application.
3. Current American Heart Association CPR for Health Care Providers and/or American Red Cross CPR for the Professional Rescuer is required.
4. It is preferred that an applicant have hands on health care experience such as competency evaluated nursing assistant, home health aide, EMT, etc. Verification of credentials will be required.
5. Transfer students eligibility will be determined on an individual basis.
6. Students in the Practical Nursing program must pass the CPAt entrance test with a minimum score of 140.
7. The applicant must write a one hundred fifty (150) word essay entitled, "Why I Want to Be a Practical Nurse." The essay is submitted with the application.

8. In addition to meeting the above criteria, the applicant should be of good character and have a sincere desire to enter a profession that meets the needs of others. Three letters of reference must be submitted.
9. A personal interview may be required by the admissions committee.
10. After the above information has been received and is complete, the Admissions Committee will take the applicant's records under review. The applicant will then be notified of the decision of the Committee.
11. Once accepted into the program, a physical form will be provided to the student. Successfully passing the physical examination, tests, and current immunizations must be submitted prior to the onset of classes. The student must provide proof of a recent TB test and proof of Hepatitis B, Rubella, Rubeola, and Varicella immunizations. (Hep B's may be started before class begins and completed within the first 20 weeks of the program.)

Fees

Tuition is paid quarterly in advance by credit hour and due prior to the beginning of the quarter. Payment is made payable to Olympia Career Training Institute. Any unexpected or unanticipated additional expenses are the student's responsibility.

Practical Nurse Program Attendance Procedure

Attendance is expected at all scheduled classes and clinical experiences. If a student is absent without notification for class or clinical (no call/no show or did not call according to instructor's guidelines) or without a doctor's excuse, funeral home notice, etc. the student is considered to have an unexcused absence. Appointments are not to be scheduled during class or clinical hours (Makeup time on absences is calculated on a minute by minute basis).

1st unexcused absence = verbal warning from instructor.
2nd unexcused absence = meet with instructor and coordinator and devise a written plan to assure no more unexcused absences and to plan make-up.
3rd unexcused absence = termination from the program with eligibility to reapply to repeat the program.

Absence or Tardiness with Notification

If greater than ten (10) percent, the student will be dropped and required to repeat the quarter before continuing in the program. Any absences with notification can be made up at the discretion of the instructor during the first quarter. Make up time during quarters two through four are determined individually and at the discretion and availability of the instructor and clinical site.

Tardiness

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

If a student is tardy (more than five minutes late) without notification to class or clinical (Makeup time for tardies is calculated on a minute by minute basis):

1st time = verbal warning from instructor
2nd time = written warning and meeting instructor and coordinator to devise a remedial plan
3rd time = termination from the program and apply to return to the next class

Satisfactory Progress

Students must maintain an overall 75% GPA. Academic achievement will be evaluated every 6 weeks. Students whose GPA is below 75% will be placed on academic probation for the following six (6) weeks and notified. Students continuing on probation, after the first probationary period are ineligible to receive federal financial aid funds.

Removal from Academic Probation
The student will be removed from academic probation at the end of 12 weeks when his/her GPA is at or above 75%.

Academic Dismissal
If a student is on academic probation and his/her GPA during the probationary period remains below 75%, he/she will be dismissed. If he/she receives all failures the first term, he/she will be dismissed.

Re-Enrollment Policy

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

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

Library

The library at Olympia Career Training Institute provides services to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks is available.

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

Program Levels

PN 1 – PRACTICAL NURSING I
This level orients the student to the nursing program and practice. The student will study the structure and function of the human body; common signs and symptoms produced by changes in normal structure and function and the related nursing measures; nutritional needs related to all ages and illness; normal growth and development and alteration of nursing needs according to the changes; basic pharmacology theory and selected drug administration. Planning and implementing care is taught with emphasis on the roles of the practical nurse.

PN 2 – PRACTICAL NURSING II
This level provides students with ability to meet the nursing needs of patients of all ages, administration of selected medication, roles and responsibilities of the practical nurse. Students utilize parts of the nursing process when providing nursing care for patients with various chronic disease and illness conditions. Students must pass a drug proficiency exam in order to progress to Level III.

PN 3 – PRACTICAL NURSING III
This level provides the student with ability to meet the nursing needs of patients of all ages, administration of selected medication, roles and responsibilities of the practical nurse. The student utilizes the nursing process when providing care for complex medical-surgical problem patients, geriatric patients, obstetric patients, and pediatric patients under the supervision of a physician or registered nurse.

Course Descriptions

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

HS 101 – HUMAN ANATOMY & PHYSIOLOGY I   **40/0/4.0**

This is an integrated course in human anatomy & physiology that emphasizes structure and function as they relate to clinical considerations. Basic concepts of structure and function will be discussed at the cellular, tissue and organ system levels. A major theme throughout will be the interaction of all body systems for the maintenance of a stable internal state, a condition termed homeostasis. Conditions that may upset this balance to produce disease will be discussed.

PH 101A – BASIC PHARMACOLOGY I   **44/0/4.0**

Principles of pharmacology will be introduced to provide basic and useful information so the student can identify the needs of the client in a holistic manner as it relates to medication administration. Aspects of the nursing process will be used to collect appropriate data regarding the client status. In addition, the mathematics for calculation of medication dosages is an essential component of Pharmacology I and II. The use of ratios and proportions for various systems of measurement will be presented.

NS 101 – FUNDAMENTALS OF NURSING I   **40/80/7.0**

For the beginning nursing student, the comprehensive course provides the foundations for nursing related to care of the whole person. A holistic approach will focus on all dimensions of an individual, including physiology, psychology, sociology, culture, cognition and spirituality. The traditional steps of the nursing process as it relates to client needs, in addition to critical thinking skills, are reinforced throughout. A brief overview of anatomy, physiology and medical-surgical content prepares students for the challenges of nursing practice. Basic and technical skills utilized in the acute and long-term care settings are introduced.

NU 101 – NUTRITION THROUGH THE LIFE CYCLE   **30/0/3.0**

This course covers the essentials on nutrition principles, nutrition throughout the life cycle, and introduction to clinical nutrition. Specifically, it stresses the importance of good nutrition through all stages of life and includes diet therapy for medical-surgical patients. Economic, sociocultural, religious and personal food preferences are also explored. In addition, the role of nursing in health promotion and primary prevention as well as in illness, is emphasized throughout utilizing the nursing process.

HS 201A – HUMAN ANATOMY & PHYSIOLOGY II   **40/0/4.0**

This course is designed as a continuation of HS 101. It emphasizes structure and function as they relate to clinical considerations. Basic concepts of structure and function will be discussed at the cellular, tissue and organ system levels. A major theme throughout will be the interaction of all body systems for the maintenance of a stable internal state, a condition termed homeostasis. Conditions that may upset this balance to produce disease will be discussed. Prerequisite: HS 101

PH 201 – BASIC PHARMACOLOGY II   **48/0/4.0**

This course is designed as a continuation of PH 101. Students will continue studying the use of drug therapy in the treatment and prevention of illness. It will include the actions and adverse reactions of drugs and related application of the nursing process. Drug dosage calculations for infants/children and parenteral routes will be presented. Content in these chapters will be addressed at the LPN level only. Prerequisites: NS 101, HS 101, PH 101

NS 201 – FUNDAMENTALS OF NURSING II   **40/165/9.0**

This course is designed as a continuation of NS 101. It provides the foundations for nursing related to care of the whole person. A holistic approach will focus on all dimensions of an individual, including physiology, psychology, sociology, culture, cognition and spirituality. The traditional steps of the nursing process as it relates to client needs, in addition to critical thinking skills, are reinforced throughout. A brief overview of anatomy, physiology and medical-surgical content prepares students for the challenges of nursing practice. Basic and technical skills utilized in the acute and long-term care settings are introduced. Prerequisite: NS 101

NS 202 – ISSUES IN HEALTH CARE   **30/0/3.0**

This course is designed to expose the student to concepts which relate to transculturalism in nursing, to concerns in healthcare delivery and the changing role of the LPN in that delivery system. Ethical, bioethical and legal issues will be presented so the student can begin to use critical thinking to build a foundation upon which to practice nursing. Current topics will be identified and the student will be asked to think critically and problem solve at the beginning level. The student is encouraged to apply these concepts throughout the curriculum as an integral part of nursing practice. This course also provides basic instruction in computer use.

NS 301 – MEDICAL/SURGICAL NURSING   **60/156/11.0**

This course is designed to educate the student to actual and potential disease states of the adult patient. These principles utilize the four steps of the nursing process and allow the development of practical nursing skills in the classroom, in the clinical area and in personal or community living. The principles identified will allow the student to problem solve and prioritize while caring for patients in a variety of settings with a multitude of disease entities. Discussion of the physiological, psychological, sociocultural and spiritual preferences of the individual are addressed. The focus of this course is on the adult cycle of life while viewing the patient in a holistic manner. Prerequisites: NS 101, NS 201, HS 101, HS 201, PH 101, PH 201, NU 101, NS 202

NS 302 – GERIATRIC NURSING   **60/110/11.0**

This course is designed to provide knowledge and understanding of the needs and care of the elderly patient in a holistic manner. Emphasis is placed on those skills necessary in the utilization of the nursing process with the focus being on the geriatric patient. Awareness of the culture, psychology, economic means, physiology and spirituality of the patient is addressed. Prerequisites: NS 101, NS 201, NS 202, HS 101, HS 201, PH 101, PH 102, NU 101

NS 303 – OBSTETRIC NURSING   **60/133/10.0**

This course provides a review of the reproductive system and the changes associated with pregnancy. Obstetrical nursing addresses the process of pregnancy, labor and delivery, the puerperium and the care of the newborn in situations that are normal and abnormal. Attention is given to the effects that pregnancy and childbirth have on the health and life of the mother and her child. A holistic nursing approach utilizing the four steps of the nursing process is to be used in the maternal setting. The practical nurse's role in obstetrical nursing along with its legal and ethical issues will be discussed. Prerequisites: NS 101, NS 201, NS 202, HS 101, HS 201, PH 101, PH 201, NU 101

NS 304 – PEDIATRIC NURSING   **60/156/11.0**

This course will address the needs of children and their families as they pertain to the child in a holistic manner. Discussion will begin with growth and development and the effect families and culture have on both. Specific legal and ethical issues will be discussed as they relate to the practical nurse and pediatric patient. Developmental processes and identifying healthcare needs of the infant through adolescence using the nursing process will be emphasized. Pathophysiology; diseases unique to childhood; principles of child health maintenance; health restoration; sociocultural, psychological and economic factors; spiritual needs; and social agencies that support the family will also be explored. Clinical experiences with children in a hospital and home setting are provided to reinforce and facilitate classroom knowledge. Prerequisites: NS 101, NS 201, NS 202, HS 101, HS 201, PH 101, PH 202, NU 101

SHORT PROGRAM

BASIC NURSE AIDE TRAINING PROGRAM (NATP)

This program is approved by the Michigan State Department of Health. The program is designed to ensure nursing aides employed in health care facilities gain the knowledge, skills, and attitudes essential for the provision of quality care in support of state and federal regulations. In Grand Rapids the program is five (5) weeks in length and consists of seventy-two (72) hours of classroom instruction and sixteen (16) hours of clinical experience in a licensed nursing facility. In Kalamazoo the program is four (4) weeks in length and consists of sixty (60) hours of classroom instruction and thirty (30) hours of clinical experience in a licensed nursing facility. Successful completion of the basic NATP prepares the student to take the Competency Evaluation Program (CEP) and upon passing placement on the Michigan Nurse Aid Registry. In order to be considered a candidate for this program, students must meet basic requirements for admission.

7 credit hours = 88 clock hours (Grand Rapids)
7 credit hours = 90 clock hours (Kalamazoo)

Educational Objectives

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

Course Objective

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

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 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 Placement Department. The Placement 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 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.

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Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI

Olympia College

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Wyo-Tech Acquisition Corporation

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