

2001 CATALOG Olympia College

Indiana0301

5261 Fountain Drive
Crown Point, Indiana 46307
(219) 756-6811

Accredited by the Accrediting Bureau
of Health Educational Schools (ABHES) and
Regulated by the Indiana Commission
on Proprietary Education

2001 CATALOG - Olympia College
Indiana0301

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Olympia College, as an additional location of Olympia Career Training Institute, reserves the right to change fees, tuition or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Olympia College offers both equal education and equal employment opportunities.

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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.

PHILOSOPHY

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

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

HISTORY

Olympia College, formerly Horizon Career College and Inservicer's College of Health Education, was founded in January 1990 with the goal of providing the finest quality health education available. Since its founding, the college has experienced phenomenal growth and now provides educational services through out the State of Indiana. Well over 1500 students have benefited from the college's efforts. In April 1996, Malone Management Company purchased the school's assets. Corinthian Colleges acquired the College in February 2001. Currently the school operates as an additional location of Olympia Career Training Institute's Grand Rapids Campus in Grand Rapids, Michigan. At the current locations, Olympia Career Training Institute serves all of West Michigan and Northern Indiana.

PHYSICAL LOCATION AND FACILITY

Olympia College is located at 5261 Fountain Drive, in Crown Point, Indiana. The College has plenty of free parking, is handicapped accessible, and is located near public transportation. Olympia College is spacious (9000 sq. ft.), offering a smoke-free environment, air-conditioning, with administrative offices, lecture rooms, medical and computer labs, and student lounge. The telephone number is (219) 756-6811.

ADMISSIONS REQUIREMENTS

Olympia College considers each applicant on the basis of scholastic ability, aptitude for profession, and employability. Applicants must be high school graduates or equivalent. Prospective students should arrange

to visit Olympia College for a personal interview in advance of expected enrollment. Student health forms and high school/GED transcripts are required on or before the first day of class.

Olympia College retains the right to accept or reject an applicant based on testing scores or scholastic ability. Advanced enrollment will assure a seat in the class upon acceptance. Transfer of credits from other programs is individually judged by the Executive Director, Program Director, and Admission Officer. An official transcript must be submitted to the school prior to review.

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

ADMISSION PROCEDURE

Before enrollment, prospective students must schedule a personal interview and tour the facility. LPN applicants have special admission procedures described in detail in the Practical Nurse Program section. The C.N.A. applicants are given a basic reading and math test. An aptitude test (Wonderlic test) is given to all other applicants. A Wonderlic test score of 14 or higher is required by applicants for the Medical Assistant Program, 16 or higher for the Health Insurance Specialist Program and the Massage Therapy Program. A Wonderlic score of 21 or higher is required for the Surgical Technologist Program.

STATEMENT OF NON-DISCRIMINATION

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

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

Olympia College, an additional location of Olympia Career Training Institutes, is licensed by the State of Indiana to provide training in the following fields:

HEALTH INSURANCE SPECIALIST
MEDICAL ASSISTANT
NURSE AIDE
PRACTICAL NURSE
SURGICAL TECHNOLOGIST

Olympia College is regulated by the Indiana Commission of Proprietary Education, 302 West Washington Street, Room 201, Indianapolis, Indiana 46204. Toll free number 1-800-227-5695 or (317) 232-1320.

Olympia College is institutionally accredited by the Accrediting Bureau of Health Educational Schools (ABHES), 803 West Broad Street, Suite 730, Falls Church, Virginia, 22046. Phone is (703) 533-2082.

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

Olympia College's Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

2001 ACADEMIC CALENDAR

MEDICAL ASSISTANT PROGRAM

Day Schedule

February 2 – September 18, 2001
 April 13 – December 4, 2001
 May 18 – January 22, 2002
 June 25 – February 26, 2002
 July 31 – April 2, 2002
 October 10 - June 12, 2002
 November 14 – July 19, 2002

Evening Schedule

February 13 – November 15, 2001
 March 28 – January 21, 2002
 May 10 – March 5, 2002
 June 26 – April 17, 2002
 September 25 – July 17, 2002
 November 7- August 29, 2002

HEALTH INSURANCE SPECIALIST PROGRAM

Day Schedule

March 16 – November 13, 2001
 April 20 – January 8, 2002
 May 25 – February 12, 2002
 July 2 – March 19, 2002
 October 17 – July 3, 2002
 November 28 – August 9, 2002

Evening Schedule

January 29 – January 15, 2002
 March 13 – February 29, 2002
 April 25 – April 11, 2002
 September 10 – August 26, 2002
 October 23 – October 8, 2002
 December 12 – November 21, 2002

PRACTICAL NURSE PROGRAM

April 2 – March 29, 2002
 September 24 – September 19, 2002

SURGICAL TECHNOLOGIST PROGRAM

Tuesday through Friday

February 6 – December 18, 2001

Monday through Thursday

September 10 – August 27, 2002

HOLIDAYS AND VACATIONS

	2001
New Year's Day	Jan 1
Memorial Day	May 28
Independence Day	July 4
Labor Day	Sep 3
Week of Thanksgiving	Nov 19-23
Winter Vacation	Dec 24 – Jan 4, 2002

ADVISORY BOARD

Gloria Smokvina, Dean
 Purdue Calumet School Guidance
 Nursing Department
 Hammond, IN 46320

Drew Furness
 Private Practice
 Merrillville High School
 46410

Dr. Kolanko
 3224-165th St.
 Hammond, IN 46323

Carol Bezat
Munster Community Hospital
Director of Home Health Services
901 MacArthur Blvd
Munster, IN 46321

Cynthia Echterling
Center Coordinator
and Training
105 N. Court St.
Crown Point, IN 46307

Denise Dillard
Center Coordinator
and Training
1776 W. 37th Ave
Gary, IN 46408

Stephanie Mayercik, Director
Harbor Heights Hospice
500 W. Lincolnway Suite F
Merrillville, IN 46410

David Mucci
School to Work Liason
Horace Mann H. S.
940 D. East St.
Crown Point, IN 46307

Gail Dixon
Director of Critical Care Services
St. Catherine Hospital
4321 Fir
East Chicago, IN 46312

Bernadette Sanner
Dyer Nursing and Rehab
661 Sheffield
Dyer, IN 46311

ADMINISTRATIVE STAFF

Janice Coble
Mark Savastas
Patrick Carney
Tenisha Tyler
Judy Erdelac
Chris Polacek
Carrie Schultz
Lisa DeChantal
Lisa Schlitz

Acting President
Director of Admissions
Assistant Director of Admissions
Admissions Officer
Career Services
Financial Aid Officer
Admissions Officer
Registrar
Bookkeeper

FACULTY

Health Insurance Specialist Program

Susan Davies

Pam Kregel
Sandra Poling
Karen Westbay
Claudia Wydro

M.S., Purdue University Calumet
B.A., Purdue University Calumet
Medical Tech, Purdue University
Methodist Hospital
Management Health Services

Medical Assistant Program

Michaelene Adamaczyk
Karen Horst
Antoinette Sharp

L.P.N., St. Anthony Medical Center
L.P.N., St. Anthony Medical Center
L.P.N., Purdue University Calumet
B.F.A., Chicago State University

Practical Nurse Program

Patricia Barrett

Katherine Callahan
Eileen Klonowski

Debra Luytgaarden

B.S.N., St. Francis College
R.N., Diploma South Chicago Hospital
R.N., B.S.N., Valparaiso University
M.S.N., Rush University
R.N., B.S.N., Trenton State College
R.N., B.S.N., Purdue University Calumet

Patricia Sandor

M.S.N., Purdue University Calumet

BeR.N.,adette Sanner

R.N., B.S.N., Purdue University Calumet

M.S., Notre Dame

B.S.N., St. Frances College

Sandra Taylor

R.N., St. Margaret Hospital Diploma Program

B.S., College of St. Francis

R.N., A.N.D., Purdue University North Central

Surgical Technologist Program

Linda Kearschner

R.N., Lakeland College

L.P.N., Ivy Tech State College

Yvone Hunter

C.S.T., Children’s Memorial Hospital

Anne Babjack

S.T., Olympia College

Dawn Eidman

C.S.T., Ivy Tech State College

C.N.A Program

Michaelene Adamczyk

L.P.N., St. Anthony Medical Center

Angela DeLaurentis

L.P.N., St. Anthony Medical Center

Sandra Taylor

B.S., College of St. Francis

R.N., A.N.D., Purdue University North Central

FINANCIAL INFORMATION

TUITION AND FEES

Effective April 1, 2001

Program	Credit Units	Tuition
Health Insurance Specialist	51	\$7,650
Medical Assistant	49	\$7,650
Practical Nurse	75	\$11,100
Surgical Technologist	86	\$11,200

General Education and Short Programs	Tuition
Basic Nurse Aide Training (C.N.A.)	\$450

Textbooks and supplies are included in the cost of tuition for all programs.

Health Insurance Specialist students are required to wear professional business attire. The cost of this attire is unique to each individual student.

Medical Assistant, Practical Nurse and Surgical Technologist students are responsible for providing clinical uniforms, lab jacket, shoes, their Hepatitis B vaccine injections, TB/Chest X-ray, and a signed physical form. The approximate cost for a uniform and shoes is \$75.00. In addition, Practical Nurse students are responsible for providing clinical assessment kits. Surgical Technologist students must also provide proof of tetanus injection within the last 5 years.

Tuition for the Nurse Aide Training program also includes one competency test. Students are responsible for a “competency re-test fee” of \$25.00

SCHOOL TUITION PLAN

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

FINANCIAL AID

Financial aid funds are awarded to supplement family/student tuition contributions when family funds alone cannot cover educational expenses. A student's eligibility for loans and grants is determined by the financial aid representative. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal financial aid. Not all programs conducted at Olympia College are eligible for financial aid funds.

Students may be eligible for one or more of the following student financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Family Educational Loan Programs (FFELP)
 - Federal Stafford Subsidized Loan
 - Federal Stafford Unsubsidized Loan
 - Federal Parent Loan for Undergraduate Students (PLUS)
- Federal College Work Study (FCWS)
- Veterans Administration Benefits
- Workforce Investment Act (WIA)- Several local agencies work with Olympia College on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the Admissions Office for further information.
- Vocational Rehabilitation Services- Students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

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

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

FINANCIAL POLICIES

Olympia College 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 College. A service fee will be charged for any returned check and the finance charge may be applied to a past due account. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until payment in full is received.

CANCELLATION/REFUND POLICY

The College 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 College 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 a student enrolls in a program of study, they reserve a space 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.

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

Students who have not visited the school prior to enrollment may withdraw without penalty within three days (weekends and legal holidays excluded) following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. Students who are unable to complete their program of study due to the school's cancellation, change or discontinuance of the program, and for whom mutually satisfactory alternative arrangements cannot be made, will receive a refund of all monies paid.

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.

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 College during a payment period or a period of enrollment in which the recipient began attendance, the College 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).

Return of Unearned SFA Program Funds

The College 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 College 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 (SEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

Indiana State Policy

A Student Whose Last Date of Attendance is...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
During the first week of the enrollment	90% Tuition	10% Tuition
After the first week of enrollment, but equal to or less than 25% of the enrollment period	75% Tuition	25% Tuition
After 25% of enrollment, but equal to or less than 50% of the enrollment period	50% Tuition	50% Tuition
After 50% of enrollment, but equal to or less than 60% of the enrollment period	40% Tuition	40% Tuition
After completion of 60% of the period of enrollment	0	100% Tuition

Olympia College determines the percent of the program completion as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged.

Veteran's Affairs Refund Policy

A refund of the unused portion of tuition, fees, and other charges will be made to veterans or eligible persons who fail to enter or fail to complete the course as required by U.S. Department of Veterans Affairs regulations. The refund will be within ten (10%) percent of an exact pro rata refund.

ADMINISTRATION POLICIES

APPLICATION AND ENROLLMENT POLICY

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

ATTENDANCE REQUIREMENTS

Due to the nature of the training, Olympia College does not differentiate between an excused or non-excused absence in computing the maximum number of absences allowed. Being tardy three times or leaving class early is calculated on a minute by minute basis.

All students are required to attend ninety percent (90%) of scheduled classroom time to remain eligible for funding and graduation. Excessive absences may be cause for termination from Olympia College. Leaving early is defined as a student leaving the classroom before they are dismissed by the instructor. Some programs have different attendance requirements. Check specific programs for additional information.

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

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. Final transcripts are distributed to all students approximately three (3) weeks following the completion of their program. Copies are maintained and become part of the student's permanent record.

Grades will be assigned as follows:

Students who enrolled at Olympia College after February 1, 2001		
Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
WP	Withdrawal Passing	
WF	Withdrawal Failing	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Students who enrolled at Olympia College before February 1, 2001		
Grade	Percentage	Point Value
A	100-96	4.0
A-	95-92	3.7
B+	91-89	3.3
B	88-86	3.0
B-	85-82	2.7
C+	81-79	2.3
C	78-75	2.0
C-	74-70	1.7
D+	69-67	1.3
D	65-66	1.0
D-	64-62	0.7
F	61-0	0
WA	Withdrawal Academic	0
W	Withdrawal Attendance	0
I	Incomplete	0
S	Satisfactory	0
U	Unsatisfactory	0

EXAMINATION, MAKE-UP TESTS AND LABS

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

CUMULATIVE GRADE POINT AVERAGE (GPA)

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

UNIT OF ACADEMIC CREDIT

Olympia Career Training Institute lectures and labs are based on a 50-minute clock hour with the exception of the Practical Nurse program where lectures and labs are based on a 60-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 with the exception of the Practical Nurse program where students earn one quarter credit hour for each 12 hours lecture, 24 hours of laboratory or 36 hours clinical.

LEAVE OF ABSENCE

During extenuating circumstances only, a student may be granted a leave of absence (LOA). Petitions for a leave of absence must be submitted in writing and authorized by an appointed school official on a specific request form. The appointed official at Olympia College is the Registrar. Only one (1) leave of absence is allowed in a 12 month period and as of 10/07/00 the total days of a leave of absence cannot exceed 180 days.

However, if the first leave did not use up the maximum days, an additional approved leave for unforeseen circumstances can be allowed for up to 30 days, but cannot exceed the maximum of 180 days as discussed above. Additional unforeseen circumstances requiring additional leave can be granted for jury duty, military reason, and circumstances covered under the Family Medical Leave Act of 1993. FMLA (Family Medical Leave Act) examples include: serious illness of the student, birth of a child, adoption of a child, caring for a sick immediate family member, or a reoccurring medical condition such as chemotherapy for a child or for the

student. All Title IV federal financial aid is suspended during a leave of absence. In order to reinstate eligibility, students may be required to reapply for federal financial aid funds.

INCOMPLETE, WITHDRAWAL, RE-ENTRY AND REPEAT POLICIES

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. The "F" or "zero" will be averaged in with the students' other grades to determine the cumulative GPA.

All repetitions of an academic area require prior approval from the Director of the school. Students who withdraw or have been dismissed from the program are considered to have terminated from the school and may be considered for re-entry only after the Director's approval.

WITHDRAWALS

For students who enrolled at Olympia College after February 1, 2001, the withdrawal policy will be as follows:

Week One

When students withdraw from a module during the first five school days of the module, their names will cease to appear on any class roster or grade report and grades will not be recorded. Students who wish to withdraw from a module during this time frame must request approval from the instructor or department head. The withdrawal request must then be approved by either the department head or education director. 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.

Week Two through the End of the Module

To withdraw from a module after the first week, students must request approval from the instructor. Requests for withdrawal must then be approved by the department head and education director. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal Passing" (WP) or "Withdrawal Failing" (WF) is assigned. "WP" indicates that a student was passing the module (at least 70 percent) as of the last day of attendance. "WF" indicates that a student was not passing the module (less than 70 percent) as of the last day of class attendance. Modules for which a student receives a "WP" or "WF" grade are included in the clock/credit hours attempted percentage and maximum time frame.

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.

SATISFACTORY/ UNSATISFACTORY

For students who enrolled at Olympia College before February 1, 2001, a satisfactory “S” or unsatisfactory “U” is given if the course is designed as pass/fail. Grades of “S” or “U” are not computed in the student’s grade point average.

ACADEMIC/ ATTENDANCE WITHDRAWAL

A student who enrolled at Olympia College before February 1, 2001 and is dropped from a course due to not meeting the academic progress policy will receive a letter grade “WA.” If the student is dropped due to not maintaining satisfactory attendance, the student will receive a letter grade of “W.” Within two weeks of the end of the term attended the “WA” and/or “W” grade will be changed to a “WF” and the course must be repeated.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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 (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent or 2.0 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.

Students who have reached the twenty-five percent (25%) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent or 1.25 and a rate of progress of at least 55 percent will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

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 the 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 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 at the start of the next 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.

Appeals

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

GRADUATION REQUIREMENTS

To be eligible for graduation, students who enrolled at Olympia College after February 1, 2001 must:

- Complete all required courses with a grade of C or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete an approved externship with a grade of C or above.
- Pay all monies due to the school. Programs that require variations of this policy are outlined in their program descriptions later in this catalog or in the specific program handbook.

To be eligible for graduation, students who enrolled at Olympia College before February 1, 2001 must:

- Complete all required courses with a grade D- or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete an approved externship with a grade of D- or above.
- Pay all monies due to the school. Programs that require variations of this policy are outlined in their program descriptions later in this catalog or in the specific program handbook.

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

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

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

CERTIFICATE OF COMPLETION/ DIPLOMA

Students successfully completing all requirements of a program will be presented with either a certificate or diploma from Olympia College an additional location of Olympia Career Training Institute according to program policy. The student will not receive a certificate or diploma if tuition is owed to Olympia College.

ACADEMIC TRANSCRIPTS

Academic transcripts will be issued upon receipt of a written request by the student. Official transcripts may be requested at a fee of five dollars (\$5.00). There is no charge for the first unofficial transcript requested. A two dollar (\$2.00) fee will be charged for each subsequent unofficial transcript. Allow 5 working days for processing

DRESS CODE

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

Students are required to wear uniforms, color-coded for the program in which they are enrolled. It is the students responsibility to purchase the required uniform, (except for health insurance specialist), prior to beginning classes. Lab jackets are required at times during the program for Practical Nurse and Surgical Technologist students as outlined in their handbooks. Health Insurance Specialist students are required to wear professional business attire during training. At graduation all students are required to wear professional business attire.

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.

STUDENT CODE OF CONDUCT

Students are required to follow standards of conduct that are typical of the working world. Students may be placed on probation or terminated for violation of the school's personal conduct standards. Violations include dishonesty, possession of a weapon except by designated law enforcement officers, unprofessional conduct, use of profanity, noncompliance with safety rules, use of alcohol or drugs on school property, and vandalism of school property or equipment. Students will be placed on probation for a maximum of 90 days. If, in the opinion of the school president, they demonstrate adherence to the personal conduct rules, the probation period may be shortened. If terminated, students may re-enter the following term with permission of the school president.

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 College 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.

HEALTH

All applicants are required to complete a general health questionnaire during the enrollment process. Some of the programs will require a physician physical and lab work. This is program specific and will be discussed prior to the enrollment process. Applicants who have indicated a health problem exists that may interfere with the health and safety of the student or others will be required to obtain a physician's medical release before being admitted.

Injuries or illnesses occurring at Olympia College or an affiliate are to be reported to the instructor immediately. If an injury occurs, the student must complete an incident report according to the affiliate's or Olympia's policy. The College is not responsible for illness or injury incurred during classroom/clinical studies. The student is responsible for all costs related to treatment.

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

Pregnant students must present a doctor's release before beginning or continuing a course containing clinical study. In some clinical courses, students will be required to validate Rubella Titer Immunity or have a signed waiver in their record, if they are not immune.

POLICY AND PROGRAM CHANGES

The school catalog is current as of the time of printing. CSI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Olympia Career Training Institute reserves the right to reschedule or cancel any class up to one week in advance of the start date.

STUDENT GRIEVANCE POLICY

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

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

The Indiana Commission on Proprietary Education
302 W. Washington St. Room 201
Indianapolis, IN 46204

STUDENT SERVICES

ORIENTATION

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

SCHOOL FACULTY AND GUEST LECTURERS

Selection of instructors is based on their educational specialty background, and practical experience. Instructors' qualifications are on file with the accrediting agencies. Olympia College also has an active Advisory Board made up of local health professionals. Guest lecturers speak throughout the course and may include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

EQUIPMENT AND VISUAL AIDS

To prepare Olympia College graduates for the health field, a variety of classroom/ laboratory equipment is utilized throughout the program. Knowledge and proficiency are attained both by demonstration and actual operation of equipment by the students.

EXTERNSHIP

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

PLACEMENT ASSISTANCE

Olympia College offers graduates placement assistance however the school does not guarantee employment during the course of the program. Students participate in employment preparation such as resume writing, interviewing techniques, and job search methods. Securing employment for a graduate depends upon a mutual effort between the graduate and the Career Services Department. Olympia College is proud of its record of placement and its continuing placement service available to our alumni. The success of our placement is due to the many satisfied physicians, dentists, hospitals, nursing homes, clinics, and insurance companies who have worked with and employed many of our graduates.

ADVISING

Faculty and staff encourage students to ask for assistance. Specific technical questions relating to the student's course should be directed to the instructor. The administrative staff will advise students in areas of financial aid, placement, and other areas of concern that may affect grades or attendance. At the beginning of the program, students are provided with referral sources for substance abuse counseling.

REGISTRATION AND CERTIFICATION

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

Practical Nursing graduates are immediately eligible to sit for the State of Indiana Practical Nurse Exam. Candidates who pass the exam are considered Licensed Practical Nurses.

Surgical Technologist graduates are immediately eligible to sit for the Surgical Technologist Certification Exam. Candidates who pass the exam are considered a Certified Surgical Technologist (CST).

STUDENT LOUNGE

Olympia College 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

HEALTH INSURANCE SPECIALIST PROGRAM

Educational Objectives

This program is designed to provide the student with the skills necessary to provide qualified entry-level positions in the insurance and allied health industries.

Hands-on experience will be gained as the student will prepare medical and dental insurance claims using current CPT-4 and ICD-9 coding standards. This information will be transferred to the appropriate claim forms and be prepared for processing. The student will also learn how to review the claim as it is received by the insurance company and to examine payment. The course includes medical and dental terminology, anatomy and physiology, which provides the student with the information needed to evaluate and properly process insurance claims. Additional areas of training include customer service, business correspondence, and employability skills.

Externship is intended to provide the student with the opportunity to put these skills to use before being placed in the field.

Course Objective

Upon completion of the health insurance specialist program, the student will possess the knowledge and skills required to function as a medical office coordinator, medical transcriptionist, medical biller, medical or hospital coder/keyer.

Program Outline

MODULE NUMBER	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Office Procedures	100	8
Module B	Medical Terminology & Insurance Billing	200	16
Module C	Specialized Billing	100	10
Module D	Benefit Estimation & Transcription	100	7
Module E	Computerized Program/Billing	100	5
Module F	Externship	150	5
Program Total		750	51

Class size: average 9 students, maximum: 15 students / 34-47 week program

Module Descriptions

MODULE A - OFFICE PROCEDURES

Module A session will provide the student with basic procedures and skills required in a medical office situation that enable them to function efficiently. The module emphasizes the interpersonal skills that allow the office staff to interact successfully with customers, the hardware and software that help the decision-making process and the guidelines that must be followed. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, and acquire advanced word processing skills. Students are also trained in scheduling, business math, pegboard, payroll accounting, interviewing techniques, and resume writing.

60 LECTURE HOURS/40 LAB HOURS = 8.0 CREDIT HOURS

MODULE B – MEDICAL TERMINOLOGY AND INSURANCE BILLING

During Module B the session will provide a basic study of anatomy and physiology of the human body and related diseases. Major body systems such as; cardiovascular, integumentary, blood, lymph, respiratory, musculoskeletal and the skeletal systems are covered. In addition, nervous, reproductive, urinary and endocrine systems are also covered. The sessions will provide the student with a fundamental knowledge of medical terminology and disease treatments needed to function in a health care setting utilizing the ICD9/CPT4 coding format. The student will learn how to correctly determine and code the level of service for the following: evaluation and management, ER coding, surgeries, ambulatory medicine, durable medical equipment and podiatry. Students will also begin to develop proficiency in preparing and processing insurance claims such as the HCFA 1500. National coding systems used for claim processing are studied. Students are given hypothetical insurance billing situations, select appropriate forms, codes and procedures to process the insurance claims for optimal reimbursement.

120 LECTURE HOURS/80 LAB HOURS = 16.0 CREDIT HOURS

MODULE C – SPECIALIZED BILLING

This module focuses on COB/Hospital/Dental billing. COB – These sessions provide the necessary information used in processing coordination of benefit claims. It provides an introduction into subrogation, primary and secondary payors, and copayments. Focuses are on Medicare/Medicaid, Champus/ChampVA and BC/BS. Hospital – Students are provided with the theoretical knowledge of basic and major medical benefits, built-in benefits, comprehensive benefits, in-patient and out-patient services. The student will learn how to complete the UB92 form using the appropriate revenue codes. Dental - These sessions introduce the basic knowledge of the anatomy and physiology of the oral cavity and terminology related to the field of dentistry. Completion of the ADA dental form using the appropriate ADA coding along with coverage estimation completes the course.

100 LECTURE HOURS = 10.0 CREDIT HOURS

MODULE D – BENEFIT ESTIMATION AND TRANSCRIPTION

This module will focus on benefit estimation and transcription. During the claims examiner portion of the module students learn how to review claims as they are received by the insurance company. The student will also learn how to calculate payment of these claims. In medical transcription the student will learn the necessary skills for typing transcripts, medical letters, and reports for a variety of specialties. The focus will be on accuracy and speed. How to interpret coverages and insurance terminology will also be discussed.

40 LECTURE HOURS/60 LAB HOURS = 7.0 CREDIT HOURS

MODULE E – COMPUTERIZED BILLING

In this module the student will use an IBM compatible computer system, and learn computerized applications of HCFA 1500 and UB92 claim forms. Principles of coding, terminology and theory will be applied to complete these sessions. Students are introduced to a computerized billing database and simulated billing, data entry, and appointment control will be practiced. Programs covered under this module include word processing, and spreadsheets.

100 LAB HOURS = 5.0 CREDIT HOURS

MODULE F - EXTERNSHIP

During Module F, students are able to apply the principles and practices learned in the classroom. Externs work under the direction of qualified personnel in participating institutions and under general supervision of designated school staff. Externs receive “externship booklets” in which the approved facility personnel document student progress as well extern hours. These evaluations are discussed whenever school supervisory personnel visit or call the site and are placed in the student’s permanent record. Proficiency skills are assessed and job search and placement is implemented upon successful completion of the externship. Students must complete their externship to fulfill graduation requirements.

150 EXTERN HOURS = 5.0 CREDIT HOURS

MEDICAL ASSISTANT PROGRAM

Educational Objectives

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

Course Objectives

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

Program Outline

MODULE NUMBER	MODULE TITLE	HOURS	CLOCK HOURS	CREDIT
Module A	Principles of Practice and Communication	100	9	
Module B	Anatomy and Physiology	100	10	
Module C	Medical Office Clinical and Lab Procedures		100	6
Module D	Application of Principles of Practice and Communication		200	16
Module E	Externship/Externship Preparation		220	8
	Program Total		720	49

Class size average: 18 students, maximum 30 students/32-39 week program.

Module Descriptions

MODULE A – PRINCIPLES OF PRACTICE AND COMMUNICATION

Module A will emphasize the role of the Medical Assistant in the office and other settings within the medical field. Discussion of issues such as bioethics, basic medical word structures, medical ethics, quality control and risk management will also be introduced. Fundamental of communication as it relates to telephone etiquette, reception, patient instruction and appointments will be demonstrated and practiced by the students. Front end office work including computer basics, banking, filing and medical records including the principles of each procedure will be presented and simulated through special projects and practice.

90 HOURS LECTURE/10 HOURS LAB = 9.0 CREDIT HOURS

MODULE B – ANATOMY AND PHYSIOLOGY

Module B will introduce the student to the basic knowledge and terminology of body systems. It emphasizes these body systems from the simple to complex, with detail study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care, recognition of diseases, use of medical terminology to define various conditions, pathophysiology, symptomology and treatment of disease and injury of the covered systems. Diet and nutrition as it relates to these body systems will also be introduced and discussed as appropriate.

100 HOURS LECTURE = 10.0 CREDIT HOURS

MODULE C – MEDICAL OFFICE CLINICAL AND LABORATORY PROCEDURES

Module C introduces the student to the laboratory and clinical procedures commonly performed in a physician's office. Students learn lab safety, specimen identification, collection, handling and transportation

procedures, practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The course also includes descriptions and student demonstration of skill with emphasis on physical exam, minor surgery, medical emergencies, medical equipment, vital signs, positioning and draping. Clinical requirements are outcome based on competency.

20 LECTURE HOURS/80 LAB HOURS = 6.0 CREDIT HOURS

MODULE D – APPLICATION OF PRINCIPLES OF PRACTICE AND COMMUNICATION

Module D introduces theoretical foundation of pharmacotherapeutics as well as the basic information regarding therapeutic drugs, their use, classification and effects on the body. Students will become familiar with the principles of administering medication, including invasive procedures such as injections. They also will continue to learn through lecture and practice, medical office procedures such as: dictation, letter development, insurance billing and coding. In preparation for their externship, resume writing, interview techniques, including grooming, professional behavior, stress management, time management and dealing with various office issues will be discussed with accompanying role playing.

120 LECTURE HOURS/80 LAB HOURS = 16.0 CREDIT HOURS

MODULE E – EXTERNSHIP/EXTERNSHIP PREPARATION

Upon successful completion of modules A through D, medical assisting students complete 60 hours of clinical labs and participate in a 160 hour externship at an approved facility.

The externship enables the students 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 receive a “Externship Booklet” in which the approved facility personnel document the students’ progress and extern hours. These evaluations are examined and discussed whenever school supervisory personnel visit the site and are placed in the students’ permanent record. Medical assisting students must complete their externship to fulfill graduation requirements.

During the final clinical labs, students must demonstrate final competency in both the medical and clinical medical office procedures learned during their classes. Rules, regulations, required documentation as well as final assignments for their particular extern sites and/or required interviews as appropriate will be completed.

160 EXTERNSHIP HOURS/60 LAB HOURS = 8.0 CREDIT HOURS

PRACTICAL NURSE PROGRAM

Philosophy/Purpose

The faculty of the Practical Nurse Program, in accordance with the philosophy of Olympia College, accepts the responsibility to provide a quality education that enables students to be successful throughout their challenging and rewarding practical nursing careers. The faculty recognizes that providing a theoretical base for nursing with practical experience and training will enable students to become competent practical nurses. The purposes of the Practical Nurse Programs is to provide, using the nursing process, an educational base for all students to safely administer basic nursing care under the supervision of a licensed professional.

Society is viewed as an open system in which individuals can interact continuously. Through these interactions, individuals can influence and be influenced by society and the environment.

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

Nursing is an art and science that views the person in a holistic manner. Practical nurses collaborate with other health care team members to assist in providing health care. The foundation of nursing is the nursing process that utilize assessment, planning, implementation, and evaluation of the health care services of the individual and family. The practical nurse provides quality care to assist the individual and the family to attain mutually agreed upon goals within a legal and ethical framework.

The educational process involves the combined effort of both the faculty and student. Learning is influenced by the student's experiences and can be facilitated by the instructor who reinforces desired behaviors and encourages critical thinking. Learning is also a lifelong process in which the student seeks and creates learning experiences to enhance and maintain knowledge and skills.

Conceptual Framework

The Practical Nurse program is based upon four core concepts obtained from the philosophy and purpose of the nursing program. These concepts include health, society, practical nursing, and the learning process. These concepts are presented in two levels to show the program's progress from simple to complex.

In the first level, the student is introduced to the nursing process in the care of individuals with basic, simple health needs who may, or may have not, adapted to chronic health problems. At this level, individuals are viewed as members of society who have the ability to interact with their environment. Individuals mutually share in the responsibility in health attainment, maintenance or restoration. As level one progresses, the student is introduced to individuals with more emerging difficult health needs.

Application of the nursing process focuses on the development of the nursing skills learned in laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans. The courses covered in this level include Anatomy and Physiology I & II, Pharmacology I & II, Nutrition, Issues in Health Care, and Fundamentals of Nursing I & II.

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

the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, and Geriatrics and the Special Needs Populations.

Program Objectives

1. Demonstrate appropriate practical nursing assessment of individuals throughout the life span with complex health needs.
2. Formulate a plan of care with individuals throughout the life span with complete health needs under the supervision of a licensed health care professional.
3. Demonstrate competent practical nursing interventions when caring for multiple individuals throughout the life span.
4. Appraise the outcomes of nursing interventions with individuals throughout the life span.
5. Interact with individuals in a professional, caring manner regardless of age, sex, race, ethnicity, religion, income or disease process.
6. Demonstrate legal and ethical practical nursing as outlined by the Indiana Nurse Practice Act and NAPNES code of ethics.
7. Dramatize professional conduct when interacting with the members of the health care team.

Program Outline

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
Level One - First Quarter			
HS 101	Human Anatomy & Physiology I	5	60
PH 101A	Basic Pharmacology I	5	60
NS 101	Fundamentals of Nursing I	7	120
NS 103	Issues in Healthcare	3	48
	Total Hours	20	288
Level One - Second Quarter			
HS 103	Human Anatomy & Physiology II	5	60
PH 102	Basic Pharmacology II	4	48
NS 102	Fundamentals of Nursing II	8	192
NU 101	Nutrition Through the Life Cycle	3	36
	Total Hours	20	336
Level Two - Third Quarter			
NS 305	Nursing Care for Adults with Medical Needs	9	204
NS 306	Nursing Care for Adults with Surgical Needs	9	204
	Total Hours	18	408
Level Two - Fourth Quarter			
NS 307	Maternal Child Health and the Young Family	12	276
NS 308	Geriatrics and the Special Needs Populations	5	108
	Total Hours	17	384
	Program Total	75	1416

Class size: average 15 students, with a maximum of 30 students/48 week program

Instructor to student ratio consists of the following:

Lecture: 1:30

Lab: 1:10

Clinical: 1:10

Fundamentals of Nursing I lab experience will be scheduled on campus at Olympia College. One-half of the students will attend lab on one day during the week, the other half will attend on another day of the week.

Fundamentals of Nursing II clinical experience will be scheduled at area sites. The student will be notified of their clinical sites approximately 6 weeks before that clinical experience. Clinical times are tentative based upon clinical availability.

Olympia College reserves the right to reschedule or cancel any class up to one week in advance of the start date. All clinical times are tentative based upon clinical availability and class size.

Admission Policy and Procedure

1. The applicant must be a high school graduate or have satisfactorily passed the high school equivalency examination (GED). The appropriate transcript or test scores must be submitted with admissions.
2. Admission requirements include the following:
 - A. An SAT score of Verbal 375 and Math 400. The SAT must have been taken within 10 years of applying for the Practical Nurse Program. The appropriate test scores must be submitted with admissions.

OR
 - B. A score at or above the 50th percentile on the National League of Nursing Test. This test must have been taken within 5 years of the applying for the Practical Nurse Program. The appropriate test scores must be submitted with admissions.

OR
 - C. Schedule with the admission department to take the Nursing School and Allied Health Entrance Exam (PSB). The applicant must score at or above the 30th percentile. Approximately three and one half (3-1/2) hours will be scheduled for the entire exam. This exam must be taken before entrance into the Practical Nurse Program. If the applicant should receive a score below the 30th percentile, the applicant may repeat the exam once.
3. American Heart Association or the American Red Cross CPR for Health Care Providers (Course C) is required by all applicants entering into the Practical Nurse Program within 30 days from the first day of class.
4. Upon acceptance into the Practical Nurse Program, the student will receive an acceptance letter via the mail along with a physical form. It is the applicant's responsibility to complete this physical form. This physical form, along with all of its requirements of the physical examination, laboratory tests, and all immunizations must be submitted prior to the first day of class. If these requirements have not been met and the applicant misses the first day of class, it may be impossible for the student to start with the class. If this occurs the student will be offered a spot in the next class.

Note: If the applicant has ever been convicted of a felony, or any other crime that is deemed to affect performance, that applicant may be subject to a review and hearing by the State board of Nursing before he/she is permitted to sit for licensure.

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 College, which houses the learning laboratory, classrooms, library, and faculty and directors offices.

Evaluations

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

Progression

Satisfactory Progress

Academic achievement will be evaluated at the sixth (6th) week and again at the end of each quarter. Academic achievement will be evaluated using one of the following criteria.

- a. The student must achieve a grade of 75% in all clinical nursing courses.
- b. The student must achieve a satisfactory (S) in all clinical nursing courses.
- c. The student must achieve a grade of 75% in all but two (2) non-clinical nursing courses. The student must achieve a minimum grade of 71% in only two non-clinical nursing courses.
- d. The student must achieve an overall GPA of 2.0

Academic Probation

A student will be placed on academic probation at the end of the first six weeks of each quarter if any of the following occurs:

- a. The student achieves a grade below 75% in any clinical nursing courses.
- b. The student achieves an unsatisfactory (U) in any clinical nursing course.
- c. The student achieves a grade below 70% in any non-clinical nursing course.
- d. The student achieves a grade below 75% in a third non-clinical nursing course.
- e. The student achieves an overall GPA below 2.0.

Once a student is placed on academic probation, the student will be notified by the Academic Advisor and Program Coordinator. The student will have till the end of the quarter, or till the next mid-term, which ever comes first, to achieve satisfactory progress and grades. If a student receives continuous academic probation (receives two consecutive probations), that student will be ineligible to receive federal financial aid funds.

Removal from Academic Probation

Removal from Academic Probation occurs when any of the following occurs:

- a. The student achieves a grade of 75% in all courses.
- b. The student achieves a grade of satisfactory (S) in all clinical nursing courses.
- c. The student achieves and overall GPA of 2.0.

Academic Dismissal

Academic Dismissal will occur if any of the following occurs:

- a. A student achieves a final grade below 75% in any clinical nursing courses.
- b. The student achieves an unsatisfactory (U) final grade in any clinical nursing course.
- c. The student achieves a final grade below 75% in more than two (2) non-clinical nursing courses.
- d. The student achieves an overall final GPA below 2.0.
- e. Failure to successfully achieve a final grade of 80% or higher on at least one Pharmacology Drug Proficiency Exams (three (3) exams are given during the first quarter).

Refer to the catalog's academic policy for other grades: (I) Incomplete, (WA) Withdrawal Academic, (W) Withdrawal, (S) Satisfactory, (U) Unsatisfactory. Both theory and clinical grades will be submitted in the policy.

Re-enrollment Policy

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

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

Promotion

Promotion

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

Graduation

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

1. Satisfactory completion of the required courses of study as stated in the curriculum design.
2. No monetary indebtedness from the program.
3. Completion and submission of all required documents.

A certificate from Olympia College is awarded to students successfully completing the required curriculum in practical nurse education. The graduation uniform must be purchased by each student prior to graduation. The school pin and certificate will be presented at the graduation program if all requirements for graduation are met.

Graduation and Licensure Fees:

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. The Program Coordinator will notify the graduates of any and all graduation and licensure fees no later than two (2) weeks prior to graduation.

Audit Policy

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

Fees

1. All admission fees must be submitted with the application.
2. Tuition is paid quarterly in advance by credit hours and due prior to the beginning of the quarter. Payment is made payable to Olympia College.
3. Any unexpected or unanticipated additional expenses are the student's responsibility.

Tardiness

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

Class Tardies

It is the responsibility of the student to notify the school if the student is going to be tardy. This is to be done at least 1/2 hour prior to the scheduled class time. The student is to state his/her name and reason for the

tardy. A student will be considered tardy for class if he/she is fifteen (15) minutes late or more for the scheduled class time. Tardies are calculated on a minute by minute basis.

Clinical Tardies

It is the responsibility of the student to notify the unit and the instructor. In addition, the student must call the school if he/she will be tardy for clinical. The student is to state his/her name and the reason for the tardy.

All students are expected to be present and ready to begin pre-conference at the scheduled time. Anyone more than five (5) minutes late for a clinical will be considered tardy.

If the student is tardy or unprepared for clinical, it is at the discretion of the instructor to determine if the student will be permitted to participate in the clinical experience.

See the specific tardy policy for the practical nurse program detailed in the Practical Nurse Program Handbook.

Absenteeism

1. Students are required to attend 90% of all class time. Anything less may result in program dismissal. Make-up time may be scheduled at the discretion of the instructor or Program Coordinator.
2. Any 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.
3. Any student who is absent from the clinical or classroom without giving prior and proper notification (NO CALL/NO SHOW) will be subject to, a verbal warning and afterwards a written warning. Absence without notification may be subject to program dismissal.
4. Any student who is absent from the clinical must call both the clinical site and the school 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.

See the Practical Nurse Program Student Handbook for the specific absenteeism policy.

Library

The library of Olympia College provides service to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks is available. Access to Internet service for further reference is also available, assistance granted upon request.

The library is open during normal business hours. All materials are to remain in the building. Photocopies are available upon request. A fee of five cents (\$.05) per page is charged.

Program Level Outline

Level One Outline

Description

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

Objectives

1. Utilize nutritional principles and the nursing process to identify, prevent, and correct nutritional inadequacies of patients throughout the life span.
2. Discuss in order of increasing complexity the anatomy and physiology of the human body.
3. Discuss how controversial and ethical issues associated with practical nursing and health care effect the health care system.
4. Perform basic assessment skills in the care of individuals with health care needs.
5. Identify goals based on assessment findings of individuals with health care needs.
6. Establish a plan of care for individuals with basic to complex health care needs.
7. Under the supervision of a licensed health care professional, demonstrate competent practical nursing skills when implementing plans of care for individuals with health care needs.
8. Evaluate plans of care and identify areas of improvement in the care of individuals with basic to complex health needs.

Courses

Fundamentals I
Anatomy and Physiology I
Pharmacology I
Issues in Health Care
Fundamentals II
Anatomy and Physiology II
Pharmacology II
Nutrition

Level Two Outline

Description

In the second level, the student is introduced to the care of individuals with special needs and/or more complex needs throughout the life span. 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 various populations throughout the life span. At the completion of this level, the student will demonstrate competence and expertise at the entry practical nurse level under the supervision of a licensed health care professional.

Objectives:

1. Demonstrate competent assessment skills in the care of individuals with special and more complex needs throughout the life span.
2. Identify and prioritize goals based on the assessment findings of individuals with special and more complex needs throughout the life span.

3. Identify and individualize plans of care for individuals with special and more complex needs throughout the life span.
4. Demonstrate competent practical nursing skills when implementing nursing care for individuals throughout the span.
5. Evaluate and modify the plans of care for individuals throughout the life span.
6. Demonstrate professional conduct when interacting with the members of the health care team.
7. Prioritize and organize the care of multiple individuals under the supervision of a licensed health care professional.

Courses:

Maternal Child Health and Young Family
 Nursing Care for Adults with Medical Needs
 Nursing Care for Adults with Surgical Needs
 Geriatrics and the Special Needs Populations

Course Descriptions

HS 101 -- HUMAN ANATOMY & PHYSIOLOGY I

This course is designed as an introduction to basic anatomy and physiology of the healthy human body. The body's organization is followed from the structure and function of the single cell to the interaction of body systems to obtain a stable internal environment called homeostasis. The topics covered in this course include an introduction to the human body, chemistry, cells and their functions, disease and disease producing organisms, digestive system, the lymphatic system, the musculoskeletal system, the nervous system, the endocrine and sensory system.

60 HOURS LECTURE = 5 CREDIT HOURS

HS 103 – HUMAN ANATOMY AND PHYSIOLOGY II

This course is a continuation of Anatomy and Physiology I. Conditions that cause disease throughout the life cycle of an individual will also be discussed. The discussion of the structures and function of the body systems is completed and the interaction between the systems to maintain homeostasis is explored. Topics covered in this course include the cardiovascular and peripheral and cardiovascular systems, respiratory system, the skin in health and disease, metabolism, nutrition and body temperature, the urinary system, the reproductive system and genetics.

60 HOURS LECTURE = 5 CREDIT HOURS

NS 101 – FUNDAMENTALS OF NURSING I

The course serves as an introduction to the student of the fundamental concepts of nursing. The nursing process will be introduced as a means by which professional nurses make clinical decisions for appropriate nursing interventions. Students will be introduced to the nursing process when addressing the psychosocial, developmental, sociocultural, economic, spiritual and physiological needs of all clients. Skills basic to the nursing process will be practiced in the laboratory setting only this session. This will provide the student practical nurse a solid foundation for nursing practice.

120 LECTURE/LAB = 7 CREDIT HOURS

NS102 – FUNDAMENTALS OF NURSING II

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

192 LECTURE/CLINICAL = 8 CREDIT HOURS

NS 103 – ISSUES IN HEALTH CARE

This course is designed to expose students to concepts that relate to the development, heritage, history, and future of the nursing profession. It focuses on important issues and trends that affect practicing nurses in a changing health care environment especially legal and ethical issues. Special emphasis on the emergent of computer and life-long learning skills required within the health field is covered.

48 LECTURE/LAB = 3 CREDIT HOURS

NS 305 – NURSING CARE OF ADULTS WITH MEDICAL NEEDS

This course explores the attainment, maintenance, and restoration of health in adults. Focuses on the nursing process for adults with acute or chronic health alterations affecting the cardiopulmonary, endocrine, neurological, auditory, ophthalmic, hematological, and immunological systems. In addition, the nursing process for individuals with skin problems, infections and requiring emergency care is covered. Opportunity is given to implement the nursing process for individuals primarily with medical problems in the clinical environment.

204 LECTURE/CLINICAL = 9 CREDIT HOURS

NS 306 – NURSING CARE OF ADULTS WITH SURGICAL NEEDS

This course explores the attainment, maintenance, and restoration of health in adults. Focuses on the nursing process for adults with acute or chronic health alterations affecting the digestive, genitourinary, reproductive and musculoskeletal systems. In addition, the nursing process for individuals with cancer, pain, and requiring surgery is covered. There is an introduction to rehabilitation, home care, and other community resources available for non-institutionalized individuals. Opportunity is given to implement the nursing process for individuals primarily with surgical problems in the clinical environment.

204 LECTURE/CLINICAL = 9 CREDIT HOURS

NS 307 – MATERNAL-CHILD AND YOUNG FAMILY HEALTH

Utilizing a holistic approach, this course is designed to introduce the student to incorporating the nursing process in the maternal-child and young family health setting. The student will be introduced to the rapid changes in society and technology that affect the health care of the maternal-child and young family. Students will be taught to identify common problems of maternal-child nursing and education of the maternal-child client and/or young family will be stressed. Pathophysiology, diseases unique to maternal-child health, principles of maternal-child health maintenance, health restoration, sociocultural, psychological, economical factors, spiritual needs, and social agencies that support the maternal-child and young family health with also be explored.

276 LECTURE/CLINICAL = 12 CREDIT HOURS

NS 308 – GERIATRICS AND SPECIAL NEEDS POPULATIONS

This course is designed to provide knowledge and understanding of the needs and care of the elderly client or the client with special needs in a holistic manner. Emphasis is placed on those skills necessary in the utilization of the nursing process with the focus being on the geriatric client and/or the patient with special needs. Awareness of the sociocultural, psychological, economic, physiological and spiritual state of the client is addressed.

108 LECTURE/CLINICAL = 5 CREDIT HOURS

NU 101 – NUTRITION ACROSS THE LIFE SPAN

This course introduces the basic principles of nutrition and diet for individuals throughout the life span and the stages of wellness and illness. Sociocultural, economic, religious, and personal food preferences will be explored.

36 LECTURE = 3 CREDIT HOURS

PH 101A – BASIC PHARMACOLOGY I

The course is an introduction to the therapeutic actions of drugs and the nursing role in the administration of drugs. There is a special emphasis on drugs affecting the gastrointestinal system, nervous system, coagulation, and treating infections. Topics about methods to solve drug dosage calculations needed in nursing practice will be presented.

60 HOURS LECTURE = 5 CREDIT HOURS

PH 102 – BASIC PHARMACOLOGY II

This course is a continuation of Basic Pharmacology I. It is an introduction to the therapeutic actions of drugs and the nursing role in the administration of drugs. There is a special emphasis on drugs affecting the cardiopulmonary system, endocrine system, nervous system, urinary system, reproductive system, and treating cancer. A review about methods to solve drug dosage calculations needed in nursing practice will be presented.

48 HOURS LECTURE = 4 CREDIT HOURS

SURGICAL TECHNOLOGIST PROGRAM

Educational Objectives

1. To prepare surgical technologist students for competency in the surgical technology field.
2. To give students practical and clinical experience in the field of surgical technology.
3. To assist graduates in securing employment in surgical technology.
4. To continually be aware and responsive to the changing health care environment and medical technology as it relates to surgical technology.
5. To support the framework of the surgical technologist program which will support the goals and objectives of the Association of Surgical Technologists.

Course Objective

Upon completion of the program the surgical technologist can expect to find employment opportunities in hospitals clinics, and private surgeon's office.

Program Outline

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
First Quarter			
GE 101D	General Education	8	80
HS 102	Anatomy and Physiology I	10	100
ST 101	Surgical Technology I	8	100
		240 Hours of Lecture + 40 Hours of Clinical	
Second Quarter			
HS 202	Anatomy and Physiology II	10	100
ST 201	Surgical Technology II	12	160
		180 Hours of Lecture + 80 Hours of Clinical	
Third Quarter			
HS 302	Anatomy and Physiology III/IV	10	100
ST 301A	Surgical Technology III	12	200
		140 Hours of Lecture + 160 Hours of Clinical	
Fourth Quarter			
EX 401	Surgical Tech Externship	16	480
		480 Hours of Clinical	
Program Total		86	1320

Class size: Maximum 25 students. 45 week program

Course Descriptions

GE 101 GENERAL EDUCATION

This course is designed to help the student develop basic skills needed in school and/or work setting. The topics covered are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, operating room environment, medical terminology, basic safety, workplace safety, introduction to microbiology, the infectious process body measures, pharmacological agents and anesthesia, job hunting skills, and interviewing skills.

80 HOURS LECTURE = 8 CREDIT HOURS

HS 102 ANATOMY & PHYSIOLOGY I

This course is designed to introduce the student to the structure and function of the human body.. In addition to providing an introduction to basic anatomical terms, the course covers organization of the body, cells and tissues, and structures of the integumentary, skeletal, and muscular systems.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 202 ANATOMY & PHYSIOLOGY II

This course is a continuation of HS 101 and introduces the surgical technologist student to additional medical terminology, as well as the structure and function of the nervous, sensory, digestive, circulatory, and lymphatic systems.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 302 ANATOMY & PHYSIOLOGY III/IV

This course is a continuation of HS 201/101.Introduces the surgical technologist student to additional medical terminology, as well as the structure and function of the respiratory, reproductive, urinary, and endocrine systems.

100 HOURS LECTURE = 10 CREDIT HOURS

ST 101 SURGICAL TECHNOLOGY I

This course is designed to introduce and integrate the student to the surgical environment. Topics covered are principles of aseptic technique, scrubbing, gowning and gloving, sterilization and disinfection, operating room sanitation, preoperative routine, positioning, prepping and draping, related nursing procedures, care of pediatric patients, care of patients with special needs, care of chronic and terminal patients and operating room furniture, equipment and instrumentation.

60 HOURS LECTURE/40 HOURS LAB=8 CREDIT HOURS

ST 201 SURGICAL TECHNOLOGY II

Further integrates and builds on information presented and practiced in the previous Surgical Technology I course. Content includes instrumentation, sutures and needles, sponges, dressings and packings, drainage systems and tubes, syringes and hypodermic needles, sponge, sharp and instrument counts, division of duties in a sterile field, introduction to surgical procedures, diagnostic procedures and general surgery.

80HOURS LECTURE/80 HOURS LAB = 12 CREDIT HOURS

ST 301A SURGICAL TECHNOLOGY III

Along with the reinforcement of the clinical theory, the student has the opportunity to practice the technical aspects of pre, peri and postoperative care required of the surgical technologist. Specific topics include gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery and cardiovascular and peripheral vascular surgery, oncology and transplants.

40 HOURS LECTURE/160 HOURS LAB = 12 CREDIT HOURS

EX 401 EXTERNSHIP

Clinical experience of 480 hours under supervision of a clinical preceptor will prepare the student for entering the job arena. Expected by completion of the class will be 150 surgical first and second scrubs from five categories of general, urology, gynecology, orthopedic and otorhinolaryngology. Additional experience is desired in the remaining surgical specialties as well.

480 HOURS CLINICAL EXTERNSHIP = 16 CREDIT HOURS

GENERAL EDUCATION AND SHORT PROGRAMS

BASIC NURSE AID TRAINING PROGRAM

This program is approved by the Indiana State Department of Health. This program is designed to ensure that nursing assistants employed in health care facilities gain the knowledge, skills, and attitudes essential for the provision of quality care in support of state and federal regulations. The program consists of thirty-two (32) hours of classroom and eighty (80) hours of clinical experience in a licensed nursing facility. Successful completion leads to registration as a Certified Nurse Aide (CNA) in the state of Indiana.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. - Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. - Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student 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. - One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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

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

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

CORINTHIAN SCHOOLS

The following schools are accredited by the Accrediting Commission of Career Schools and Colleges of Technology - 2101 Wilson Blvd., Ste. 302 - Arlington, VA 22201 - (703) 247-4512:

Bryman College located in:

Anaheim
San Jose, CA (Main Campus)
El Monte, CA
San Francisco, CA
SeaTac, WA
Whittier, CA

Reseda, CA
New Orleans, LA (Additional Location)
Gardena, CA
Los Angeles, CA
San Jose, CA (North)
Ontario, CA

Bryman Institute located in:

Brighton, MA

National Institute of Technology located in:

San Antonio, TX (Main Campus)
Wyoming, MI
Cross Lanes, WV

Houston, TX (Branch Location)
Southfield, MI
Long Beach, CA

The following schools are accredited by the Accrediting Council for Independent Colleges and Schools - 750 First Street NE, Suite 980 - Washington, D.C. 20002-4242 - (202) 336-6780:

Skadron College located in:

San Bernardino, CA

Kee Business College located in:

Newport News, VA (Main Campus)
Chesapeake, VA (Branch Location)

Statement of Ownership

This campus is owned and operated by Corinthian Schools, Inc., a Delaware Corporation.

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President and Chief Executive Officer

Paul St. Pierre

Vice President and Secretary

Dennis Devereux

Vice President and Assistant Secretary