Olympia
COLLEGE

2003-2004
Merrillville 0703

707 E. 80th Place
Merrillville, Indiana 46410
(219) 756-6811

This Campus is a branch of:
Olympia Career Training Institute
1750 Woodworth Street, N.E.
Grand Rapids, MI 49525
(616) 364-8464

Accredited by the Accrediting Bureau of Health Educational Schools (ABHES). Regulated by the Indiana Commission on Proprietary Education. Certificate Of Approval To Operate Issued by The Illinois State Superintendent Of Education.

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ABOUT CORINTHIAN SCHOOLS, INC.

This College 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 College will maintain its long-standing reputation for innovation and high-quality private vocational education.

MISSION STATEMENT

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

EDUCATIONAL PHILOSOPHY

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

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

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 College's assets. Corinthian Colleges acquired the College in February 2001. In July 2001, the College moved to its current facilities. Currently the College 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 707 E. 80th Place, Merrillville, Indiana 46410. The College has plenty of free parking, is handicapped accessible, and is located near public transportation. Olympia College is a spacious (approximately 15,400 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.

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.

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 College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the 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:

- MEDICAL ADMINISTRATIVE ASSISTANT
- MEDICAL ASSISTING
- PRACTICAL NURSE
- SURGICAL TECHNOLOGIST

- Olympia College is regulated by the Indiana Commission of Proprietary Education, 302 West Washington Street, Room 201, Indianapolis, Indiana 46204. (317) 232-1320.
- Certificate Of Approval To Operate Issued by The Illinois State Superintendent Of Education, 100 North First Street, Springfield, Illinois 62777, (217) 782-0083.
- Olympia College is institutionally accredited by the Accrediting Bureau of Health Educational Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, (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.
- The Practical Nurse program has received full accreditation from the Indiana State Board of Nursing, Health Professions Bureau, Indiana Government Center South, 402 W. Washington Street, Room W041, Indianapolis, Indiana 46204, (317) 234-2043.
- The Surgical Technologist program is accredited by the Accreditation Review Committee on Education in Surgical Technology (ARC ST), a CAAHEP Recognized Committee on Accreditation. Their address is 7108-C South Alton Way, Centennial, Colorado 80112, (303) 694-9262.

HOURS OF OPERATION FOR CLASSES

Medical Administrative Assistant	Monday through Thursday	9:00 AM	To	2:30 PM
	Monday through Thursday	5:30 PM	To	10:30 PM
Medical Assistant	Tuesday through Friday	7:00 AM	To	12:00 PM
	Monday through Friday	8:00 AM	To	12:00 PM
	Monday through Friday	10:00 PM	To	2:00 PM
	Monday through Friday	12:00 PM	To	5:00 PM
	Monday through Thursday	12:30 PM	To	5:30 PM
	Monday through Thursday	5:30 PM	To	10:30 PM
Practical Nurse and Surgical Technologist	Monday through Friday	7:00 AM	To	5:00 PM

* Hours will vary depending on schedule.

ACADEMIC CALENDARS

Medical Administrative Assistant and Medical Assisting Programs

2003			
Modular Start Dates		**Modular End Dates**	
Jan 6	Mon	Jan 31	Fri
Feb 3	Mon	Mar 3	Mon
Mar 4	Tues	Mar 31	Mon
Apr 1	Tues	Apr 28	Mon
May 5	Mon	Jun 2	Mon
Jun 9	Mon	Jul 7	Mon
Jul 14	Mon	Aug 8	Fri
Aug 18	Mon	Sep 15	Mon
Sept 8	Mon	Oct 3	Fri
Sep 23	Tue	Oct 20	Mon
Oct 13	Mon	Nov 7	Fri
Oct 21	Tue	Nov 17	Mon
Nov 18	Tue	Dec 17	Wed

Practical Nurse Program

2003			
Start Dates		**End Dates**	
Jan 6	Mon	Mar 31	Mon
Apr 1	Tue	Jun 24	Tue
Jun 26	Thu	Sep 19	Fri
Sep 23	Tue	Dec 17	Wed

Student Holidays

All Programs	2003
New Year's Day	Jan 1
President's Day	Feb 17
Memorial Day	May 26
Independence Day	July 4
Labor Day	Sep 1
Thanksgiving	Nov 27 - 28
Winter Vacation	Dec 22 – Dec 31

Surgical Technologist Program

2003					
	Start Dates		**End Dates**		
3rd Qtr	Feb 11	Tue	Apr 18	Fri
4th Qtr	Apr 22	Tue	Aug 5	Tue
	Start Dates		**End Dates**		
1st Qtr	Jan 6	Mon	Mar 17	Mon
2nd Qtr	Mar 18	Tue	May 27	Tue
3rd Qtr	May 28	Wed	Aug 15	Fri
4th Qtr	Sep 2	Tue	Dec 19	Fri
1st Qtr	May 28	Wed	Aug 15	Fri
2nd Qtr	Sep 2	Tue	Nov 10	Mon
3rd Qtr	Nov 11	Tue	Feb 3 '04	Tue
1st Qtr	Sep 22	Mon	Dec 2	Tues

Computer Technology Program

2003			
Start Dates		**End Dates**	
Jan 27	Mon	Apr 21	Mon
Apr 23	Wed	Jul 16	Wed
Jul 21	Mon	Oct 13	Mon
Apr 1	Tue	Jun 24	Tue
Jun 26	Tue	Sep 19	Fri
Sep 23	Tue	Dec 17	Wed

ACADEMIC CALENDARS

Medical Administrative Assistant and Medical Assisting Programs

2004			
Modular Start Dates		**Modular End Dates**	
Jan 5	Mon	Feb 2	Mon
Feb 9	Mon	Mar 8	Mon
Mar 15	Mon	Apr 9	Fri
Apr 12	Mon	May 7	Fri
May 10	Mon	Jun 7	Mon
Jun 14	Mon	Jul 12	Mon
Jul 19	Mon	Aug 13	Fri
Aug 23	Mon	Sep 20	Mon
Sep 27	Mon	Oct 22	Fri
Oct 25	Mon	Nov 19	Fri
Nov 22	Mon	Dec 21	Tue

Surgical Technologist Program

2004					
	Start Dates		**End Dates**		
4th Qtr	Feb 9	Mon	May 24	Mon	
	Start Dates		**End Dates**		
1st Qtr	Jan 5	Mon	Mar 16	Tues	
2nd Qtr	Mar 22	Mon	May 28	Fri	
3rd Qtr	June 1	Tues	Aug 10	Tues	
4th Qtr	Aug 16	Mon	Dec 1	Wed	
1st Qtr	May 3	Mon	July 13	Tues	
2nd Qtr	July 15	Thu	Sep 23	Thu	
3rd Qtr	Sep 27	Mon	Dec 7	Tue	
4th Qtr	Dec 27	Mon	Apr '05		

Practical Nurse Program

2004			
Start Dates		**End Dates**	
Jan 5	Mon	Mar 23	Tues
Apr 5	Mon	Jun 21	Mon
Jun 28	Mon	Sep 14	Tues
Sep 27	Mon	Dec 14	Tues

Student Holidays

All Programs	2004
Martin Luther King Jr.	Jan 19
President's Day	Feb 16
Memorial Day	May 31
Independence Day	July 5
Labor Day	Sep 6
Thanksgiving	Nov 25 -26
Winter Vacation	Dec 22 – Dec 30
New Year's Eve	Dec 31

ADMINISTRATIVE STAFF

Mary Klinefelter   College President
Charles Mitchell   Director of Education
Don Keeney   Director of Admissions
Kelly Wright   Director of Career Services
Marcillena Lomax   Director of Finance

FACULTY

Medical Administrative Assistant Program
Patricia Westbrooks-Austgen   Diploma, Horizon Career College
Nellie McKay   A.S., Davenport University

Medical Assisting Program
Patsy Coots*   Diploma, Davenport College
Sharon Ferry   Diploma, Horizon Career College
Robin Gonzalez   C.M.A., Diploma, Davenport College
Tammy Sigmundi   Diploma, Davenport College
Anastacia Vann   Diploma, Aristotle College
Hassan Naji   B.S., American University of Beirut
Tina Truman   Diploma, Lake Shore Medical Center

Practical Nurse Program
Betty Boyd   R.N., M.S., Purdue University
Carolyn Hudetz   B.S.N., Northern Illinois University
Richele Wright   B.S.N., Valparaiso University
Sheila Cross   B.S.N., Chicago State University
Dr. Chandrakant Shah   B.S., M.S., Ph.D. South Gujarat University
Angela Stanley   B.S.N., Chicago State University
Doris King   A.S., Indiana University Northwest,
                                             B.S.N., Calument College of St. Joseph

Surgical Technologist Program
Camille Church*   S.T., Horizon Career College
Dawn Eidman   C.S.T., Diploma, Ivy Tech State College
Kerry Mott   Diploma, Ivy Tech College
Patricia Rich   Diploma, Horizon Career College
Donita Richard   A.S., Indiana University
Rhesa Scott   Diploma, Horizon Career College
Yolanda Gonzales   A.S., Ivy Tech State College
Theresa Braun   Diploma, Indiana Vocational Tech College

* Program Chair
All Faculty members are full-time unless otherwise noted.

PROGRAMS

COMPUTER TECHNOLOGY

Diploma Program
9 Months / 720 Clock Hours/54.0 Credit Units

Computer Technology is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities for those who have the technical skills that are in demand.

The Computer Technology program is designed to satisfy the student's desire to learn a technical skill in a field that is experiencing rapid growth. The curriculum explores both the fundamentals and advanced theory used in today's Personal Computer hardware, operating systems, and software technologies. Hands-on laboratory experience is an integral part of the program. Students also receive a background in the fundamentals of computer networking technologies, as well as commonly used peripherals.

Graduates of the program are qualified for entry-level positions such as computer service technician, installation technician, and technical support. Graduates are also qualified for positions as sales representatives in the computer, electronics (including electronic office equipment) and related fields.

Upon successful completion of all areas of the 9-month program, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours	Credit Units
Quarter 1 - Computer Software			
EI401B	Software and Applications	120	12.0
EI404B	Software and Applications Laboratory	120	6.0
	Total	240	18.0
Quarter 2 - Computer Systems and Peripherals			
EJ501	Computer Hardware and Peripherals	120	12.0
EJ504	Computer Hardware and Peripherals Laboratory	120	6.0
	Total	240	18.0
Quarter 3 - Communications and Networking			
EK601	Network Fundamentals and Network Operating Systems	120	12.0
EK604	Network Fundamentals and Network Operating Systems Laboratory	120	6.0
	Total	240	18.0
	Program Total	*720*	*54.0*

Course Descriptions
Course descriptions include the course number, title, synopsis, a listing of the lecture/theory hours, laboratory hours and credit units. For example, the listing "60/0/6.0" indicates that the course consists of 60 hours of lecture/theory and 0 hours of laboratory work, and provides a total of 6.0 credit units.

EI 401B SOFTWARE AND APPLICATIONS   *120/0/12.0*
This course introduces students to common types of computer software and software applications. Students will learn about the various types of operating system software and environments used in most personal computers today. In addition, students will cover the theory and usage of common software applications, including word processing, spreadsheets, databases, graphics programs and various software utilities. Prerequisite: None

EI 404B SOFTWARE AND APPLICATIONS LABORATORY   *0/120/6.0*
This course provides the hands-on experiences that build upon the concepts and skills presented in EI 401B. Students will learn how to install, configure, optimize and troubleshoot software. In addition, through hands-on experience, students will gain proficiency with common desktop software applications including word processing, spreadsheets, and presentation graphics software. Prerequisite: None

EJ 501 COMPUTER HARDWARE AND PERIPHERALS   *120/0/12.0*
This course introduces students to the components and devices that make up today's personal computers and related peripherals. Students learn the basic function, installation, set-up, and troubleshooting theory related to the operation, maintenance, and repair of today's systems. In addition, students learn about related input/output devices including printers, mass storage hardware, and others. Prerequisites: EI 401B, EI 404B

EJ 504 COMPUTER HARDWARE AND PERIPHERALS LABORATORY   *0/120/6.0*
This course provides hands-on experience that builds upon the concepts and skills presented in EJ 501. Students will install, configure, optimize and troubleshoot personal computer systems and peripherals, including all related components and devices. In addition, students will learn to set-up and optimize computer functionality using various operating systems software. Prerequisites: EI 401B, EI 404B

EK 601 NETWORK FUNDAMENTALS AND NETWORK OPERATING SYSTEMS   *120/0/12.0*
This course provides in-depth coverage of the field of computer networking. Study of local and wide area networking topics include network topology, the OSI reference model, common protocols, transmission media and network security. Students will also be introduced to the major network operating systems used in today's corporate environments. Prerequisites: EI 401B, EI 404B

EK 604 NETWORK FUNDAMENTALS AND NETWORK OPERATING SYSTEMS LAB   *0/120/6.0*
This course enables students to apply the concepts learned in Network Fundamentals and Network O/S through the use of hands-on laboratory practice. Students will participate in exercises that cover the various tasks involved in installing, administering and troubleshooting a computer network. Topics covered include installing network hardware, installing and configuring network operating systems and protocols, and troubleshooting network problems. Prerequisites: EI 401B, EI 404B

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program
8 Months / 720 Clock Hours / 47.0 Credit Hours

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

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

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

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

Program Outline

Module	Module Title	Credit Hours	Clock Hours
Module A	Office Finance	6	80
Module B	Patient Processing and Assisting	6	80
Module C	Medical Insurance	6	80
Module D	Insurance Plans and Collections	6	80
Module E	Office Procedures	6	80
Module F	Patient Care and Computerized Practice Management	6	80
Module G	Dental Administrative Procedures	6	80
Module X	Externship	5	160
	Program Total	**47**	**720**

Module Descriptions

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

MODULE A - OFFICE FINANCE   40/40/6.0
Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE B - PATIENT PROCESSING AND ASSISTING   40/40/6.0

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is introduced. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

MODULE C - MEDICAL INSURANCE   40/40/6.0

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

MODULE D - INSURANCE PLANS AND COLLECTIONS   40/40/6.0

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

MODULE E - OFFICE PROCEDURES   40/40/6.0

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

MODULE F - PATIENT CARE AND COMPUTERIZED PRACTICE MANAGEMENT   40/40/6.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology.

MODULE G - DENTAL ADMINISTRATIVE PROCEDURES   40/40/6.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology.

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

MEDICAL ASSISTING

Diploma Program
8 Months / 720 Clock Hours / 47.0 Credit Hours

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

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

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

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

Program Outline

Module	Module Title	Credit Hours	Clock Hours
Module A	Patient Care and Communication	6	80
Module B	Clinical Assisting, Pharmacology	6	80
Module C	Medical Insurance, Bookkeeping and Health Sciences	6	80
Module D	Cardiopulmonary and Electrocardiography	6	80
Module E	Laboratory Procedures	6	80
Module F	Endocrinology and Reproduction	6	80
Module G	Medical Law, Ethics, and Psychology	6	80
Module X	Externship	5	160
	Program Total	*47*	*720*

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

MODULE A - PATIENT CARE AND COMMUNICATION   40/40/6.0

Module A emphasizes patient care, including the complete physical exam, positioning and draping. Anatomy and physiology of the sense organs and common diseases related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations. Front-office skills performed by the health care professional are included. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE B - CLINICAL ASSISTING AND PHARMACOLOGY   40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy, physiology and common diseases of the muscular system are included. Basic therapeutic drugs, their use, classification and effects on the body are covered. Students become familiar with the principles of administering medication. They perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE C - MEDICAL INSURANCE, BOOKKEEPING AND HEALTH SCIENCES   40/40/6.0

Module C introduces students to office emergencies and first aid, including bandaging. Anatomy and physiology of the human digestive system are presented in conjunction with nutrition. Students study medical insurance, billing and coding, and essential bookkeeping procedures. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE D - CARDIOPULMONARY AND ELECTROCARDIOGRAPHY   40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. A cardiopulmonary resuscitation (CPR) course enables students to respond to a cardiac emergency. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE E - LABORATORY PROCEDURES   40/40/6.0

Module E introduces laboratory procedures commonly performed in a physician's office. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The renal system's anatomical structures, functions and common diseases are presented. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer and study essential medical terminology.

MODULE F - ENDOCRINOLOGY AND REPRODUCTION   40/40/6.0

In Module F, students learn to identify the basic structural components and functions of the skeletal, endocrine and reproductive systems. They learn about assisting in a pediatric office, and about child growth and development. Students perform invasive procedures and check vital signs. Students develop basic keyboarding skills on the computer, and study essential medical terminology.

MODULE G - MEDICAL LAW, ETHICS, AND PSYCHOLOGY   40/40/6.0

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

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

PRACTICAL NURSE

Diploma Program
12 Months / 1,416 Clock Hours / 75.0 Credit Hours

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 purpose of the Practical Nurse program is to provide, using the nursing process, an educational base for all students to safely administer basic nursing care under the supervision of a 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 utilizes 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 101E	Human Anatomy & Physiology I	5	60
PH 101B	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 101A	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*

Fundamentals of Nursing I lab experience will be scheduled on campus at Olympia College.
Olympia College reserves the right to reschedule or cancel any class. All clinical times are tentative based upon clinical availability and class size.

Clinical Facilities

Clinical experiences throughout the program will the 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 and/or at approved clinical sites.

Evaluations

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

Program Level Outline

Level 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 of Nursing I
- Basic Pharmacology I
- Fundamentals of Nursing II
- Basic Pharmacology II
- Anatomy and Physiology I
- Issues in Health Care
- Anatomy and Physiology II
- Nutrition Through the Life Cycle

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

HS 101E - HUMAN ANATOMY & PHYSIOLOGY I   60/0/5.0

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.

HS 103 – HUMAN ANATOMY AND PHYSIOLOGY II   60/0/5.0

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. Prerequisites: HS 101E.

NS 101 – FUNDAMENTALS OF NURSING I   48/72/7.0

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.

NS102 – FUNDAMENTALS OF NURSING II   48/144/8.0

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. Prerequisites: HS 101E, PH 101B, NS 101, NS 103.

NS 103 – ISSUES IN HEALTH CARE   24/24/3.0

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.

NS 305 – NURSING CARE FOR ADULTS WITH MEDICAL NEEDS   60/144/9.0

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. Prerequisites: HS 103, PH 102, NS 102, NU 101A.

NS 306 – NURSING CARE FOR ADULTS WITH SURGICAL NEEDS   60/144/9.0

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. Prerequisites: HS 103, PH 102, NS 102, NU 101A.

NS 307 – MATERNAL CHILD AND YOUNG FAMILY HEALTH 72/24/180/12.0

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 will also be explored. Prerequisite: NS 305, NS 306.

NS 308 – GERIATRICS AND SPECIAL NEEDS POPULATIONS 36/72/5.0

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.
Prerequisites: NS 305, NS 306.

NU 101A – NUTRITION ACROSS THE LIFE SPAN 36/0/3.0

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.

PH 101B – BASIC PHARMACOLOGY I 60/0/5.0

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.

PH 102 – BASIC PHARMACOLOGY II 48/0/4.0

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.
Prerequisites: PH 101B.

SURGICAL TECHNOLOGIST PROGRAM

Diploma Program

11 Months / 1,320 Clock Hours / 86 Credit Hours

The goal of the Surgical Technologist program is to prepare entry-level surgical technologists competent in the cognitive (knowledge), psychomotor (skills) and affective (behaviors) learning domains. Upon completion of the program the surgical technologist can expect to find employment opportunities in hospitals clinics, and private surgeon's office.

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.

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
Second Quarter			
HS 202	Anatomy and Physiology II	10	100
ST 201	Surgical Technology II	12	160
Third Quarter			
HS 302	Anatomy and Physiology III/IV	10	100
ST 301A	Surgical Technology III	12	200
Fourth Quarter			
EX 402	Surgical Tech Externship	8	240
EX 403	Surgical Tech Externship	8	240
	Program Total	*86*	*1,320*

Course Descriptions

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

GE 101D - GENERAL EDUCATION *80/0/8.0*

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.

HS 102 - ANATOMY AND PHYSIOLOGY I · *100/0/10.0*
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.

HS 202 - ANATOMY AND PHYSIOLOGY II · *100/0/10.0*
This course is a continuation of HS 101E 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. Prerequisites: GE 101D, HS 102, ST 101

HS 302 - ANATOMY AND PHYSIOLOGY III/IV · *100/0/10.0*
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. Prerequisites: HS 202, ST 201.

ST 101 - SURGICAL TECHNOLOGY I · *60/40/8.0*
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.

ST 201 - SURGICAL TECHNOLOGY II · *80/80/12.0*
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. Prerequisites: HS 102, ST 101.

ST 301A - SURGICAL TECHNOLOGY III · *40/160/12.0*
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. Prerequisites: HS 202, ST 201.

EX 402 AND EX 403 – EXTERNSHIP · *0/480/16.0*
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 125 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. Prerequisites: HS 302, ST 301A.

ADMISSIONS

APPLICATION AND ENROLLMENT POLICY

Applicants must complete admissions requirements and be accepted by the College before they can enroll in a program. If an applicant has been accepted by the College and wishes to enroll in a program, an enrollment agreement must be executed by the applicant and a College official. An applicant is then officially enrolled in the College and considered a student.

REQUIREMENTS AND PROCEDURES

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

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

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

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

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

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

This campus does not offer training in English as a Second Language.

Prospective students must have a high school diploma or a recognized equivalency certificate (GED). Applicants will be required to furnish proof of graduation or passage of the GED exam.

All applicants, except students in the Surgical Technologist and Practical Nursing programs, are required to achieve a passing score on a nationally normed, standardized test. This test measures an applicant's basic skills in reading and arithmetic. The entrance test used is the SRA exam with a required composite score of 69. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. This test is the CPAt with a required composite score of 125. The re-test(s) will be administered within the period specified by the test developer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest.

Students in the Surgical Technologist program must pass the CPAt entrance test with a minimum score of 125, of which 53 points must be in the Math section. Students in the Practical Nurse Program must pass the CPAt entrance test with a minimum score of 140, of which 53 points must be in the Math section.

Note: If a Practical Nurse 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.

Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the College and re-enter more than one year after their test date, must take the test again.

ACCEPTANCE OF PRIOR CREDIT

Olympia College may grant academic and financial credit to these students who have successfully completed the same or equivalent courses on a post-secondary level from accredited schools qualified to award such credit.

It is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to the Director of Education at Olympia College. This document must be in the student's academic file before transfer of credit can be evaluated.

Acceptance of credit is at the discretion of the Director of Education. Olympia College does not guarantee early graduation due to acceptance of prior credit. Upon receipt of an official transcript, the Director of Education rewards credit according to the following criteria:
- The transcript must be from an accredited institution;
- The grade earned must be a grade C or above;
- Similarity of course content and/or outcomes; and
- The credit hours must be the same or equivalent.

Credit and/or course work taken over seven years prior to admission may not be evaluated. Only course work with a 2.0 grade point average or higher will be considered for evaluation.

Students must successfully complete a minimum of 60 percent of the credit hours required for their designated program at Olympia College.

FINANCIAL INFORMATION

TUITION AND FEES

Program	Credit Units	Textbooks and Equipment (Estimated)	Lab Fees	Tuition
Medical Administrative Assistant	47	$306	$25	$8,820
Medical Assistant	47	$350	$25	$8,820
Practical Nurse	75	$826	$25	$18,900
Surgical Technologist	86	$327	$25	$15,000
Computer Technology	54	$1,109*	$25	$9,000

* Computer Technology students have the option of purchasing a monitor, keyboard and mouse for an additional $248 in which case the total estimated Textbook and Equipment cost will be $1,357.

Additional Fees and Expenses

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students. In addition, Practical Nurse students are responsible for providing clinical assessment kits.

Medical Assistant, Practical Nurse and Surgical Technologist students are required to wear scrubs. Medical Administrative Assistant students are required to wear professional business attire or scrubs. The cost of this attire is unique to each individual student.

Medical Assistant, Practical Nurse and Surgical Technologist students are responsible for providing their Hepatitis B vaccine injections, TB/Chest X-ray, and a signed physical form. Surgical Technologist students must also provide proof of tetanus injection within the last 5 years.

College 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 ASSISTANCE

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

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

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Stafford Loan (FSL)

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

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Application for the FWS program may be made through the Career Services and Placement office at the Thornton campus and at the Student Finance Office at the Aurora campus. Eligibility is based on financial need and the availability of funds. Work schedules will be arranged according to class schedules and needs of departments.

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Veterans Benefits

Application for veterans benefits may be picked up at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

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 students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies paid will be refunded. Students have the right to cancel the Enrollment Agreement until midnight of the sixth business day after the date of enrollment. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. A signed and dated 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 who cancel their Enrollment Agreement will receive a refund of all monies paid within 30 days of cancellation. 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 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 are unable to complete their program of study due to the school's cancellation or discontinuance of the program will receive a refund of all monies paid.

Refunds

This institution when certified by the U.S. Department of Education will be 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 applicants or students will be refunded within 30 days 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 has 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 case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Textbook and Equipment Return/Refund Policy

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

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata 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 institution during a payment period or a period of enrollment in which the recipient began attendance the institution 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 the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

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

Return of Unearned SFA Program Funds

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:
- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education and/or the College to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Return of SFA Funds

If it is determined that SFA funds must be returned, based on the student's financial aid award, the return of SFA funds will be made in the following order:
Unsubsidized Federal Stafford Loan Program;
Subsidized Stafford Loan Program;
Unsubsidized Federal Direct Stafford Loan Program;
Subsidized Federal Direct Stafford Loan Program;
Federal Perkins Loan Programs;
Federal PLUS Loan Program;
Federal Direct PLUS Loan Program;
Federal Pell Grant Program;
Federal Supplemental Educational Opportunity Grant (FSEOG) Program; and
Other grant or loan assistance authorized by Title IV of the HEA.

INDIANA STATE POLICY (FOR INDIANA STATE RESIDENTS)

The school will calculate refunds using the Indiana State Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the 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	60% 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.

ILLINOIS DEPARTMENT OF EDUCATION REFUND POLICY (FOR ILLINOIS STATE RESIDENTS)

The school will calculate refunds using the Illinois Department of Education Refund Policy and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

For the purpose of determining a refund under the Illinois Department of Education Refund Policy computations will be based on scheduled class attendance. Suspensions, school holidays, summer vacations and days in which classes are not offered will not be a part of scheduled class attendance. Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

A Student Who Withdraws or Is Terminated…	Is Entitled to a Refund of…	The Institution is Eligible to Retain…
After sixth day following enrollment but prior to end of student's first day of class attendance	100% of Tuition	0% of Tuition
After first day of class attendance but prior to 5% of the enrollment period	90% of Tuition	10% of Tuition or $300, whichever is less, plus the cost of books or materials provided by the school
After 5% of the enrollment period but within the first 4 weeks	80% of Tuition	20% of Tuition
During the first 25% of the enrollment period	55% of Tuition	45% of Tuition
After 25% through 50% of the enrollment period	30% of Tuition	70% of Tuition
After 50% of the enrollment period	0% of Tuition	100% of Tuition

For programs longer than one year (12 consecutive months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be cancelled and/or refunded when students terminate during the first year.

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

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

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

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

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

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

ATTENDANCE REQUIREMENTS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time. The following attendance requirements apply to all programs at the College with the exception of the Practical Nurse Program.

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

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised that they may be terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption (See Student Appeal Policy). If their termination is not successfully appealed, they will remain dropped from the program.

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

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

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who depart from class before the scheduled completion time will receive an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record. Tardiness/early departure will be recorded on an hourly basis for floral students.

Re-enrollment Policy

Re-enrollment requests must be approved by the College President or Director of Education. A request for re-enrollment must be submitted, in writing, to the Director of Education.
Available space, as determined by the reenrollment committee, will determine the number of students allowed to re-enroll. All other program requirements must have been completed prior to re-enrolling. Tuition fees must be paid in full per policy prior to re-entry.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the College. Re-entry requests must be approved by the College President or Director of Education.

Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process (See Student Appeal Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the College President or the Director of Education. Available space, as determined by the re-entry committee, will determine the number of students allowed to re-enter. Tuition fees must be paid in full per policy prior to re-entry. Re-entered students are not guaranteed a seat in every class. All effort will be made to schedule students for available classes.

Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Any tests or examinations missed due to absence cannot be made up. The only exception to this policy is a documented compelling reason for the absence (e.g. illness with a doctor's note) and approval of the Director of Education.

Attendance Requirements for Practical Nurse Students

Students are required to attend 90% of all class time. Anything less may result in program dismissal.

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

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

Any student who is absent from class must call the College 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.

Any student who will be absent from the clinical must call both the clinical site and the College 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.

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 result in program dismissal.

Requirements for Clinicals for Surgical Technologist and Practical Nurse Students

If a student is tardy, inappropriately dressed, in violation of the student code of conduct, or unprepared for clinical, it is the discretion of the clinical instructor to determine if the student will be permitted to participate in the clinical experience. If the student is not permitted to participate in the clinical experience, he/she will receive an absent for that day.

Any student who has more than one absent on a clinical site per course will be removed from the clinical site and will receive a failing grade for the course.

UNIT OF ACADEMIC CREDIT

Olympia College 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.

GRADING SYSTEM

The progress and quality of students' work is measured by a system of letter grades or grade percentages. Grades are computed at the end of each term.

Grades will be assigned as follows:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
I	Incomplete	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty.	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

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.

LEAVE OF ABSENCE POLICY

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

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

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

Re-admission Following A Leave of Absence

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

Failure to Return From A Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy.
As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

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

Federal loan programs provide students with a "grace period" which delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately. Students may be granted a leave of absence (LOA) for certain specific and acceptable purposes. The leave, and any extension, may not exceed 60 calendar days. Note: Students will be granted a LOA only if the courses required for the continuation of their studies are scheduled on their return date.

Written requests for a leave of absence - properly approved, dated and signed by the student and either the school president, education director or appropriate department head - will be maintained in the student's file. Additional charges will not be assessed during the leave of absence.

The leave, and any extension, may not exceed 180 calendar days. Note: Students will be granted a LOA only if the courses required for the continuation of their studies are scheduled on their return date.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:
- Students returning from a leave of absence are not guaranteed that the module/quarter required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module/quarter to be offered.
- They may be required to repeat the entire module/quarter from which they elected to withdraw prior to receiving a final grade.
- Financial aid may be affected.

SATISFACTORY ACADEMIC PROGRESS

Requirements

To remain eligible for financial aid and maintain continued active enrollment, students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students must:
- Achieve a cumulative grade percent average (GPA) of at least 2.0 or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and

- Complete the training program within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 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.

Academic Probation

The initial probationary period covers the module/quarter that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat a failed module/quarter 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 2.0, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 2.0 but have achieved a GPA of at least 2.0 for the probationary module/quarter, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 2.0 for the module/quarter will be withdrawn from training by the College.

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 2.0 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 2.0 will be withdrawn from training by the College.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 2.0 by the end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

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

Withdrawals

To withdraw from a module/quarter, students must request approval from the instructor. Requests for withdrawal must then be approved by the department chair and Director of Education. Extreme academic, personal hardship or immediate call to active duty military service is considered the only justification for withdrawal.

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

Students who are contemplating withdrawing from a module/quarter should be cautioned that:
- The entire scheduled length of the module/quarter of study they are currently enrolled in is counted in their maximum program completion time;

- They may have to wait for the appropriate module/quarter to be offered;
- They must repeat the entire module/quarter from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

Exit Interviews

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

Repeat Policy

Students who fail a module/course must retake that module/course. A grade of "F" in any course within a module will constitute failure of the entire module and will require repeating the entire module. The failing grade will be averaged into their GPA at the end of the module or course and remain in effect until the module or course is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

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

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

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training, however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

Maximum Program Completion Time

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

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

Satisfactory Academic Progress Tables

86 Quarter Credit Hour Programs

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

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

75 Quarter Credit Hour Programs

The total credits that may be attempted (maximum program length) is 112 (150% of 75).

TOTAL CREDITS ATTEMPTED	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 36	66%	N/A
37 - 72	66%	N/A
73 -108	66%	50%
109 - 112	N/A	66%

47 Quarter Credit Hour Programs

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

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

Non-Punitive Grades, Non-Credit or Remedial Courses

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

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the College President.

STUDENT APPEAL PROCESS

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

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

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

EXTERNSHIP

As students enter their final phases of training, Olympia College will assign students to externship sites, selecting sites from its files such as 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. All students must be in compliance with health requirements, including CPR if applicable. The student code of conduct and attendance policy applies to all externship sites. The college reserves the right to withdraw a student at anytime if the code of conduct or attendance policy is violated anytime.

GRADUATION

To be eligible for graduation, students 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.

Students on academic probation may qualify for graduation if, at the end of the probationary period, they meet the Satisfactory Academic Progress (SAP) policy.
Graduation ceremonies are held two times each year. Eligible graduates receive a certificate of completion or diploma, program pin (Practical Nurse Students), and official transcript.

Practical Nurse Program

A candidate for graduation from the Practical Nurse program must meet the following criteria to be eligible to receive the College certificate:
- Complete all required courses with a grade of C or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete and submit of all required documents.

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

CAMPUS RULES AND REGULATIONS

- Children are not allowed in classrooms.
- All students must keep work areas clean. Classes will be dismissed only after the room has been inspected.
- Smoking is not permitted in the facility.
- Food and beverages are not allowed in computer or medical labs.
- Cell phones are allowed in authorized areas only.

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 student's responsibility to purchase the required uniform (if applicable) prior to beginning classes. Proper dress code includes no head wear or jewelry, as applicable to the specific program. At graduation all students are required to wear professional business attire. In the medical profession, there are specific expectations regarding appropriate attire or accessories. These guidelines will be addressed prior to the student participating in externship or clinicals.

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.

CONDUCT CODE

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

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

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

First Offense

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

Second Offense

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

Threats to Health/safety

Immediate dismissal with dismissal letter

Appeals

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

Alcohol and Substance Abuse Statement

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

SEXUAL HARASSMENT

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

Sexual harassment of employees or students at Olympia 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 College's administrative officers.

TERMINATION PROCEDURES

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:
• Violation of the school's attendance policy.
• Failure to maintain satisfactory academic progress.
• Violation of personal conduct standards.
• Inability to meet financial obligations to the school.
Students to be terminated are notified in writing and may appeal to the College President.

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 or the Director of Education 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 class, clinical or externship studies. The student is responsible for all costs related to treatment.

If the student has been injured or has a communicable disease, the student will not be allowed to return to class, clinical or externship 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.

TRANSCRIPTS AND DIPLOMAS

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

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

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

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of $5 for each additional official transcript requested. Normal processing time for transcript and diploma preparation is approximately three to five days.

Family Educational Rights and Privacy Act

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student 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 that 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.

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. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

STUDENT GRIEVANCE POLICY

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

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

<div align="center">

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

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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.

COLLEGE 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 may 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.

LEARNING RESOURCE CENTER

The Learning Resource Center 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 Learning Resource Center is open during normal business hours. All materials are to remain in the building.

PLACEMENT ASSISTANCE

Olympia College offers graduates placement assistance. However, the College 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).

Medical Administrative Assistant graduates are immediately eligible to sit for the professional coders exam by the American Academy of Professional Coders (AAPC).

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

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. Children are not allowed in classrooms or labs at any time.

There are apartments and childcare centers in the vicinity of the College. Please check with our admissions representative for current information.

CORINTHIAN SCHOOLS

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

Bryman College

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

Bryman Institute
Brighton, MA

Georgia Medical Institute

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

Kee Business College

Chesapeake, VA	Newport News, VA

National Institute of Technology

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

Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI

Olympia College

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

STATEMENT OF OWNERSHIP

This campus is owned and operated by Grand Rapids Educational Center, Inc., a wholly owned subsidiary of Corinthian Schools, Inc., which in turn, is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

Officers

David G. Moore	Chairman of the Board and Chief Executive Officer
Bruce Deyong	President and Chief Operating Officer
Dennis N. Beal	Executive Vice President, Chief Financial Officer and Treasurer
Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Stan A. Mortensen	Vice President, General Counsel and Corporate Secretary

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