

Olympia

CAREER TRAINING INSTITUTE

2007-2008 CATALOG

Olympia MI 010907

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www.olympia-institute.com

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Licensed by the State of Michigan

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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.

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

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

HISTORY

Olympia Career Training Institute, formerly Grand Rapids Educational Center, was founded in 1972 and was located in the heart of the city at the Towers Medical Building. In 1980, the school relocated to the Northbrook Office Park and continued with quality health career training programs. The Institute subsequently added two additional locations: Kalamazoo, Michigan in 1989 and Merrillville, Indiana in 1996. In 1993, the Grand Rapids campus moved to a new facility on Woodworth Street. Corinthian Schools, Inc. acquired the three campuses in February 2001. At the current locations, Olympia Career Training Institute serves all of Western Michigan and Northern Indiana, training students as far north as Petoskey, east to Lansing, south to the Illinois border, and west to the Lake Michigan communities.

PHYSICAL LOCATION AND FACILITY

Olympia Career Training Institute's Grand Rapids campus is located at 1750 Woodworth Street NE (off Plainfield NE), Grand Rapids, conveniently located near 131 and I-96 expressways.. The Kalamazoo location is located at 5177 West Main, Kalamazoo, Michigan 49009, 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 34,755 sq. ft., Kalamazoo 28,612 sq. ft.), modern, smoke-free and air-conditioned. Facilities include administrative offices, lecture rooms, medical, dental and

computer labs, examination rooms, business labs, pharmacy labs, and student lounges. Class enrollment is limited and many classes have less than 30 students.

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

STATEMENT OF NON-DISCRIMINATION

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

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

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

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

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

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

ADMISSIONS

REQUIREMENTS AND PROCEDURES

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

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

acceptable for enrollment into the program.

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

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

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

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

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) 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. 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.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit Provision. However, the number of students enrolled under the Ability to Benefit Provision is limited. The School reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure the prospective student's ability to benefit from the course instruction.

Applicants who pass this test have fulfilled the School's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students who withdraw after starting school, or are terminated by the School and re-enter more than one year after their test date, must take the test again.

Allied Health Programs

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

Allied Health Student Disclosure

Criminal Background Check

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

Students enrolling in the Practical Nursing program will be subjected to a criminal background check. Students in all other programs may be subjected to a criminal background check if their externship is completed in a JCAHO accredited site. Students in all programs may be subjected to a drug screening for the clinical experience and externship. Students may also be subject to fingerprinting as part of the Michigan state law. The background check will include:

- Three countywide criminal court searches (counties of residence or contiguous counties)
- (Practical Nursing program will have Michigan state wide criminal search)
- 2 name searches (up to two married names)
- 1 social security trace - address trace report

- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

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

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

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

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

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

PRACTICAL NURSING PROGRAM ADMISSION POLICY

All prospective students MUST submit ONE of the following:

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

Criteria	1	2	3	4	5
Previous Education	2.0 - 2.3	2.4 - 2.7	2.8-3.0	3.1 - 3.5	3.6 - 4
• High School GPA					
• College units	6-12 units	13-18 units	19-40 units	41-60 units	A.A./B.A.
• College GPA	2.0-2.4	2.5-2.8	2.9 - 3.1	3.2 - 3.5	3.6 - 4
Previous Allied Health Education	Completed course	Certified	Verified paid work experience <6mo.	Verified paid work experience 6 mo to 1 yr	Verified paid work experience 1 to 5 yrs
**Entrance Examination 1. PSB	50- 55%tile 1 X 2 = 2	56-60%tile 2 X 2 = 4	61-70%tile 3 X 2 = 6	71 - 80%tile 4 X 2 =8	Above 80%tile 5 X 2 =10
*** Basic Skills Test - COMPASS Remed RS 58-74 WS: 30-39 PreAl: 30-38	RS 75 - 80 WS 40 - 52 Pre-Alg 39-52 1 x 2 = 2	RS 81 - 85 WS 53 - 65 Pre-Alg 53-65 2 x 2 = 4	RS 86 - 90 WS 66 - 78 Pre-Alg 66-78 3 x 2 = 6	RS 91 - 95 WS 79 - 90 Pre-Alg 79-90 4 x 2 = 8	RS 96 - 100 WS 91 - 100 Pre-Alg 91-100 5 x 2 = 10
Admission Essay	Weak Essay per Grading Rubric	Basic Essay per Grading Rubric	Proficient Essay per Grading Rubric	Advanced Essay per Grading Rubric	Outstanding Essay in both form & content per Grading Rubric
Former or Continuing students of CCI program in good standing*	Enrolled but completed less than 50%	Completed 50% of the modules	Completed everything except externship	Will complete program prior to admission	Successfully completed program

Additional information and explanations of the above

1. A personal interview with the Nursing Director is also part of the admission process. It is important that all documents be placed in the applicant's file prior to this interview. A 150 word, doubled spaced typed essay entitled "Why I want to be a Licensed Practical/Vocational Nurse." is also required. The applicant will need to make an appointment with the nursing department secretary to write the essay. Points will be awarded for the essay according to the grading rubric. The applicant may request a copy of the rubric prior to the writing appointment.
2. Ranking for admission is based on the point system (see point weight at top of the table).
3. Candidates may achieve a maximum of 50 points
4. Candidates will be ranked by the number of points received.
5. Students will be selected from ranked list until approved class size is achieved.

* In good standing = Attendance is within class requirements; teacher recommendation; no outstanding financial aid obligations

** A 25% tile minimum average in Parts I, II, and III of the PSB, is required for consideration for the nursing program

*** A combined minimum score of 48 on the COMPASS basic skills test is required for an applicant to progress further in the nursing program admission process. Candidates who fail to meet the minimum score on each test will be referred for remedial courses (The minimum scores for each category are: Reading Skills 58-74; Writing Skills 30-39; Mathematics /Pre algebra 30-38). Once the remediation is completed this candidate can take the COMPASS again.

The COMPASS can only be repeated one time for the current application period. If the score in the skill area falls below the minimal on the second attempt the applicant can reapply for the next available application period.

Anyone that scores below the remediation values will be referred for a complete course in that area.

Point Ranking:

A candidate who has between 38-50 points, at the time of the interview, will be admitted to the program. A prospective student who has less than 38 points will be place on the waiting list. The PN class should be selected a minimum of 6 weeks prior to the scheduled class start. The class will consist of the students with the highest points on the list; the number selected will depend on the number approved by the board of nursing in each state.

PSB Information

All CCI practical nursing programs use the PSB examination- Aptitude for Practical Nursing Examination. This test is a product of Psychological Services Bureau, Inc. Charlottesville, VA.

The PSB - Aptitude for Practical Nursing Examination is comprised of 5 tests and three subtests. These as are follows:

- ◆ **Academic Aptitude Part I**
 - Verbal
 - Arithmetic
 - Nonverbal
- ◆ **Spelling Part II**
- ◆ **Information in the Natural Sciences Part III**
- ◆ **Judgment & Comprehension in Practical Nursing Situations Part IV**
- ◆ **Vocational Adjustment Index Part V**

The scores are reported in two ways as a raw score (number correct) and a percentile rank.

The percentile scores will be used in the admission process. The percentile scores will be weighted as indicated below:

For example

Part I 60% tile x 4= 240

Part II 75% tile x 1= 75

Part III 70% tile x 3.5= 245
 Part IV 80% x 1= 80
 Part V 50% x .5= 25
 665/100 67% tile = the students score

Students are given points on the admission criteria

50 -55%tile = 2 [1 x 2] points
 56-60%tile = 4 [2 x 2] points
 61- 70% tile = 6 [3 x 2] points
 71 - 80% tile = 8 [4 x 2] points
 Above 80%tile = 10 [5 x2] points

Points given for admission tests are weighted.

Alternate students:

Alternate students may be admitted to the program if allowed by the State Board of Nursing. Students who are alternate students must be notified that they are being admitted as alternate students. By the first scheduled clinical, the class size must be no larger than the approved number.

Student Requirements

Prior to the start of the program, students are required to have a physical examination along with additional requirements and documentation. These requirements may change per individual facility requirements.

- Current CPR card (AHA Health Care Provider -- recommended)
- Completed Physical Examination and Medical History Form
- Documentation of current immunizations or titers documenting immunity including Hepatitis B
- Negative TB skin test or chest x-ray
- Completed uniform order
- Completed criminal background check application and student disclosure form
- Drug testing

Assignments

Assignments are due at the beginning of class on the date published in the course calendar/packet. Assignments submitted after that time will have 2% (2 percent) deducted for **every calendar day (including weekends and holidays)** until the assignment is submitted. If an assignment is not turned in 14 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero. This policy applies even if the student is absent.

Example 1:

Assignment is due on September 20, 2006 at 8:30 a.m.

The assignment is worth 50 points. It is turned in at 3 p.m. on September 20, 2006

The maximum points now available for the assignment are 49 because 2% is deducted for each calendar day. 2% of 50 is 1 point = 49 points.

Example 2:

Assignment is due on September 20, 2006 at 8:30 a.m.

The assignment is worth 50 points. It is turned in at 8:30 am on September 26, 2006.

The maximum points available for this assignment are 45 points because 2 % is deducted for each calendar day. 10% of 50 is 5 points = 45 points.

Quizzes, tests and final exams are to be taken on the scheduled day and at the scheduled time. If a student is absent 5% (five percent) will be deducted from the score. (A student who is tardy on a test day may be admitted to the testing room, but will not be allowed additional time to complete the test. Students taking the test later than the scheduled time, for any reason, will have 5% deducted from the final score. The test must be taken on the first classroom day following the absence(s). Test and exams will not be made up in the clinical area. The make-up test/exam will be taken outside of class time. An alternate form of the test may be given at the discretion of the instructor and Campus Nursing Director.

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.

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/Passing (Practical Nursing Program Only)	79-75
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	
*C+ is used only in the Practical Nursing Program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.		

PRACTICAL NURSING GRADING CRITERIA

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

Grading Policy

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

The student will receive the following grade points:

<p>A = if the percentage falls between 91 - 100%</p> <p>B = if the percentage fall between 83 - 90%</p> <p>C+ = if the percentage fall between 75 - 82% C+</p> <p>Below 75% is a failing grade in the nursing program</p>

It is a requirement of the PN program that all students maintain a minimum of 75% (C+) in all courses and at least 75% on a course final examination.

Students who do not have a course grade of 75% going into the final examination, must obtain a score on the exam that will bring their average up to 75% (seventy-five percent).

All Practical Nursing students who fall below the 75% final test score passing range in any course will be remediated by the Practical Nursing faculty according to the Board of Nursing approved remediation plan.

Remediation for the course failed will begin immediately following the posting of the final examination scores, and will be done by a member of the Practical Nursing faculty.

At the conclusion of the remediation period the student will be given an alternate written and/or practical examination as appropriate to the remediated material. The highest final exam grade which will be recorded for the student who has been remediated is 75% (C +).

A student who fails the remediation exam and/or does not complete the course with a grade of 75% will not have made satisfactory academic progress and will be dropped from the program.

Students who have required remediation during a Level will be placed on academic probation and will be required to attend weekly remediation sessions (Student Success Program). The academic probation will remain in effect until the end of the Level.

A student may be remediated for two courses in a Level. If a student requires remediation for a third course in a Level the student will be dropped and may return to the program on a space-available basis. A student, who fails to achieve a course grade of 75% or above, either due to overall low average or failure of the make-up examination, will be dropped from the program. The student will be eligible to return on space-available basis the next time the course is offered.

A student who has been dropped from the program will have an exit interview with the Nursing Chair, who will provide the student with documentation of courses taken, hours completed by the student in the program and a plan for re-entry.

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 14 consecutive calendar days will be dropped from the training program. However, if a student returns on the fifteenth day, he/she may appeal the drop.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they will be terminated from the program unless they appeal to continue their training. Students must successfully appeal their attention violation within fourteen calendar days in order to continue their training without interruption. If the student does not successfully appeal, they will be dropped from the program.

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

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

Tardiness/Early Departure

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

Reentry Policy

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

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

Make-up Work

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

ATTENDANCE REQUIREMENTS FOR PRACTICAL NURSING STUDENTS

Nursing Attendance Policy

The Practical Nursing program encompasses 1425 clock hours. Content areas are determined by the Michigan Board of Nursing. All missed competencies must be made-up. Students will have the opportunity to make-up missed hours during the Student Success Program (SSP) which is scheduled three (3) hours per week.

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

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

Clinical/Skills Lab Absences

A student who will be absent from the clinical area must call the clinical site and school and page the clinical instructor to notify of absence no later than (one) 1 hour prior to the scheduled clinical time. The student must state his/her name, the instructor, class and reason for absence. Students who will be more than 10 minutes late must call or page the instructor. (All clinical instructors will distribute their pager numbers to students at the beginning of the clinical rotation. It is the student's responsibility to call this number (page the instructor) prior to the beginning of clinical to inform him or her of an absence).

When a student nurse is absent from the clinical site, important skills are missed. Therefore, if a student is absent from a clinical experience, the student will receive:

Absent **one** clinical day=**Needs Improvement** for attendance

Absent **two** clinical days=**Unsatisfactory** for attendance and **Needs Improvement** for the clinical performance

More than two clinical days=**Unsatisfactory** for attendance and **Unsatisfactory** for clinical performance.

Students cannot miss more than 6 clinical days for the entire program. Students cannot miss more than 2 clinical days per level. After 2 absences in one level the student will be placed on clinical probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

Theory Absences

Students who are absent for theory and lab have the responsibility to acquire information from a fellow student. Students cannot miss more than 6 days for the entire program. Students cannot miss more than 2 days per level. After 2 absences in one level the student will be placed on probation until the end of that level. While the student is on probation they must have perfect attendance. If the student does not have perfect attendance while on probation they will be dismissed from the program. The student can go before the appeals board if they wish to return to the program. If the appeals board allows the student to return to the program it will be on a space available basis.

The deadline for assignments is at the beginning of class on the due date. A two percent (2%) point reduction will be deducted for each *calendar* day (including weekends and holidays) the assignment is late. This policy also applies if the student is absent. If the assignment is not turned in 14 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero. Failure to complete all assignments for a course may result in not having enough points to pass a course. It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or campus nursing director to provide extra credit assignments for the purpose of passing a course.

Tardiness

Tardiness will be calculated into hours missed. Once a student accumulates 2 hours of tardiness they will be counted $\frac{1}{2}$ day absent. 4 hours accumulated tardiness will be a full day absence.

No Call/No Show-Clinical, Classroom or Lab

A student who is absent from clinical, classroom or lab instruction without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from clinical, classroom or lab instruction, without giving prior and proper notification, will result in a written warning. An absence without notification may result in program dismissal.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse,

child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

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 LOA will be used in order to determine the amount of funds the institution earned and make any refunds that 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 LOA, 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" that 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 progress in their training program will be available at the time of reentry;
- 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;
- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

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 1.5 times the planned program length.

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

Academic Probation

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

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

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

Reinstatement Policy

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

Incompletes

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

Withdrawals

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

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

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

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

Exit Interviews

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

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their cumulative GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. Students may repeat a failed module only once. If repeating the training is required, the length of the program must not exceed 1.5 times the planned program length.

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

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

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

Maximum Program Completion Time

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program credit hours/units according to the Enrollment Agreement.

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

Satisfactory Academic Progress Tables

86 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 129 (150% of 86).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-89	2.0	1.75	N/A	66%

78 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 117 (150% of 80).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-44	2.0	1.25	66%	50%
45-56	2.0	1.5	66%	60%
57-68	2.0	1.75	66%	65%
69-117	N/A	2.0	N/A	66%

72 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 108 (150% of 72).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-27	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-54	2.0	1.5	66%	60%
55-64	2.0	1.75	66%	65%
65-108	N/A	2.0	N/A	66%

60 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-90	N/A	2.0	N/A	66%

47 Quarter Credit Hour Diploma Program. Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66%	N/A
17-28	70%	60%	66%	N/A
29-40	70%	65%	66%	60%
41-52	70%	67.5%	66%	65%

Non-Punitive Grades, Non-Credit or Remedial Courses

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

Additional Information on Satisfactory Academic Progress

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

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the

Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

GRADUATION REQUIREMENTS

To be eligible for graduation, student must:

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

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

Students successfully completing all requirements of a program from Olympia Career Training Institute will be presented with a certificate or diploma and an official transcript. At graduation students are required to wear appropriate program attire.

PRACTICAL NURSING PROGRAM GRADUATION REQUIREMENTS

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

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

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

REGISTRATION AND CERTIFICATION

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

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

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

TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$7 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational 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 educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

- Medical Insurance Billing & Coding Mint green
- Pharmacy Technician Navy blue
- Practical Nursing Blue polo and khaki pants (white pants at clinical sites)

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

- Dental Assisting Burgundy or hunter green
- Medical Assisting Burgundy or hunter green
- Medical Administrative Assistant Burgundy or hunter green
- Massage Therapy Navy polo and khaki pants
- Pharmacy Technician Light blue

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

STUDENT CONDUCT CODE

Background

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

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student code of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

First Offense - A written warning. The student shall receive a letter that 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. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 14 calendar days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

Academic Integrity

- ◆ Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.
- ◆ If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- ◆ All violations of academic policy are documented and made part of the student's academic record.

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.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, the School has established policies regarding campus security.

The School strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The School encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The School will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: www.mipsor.state.mi.us.

STATISTICAL INFORMATION

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

FINANCIAL INFORMATION

Tuition and Fees information is in Appendix B in this catalog
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SCHOOL TUITION PLAN

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

FINANCIAL ASSISTANCE

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

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

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Stafford Loan (FSL)

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

Federal Work-Study Program (FWS)

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Veterans Benefits

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

Alternative Loan Program

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

Student Tuition Assistance Resource (STAR Program)

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

Marielinda Escalante Scholarship

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

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

Jennifer Litton Scholarship

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

Applicants must be between 19 and 29 years of age. Applicants must complete a scholarship application, letter of referral and submit a letter for review by the scholarship board. Scholarship winners will be determined based on

their entrance evaluation score, the scholarship application, referral letter and the scholarship letter. Contact the Admissions Office for further information.

Olympia Career Training Institute High School Scholarship

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

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

Workforce Investment Act (WIA)

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

Vocational Rehabilitation Services

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

Entrance/Exit Interview

All loan recipients will be required to attend an entrance and exit interview as scheduled by the Financial Aid Office. All students must maintain Satisfactory Academic Progress (SAP) to retain eligibility for Title IV Federal Student Aid Programs.

FINANCIAL POLICIES

Olympia Career Training Institute reserves the right to refuse class attendance, release for externship, graduation attendance, awarding of certificate or diploma, placement services and/or any training services for students whose financial arrangements are not being met. Terms of the payment must be met as set forth in the enrollment agreement. Federal student financial aid awards must be used in fulfillment of a student's financial obligation at Olympia Career Training Institute. A service fee will be charged for any returned check and a finance charge of twenty dollars (\$20) is applied monthly to ten (10) days or more outstanding installment payments. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until payment in full is received.

CANCELLATION/REFUND POLICY

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

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

Cancellations

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

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation

need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

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

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

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

Refunds

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

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

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

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

Refund Policies

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

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

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

Textbook and Equipment Return/Refund Policy

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

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

Federal Return of Title IV Funds Policy

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

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

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

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

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

Return of Unearned SFA Program Funds

The School must return the lesser of:

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

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

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

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

Remittance to the Federal Government

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

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;

8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

State Refund Requirements

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

Institutional Refund Policy

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

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

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

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

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

STUDENT SERVICES

ADVISING

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

PLACEMENT ASSISTANCE

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

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

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

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

STUDENT LOUNGE

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

STUDENT HOUSING/CHILD CARE

It is the responsibility of the student to make arrangements for housing and childcare while attending school. There are apartments and childcare centers in the vicinity of the school. Please check with our Admissions Representative for current information.

PROGRAMS BY LOCATION

	Grand Rapids	Kalamazoo
Dental Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Massage Therapy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Administrative Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assisting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing & Coding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
Pharmacy Technician	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>
Practical Nursing	<input checked="" type="checkbox"/>	

All programs are taught in residence at the campus.

*No longer enrolling new students

DIPLOMA PROGRAMS

DENTAL ASSISTING

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

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

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

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

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

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

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

- Discuss and demonstrate how to perform basic administrative tasks, including preparation of a new patient chart, filing of medical records, and using proper telephone techniques and appointment scheduling skills.
- Describe and demonstrate how to complete dental insurance claim forms, prepare a ledger card, post and balance a day sheet, write a check, and reconcile a bank statement.
- Explain and demonstrate appropriate skills involved in processing exposed radiographs using the manual and automatic methods, mounting a full-mouth set of radiographs, identifying radiographic errors, and demonstrating how to correct those errors.
- Explain the role OSHA plays in operation of the dental office.
- Identify and demonstrate correct operator disinfection, instrument decontamination, and sterilization techniques.
- Prepare and dispose of local anesthetic.
- Take and record vital signs.
- Identify and explain the use of oral surgery instruments.
- Discuss the dental assistant's chair-side assisting duties and responsibilities.
- Explain and be able to demonstrate the use and care of all rotary instruments, proper mixing and placement of a calcium hydroxide cavity liner, placement of varnish in a prepared tooth, placing, wedging, and removal of matrices, and placing and holding an anterior matrix.
- Demonstrate aspirating on a patient.
- Discuss and demonstrate the appropriate skills and techniques involved in taking impressions and constructing study and master casts.

- Discuss the dental assistant's role and responsibilities in working in the field of orthodontics, and be able to demonstrate how to perform orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires.
- Discuss preventative dentistry and identify the dental assistant's role in assisting patients with their dental health.
- Explain the role of HIPAA in the operation of the dental office.
- Discuss the dental assistant's role in handling dental office emergencies

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

Program Outline

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

Major Equipment

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

Module Descriptions

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

Module A - Dental Office Emergencies and Compliance

6.0 Quarter Credit Hours

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

Module B - Dental Radiography

6.0 Quarter Credit Hours

Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety

Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties

6.0 Quarter Credit Hours

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

Module D – Operatory Dentistry

6.0 Quarter Credit Hours

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

Module E – Laboratory Procedures

6.0 Quarter Credit Hours

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

Module F – Dental Anatomy and Orthodontics

6.0 Quarter Credit Hours

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

Module G – Dental Health

6.0 Quarter Credit Hours

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

Module X – Dental Assisting Externship

5.0 Quarter Credit Hours

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

MASSAGE THERAPY

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

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

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30-hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
Pre-requisite Course						
MTD100	Introduction to Massage Therapy	40	40	0	80	6.0
Modular Courses						
MTD201	Business and Ethics	40	40	0	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MTD263	Eastern Theory and Practice	40	40	0	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MTD246	Clinical and Sports Massage	40	40	0	80	6.0
MTD295	Health and Wellness	40	40	0	80	6.0
MTD278	Massage Therapy Clinic	0	0	30	30	1.0
PROGRAM TOTAL:		360	360	30	750	55.0

* Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

MTD100 - Introduction to massage Therapy

6.0 Quarter Credit Hours

This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD201 - Business and Ethics

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory & hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD263 – Eastern Theory and Practice **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR **6.0 Quarter Credit Hours**

This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD282- Deep Tissue, Myofascial Release & Pin and Stretch **6.0 Quarter Credit Hours**

This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD246 - Clinical and Sports Massage **6.0 Quarter Credit Hours**

This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD295 – Health and Wellness **6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MTD278 – Massage Clinic **1.0 Quarter Credit Hours**

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

MEDICAL ASSISTING

Offered at Kalamazoo & Grand Rapids

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

47 Credit Units/720 Clock Hours

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

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

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

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

Program Outline

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

Major Equipment

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

Module Descriptions

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

Module A - PATIENT CARE AND COMMUNICATION

40/40/6.0

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

Module B - CLINICAL ASSISTING AND PHARMACOLOGY

40/40/6.0

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

Module C - MEDICAL INSURANCE, BOOKKEEPING, AND HEALTH SCIENCES

40/40/6.0

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

Module D - CARDIOPULMONARY AND ELECTROCARDIOGRAPHY

40/40/6.0

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

Module E - LABORATORY PROCEDURES

40/40/6.0

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

Module F - ENDOCRINOLOGY AND REPRODUCTION

40/40/6.0

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

Module G - MEDICAL LAW, ETHICS, AND PSYCHOLOGY

40/40/6.0

Module G covers concepts related to the medical office and preparing for the day. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Also covered is office management and the use of office equipment. Mobility assistance and terminology related to basic psychology principles, the history of medicine and the evolution of the profession of medical assisting, medical law and ethics, and physical therapy and special needs

concepts are covered as well. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students will also have the opportunity to build upon their computer keyboarding and word processing skills, and become familiar with the self-directed job search process.

Module X - EXTERNSHIP

0/160/5.0

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

MEDICAL ADMINISTRATIVE ASSISTANT

Offered at Kalamazoo & Grand Rapids

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

47 Credit Units/720 Clock Hours

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

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

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

Program Outline

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

Major Equipment

Autoclave

Personal Computers

Stethoscopes

Transcription Machine

Calculators

Patient Examination Table

Sphygmomanometer

Teletrainer

Module Descriptions

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

MODULE A:

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology.

MODULE B:

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, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective.

MODULE C:

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's 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. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

MODULE D:

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, 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. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

MODULE E:

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

MODULE F:

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

MODULE G:

Module G 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, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success.

MEDICAL INSURANCE BILLING & CODING

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

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

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

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

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

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

Program Outline

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

*Either a Practicum or an Externship, but not both

Major Equipment

Calculators
Personal Computers

Module Descriptions

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

Module A – Introduction to Medical Insurance and Managed Care

40/40/6.0

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

will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None

Module B – Government Programs

40/40/6.0

Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None

Module C – Electronic Data Interchange and Modifiers

40/40/6.0

Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None

Module D – Medical Documentation, Evaluation, and Management

40/40/6.0

Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None

Module E - Health Insurance Claim Forms

40/40/6.0

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

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

Module F – Practicum

0/160/5.0

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

Module X – Externship

0/160/5.0

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

PHARMACY TECHNICIAN

Offered at Kalamazoo (Grand Rapids is currently teaching out this program)

Diploma Program – 8 Months/32 Weeks

47 Credit Units/720 Clock Hours

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

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

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

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

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

- To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.
- To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the health care field.
- To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- To provide the student with skills required for CPR certification.
- Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.

- Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.
- Explain the term “nonjudgmental duties,” explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- Identify professional organizations available to pharmacy technicians, demonstrate how to find State specific requirements for technician, and describe various aspects of the National Certification Examination.

Program Outline

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

Major Equipment

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

Module Descriptions

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

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

6.0 Quarter Credit Hours

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

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

6.0 Quarter Credit Hours

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

Module C - History and Ethics of Pharmacy and**Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice****6.0 Quarter Credit Hours**

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

Module D - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses**6.0 Quarter Credit Hours**

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

Module E - Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System**6.0 Quarter Credit Hours**

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

Module F - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System**6.0 Quarter Credit Hours**

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module G - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System**6.0 Quarter Credit Hours**

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module X - Clinical Externship**5.0 Quarter Credit Hours**

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

PRACTICAL NURSING

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

Philosophy/Purpose

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

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

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

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

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

Educational Philosophy

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

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

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

Conceptual Framework

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

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

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

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

Outcomes (Educational Objectives):

Students completing the Practical Nursing program will be able to:

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

Competencies:

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

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

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

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

Clinical Facilities

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

Evaluations

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

Program Level Outline

Level I Outline

Description

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

Level I Objectives

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

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

Courses

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

Level II Outline

Description

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

Level II Objectives:

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

1. Apply scientific principles from anatomy and physiology, pharmacology and nutrition when providing care to adult clients with complex health care needs in structured health care settings.
2. Utilize the nursing process to provide safe and competent nursing care for culturally diverse adult clients with complex health care needs in structured settings.
3. Apply therapeutic communication techniques with adult clients and chart appropriately.
4. Demonstrate effective teaching techniques when providing care to culturally diverse adult clients.
5. Accept accountability and professional values and demonstrate the application of professional nursing standards in structured health care settings.
6. Demonstrate proficiency in selected skills in a testing situation (Level II Skills Competencies).

Courses:

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

Level III Outline

Description

In the third level, the student is introduced to care of individuals throughout the life span. The student continues to

care for individuals with increasing complexity while refining their nursing skills.

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

Level III/Terminal Objectives:

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

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

Courses:

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

Course Descriptions:

LEVEL I

MI-NSG101 - FUNDAMENTALS OF NURSING

17.0 Quarter Credit Hours

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

MI-NSG102 - PHARMACOLOGY

7.0 Quarter Credit Hours

Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: Anatomy and Physiology portion of MI-NSG101 Fundamentals of Nursing. Lecture Hours: 60.0 Lab Hours: 20.0.

MI-NSG103 - GERIATRIC NURSING

2.5 Quarter Credit Hours

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

MI-NSG104 - NUTRITION

1.0 Quarter Credit Hours

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

MI-NSG100X - LEVEL I CLINICAL EXPERIENCE

5.0 Quarter Credit Hours

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

***Level I Competency Check-offs**

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

LEVEL II

MI-NSG201 - MEDICAL SURGICAL NURSING/ INTEGUMENTARY SYSTEM **2.0 Quarter Credit Hours**
Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

MI-NSG202 - MEDICAL SURGICAL NURSING/ RESPIRATORY SYSTEM **3.5 Quarter Credit Hours**
Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

MI-NSG203 - MEDICAL SURGICAL NURSING/ MUSCULOSKELETAL SYSTEM **2.0 Quarter Credit Hours**
Basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases' pre and post-op care of clients with surgical interventions are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

MI-NSG204 - MEDICAL SURGICAL NURSING/ CARDIOVASCULAR SYSTEM **3.5 Quarter Credit Hours**
This module addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

MI-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM **3.5 Quarter Credit Hours**
Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

MI-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM **3.5 Quarter Credit Hours**
Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are included in this module Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0

MI-NSG 200X LEVEL II CLINICAL EXPERIENCE **8.0 Quarter Credit Hours**
Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 240.0

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

LEVEL III

MI-NSG 301 - MATERNAL AND INFANT NURSING **4.0 Quarter Credit Hours**
Male and female anatomy and physiology and development changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

MI-NSG 302 - MENTAL HEALTH NURSING **3.0 Quarter Credit Hours**
Legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0

MI-NSG 303 - MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM **2.0 Quarter Credit Hours**
This module addresses basic renal system anatomy and physiology; diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system. Prerequisites: Level II and Level II Competencies. Lecture Hours: 20.0 Lab Hours: 5.0

MI-NSG 304 - PEDIATRIC NURSING/GROWTH AND DEVELOPMENT **4.0 Quarter Credit Hours**
Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0

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

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

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

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

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

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

MI-NSG 300X LEVEL III CLINICAL EXPERIENCE**8.0 Quarter Credit Hours**

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

CORINTHIAN SCHOOLS, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

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Everett, WA (branch of Ashmead College, Seattle, WA)
 Fife, WA (branch of Ashmead College, Seattle, WA)
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 Seattle, WA (main campus)
 Vancouver, WA (branch of Ashmead College, Seattle, WA)

Bryman College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 City of Industry, CA (branch of NIT, Long Beach, CA)
 Everett, WA (branch of Bryman College, Port Orchard, WA)
 Gardena, CA (main campus)
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 Lynnwood, WA (branch of Bryman College, Renton, WA)
 Ontario, CA (main campus)
 Port Orchard, WA (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 San Bernardino, CA (main campus)
 Tacoma, WA (branch of Bryman College, Port Orchard, WA)
 Torrance, CA (main campus)
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Arlington, TX (branch of Everest Institute, Rochester, NY)
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 Hayward, CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
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 Salt Lake City, UT (main campus)
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 San Jose, CA (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Bryman College, Port Orchard, WA)
 Thornton, CO (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)

Everest Institute

Austin, TX (branch of Everest Institute, Southfield, MI)
 Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Bryman College, Ontario, CA)
 Houston (Bissonnet), TX (branch of Bryman College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)

Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Pittsburgh, PA (main campus)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Florida Metropolitan University

Tampa (Brandon), FL (branch of FMU Tampa, FL)
 FMU Online
 Jacksonville, FL (branch of FMU, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of FMU, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of FMU, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of FMU, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of FMU, North Orlando, FL)
 Tampa, FL (main campus)

Georgia Medical Institute

Atlanta (Downtown), GA (main campus)
 Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Jonesboro, GA (branch of GMI, Atlanta, GA)
 Marietta, GA (branch of GMI, Atlanta, GA)
 Norcross, GA (branch of Bryman College, Gardena, CA)

Kee Business College

Chesapeake, VA (branch of Kee Business College, Newport News, VA)
 Newport News, VA (main campus)

Las Vegas College

Henderson, NV (main campus)

National Institute of Technology

Long Beach, CA (main campus)

National School of Technology

Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

Olympia Career Training Institute

Grand Rapids, MI (main campus)
 Kalamazoo, MI (branch of Olympia Career Training Institute, Grand Rapids, MI)

Olympia College

Burr Ridge, IL (branch of Olympia College, Skokie, IL)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 Merrillville, IN (branch of Olympia Career Training Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of FMU, Pompano Beach, FL)
 North Aurora, IL (branch of Bryman College, Brighton, MA)
 Skokie, IL (main campus)

WyoTech

Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

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

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Paul R. St. Pierre
Jack D. Massimino
Linda Arey Skladany
Hank Adler
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TITLE

Chairman of the Board
Vice Chairman of the Board
Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Executive Vice President, Admissions
Executive Vice President, Legislative and Regulatory Affairs
Executive Vice President, Marketing
President, CDI Post Secondary Division
President, CSI Division
President, Pegasus Division
President, RCI Division
President, TSI Division
Senior Vice President, General Counsel and Corporate Secretary
Senior Vice President, Real Estate
Senior Vice President, Chief Accounting Officer and Assistant Secretary
Senior Vice President, Investor Relations & Corporate Communications
Senior Vice President, Academic Affairs
Senior Vice President and Chief Information Officer
Senior Vice President, Human Resources

CORINTHIAN SCHOOLS, INC.

DIRECTORS

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

OFFICERS

Jack D. Massimino
William Murtagh
Kenneth S. Ord
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chief Executive Officer
President and Chief Operating Officer
Executive Vice President and Chief Financial Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

GRAND RAPIDS ADMINISTRATIVE STAFF

All staff and faculty are full time unless otherwise stated.

Ruth Stewart	Campus President
Jackie Knoblauch	Human Resources/ Administrative Assistant to the President
Tonja Robinson	Receptionist
Sheila Darling	Evening Receptionist
Malcolm Taylor	Maintenance
FINANCIAL AID STAFF	
Connie Graham	Director of Finance
Barb Jachim	Financial Aid Representative
Heidi Brower	Financial Aid Representative
Stephanie Kimble	Financial Aid Representative
Sarah Mercer	Financial Aid Representative
CAREER SERVICES STAFF	
Debbie Overbeck	Director of Career Services
Pattie Braman	Externship Coordinator
Leslie Stizer	Externship Coordinator
Sheree Smith	Placement Representative
Dawn Konwinski	Placement Representative
Joe Seitz	Placement Representative
ADMISSIONS STAFF	
Bobbi Blok	Director of Admissions
Amy Applegate	Admissions Manager
Bonnie Brown	Admissions Representative
William Schaefer	Admissions Representative
Pattie Elliott	Admissions Representative
Gina de la Torre-Stephens	Admissions Representative
Susan Dressel	Admissions Representative
Leza Price	Admissions Representative
Jennefer Green	Admissions Representative
Debbie Muriset	Admissions Representative
Camille Williams	Admissions Representative
Britni Behrendt	Admissions Representative
BUSINESS OFFICE STAFF	
Dianne Banse	Bookkeeper
Michelle Emelander	Collections
EDUCATION ADMINISTRATIVE STAFF	
Daysha Pell	Director of Education
Lynn Tuck	Associate Director of Education and Medical Administrative Assistant and Medical Insurance, Billing & Coding Department Chairperson
Andrea Heckenmueller	Senior Registrar
Brian Miltgen	Student Services Coordinator
Mindy Uitvlugt	Registrar
Jacob Kassuba	Medical Assistant Department Chairperson
Jeff Simancek	Massage Therapy Department Chairperson
Jackie VerHeulen	Campus Director of Nursing
Diane Bylsma	Practical Nursing Lab Assistant and Administrative Assistant
Brenda Decker	Medical Assistant Computer Instructor
Mary Miller	Medical Assistant Computer Instructor

GRAND RAPIDS FACULTY

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

DENTAL ASSISTING	
Tammy Gilbert	R.D.A., Grand Rapids Junior College
Natalie Groh	C.D.A., Grand Rapids Educational Center
Pam Bidwell	R.D.R.
Jackie Ailles	C.D.A., Grand Rapids Educational Center
DiAnne Craner	R.D.A, Lansing Community College
MASSAGE THERAPY	
Kerry Singleton	Certified through Kalamazoo Healing of Arts
Natalie Beversluis	C.M.T. Blue Herron Academy, B.S. Aquinas College
Mary Beth Holtz	C.M.T., Health Enrichment
MEDICAL ADMINISTRATIVE ASSISTANT	
Janet Richardson	L.P.N., E.M.T., Lansing Community College
Shawn Vilella	Business Associate Degree, Lansing Community College
MEDICAL ASSISTANT	
Leah Blake	R.M.A., Grand Rapids Educational Center, Grand Rapids, MI
Corene Edwards-Langdon	B.P.S., University of New Hampshire, NH E.M.T.-P., Northeastern University, MA
Pam Lance	M.A. Diploma. N.I.T., Wyoming, Michigan
Heather Chomas	M.A. Diploma Ross Medical, Saginaw, MI
Kathleen Cavanaugh	C.M.A., American Associate of Medical Assistants, CA
Mickey Ransburger	L.P.N., Newfield High School of Nursing, NY
Diedra Williams	L.P.N., Grand Rapids Community College, MI
Steve Smith	C.M.A., Olympia Career Training Institute, Grand Rapids, MI
MEDICAL INSURANCE BILLING & CODING	
Tracy Riches	C.M.A., Ross Medical Center, Lansing, MI
Jane Taylor	M.A.A., Ross Medical Center, Grand Rapids, MI
Tamara Guy	MIBC certificate, Utica School of Commerce, NY
Denise Smith	H.D.M. North Miami Beach, FL
PHARMACY TECHNICIAN	
Nicolle Holzgen	P.H.T., Davenport College, MI
Denise Hess	C.P.H.T., Muskegon Community College, MI
PRACTICAL NURSING	
Julie Polanic	R.N., Hackley Hospital School of Nursing, MI
Angela Schmidbauer	R.N., B.S.N., Ohio State University, OH
Peggy Palermo	Case Western Reserve University R.N., B.S.N., University of Connecticut, CT
Ann Parpas	B.S.N. University of Phoenix, R.N., B.S.N., MI
Lori Ensign	M.S.N. University of Phoenix, R.N., B.S., MI
Brandy Feikema	M.N. Oregon Health Science University, R.N., B.S., OR
Karen DeVries	B.S.N. Calvin College, R.N., B.S.N. , MI
Lois Richardson	B.S.N. Mercy College of Detroit, R.N., B.S. , MI
Marvin Gonser	M.S.A. Central Michigan University R.N., B.S.N., MI

*Part Time

KALAMAZOO ADMINISTRATIVE STAFF

All staff and faculty are full time unless otherwise stated.

Gloria Stender	Campus President
Brenda Laukert	Administrative Assistant
Melissa Phelps	Receptionist/ Administrative Assistant
Celia Atchison	Receptionist
FINANCIAL SERVICES STAFF	
Brenda Laker	Finance Manager
Kelly Burford	Financial Services Representative
Monique Peake	Financial Services Representative
Janet Buchanan	Financial Services Representative
Treasa Hageman	Financial Services Representative
CAREER SERVICES STAFF	
Linda Lamorandier	Director of Career Services
Linda Forcier	Externship Coordinator
Karrie Messenger	Externship Coordinator
Dawn Wright	Career Services Representative
William Sprague	Career Services Representative
Charles Welch	Career Services Representative
ADMISSIONS STAFF	
Susan Smith	Director of Admissions
Lorilee Besteman	Admissions Representative
Teresa Kinsey	Admissions Representative
Scott Miles	Admissions Representative
Stacy Nielsen	Admissions Representative
Jerry Wallace	Admissions Representative
Christopher Young	Admissions Representative
BUSINESS OFFICE STAFF	
Valerie Redmond	Bookkeeper
EDUCATION ADMINISTRATIVE STAFF	
Sharon Smith	Director of Education
Donna Miroslaw	Registrar
Dorinda Loucks	Medical Department Chairperson

KALAMAZOO FACULTY

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

DENTAL ASSISTING	
Mary Ann Belden	D.A. Instructor , Occupational Qualifications
Deborah Block	A.A.S., Kalamazoo Valley Community College
Sonya Denham	C.D.A., Ross Medical Education Center
MASSAGE THERAPY	
Jefferson Kye	A.A.S., Davenport College, C.M.T., Chicago School of Massage Therapy
Kathy Kreg	M.M.T., Blue Heron Academy
Kelly McLean***	Olympia Career Training Institute
Kathy Richards-Allen *	C.M.T., Health Enrichment Center
MEDICAL ADMINISTRATIVE ASSISTANT	
Cynthia James	B.S., University of Detroit
Diane Lambert	M.A., Western Michigan University, B.A., Spring Arbor College
Sonny Martinez	Grand Rapids Educational Center
COMPUTER INSTRUCTORS	
Karen Star	M.B.A., Western Michigan University
MEDICAL ASSISTING	
Dorinda Loucks **	B.A.S., Siena Heights University
Deion Davis	Grand Rapids Educational Center

Tricia Meek	R.M.A., Olympia Career Training Institute
Kelley Mickel	C.M.A., A.A.S., Kalamazoo Valley Community College
Jessi Niles	R.M.A., Grand Rapids Educational Center
Marianne Poulsen	L.P.N., A.A.S., Southwestern Michigan College
Rhonda Pressley	R.M.A., Grand Rapids Educational Center
Sheree Riggleman	C.M.A., Gwinnett Technical Institute
Cheryl Sherman	C.M.A., Brown Mackie College
Judith Steinert	L.P.N., Glen Oaks Community College
Dawn Wharton	B.A., Spring Arbor University
Rhonda Wilson	C.M.A., A.A.S., Kalamazoo Valley Community College
PHARMACY TECHNICIAN	
Melissa Oman*	B.S., Murray State University
Wendi Taplin	CPhT, Occupational Qualifications
Linda Mason	B.A., Michigan State University

*Lead Instructor ** Medical Chair ***Part time

APPENDIX B: TUITION AND FEES

TUITION AND FEES

Program	Credit Hours	Tuition
Dental Assisting	47	\$10,750
Massage Therapy	55	\$10,750
Medical Assisting	47	\$10,750
Medical Administrative Assistant	47	\$10,750
Medical Insurance Billing & Coding	35	\$8,600
Pharmacy Technician	47	\$10,750
Practical Nursing	86	\$22,500
Effective January 1, 2007		

Additional Fees and Expenses

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

Program	Grand Rapids	Kalamazoo
Dental Assisting	\$1,270	\$1,270
Massage Therapy	\$1,540	\$1,540
Medical Assisting	\$1,530	\$1,470
Medical Administrative Assistant	\$1,480	\$1,480
Medical Insurance Billing & Coding	\$905	N/A
Practical Nursing	\$1,614	N/A
Pharmacy Technician	\$640	\$699
Effective September 1, 2006		

APPENDIX C: ACADEMIC CALENDARS

GRAND RAPIDS ACADEMIC CALENDARS

<i>Monday - Thursday</i>	
7 a.m. - 12 p.m.	1 p.m. - 6 p.m.
8 a.m. - 1 p.m.	6 p.m. - 11 p.m.
10 a.m. - 3 p.m.	
Pharmacy Technician, Medical Billing & Coding Dental Assisting, Medical Assisting, Massage Therapy, and Medical Administrative Assistant	
2006	
Start	End
12/20/06 Wed	1/25/07 Thur

<i>Monday - Friday</i>	
Dental Assisting (6 am - 10 am only), Medical Insurance, Billing and Coding (8 am - 12 pm & 12 pm-4pm only)	
2006	
Start	End
12/21/06 Thur	1/26/07 Fri

<i>Monday - Thursday</i>	
Medical Assisting (3 pm - 8 pm only) and Medical Administrative Assistant (6 pm - 11 pm only)	
2006	
Start	End

<i>Monday - Friday</i>	
Medical Assisting 6 a.m. - 10 a.m. only	
2006	
Start	End
12/21/06 Thur	1/26/07 Fri

<i>Monday - Thursday</i>	
7 a.m. - 12 p.m.	1 p.m. - 6 p.m.
8 a.m. - 1 p.m.	3 p.m. - 8 p.m.
10 a.m. - 3 p.m.	6 p.m. - 11 p.m.
Dental Assisting, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Medical Insurance Billing & Coding, Pharmacy Technician	
2007	
Start	End
1/29/07 Mon	2/26/07 Mon
2/27/07 Tue	3/26/07 Mon
3/28/07 Wed	4/24/07 Tue
4/26/07 Thur	5/23/07 Wed
5/24/07 Thur	6/21/07 Thur
6/25/07 Mon	7/26/07 Thur
7/30/07 Mon	8/23/07 Thur
8/27/07 Mon	9/24/07 Mon
9/25/07 Tue	10/22/07 Mon
10/23/07 Tue	11/19/07 Tue
11/20/07 Tue	12/18/07 Tue

<i>Monday - Friday</i>	
6 a.m. - 10 a.m.	
8 a.m. - 12 p.m.	
12 p.m. - 4 p.m.	
Dental Assisting Medical Insurance, Billing & Coding	
2007	
Start	End
1/29/07 Mon	2/26/07 Mon
2/27/07 Tue	3/26/07 Mon
3/28/07 Wed	4/24/07 Tue
4/26/07 Thur	5/23/07 Wed
5/24/07 Thur	6/21/07 Thur
6/25/07 Mon	7/27/07 Fri
7/30/07 Mon	8/24/07 Fri
8/27/07 Mon	9/24/07 Mon
9/25/07 Tue	10/22/07 Mon
10/23/07 Tue	11/19/07 Tue
11/20/07 Tue	12/19/07 Wed
12/20/07 Thur	1/28/08 Mon

Practical Nursing	
2007	
Start	End
1/8/07 Mon	4/20/07 Fri
5/7/07 Mon	8/24/07 Fri
9/10/07 Mon	12/21/07 Fri

Grand Rapids Vacations and Holidays	
2007	
New Year's Day	Jan 1
Martin Luther King Day	Jan 15
President's Day	Feb 19
Memorial Day	May 28
Summer Break	Jul 1 - Jul 8
Independence Day	Jul 4
Labor Day	Sep 3
Thanksgiving	Nov 22 & Nov 23
Winter Vacation	Dec 22 - Jan 1 '08

KALAMAZOO ACADEMIC CALENDARS

Medical Assisting (10pm-3pm, 1 pm-6 pm, 4pm-9pm) Medical Administrative Assisting (10pm-3pm, 5pm-10pm) Massage Therapy (8am-1pm, 10am-3pm, 5pm-10pm) Dental Assisting (8am-1pm) Pharmacy Technician (7am-12 pm, 5 pm-10 pm)			
Day Schedule - Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Dec 21	Thursday	Jan 29	Monday
Jan 30	Tuesday	Feb 27	Tuesday
Feb 28	Wednesday	Mar 28	Wednesday
Mar 29	Thursday	April 30	Monday
May 1	Tuesday	May 29	Tuesday
May 30	Wednesday	June 26	Tuesday
Jun 27	Wednesday	July 31	Tuesday
Aug 1	Wednesday	Aug 28	Tuesday
Aug 29	Wednesday	Sept 27	Thursday
Oct 1	Monday	Oct 25	Thursday
Oct 29	Monday	Nov 26	Monday
Nov 27	Tuesday	Jan 2	Wednesday
Jan 3	Thursday	Jan 30	Wednesday

Medical Assisting (8 am-1 pm, 1 pm -6 pm) & Medical Administrative Assistant (8 am-1), Dental Assisting (10 pm-3 pm, 5 pm-10 pm)			
Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Dec 11 '06	Monday	Jan 16	Tuesday
Jan 17	Wednesday	Feb 13	Tuesday
Feb 14	Wednesday	Mar 14	Wednesday
Mar 19	Monday	April 17	Tuesday
April 18	Wednesday	May 15	Tuesday
May 16	Thursday	June 13	Wednesday
June 14	Thursday	July 18	Wednesday
July 19	Thursday	Aug 15	Wednesday
Aug 16	Thursday	Sept 17	Monday
Sept 18	Tuesday	Oct 15	Monday
Oct 16	Tuesday	Nov 12	Monday
Nov 13	Tuesday	Dec 11	Tuesday
Dec 13	Thursday	Jan 21 '08	Monday

Massage Therapy (8 am-1 pm, 10 am -3pm, 5 pm -10 pm) Medical Administrative Assisting (10 pm-3 pm, 5 pm-10 pm) Medical Assisting (4 pm-9 pm, 10 am-3 pm, 1 pm-6 pm), Dental Assisting (8am-1 pm), Pharmacy Technician (7 am-12 pm, 5 pm-10 pm),			
Four Day Week Monday through Thursday			
2007			
Start Dates		End Dates	
Dec 21	Thursday	Jan 29	Monday
Jan 30	Tuesday	Feb 27	Tuesday
Feb 28	Wednesday	Mar 28	Wednesday
Mar 29	Thursday	April 30	Monday
May 1	Tuesday	May 29	Tuesday
May 30	Wednesday	June 26	Tuesday
June 27	Wednesday	July 31	Tuesday
Aug 1	Wednesday	Aug 28	Tuesday
Aug 29	Wednesday	Sept 27	Thursday
Oct 1	Monday	Oct 25	Thursday
Oct 29	Monday	Nov 26	Monday
Nov 27	Tuesday	Jan 02	Wednesday
Jan 03	Thursday	Jan 30	Wednesday

Medical Assisting			
Day Schedule - Five Day Week (Monday through Friday) 11 am-3 pm			
2007			
Start Dates		End Dates	
Dec 21	Thursday	Jan 29	Monday
Jan 30	Tuesday	Feb 27	Tuesday
Feb 28	Wednesday	Mar 28	Wednesday
Mar 29	Thursday	April 30	Monday
May 1	Tuesday	May 29	Tuesday
May 30	Wednesday	June 26	Tuesday
June 27	Wednesday	July 31	Tuesday
Aug 1	Wednesday	Aug 28	Tuesday
Aug 29	Wednesday	Sept 27	Thursday
Sep 28	Friday	Oct 25	Thursday
Oct 26	Friday	Nov 26	Monday
Nov 27	Tuesday	Jan 2	Wednesday

Medical Assistant (6 am-10am)			
Medical Administrative Assisting (8am-12pm)			
Day Schedule - Five Day Week (Monday through Friday)			
2007			
Start Dates		End Dates	
Dec 11	Monday	Jan 16	Tuesday
Jan 17	Wednesday	Feb 13	Tuesday
Feb 14	Wednesday	Mar 14	Wednesday
Mar 19	Monday	April 17	Tuesday
April 18	Wednesday	May 15	Tuesday
May 16	Wednesday	June 13	Wednesday
June 14	Thursday	July 18	Monday
July 19	Thursday	Aug 15	Wednesday
Aug 16	Thursday	Sept 14	Friday
Sept 18	Tuesday	Oct 15	Monday
Oct 16	Tuesday	Nov 12	Monday
Nov 13	Tuesday	Dec 12	Wednesday
Dec 13	Thursday	Jan 21	Monday

Medical Assisting (6 pm-10am)			
Medical Administrative Assisting (6 pm-10pm)			
Day Schedule - Four Day Week (Monday through Thursday)			
2007			
Start Dates		End Dates	
Nov 16	Thursday	Dec 21	Thursday
Jan 3	Wednesday	Feb 6	Tuesday
Feb 7	Wednesday	Mar 14	Wednesday
Mar 19	Monday	April 24	Tuesday
April 25	Wednesday	May 30	Wednesday
May 31	Thursday	July 11	Wednesday
July 12	Thursday	Aug 15	Wednesday
Aug 16	Thursday	Sept 24	Monday
Sept 25	Tuesday	Oct 29	Monday
Oct 30	Tuesday	Dec 5	Wednesday
Dec 6	Thursday	Jan 21	Monday

Medical Administrative Assistant			
Evening Program (5-10 p.m.)			
2006			
Start Dates		End Dates	
Feb 28	Tuesday	Mar 28	Tuesday
Mar 30	Thursday	April 26	Wednesday
April 27	Thursday	May 24	Wednesday
May 25	Thursday	June 22	Thursday
June 26	Monday	July 27	Thursday
July 31	Monday	Aug 24	Thursday
Aug 28	Monday	Sept 26	Tuesday
Sept 27	Wednesday	Oct 24	Tuesday
Oct 25	Wednesday	Nov 21	Tuesday
Nov 22	Wednesday	Dec 20	Wednesday
Dec 21	Thursday	Jan 29	Monday

Kalamazoo Vacations and Holidays	
2007	
New Years Day	Jan 1
Day After New Years	Jan 2
Martin Luther King Day	-----
President's Day	Feb 19
Memorial Day	May 28
Summer Break	July 2-July 6
Independence Day	July 4
Labor Day	Sept 3
Thanksgiving	Nov 22 & Nov 23
Winter Break	Dec 22-Jan 1 '08

APPENDIX D: HOURS OF OPERATION

GRAND RAPIDS CAMPUS - HOURS OF OPERATION

Allied Health Programs

Monday through Thursday	7:00 a.m. to 12:00 p.m. (Medical Assisting only) 8:00 a.m. to 1:00 p.m. 10 a.m. - 3 p.m. (Medical Assisting and Dental Assisting only) 1 p.m. - 6 p.m. 6 p.m. - 11 p.m.
Monday through Friday	6:00 a.m. to 10 a.m. (Dental Assisting, Medical Assisting and Medical Insurance Billing & Coding only) 10:00 a.m. - 2:00 p.m. (Pharmacy Tech only) 8:00 a.m. to 12:00 p.m. (Dental Assisting and Medical Insurance Billing & Coding only)

KALAMAZOO CAMPUS - HOURS OF OPERATION

Monday through Thursday

7:00 a.m. to 12:00 p.m.	Pharmacy Technician
8:00 a.m. to 1:00 p.m.	Medical Assisting, Dental Assisting, Massage Therapy, Medical Administrative Assistant
10:00 a.m. to 3:00 p.m.	Medical Assisting, Dental Assisting, Medical Administrative Assistant and Massage Therapy
12:00 p.m. to 5:00 p.m.	Massage Therapy
1:00 p.m. to 6:00 p.m.	Medical Assisting
4:00p.m. to 9:00 p.m.	Medical Assisting
6:00 p.m. to 10:00 p.m.	Medical Assisting and Medical Administrative Assistant
5:00 p.m. to 10:00 p.m.	Massage Therapy, Pharmacy Technician, Dental Assisting and Medical Administrative Assistant

Monday through Friday

6:00 a.m. to 10:00 a.m.	Medical Assisting only
8:00 a.m. to 12:00 p.m.	Medical Administrative Assistant
11:00 a.m. to 3:00 pm	Medical Assisting