

# Everest

## INSTITUTE

2008-2009 CATALOG

Michigan 10/29/08

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of Technology (Southfield, Dearborn, and Detroit) or the Accrediting Bureau of Health  
Educational Schools (Grand Rapids, Kalamazoo) and  
Licensed by the Michigan Department of Labor and Economic Growth.

2008-2009 CATALOG

Everest Institute

1214-EV1-MI

## LOCATIONS

<p style="text-align: center;"><b>Dearborn Campus</b></p> <p>23400 Michigan Avenue, Suite 200            Dearborn, Michigan 48124-1927            (313) 562-4228            (313) 562-5774 (fax)            Toll Free (888) 463-0494  <i>A branch of the Southfield Campus</i></p>	<p style="text-align: center;"><b>Detroit Campus</b></p> <p>300 River Place Drive, Suite 1000            Detroit, MI 48207            (313) 567-5350            (313) 567-2095 (fax)  <i>A branch of the Southfield Campus</i></p>
<p style="text-align: center;"><b>Grand Rapids Campus</b></p> <p>1750 Woodworth Street, N.E.            Grand Rapids, MI 49525            (616) 364-8464            (616) 364-5454 (fax)</p>	<p style="text-align: center;"><b>Kalamazoo Campus</b></p> <p>5177 West Main            Kalamazoo, MI 49009            (269) 381-9616            (269) 381-2513 (fax)  <i>A branch of the Grand Rapids Campus</i></p>
<p style="text-align: center;"><b>Southfield Campus</b></p> <p>21107 Lasher Road            Southfield, Michigan 48033-4400            (248) 799-9933            (248) 799-2912 (fax)            Toll Free (877) 782-1290</p>	

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## **ABOUT CORINTHIAN COLLEGES, INC.**

This school is a part of Corinthian Colleges, Inc. (CCI). CCI was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCI 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 campuses across the United States and Canada, CCI provides job-oriented education 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. CCI provides people entering or re-entering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and technical training that meet the current needs of business and industry. Under CCI ownership, the school will maintain its long-standing reputation for innovation and high-quality private 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 Everest Institute.

The Corinthian Colleges, 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.

### **SCHOOL HISTORY AND DESCRIPTION**

These institutions, the facilities they occupy and the equipment they use comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

#### **Southfield Campus**

Everest Institute, formerly National Institute of Technology, was originally a member of RETS Electronic Schools, which were established in Detroit in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Colleges, Inc. acquired the school. In February 1996, the campus moved to Southfield, Michigan. The name of the school was changed to National Institute of Technology in June of 1996 and to Everest Institute in October of 2006.

The Southfield campus is located on the first and second floors of Central Park Place and occupies over 35,000 square feet. The facility contains 20 classrooms designed for theory and laboratory instruction, as well as administrative offices.

The Southfield campus is located in the suburban city of Southfield with direct accessibility to I-696 and the Lodge Expressway between 10 and 11 Mile Roads on Evergreen Road. Ample parking is available adjacent to the building and on the west side of Central Park Boulevard. Public transportation is available near the school location.

#### **Dearborn Campus**

Everest Institute in Dearborn, Michigan, opened in January 2001 as a branch campus of Everest Institute in Southfield, Michigan. After subsequent expansions, the campus occupies 36,000 square feet. The school is conveniently located in the Village Plaza on Michigan Avenue in the city of Dearborn, Michigan, on the northwest corner of Michigan Avenue and Outer Drive. The attractive facility includes dental assisting, computer, medical assisting, medical billing, pharmacy technician and massage therapy laboratories, lecture rooms, a student learning center, a student lounge, and administrative areas, as well as ample parking. Public transportation is available at the school location.

#### **Detroit Campus**

Everest Institute in Detroit, Michigan, opened in November 2003 as a branch campus of Everest Institute in Southfield, Michigan. The school is conveniently located in downtown Detroit in the Stroh River Place. The modern, air-conditioned facility is designed for training students for the working world. The attractive facility has approximately 23,676 square feet and includes computer labs, medical assisting labs, medical administrative assistant classrooms, a pharmacy technician lab, a massage therapy lab, lecture rooms, a student learning center, student lounge, a career resources office and administrative areas.

#### **Grand Rapids, Kalamazoo**

The Everest Institute campus in Grand Rapids, formerly known as Olympia Career Training Institute, was founded as Grand Rapids Educational Center in 1972 and was located in the heart of the city at the Towers Medical Building. In 1980, the school relocated to the Northbrook Office Park and continued with quality health career training programs. The Institute subsequently added two additional locations: Kalamazoo, Michigan, in 1989 and Merrillville, Indiana, in 1996. In 1993, the Grand Rapids campus moved to a new facility on Woodworth Street. Corinthian Colleges, Inc. acquired the three campuses in February 2001. In April of 2007 the name of campuses was

changed to Everest Institute. At the Grand Rapids, Kalamazoo locations, Everest Institute serves all of Western Michigan and Northern Indiana, training students as far north as Petoskey, east to Lansing, south to the Illinois border, and west to the Lake Michigan communities.

Everest Institute's Grand Rapids campus is located at 1750 Woodworth Street NE (off Plainfield NE), Grand Rapids, MI 49525 conveniently located near 131 and I-96 expressways. The Kalamazoo location is located at 5177 West Main, Kalamazoo, Michigan 49009, convenient to 131 and I-94 expressways. All locations provide free parking, are handicapped accessible, and are located near public transportation.

Everest Institute is spacious (Grand Rapids 34,755 sq. ft.; Kalamazoo 28,612 sq. ft.), modern, smoke-free and air-conditioned. Facilities include administrative offices, lecture rooms, medical, dental and computer labs, examination rooms, business labs, pharmacy labs, and student lounges. Class enrollment is limited, and many classes have fewer than 30 students.

### STATEMENT OF NON-DISCRIMINATION

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

### ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

These schools voluntarily undergo periodic accrediting evaluations by teams of qualified examiners, including subject experts and specialists in occupational education and private school administration.

- Licensed to operate by the State of Michigan, Department of Labor and Economic Growth
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS)
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.
- Provides training services for the Veterans Administration's Vocational Rehabilitation Services
- Provides training services for the Michigan Department of Labor and Economic Growth/Michigan Rehabilitation Services

#### Southfield, Dearborn, and Detroit

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (Southfield, Dearborn, Detroit)

The Medical Assisting diploma program (Southfield campus only) is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street  
Clearwater, FL 33756  
727/210-2350

- Member of the National Technical Honor Society (Dearborn)
- Member of the American Academy of Professional Coders
- Member of the Michigan Association of Career Schools
- Member of the National Technical Honor Society (Southfield and Detroit Campuses Only)

School accreditations, approvals and memberships are displayed in the lobby. The School President can provide additional information.

#### Grand Rapids and Kalamazoo

Everest Institute is institutionally accredited to offer non degree programs by the accrediting commission of the Accrediting Bureau of Health Education Schools (ABHES).

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N  
Falls Church, Virginia, 22043,  
(703) 917-9503.

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

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

Dental Assisting	Massage Therapy
Medical Administrative Assistant	Medical Assisting
Medical Insurance Billing and Coding	Practical Nursing (P.N.)
Pharmacy Technician	Business Accounting

# ADMISSIONS

## REQUIREMENTS AND PROCEDURES

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

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

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

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

- Administration and evaluation of an applicable entrance examination.
- Applicant must obtain a passing score on the CPAT.
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).
- Financial aid forms (if applicant wishes to apply for financial aid).

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

The school does not offer training in English as a Second Language.

Applicants for the Practical Nursing Program must possess a high school diploma, its recognized equivalent, or a GED. Applicants must obtain a passing score on the Compass and PSB evaluation. (See Practical Nursing Admissions Criteria).

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

1. Furnish proof by providing the school evidence of a high school graduation or GED certificate, a copy of which will be placed in the student file, and
2. Achieve a passing score on a nationally standardized test. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally standardized test. The re-test(s) will be administered within the period specified by the test developer, if applicable. Should the applicant fail the test a third time, one year or alternate training must take place before the applicant will be allowed to retest.

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

## ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

## GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

## ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Pre-algebra 25, Reading 62, and Writing Skills 32.

## Retesting Requirements

An applicant who has failed the CPAT may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

## Retaking the CPAt

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty-(30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

## ATB Advising

By choosing to admit ATB students, the school has an obligation to provide the academic support services necessary for the success of each student in the program and to ensure that following completion of the program the student is ready for placement. Such support can best be provided through structured academic and career advising.

### Pre-Enrollment

Prior to enrollment, all ATB students shall:

- Be provided with information on GED preparatory and completion programs
- Be advised regarding what steps the school is taking to make preparatory programs available
- Be encourage to obtain a GED prior to completion of their program
- Receive career advising to be documented using the **ATB Disclosure Form**

### Post-Enrollment

All ATB students shall receive academic and career advising during their first and third evaluation periods (i.e., term, module, phase, level, or quarter). Thereafter, ATB students shall receive academic advising at least every other evaluation period unless the student has a CGPA of 2.5 in associate degree programs or 80% in diploma programs. These advising sessions shall be documented using the ATB Advising Form.

## Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

## Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

## ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

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

Students enrolling in certain allied health programs will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

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

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

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

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

Please check with the Director of Education at the campus at which you are enrolling for a list of programs at that campus that require a criminal background check.



## ACADEMIC CREDIT TRANSFER POLICY FOR CAAHEP/ABHES-APPROVED MEDICAL ASSISTING PROGRAMS

Advanced Placement, via transfer of credit, experiential learning and/or other methods, used toward completion of the Medical Assisting program must be consistent with institutional accrediting agency's relevant policy.

1. The medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.
2. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.
3. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/certificate/degree.
4. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
5. No academic credit for life experiences shall be accepted in order to achieve eligibility for the MAERB Certification/Recertification Examination.

## PRACTICAL NURSING PROGRAM ADMISSION POLICY

### Practical Nursing Program

In order to be admitted into the Practical Nursing Program, applicants must:

- Be a high school graduate or have a GED
- Pass the PSB entrance test
- Write an essay as assigned by Campus Nursing Director
- Complete a personal interview with the Campus Nursing Director or designated faculty member
- Pass a physical examination
- Provide proof of immunizations as required by clinical agencies
- Pass a criminal background check and drug screen

### All prospective students MUST submit ONE of the following:

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

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

### Additional information and explanations of the previous

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

7. Candidates will be ranked by the number of points received.
8. Students will be selected from ranked list until approved class size is achieved.

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

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

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

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

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

#### Point Ranking:

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

#### PSB Information

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

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

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

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

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

For example

Part I 60% tile	x	4	=	240
Part II 75% tile	x	1	=	75
Part III 70% tile	x	3.5	=	245
Part IV 80% tile	x	1	=	80
Part V 50% tile	x	.5	=	25
665/100		67% tile = the students score		

Students are given points on the admission criteria

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

Points given for admission tests are weighted.

#### Alternate students:

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

#### Student Requirements

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

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

#### Assignments

Assignments are due at the beginning of class on the date published in the course calendar/packet. Assignments submitted after that time will have 5% (5 percent) deducted for every calendar day (including weekends and holidays) until the assignment is submitted. If an assignment is not turned in 14 days from the due date (including weekends and holidays) the assignment will not be accepted and will receive a zero. This policy applies even if the student is absent.

**Example 1:**

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

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

The maximum points now available for the assignment are 47.5 because 5% is deducted for each calendar day. 5% of 50 is 2.5 points = 49 points.

**Example 2:**

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

The assignment is worth 50 points. It is turned in at 8:30 am on September 25, 2006.

The maximum points available for this assignment are 37.5 points because 5% is deducted for each calendar day. 25% of 50 is 12.5 points = 37.5 points.

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

**CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

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

In order for nursing students to transfer a natural science course, the course must have been taken within the past five years. Transfer of nursing courses will be evaluated on an individual basis by the Campus Nursing Director and the Admissions Committee.

**ACADEMIC POLICIES****GRADING – SOUTHFIELD, DEARBORN AND DETROIT**

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Quarter-Based Programs and MIBC version 2-0				Modular Allied Health Programs (except MIBC version 2-0)		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
L	Leave of Absence			L	Leave of Absence	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
TR	Credit for Previous Education					

**GRADING SYSTEM – GRAND RAPIDS, KALAMAZOO**

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

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C+*	Good/Passing (Practical Nursing Program Only)	79-75
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

\*C+ is used only in the Practical Nursing Program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.

## Incompletes Policy

The faculty shall make every effort to assign a final grade when a student has completed the course. Missing work or tests may be factored into the calculation of the final grade. However, the fact that a student has missed tests or assignments alone is not a justification for assigning an incomplete ("I"). The award of an incomplete ("I") is only for exceptional circumstances. Absences without any evidence of extenuating or mitigating circumstances are not exceptional circumstances. When a student presents exceptional circumstances and the instructor agrees that the student can fulfill the course requirements, the instructor can arrange for the student to complete all work and assignments for the course within ten (10) calendar days of the last class session. If the incomplete is not made up within ten (10) calendar days, the student will receive the grade earned prior to the Incomplete mark. Incompletes shall not be given for students who have withdrawn for an official Leave of Absence.

## PRACTICAL NURSING GRADING CRITERIA

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

### Grading Policy

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

The student will receive the following grade points:

A = if the percentage falls between 91 – 100%  
B = if the percentage fall between 83 – 90%  
C+ = if the percentage fall between 75 – 82% C+  
**Below 75% is a failing grade in the nursing program**

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

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

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

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

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

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

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

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

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

## STUDENT AWARDS – SOUTHFIELD, DEARBORN, AND DETROIT

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find that these awards can be assets when they seek future employment, especially if included in a portfolio. The Education Department can provide information regarding the specific awards presented.

## GRADUATION REQUIREMENTS

### Southfield, Dearborn, and Detroit

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students in allied health programs must:

- Complete all required classroom modules with a minimum grade of 2.0/70%;
- Complete an approved externship (160 hours), if required.
- Meet the grade requirements for the module components, if applicable; and
- Complete all program requirements.

To be eligible for graduation, students in technical programs must:

- Complete all required courses with a minimum grade of 1.0;
- Complete all required classroom training with a minimum cumulative grade point average of 2.0/70%;
- Complete all program requirements.

## Grand Rapids and Kalamazoo

To be eligible for graduation, student must:

- Complete all required modules or courses with a grade of 2.0/70% or above.
- Satisfactory completion of an approved externship (160 hours), if required.

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

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

## Practical Nursing Program Graduation Requirements

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

- Complete all required courses with a grade of C+ or above (75%).
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.5 or above.
- Complete and submit all required documents.
- The graduation uniform must be purchased by each student prior to graduation.
- Licensure fees include fees to be paid to the NCLEX Licensure Exam and the State Board of Nursing. These fees are subject to change by the State Board of Nursing and/or NCLEX.

## REGISTRATION AND CERTIFICATION

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

Dental Assisting	Radiation, Health and Safety Exam, Infection Control Exam, and 3500 hours of work experience required prior to sitting for the General Chairside Exam
Massage Therapy	National Certification Exam
Medical Administrative Assistant	Certified Administrative Health Assistant Exam
Medical Assisting	RMA, CMA, and Phlebotomy Technician Exam
Medical Insurance Billing & Coding	Nationally Registered Certified Coding Specialist Exam
Pharmacy Technician	Certified Pharmacy Technician Exam
Business Accounting	Certified Professional Bookkeepers Exam

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

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

## ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

## Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

## Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### Consecutive Absence Rule (All Programs)

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

### Percentage Absence Rule (Modular Programs)

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total program hours missed	Attendance warning letter sent
20% of the total program hours missed	Dismissed from the program

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

### Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

### Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

### Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

### Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

## **Make-up Work**

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

## **ATTENDANCE REQUIREMENTS FOR PRACTICAL NURSING STUDENTS**

### **Nursing Attendance Policy**

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

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

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

### **Clinical/Skills Lab Absences**

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

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

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

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

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

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

### **Theory Absences**

Students who are absent for theory and lab have the responsibility to acquire information from a fellow student.

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

The deadline for assignments is at the beginning of class on the due date. A two percent (5%) point reduction will be deducted for each **calendar** day (including weekends and holidays) the assignment is late. This policy also applies if the student is absent. If the assignment is not turned in 14 days from the due date (including weekends and holidays) or 24 hours before the final exam of that course, the assignment will not be accepted and the student will receive a zero for that assignment. Failure to complete all assignments for a course may result in not having enough points to pass a course. It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or campus nursing director to provide extra credit assignments for the purpose of passing a course.

### **Tardiness**

Tardiness will be calculated into hours missed. Once a student accumulates 2 hours of tardiness they will be counted ½ day absent. 4 hours accumulated tardiness will be a full day absence.

### **No Call/No Show-Clinical, Classroom or Lab**

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

### **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

### **Extension of LOA**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave
- There is a reasonable expectation the student will return
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave
- Appropriate modules required for completion of the program will be available to the student on the date of return

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Re-admission Following a Leave of Absence**

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

### **Failure to Return from a Leave of Absence**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

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

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

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

### **Effects of Leave of Absence on Satisfactory Academic Progress**

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

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

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

### **Veterans: Leave of Absence**

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

## **EXTERNSHIP/CLINICAL TRAINING**

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:



- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

**Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

**GPA and CGPA Calculations**

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the grade received once the course is repeated. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

**Rate of Progress toward Completion (ROP) Requirements**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example:  $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

**Maximum Time in Which to Complete (MTF)**

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

**Satisfactory Academic Progress Tables**

47 Quarter Credit Hour Modular Program (Dental Assisting, Medical Administrative Assistant, Medical Assisting, Pharmacy Technician). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (Medical Insurance Billing and Coding v 2.0). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

54 Quarter Credit Hour Modular Program (Massage Therapy). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Quarter-Based Program (Computer Tech). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-55	2.0	1.3	66.7%	55%
56-66	2.0	1.65	66.7%	64%
67-81	2.0	2.0	N/A	66.7%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-0). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

86 Quarter Credit Hour Quarter-Based Program (Practical Nursing). Total credits that may be attempted: 129 (150% of 89).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-129	N/A	2.0	N/A	66%

108 Quarter Credit Hour Quarter-Based Program (ECT). Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-162	N/A	2.0	N/A	66%

### Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

### Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

### Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

### Attendance Violations

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

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

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

1. The death of a family member;

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

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

### **Reinstatement Following Suspension**

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

### **Dismissal**

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

### **Graduation**

Students must complete their program within the maximum time frame and with a 70%/2.0 CGPA as stated in the school catalog in order to graduate.

### **Application of Grades and Credits**

- Grades A through D are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (T) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.
- Developmental courses, non-credit and remedial courses (PF, PP, CR, NC) are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.
- For calculating rate of progress, F grades and W (withdrawn WI, WD, WZ) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (Incomplete, In Progress) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the Total Clock Hours Attempted (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

### **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program ( $24/96=25\%$ ) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $48/96 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

### **Satisfactory Academic Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the school and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the school will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

### **Make-Up Assignments**

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

### **Maximum Time Frame for Veteran Students**

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

### **Veterans Academic Probation**

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The school retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

### **Veterans Reinstatement after Successful Appeal of Termination**

A student who successfully appeals termination from the school due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

## **REQUIRED STUDY TIME**

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

## **UNIT OF CREDIT**

### **Academic**

A clock hour is at least 50 minutes of instruction within a 60-minute period. 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.

### **Financial Aid**

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

## **MAXIMUM CLASS SIZE**

### **Southfield, Dearborn, and Detroit**

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 25 students. The maximum class size is 40 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 25 students. The maximum class size for laboratories is 35 students in allied health programs and 40 students in technical programs.

### **Grand Rapids and Kalamazoo**

To provide meaningful instruction and training, classes are limited in size. Standard lecture and laboratory classes average 25 students. The maximum class sizes by campus for both lecture and laboratory classes are 30 students.

## **STUDENT ACADEMIC APPEALS POLICY**

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

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

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

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

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

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

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

### **Assignment/Test Grades**

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

### **Final Course Grades**

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

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

### **Attendance Violations**

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

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

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

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

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

### **Satisfactory Academic Progress (SAP) Appeals**

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

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

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

# ADMINISTRATIVE POLICIES

## STUDENT CONDUCT CODE

### Background

The school 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 school and to prepare for what the student might later expect to find in a professional-level work environment.

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

### Student Conduct Code

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

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

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

### Student Conduct Code Violations/Formal Disciplinary Procedure

If the school has reason to believe that a student has violated the student conduct code, the school 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 school.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the school 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 school deems appropriate. The school 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 school.

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

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

**Threats to Health/Safety** - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

### Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the school President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the school that he/she has been dismissed. Students should refer to the "Campus Grievance Procedures" in the school catalog. The student who appeals a dismissal shall receive written notice of the decision. The School President's decision on an appeal shall be considered final.

### Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the

submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the school.

- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the school as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

### **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

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

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

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

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

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

### **Statistical Information**

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

### **CAMPUS COMPLETION RATE REPORTS**

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

### **DRUG AWARENESS**

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

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

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

### **WEAPONS POLICY**

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

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

## **HEALTH**

All enrollees are required to sign a general health statement. 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 Everest Institute or an affiliate are to be reported to the instructor immediately. If an injury occurs, the student must complete an incident report according to the affiliate or Everest Institute's policy. Everest Institute is not responsible for illness or injury incurred during classroom/clinical studies. The student is responsible for all costs related to treatment. If the student has been injured or has a communicable disease, he/she will not be allowed to return to class or clinical site until a physician's release has been received.

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

## **DRESS CODE**

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

Dress and grooming should be appropriate for the area of study. Students enrolled in allied health programs are required to wear the standard medical uniform and shoes as described in the school's dress code policy. Because a variety of business and industrial equipment is used during training, certain items of clothing--such as shorts and open shoes--are not acceptable for obvious safety reasons. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment. Students enrolled in the business programs must wear professional office attire. Further information will be available upon enrollment.

A nametag or school ID is required to be worn at all times when on campus.

Jewelry worn should be appropriate for the workforce. Earrings worn should be post or stud. Hoops are only permitted if a small finger cannot fit inside. Rings should be kept to a minimum. The only permitted piercings are earrings. Hair colors must be a natural tone. Medical Assisting students must tuck in their necklaces, and cannot wear bracelets.

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

## **WEATHER EMERGENCIES**

The school reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent on the date of the weather emergency. Classes that are cancelled due to weather emergencies may be rescheduled and instructors will cover any missed material to ensure completion of the entire program.

## **CLOTHING AND PERSONAL PROPERTY**

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage.

## **ACADEMIC ADVISEMENT AND TUTORING**

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

## **DISABLED STUDENTS**

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

## **HEALTH/MEDICAL CARE**

Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made for after school hours. The school will not be responsible for rendering any medical assistance, but will refer students to the proper medical facility upon request.

## **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 School President.

## **INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE**

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in information technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma. Program completion does not necessarily lead to or guarantee any form of vendor certification.



## **TRANSFERABILITY OF CREDITS**

The School President's office provides information on schools that may accept the school's course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

## **TRANSCRIPTS AND DIPLOMAS**

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

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

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e. tuition and fees due to the school are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program. If a student is in need of an additional diploma, a \$25.00 fee will be charged.

Students are provided an official transcript free of charge upon completing graduation requirements. Additional transcripts must be requested in writing. Normal processing time for transcript preparation is approximately five days.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

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

## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Direction of Education. Students who feel that the complaint has not been adequately addressed should contact the School President. 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 or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

### Detroit, Dearborn, Southfield, Grand Rapids and Kalamazoo

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsct.org](http://www.accsct.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

### Grand Rapids and Kalamazoo

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider addressing their complaint(s) to the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 N  
Falls Church, VA 22043  
(703) 917-9503, Fax (703) 917-4109  
[www.abhes.org](http://www.abhes.org)

## POLICY AND PROGRAM CHANGES

The school catalog is current as of the time of printing. CCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. The school 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.

## FINANCIAL INFORMATION

### TUITION AND FEES

**Tuition and Fees charts can be found in Appendix B: Tuition and Fees.**

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Students may make payments using VISA, MasterCard, or Discover cards.

### VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

### ADDITIONAL EXPENSES

The cost of textbooks is in addition to the tuition costs and are listed on the enrollment agreement. Some equipment may also be included in the cost of a particular program. Please see your Admissions Representative for details. Incidental supplies, such as paper and pencils, are to be furnished by students.

### BUYER'S RIGHT TO CANCEL – CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the

opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A 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.

## **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

## **REFUND POLICIES**

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement (see below).

**The student will be given the benefit of the refund policy that results in the largest refund to the student.**

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

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

### **Date of Withdrawal versus Date of Determination (DOD)**

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

### **Effect of Leaves of Absence on Refunds**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

### **Textbook and Equipment Return/Refund Policy**

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

### **Federal Return of Title IV Funds Policy**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans.
7. Direct PLUS loans.
8. Federal Pell Grants for which a return of funds is required.
9. Academic Competitiveness Grants for which a return of funds is required.
10. National Smart Grants for which a return of funds is required.
11. Federal Supplemental Educational Opportunity Grants
12. (FSEOG) for which a return of funds is required.

### **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 the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education 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 individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

### **Institutional Refund Calculation**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of 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 period of enrollment into the number of weeks completed in that period (as of the withdrawal date). 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 total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

## **REQUIREMENTS FOR GRADUATION**

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

## **MICHIGAN REFUND POLICY**

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by The School before enrollment. An application fee of not more than \$25.00 may be retained by The School if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with The School. All refunds shall be returned within 30 days. The 30 day period begins with the date of determination.

## **STUDENT FINANCING OPTIONS**

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

## **FINANCIAL ASSISTANCE**

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible non-citizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

## **FEDERAL FINANCIAL AID PROGRAMS**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **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. Student 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 repaid.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on 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 school.

### **Federal Perkins Loan**

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

### **Federal Work Study (FWS)**

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

### **Federal Stafford Loans (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 begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **ALTERNATIVE FINANCING OPTIONS**

For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Private Loan Programs**

Private lenders offer a variety of private loan programs to help students pay for their educational costs. Loan approval, origination fee, interest rate and terms are based on the applicant's credit and the lenders underwriting criteria. The use of a co-signer on these loans may increase the applicant's chances of loan approval.

### **Alternative Loan Programs**

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

### **Institutional Payment Plans**

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due prior to the first day the student begins school and prior to the start of each additional course.

Extended Payment Plan - Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due prior to the day the student begins school.

A student may qualify for the Access Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note. There are different payment options available to students based on their individual needs.

## **SCHOLARSHIPS**

### **DREAM AWARD PROGRAM AND SCHOLARSHIPS**

Graduates of any Corinthian Colleges, Inc. (CCI) school may be nominated for the CCI-sponsored Dream Award program. This award is given to recognize a graduate, for whom the decision to attend a CCI school was a turning point in the graduate's life.

The Dream Award program is divided into two tiers - the **Campus Dream Award** which is managed by each campus and recognizes one graduate from each campus; and the **Corinthian Dream Award**, which is selected by Corinthian's executive team and recognizes one "ultimate" winner from the pool of Campus Dream Award winners. Eligible graduates must have graduated from a Corinthian Colleges, Inc. school within the three years prior to the nomination period and be nominated by their campus. Dream Award program scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Nominations and awards are determined by an independent panel. Scholarship awards must be used within two years of the award.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to August 1 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCI school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCI campus for training that is more advanced than the one from which the nominee has graduated, and
2. A trophy.

**Corinthian Dream Award:** Following the close of the nomination period for the Campus Dream Award, the Corinthian Dream Award recipient will be selected from the campus nominees by the Corinthian Colleges Selection Committee, composed of the Executive Management Team of CCI. The award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the October CCI Presidents Meeting. The award will include:

1. A full scholarship that may be used at any CCI campus for training that is more advanced than the program from which the recipient has graduated,
2. An all expenses paid trip to the October Presidents Meeting,
3. A trophy,
4. A letter of recognition from the CCI CEO and COO, and
5. A nomination to the Career College Association (CCA) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

### **Employer Based Scholarship – Grand Rapids**

The Grand Rapids campus will award 8 \$2,000 employer based scholarships for employees that are currently working in a medical facility and would like to enhance their skills in medical insurance billing and coding. Requirements to receive a scholarship include a written recommendation from your current employer along with an essay that includes why you would like to continue your education in the insurance billing and coding field. Scholarship winners will be determined based on their entrance evaluation, the employer recommendation, the applicant essay, and the approval of the selection committee.

### **High School Scholarship Program – Southfield, Dearborn and Detroit**

Scholarships are awarded annually to graduating high school seniors, age 17 or older as follows:

- Six \$2,000 scholarships will be awarded at the Southfield Campus.
- Six \$1,000 scholarships will be awarded at the Dearborn Campus.
- Four \$1,000 scholarships will be awarded at the Detroit Campus.

Winners may choose any of the curricula offered by the school.

High school seniors may obtain scholarship applications from a participating high school guidance department or they may call the school for an application. Students must fill out the application completely and obtain the signature of a counselor or a mathematics, science or vocational-technical teacher. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the Career Programs Assessment Test (CPAT), which measures competency in reading, language and mathematics. The top 15 scorers will become the finalists.

A panel of public school officials and representatives of local employers interviews finalists about their personal and career goals, accomplishments and extracurricular activities. This panel will select winners by consensus vote. Alternates may be selected at the discretion of the school to account for scholarships that are offered, but not accepted.

Scholarships will be awarded annually. They are not transferable nor can they be exchanged for cash. Scholarships are good for up to seven months after the award date.

### **Everest Institute High School Scholarship - Grand Rapids and Kalamazoo**

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

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

### **Imagine America Scholarships – Grand Rapids, Kalamazoo, Southfield, Dearborn and Detroit**

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

### **Marielinda Escalante Scholarship – Grand Rapids**

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

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

### **Employer Based Scholarship – Grand Rapids**

The Grand Rapids campus will award 8 \$2,000 employer based scholarships for employees that are currently working in a medical facility and would like to enhance their skills in medical insurance billing and coding. Requirements to receive a scholarship include a written recommendation from your current employer along with an essay that includes why you would like to continue your education in the insurance billing and coding field. Scholarship winners will be determined based on their entrance evaluation, the employer recommendation, the applicant essay, and the approval of the selection committee.

### **Jennifer Litton Scholarship - Kalamazoo**

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

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

### **Workforce Investment Act (WIA) – Grand Rapids, Kalamazoo**

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

## **VOCATIONAL REHABILITATION SERVICES**

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

## **ENTRANCE/EXIT INTERVIEW**

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

## **FINANCIAL POLICIES**

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

# **STUDENT SERVICES**

## **PLACEMENT ASSISTANCE**

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training.

All graduating students participate in the following placement assistance activities:

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

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

## **STUDENT ACTIVITIES**

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

## **HOUSING ASSISTANCE**

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Student Services Department.

## **TRANSPORTATION ASSISTANCE**

The school maintains information on public transportation.

## **FIELD TRIPS**

The school believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

## **SPECIAL LECTURES**

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

## **DRUG ABUSE PREVENTION**

Information on drug abuse prevention is available at the school for all students and employees.

## **ADVISING**

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

## **STUDENT LOUNGE**

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

## **STUDENT HOUSING/CHILD CARE**

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



## PROGRAMS BY LOCATION

Program	Credential	Dearborn	Detroit	Grand Rapids	Kalamazoo	Southfield
Business Accounting	Diploma			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Computer Technology	Diploma					<input checked="" type="checkbox"/>
Dental Assisting	Diploma	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Electronics Computer Technology	Diploma					<input checked="" type="checkbox"/>
Massage Therapy	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Administrative Assistant	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Assisting	Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Medical Insurance Billing/Coding	Diploma	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Pharmacy Technician	Diploma	<input checked="" type="checkbox"/> *	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Practical Nursing	Diploma			<input checked="" type="checkbox"/>		

All programs are taught in residence at the campus.

\*No longer enrolling new students.

## BUSINESS ACCOUNTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months/ 36 weeks	Grand Rapids, Kalamazoo	2-0

This 720-hour program consists of two pre-requisite modules (A & B), and nine self-contained units of learning called modules. Each student must successfully complete the pre-requisite modules before moving on to any one of the remaining modules in the program. The last three modules contain the Capstone AIPB curriculum which prepares students to take the national exams to become Certified Professional Bookkeepers. The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

This training program is divided into 9 learning units called modules. Each module stands alone as a unit of study and is four (4) weeks in length. If students do not complete any portion of one of these modules, the entire module must be retaken. Upon successful completion of the 9-module program, students are awarded a diploma.

MODULE NUMBER	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
<b>Pre-requisite Course</b>						
<b>Mod. A or B may be taken first and the other must be taken second. A &amp; B are prerequisites.</b>						
A	Strategies for Success Keyboarding & 10-Key Computerized Office Applications	40	40	0	80	6.0
B	Principles of Accounting I Keyboarding & 10-Key Computerized Office Applications	40	40	0	80	6.0
<b>Modular Courses</b>						
<b>Mods. C through F may be taken in any order after Mods A &amp; B have been completed. Recommended to start with Mod C.</b>						
C	Principles of Accounting II Applied Spreadsheets	40	40	0	80	6.0
D	Computerized Accounting Business Math	40	40	0	80	6.0
E	Business Communications Corporate Accounting	40	40	0	80	6.0
F	Business Enterprise Tax Accounting	40	40	0	80	6.0
<b>Modular Courses</b>						
<b>Mods G, H &amp; I are Capstone Mods and maybe taken in any order after Mods C-F have been successfully completed.</b>						
G	Mastering Double-Entry Bookkeeping AIPB Capstone: Adjustments & Error Correction	40	40	0	80	6.0
H	Payroll Accounting AIPB Capstone: Payroll & Depreciation	40	40	0	80	6.0
I	Career Skills AIPB Capstone: Inventory, Internal Controls & Fraud Prevention	40	40	0	80	6.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>360</b>	<b>0</b>	<b>720</b>	<b>54.0</b>

### Module A – Strategies for Success, Keyboarding/10-key and Computerized Office Applications

**6.0 Quarter Credit Hours**

Module A is designed to equip students for transitions in their education and life. The course includes introduction to college and its resources, study skills, and personal resource management skills. Students will become familiar with basic keyboarding and will develop minimum typing skills including the practical skill of 10-key by touch. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications.

Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p><b>Module B – Principles of Accounting I, Keyboarding/10-key and Computerized Office Applications</b></p> <p>Module B introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Computerized Office Applications introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating system features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications.</p> <p>Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module C – Principles of Accounting II and Applied Spreadsheets</b></p> <p>Module C emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. This module also focuses on the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisites: Modules A &amp; B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D - Computerized Accounting and Business Math</b></p> <p>Module D emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, and more. In addition, this module will provide a thorough review of Business Math. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest. Prerequisites: Modules A &amp; B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E - Corporate Accounting and Business Communications</b></p> <p>Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. The Business Communications portion is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: Modules A &amp; B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F -Business Enterprise and Tax Accounting</b></p> <p>Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a career in business are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment. Specific focus is given towards tax accounting covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisites: Modules A &amp; B. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G – AIPB Capstone: Mastering Double-Entry Bookkeeping, Adjustments &amp; Error Correction</b></p> <p>The intent of this module is to review and reinforce the concepts of double-entry bookkeeping, as well as accounting adjustments and error corrections and prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Students will review and actively practice topics such as recording journal entries, general ledger accounts, rules, income statements and balance sheets. Students will receive more in depth knowledge of accruals, deferral and other accounting adjustments and well as where accounting errors occur and how to find them. Prerequisites: Modules C, D, E &amp; F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module H – Payroll Accounting and AIPB Capstone: Mastering Payroll and Depreciation</b></p> <p>This module provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function as well as gain valuable experience with Federal lays, W-4 and state withholding, required payroll data and journal entries for payroll. Mastering Depreciation will prepare students to understand depreciation: for book versus tax purposes, under GAAP, under federal income tax rules and under MACRS. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E &amp; F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module I – Career Skills and AIPB Capstone: Mastering Inventory, Internal Controls &amp; Fraud Prevention</b></p> <p>Career skills will assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Mastering Inventory will focus students to merchandise inventory, the perpetual and periodic methods, FIFO, LIFO and LCM concepts. Internal Controls &amp; Fraud Prevention presents students with topics such as: how employees steal non-cash assets, how to prevent employee theft, preventing check and credit-card fraud, con schemes and prevention against vendor cheating. This Capstone is to prepare students to pass the national certification exam and obtain their Certified Bookkeeper Certificate. Prerequisites: Modules C, D, E &amp; F. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>

## COMPUTER TECHNOLOGY

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	54	720	9 months	Southfield	0-0

Computer technology is one of the fastest growing fields today. The scientific and technological revolution is creating numerous career opportunities. The demand for people with technical skills is growing twice as fast as any other group.

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

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

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

Course Number	Course Title	Clock Hours	Quarter Credit Hours
<b>Quarter 1 - Computer Software</b>			
EI401B	Software and Applications	120	12.0
EI404B	Software and Applications Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 2 - Computer Systems and Peripherals</b>			
EJ501B	AT Computer Systems/Peripherals	120	12.0
EJ504B	AT Computer Systems/Peripherals Laboratory	120	6.0
	Total	240	18.0
<b>Quarter 3 - Communications and Networking</b>			
EK601B	Electronic Communications/Networking	120	12.0
EK604B	Electronic Communications/Networking Laboratory	120	6.0
	Total	240	18.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

Major Equipment			
Networking Devices	Computers	Printers	PC Software/Hardware Accessories
Scanners	Web Cams	Power Supplies	Network Services

<b>EI 401B Software and Applications</b>	<b>12.0 Quarter Credit Hours</b>
This course introduces students to common types of software, software applications (word processing, database, spreadsheet, graphics and utilities), operating systems and environments. The installation, configuration, optimization and troubleshooting of the software are also covered. Students continue to develop customer relations and people skills. Prerequisite: None. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>EI 404B Software and Applications Laboratory</b>	<b>6.0 Quarter Credit Hours</b>
This course provides hands-on experiences that build on the concepts and skills presented in EI401. Students construct a computer and install, configure, optimize, de-install and troubleshoot software. Students practice their customer relations and people skills through role-playing exercises. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	
<b>EJ 501B AT Computer Systems/Peripherals</b>	<b>12.0 Quarter Credit Hours</b>
This course introduces students to AT class computer systems and common computer peripherals. Students learn the basic operation, installation, set-up and troubleshooting of AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students continue to develop customer relations and people skills. Prerequisites: EI401B, EI404B. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>EJ 504B AT Computer Systems/Peripherals Laboratory</b>	<b>6.0 Quarter Credit Hours</b>
This course provides hands-on experiences that build on the concepts and skills presented in EJ501. Students install, set-up and troubleshoot AT class computer systems, keyboards, video systems, mass storage devices, special I/O devices and printing systems. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EI401B, EI404B. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	
<b>EK 601B Electronic Communications/Networking</b>	<b>12.0 Quarter Credit Hours</b>
This course covers principles and essential characteristics of electronic communication systems and computer networking. Subjects include transmitters, receivers, the principles of communication systems, antennas, transmission lines, telephone systems, optical and digital communications, modems and local area networks (LANs). Students continue to develop customer relations and people skills. Prerequisites: EI401B, EI404B. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>EK 604B Electronic Communications/Networking Laboratory</b>	<b>6.0 Quarter Credit Hours</b>
In this course, students use laboratory experimentation to reinforce and apply concepts learned in course EK601 and other courses. Students participate in demonstrations and experiments in filters, amplifiers, oscillators, AM/FM generation and transmission, pulse amplitude modulation, pulse duration modulation, telephone circuits, modems, fiber optics and LANs. Students practice their customer relations and people skills through role-playing exercises. Prerequisites: EI401B, EI404B. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	

## DENTAL ASSISTING

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	47	720	8 months	Dearborn, Grand Rapids, Kalamazoo	1-1

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

The goal of this program is to provide graduates with the skills and knowledge that will qualify them for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

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

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

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

Module	Module Title	Total Contact Hours	Quarter Credit Hours
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
<b>Program Totals:</b>		<b>720</b>	<b>47.0</b>

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

### Module A – Dental Office Emergencies and Compliance

**6.0 Quarter Credit Hours**

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

### Module B – Dental Radiography

**6.0 Quarter Credit Hours**

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

<b>Module C – Dental Specialties</b>	<b>6.0 Quarter Credit Hours</b>
<p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children's dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module D – Operatory Dentistry</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module E – Laboratory Procedures</b>	<b>6.0 Quarter Credit Hours</b>
<p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module F – Dental Anatomy and Orthodontics</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module G – Dental Health</b>	<b>6.0 Quarter Credit Hours</b>
<p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0</p>	
<b>Module X – Dental Assisting Externship</b>	<b>5.0 Quarter Credit Hours</b>
<p>This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	

## ELECTRONICS COMPUTER TECHNOLOGY

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	108	1440	18 months	Southfield	1.0

The Electronics Computer Technology (ECT) program teaches students the technical skills required to succeed in the fast-paced world of electronics and computers. As industries become more dependent on these technologies, many career opportunities exist for students that master them. The ECT curriculum explores electronics theory, direct and alternating current, electronic devices, integrated circuits, digital electronics, and computer technology. Laboratory experience is an integral part of the program.

Graduates of the program are qualified for entry-level positions as electronics technicians, medical equipment technicians, consumer electronics technicians, quality assurance production technicians, production test technicians, field service technicians, slot machine technicians, calibration technicians, bench technicians, repair and preventive maintenance technicians, computer repair technicians, support desk technicians, instrumentation technicians, and more. They are also qualified for positions as sales representatives in the computer and electronics fields.

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

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Quarter Credit Hours
<b>Quarter 1: Direct Current (DC) and Alternating Current (AC)</b>			
ECT1000	Direct Current (DC) and Alternating Current (AC)	120/00/00/120	12.0
ECT1050	Direct Current (DC) Laboratory and Alternating Current (AC) Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 2: Electronic Devices and Integrated Circuits</b>			
ECT1200	Electronic Devices and Integrated Circuits	120/00/00/120	12.0
ECT1250	Electronic Devices and Integrated Circuits Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 3: Digital Electronics</b>			
ECT2000	Digital Electronics	120/00/00/120	12.0
ECT2050	Digital Electronics Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 4: Computer Software</b>			
CTT1010	Computer Software	120/00/00/120	12.0
CTT1060	Computer Software Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 5: Computer Hardware and Operating Systems</b>			
CTT2010	Computer Hardware and Operating Systems	120/00/00/120	12.0
CTT2060	Computer Hardware and Operating Systems Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Quarter 6: Networking Fundamentals</b>			
NCC1010	Networking Fundamentals	120/00/00/120	12.0
NCC1060	Networking Fundamentals Laboratory	00/120/00/120	6.0
Total		120/120/00/240	18.0
<b>Diploma Total</b>		<b>720/720/00/1440</b>	<b>108.0</b>

Major Equipment			
Analog/Digital Trainers	Oscilloscopes	Computers	Web Cams
Digital Multimeters	Printers	Function Generators	Network Services
Frequency Counters	Scanners	PC Software/Hardware Accessories	Networking Devices

<p><b>ECT1000 Direct Current (DC) and Alternating Current (AC)</b> <span style="float: right;"><b>12 Quarter Credit Hours</b></span></p> <p>This course introduces students to the field of electronics and the principles and practices of fundamental Direct Current (DC) and Alternating Current (AC) theory. Concepts related to Ohm's law, resistance, series circuits, parallel circuits and series-parallel circuits for resistors are presented. Other topics include the theory of inductive reactance (XL), capacitive reactance (XC) and the sine waves for voltage and current. The phase relations among resistive inductive (RL) circuits, resistive capacitive (RC) circuits, and RLC circuits in series and parallel circuits are analyzed. Students will also learn techniques for studying and test taking. Prerequisite: None. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000</p>
<p><b>ECT1050 Direct Current (DC) and Alternating Current (AC) Laboratory</b> <span style="float: right;"><b>6 Quarter Credit Hours</b></span></p> <p>In this lab course, students will complete a project demonstrating their skills and ability to integrate key concepts related to Direct Current (DC) and Alternating Current (AC) circuits. The course introduces proper safety procedures, the use of hand tools, and soldering techniques used in the electronics industry. Students will construct and analyze the operation of laboratory projects involving series, parallel and series-parallel resistive (R), capacitive (C), inductive (L), and RC, RL and RCL circuits while using various test instruments to analyze circuits. The test instruments include digital multimeters, signal generators, oscilloscopes and power supplies. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000</p>

<b>ECT1200 Electronic Devices and Integrated Circuits</b>	<b>12 Quarter Credit Hours</b>
This course is an introduction to the principles of semiconductors. Students will learn about the operation of circuits containing diodes, transistors, power supplies and thyristors. They will also learn the logical principles of troubleshooting circuits. Applications of common transistor circuits and the basic principles of semiconductor oscillator and amplifier circuits will be discussed. Prerequisite: ECT1000, ECT1050. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>ECT1250 Electronic Devices and Integrated Circuits Laboratory</b>	<b>6 Quarter Credit Hours</b>
This course provides students with hands-on laboratory experience with the circuits discussed in Electronic Devices and Integrated Circuits. Students will construct, troubleshoot and monitor the building-block circuits of power supplies, amplifiers, regulators, switches and oscillators. They will also build and troubleshoot a basic FM Transmitter and an AM/FM receiver. Prerequisite: ECT1000, ECT1050. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	
<b>ECT2000 Digital Electronics</b>	<b>12 Quarter Credit Hours</b>
This course introduces students to the basic logic circuit operations of digital electronics. Students will learn about the simplification and design of digital circuits consisting of logic gates, display devices and counters. They will also gain knowledge of microprocessor components, bus systems, clocks, and LCD displays. The interfacing of analog devices to digital systems will be discussed. Prerequisite: ECT1200, ECT1250. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>ECT2050 Digital Electronics Laboratory</b>	<b>6 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Digital Electronics. Students will construct and troubleshoot basic digital circuits. Students will also construct and analyze the operations of the laboratory projects using various test instruments, such as logic probes, pulsers, digital multimeters, oscilloscopes and power supplies. Prerequisite: ECT1200, ECT1250. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	
<b>CTT1010 Computer Software</b>	<b>12 Quarter Credit Hours</b>
This course introduces students to the personal computer, basic computer system architecture, and the Windows desktop environment. Students will learn about the common types of desktop applications (word processing, spreadsheet, and presentation software), operating systems, graphics manipulation software, and hardware utilities. Students also develop customer relations and interpersonal skills. Prerequisite: None. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000 Lab hours: 0.	
<b>CTT1060 Computer Software Laboratory</b>	<b>6 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Computer Software. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will create basic documents using word processing, spreadsheet, and presentation applications for business and personal use. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	
<b>CTT2010 Computer Hardware and Operating Systems</b>	<b>12 Quarter Credit Hours</b>
This course focuses on the hardware and operating systems found in today's personal computers (PCs). Students will learn about computer commands, functions, and terminology through practical discussion about the installation, configuration, and upgrade of Windows operating systems. They will study a variety of computer hardware components and their related functions. Other topics discussed include troubleshooting and repair procedures. Prerequisite: CTT1010, CTT1060. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>CTT2060 Computer Hardware and Operating Systems Laboratory</b>	<b>6 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. Students will learn to install, configure, and troubleshoot personal computer (PC) operating systems and hardware, including system boards, memory, power supplies, storage devices, and sound cards. Prerequisite: CTT1010, CTT1060. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	
<b>NCC1010 Networking Fundamentals</b>	<b>12 Quarter Credit Hours</b>
This course introduces students to the terminology, operating systems, hardware, and administration of computer networks. These topics include network topology, TCP/IP, the OSI reference model, and security. Students will gain knowledge about basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT2010, CTT2060. Lec Hrs: 120, Lab Hrs: 000, Other Hrs: 000	
<b>NCC1060 Networking Fundamentals Laboratory</b>	<b>6 Quarter Credit Hours</b>
This laboratory course provides hands-on support for the concepts learned in Networking Fundamentals. 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. Prerequisite: CTT2010, CTT2060. Lec Hrs: 000, Lab Hrs: 120, Other Hrs: 000	



## MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	750	55	9 months/36 weeks	Grand Rapids, Kalamazoo	3-0

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

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

Module	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Hours
<b>Pre-requisite Course</b>						
MTD100	Introduction to Massage Therapy	40	40	0	80	6.0
<b>Modular Courses</b>						
MTD201	Business and Ethics	40	40	0	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MTD263	Eastern Theory and Practice	40	40	0	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MTD246	Clinical and Sports Massage	40	40	0	80	6.0
MTD295	Health and Wellness	40	40	0	80	6.0
MTD278	Massage Therapy Clinic	0	0	30	30	1.0
<b>PROGRAM TOTAL:</b>		<b>360</b>	<b>360</b>	<b>30</b>	<b>750</b>	<b>55.0</b>

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

<p><b>MTD100 – Introduction to massage Therapy</b></p> <p>This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD201 - Business and Ethics</b></p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b></p> <p>This module is designed to provide the student with the theory &amp; hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant &amp; elder/geriatric massage. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD263 – Eastern Theory and Practice</b></p> <p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>MTD220 – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b></p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>

<b>MTD282- Deep Tissue, Myofascial Release &amp; Pin and Stretch</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD246 - Clinical and Sports Massage</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD295 – Health and Wellness</b>	<b>6.0 Quarter Credit Hours</b>
This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.	
<b>MTD278 – Massage Clinic</b>	<b>1.0 Quarter Credit Hours</b>
This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or 'mock' clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6 <sup>th</sup> module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.	

## MASSAGE THERAPY

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	54	720	9 months	Dearborn, Detroit, Southfield	1-0

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

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a massage therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage therapists may be employed in urban, suburban, and rural areas.

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

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

Module	Module Title	Total Contact Hours	Quarter Credit Hours
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
	<b>Program Total</b>	<b>720</b>	<b>54.0</b>

<p><b>Module A - Business and Ethics</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continue to build the massage therapists practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module B – Swedish Massage, Western Theory &amp; History, Practice &amp; Mechanisms of Health &amp; Disease</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This module is designed to provide the student with the theory &amp; hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory &amp; history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, &amp; Elder/Geriatric Massage</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This module is designed to provide the student with the theory &amp; hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant &amp; elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p><b>Module D – Eastern Theory and Practice</b> <span style="float: right;"><b>6.0 Quarter Credit Hours</b></span></p> <p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>

<p><b>Module E – Energy &amp; Non-Traditional Therapies, Wellness &amp; CPR</b></p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module F - Deep Tissue, Myofascial Release &amp; Pin and Stretch</b></p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific signs of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques</b></p> <p>This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module H - Clinical and Sports Massage</b></p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module I – Health and Wellness</b></p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p><b>6.0 Quarter Credit Hours</b></p>

## MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	47	720	8 months	Dearborn, Detroit, Grand Rapids, Kalamazoo, Southfield	1-0

The objective of the Medical Administrative Assistant Program is to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management.

Module	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Hours
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
<b>TOTAL</b>		<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

<p><b>Module A: Office Finance</b></p> <p>Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module B: Patient Processing and Assisting</b></p> <p>In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module C: Medical Insurance</b></p> <p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module D: Insurance Plans and Collections</b></p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module E: Office Procedures</b></p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>

<p><b>Module F: Patient Care and Computerized Practice Management</b></p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module G: Dental Administrative Procedures</b></p> <p>Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module X – Medical Administrative Assistant Externship</b></p> <p>Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160</p>	<p><b>5.0 Quarter Credit Hours</b></p>

## MEDICAL ASSISTING

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	47	720	8 months	Dearborn, Detroit, Grand Rapids, Kalamazoo, Southfield	1-1

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

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

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

Major Equipment			
Autoclave	Microscopes	Surgical Instruments	Hematology Testing Equipment
Personal Computers	Mayo Stands	Examination Tables	Sphygmomanometers
Electrocardiography Machine	Stethoscopes	Training Manikins	

### Module A - Patient Care and Communication

**6 Quarter Credit Hours**

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

### Module B - Clinical Assisting and Pharmacology

**6 Quarter Credit Hours**

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. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p><b>Module C - Medical Insurance, Bookkeeping, and Health Sciences</b></p> <p>Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.</p> <p>Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6 Quarter Credit Hours</b></p>
<p><b>Module D - Cardiopulmonary and Electrocardiography</b></p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6 Quarter Credit Hours</b></p>
<p><b>Module E - Laboratory Procedures</b></p> <p>Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. 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. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6 Quarter Credit Hours</b></p>
<p><b>Module F - Endocrinology and Reproduction</b></p> <p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6 Quarter Credit Hours</b></p>
<p><b>Module G - Medical Law, Ethics, and Psychology</b></p> <p>Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6 Quarter Credit Hours</b></p>
<p><b>Module X - Externship</b></p> <p>Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A through G.. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 000</p>	<p><b>5 Quarter Credit Hours</b></p>



## MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Campuses: Dearborn, Detroit, Grand Rapids, Kalamazoo, Southfield	1-2

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

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

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	720	47.0

### Module A: Patient Care and Communication

6 quarter credit hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance in their career. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

### Module B: Clinical Assisting and Pharmacology

6 quarter credit hours

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. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well organized cover letter, resume, and job application. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

### Module C: Medical Insurance, Bookkeeping and Health Sciences

6 quarter credit hours

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful

in the medical field. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module D: Cardiopulmonary and Electrocardiography</b>	<b>6 quarter credit hours</b>
Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught with enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.	
<b>Module E: Laboratory Procedures</b>	<b>6 quarter credit hours</b>
Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. 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. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module F: Endocrinology and Reproduction</b>	<b>6 quarter credit hours</b>
Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how hereditary, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module G: Medical Law, Ethics and Psychology</b>	<b>6 quarter credit hours</b>
Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
<b>Module X: Medical Assisting Externship</b>	<b>5 quarter credit hours</b>
Upon successful completion of Modules A through G, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisites: Completion of Modules A-G. Lec Hrs: 000 Lab Hrs: 000 Other Hrs: 160	

## MEDICAL INSURANCE BILLING AND CODING

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	47	720	8 months	Dearborn, Grand Rapids, Southfield	2-0

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding Program is a 720 Clock Hours/47.0 Credit Unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 Clock Hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Upon successful completion of all program courses, students will be awarded a diploma.

Course	Course Title	Lecture Hours	Lab Hours	Externship Hours	Total Contact Hours	Quarter Credit Hours
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	40	40	0	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	40	40	0	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System	40	40	0	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	40	40	0	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	40	40	0	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	40	40	0	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	40	40	0	80	6.0
MIBE	Externship	0	0	160	160	5.0
<b>PROGRAM TOTAL:</b>		<b>280</b>	<b>280</b>	<b>160</b>	<b>720</b>	<b>47.0</b>

### Module MEDINTRO Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel 6 Quarter Credit Hours

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<b>Module MIBCL</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBGU</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBIE</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		

<b>Module MIBMS</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBRG</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module MIBSN</b>	<b>Anatomy &amp; Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology</b>	<b>6 Quarter Credit Hours</b>
<p>This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p><b>Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</b></p>		
<b>Module MIBE</b>	<b>Externship</b>	<b>5 Quarter Credit Hours</b>
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>		

## PHARMACY TECHNICIAN

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	47	720	8 months	Dearborn*, Detroit, Kalamazoo	1-0

\*No longer enrolling new students.

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

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

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

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

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

Major Equipment			
Computers	Class A prescription balance	Conical graduates	Anatomy and Physiology Charts
Laminar Flow Hood	Counter balance	Cylindrical graduates	Pharmaceutical weights set
Porcelain mortar and pestle	Glass mortar and pestle	Spatulas	
Anatomy and physiology models: Skeleton Head and Torso (with removable organs)			

<p><b>Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems</b></p> <p>This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>	<p><b>6.0 Quarter Credit Hours</b></p>
<p><b>Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System</b></p> <p>This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous systems are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p><b>6.0 Quarter Credit Hours</b></p>

<b>Module C</b>	<b>History and Ethics of Pharmacy and Pharmacology of the Respiratory System &amp; Nuclear and Oncology Pharmacy Practice</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, The 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module D</b>	<b>Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food &amp; drug interactions. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module E</b>	<b>Administrative Aspects of the Pharmacy Technician &amp; Pharmacology of the G.I. and Muscular System</b>	<b>6.0 Quarter Credit Hours</b>
<p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting is covered. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000.</p>		
<b>Module F</b>	<b>Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module G</b>	<b>Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</b>	<b>6.0 Quarter Credit Hours</b>
<p>This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module are drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal systems and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<b>Module X</b>	<b>Clinical Externship</b>	<b>5.0 Quarter Credit Hours</b>
<p>This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>		

## PRACTICAL NURSING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1425	86	45 weeks	Grand Rapids	1-0

### Philosophy/Purpose

The faculty of the Practical Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health. A graduate of the program is prepared to enter the occupation in an entry-level position.

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

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

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

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

### Educational Philosophy

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

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

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

### Conceptual Framework

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

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

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

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



various populations throughout the life span. Courses included in this level are Maternal Child Health and the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, and Geriatrics and the Special Needs Populations.

**Outcomes (Educational Objectives):**

Students completing the Practical Nursing program will be able to:

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

**Competencies:**

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

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

Course Number	Course Title	Clock Hours				Credit Hours
		Lecture Contact Hours	Lab Contact Hours	Clinical Contact Hours	Total Contact Hours	Quarter Credit Units
<b>Level One</b>						
MI-NSG101	Fundamentals of Nursing (includes 30 hours intro A&P)	144	56	0	200	17
MI-NSG102	Pharmacology	60	20	0	80	7.0
MI-NSG103	Geriatric Nursing	25	0	0	25	2.5
MI-NSG104	Nutrition	10	5	0	15	1.0
	Level I Competency Check-offs	0	8	0	8	0
MI-NSG100X	Level I Clinical	0	0	152	152	5.0
	<b>Total Hours</b>	<b>239</b>	<b>89</b>	<b>152</b>	<b>480</b>	<b>32.5</b>

Course Number	Course Title	Clock Hours				Credit Hours
<b>Level Two</b>						
MI-NSG303	Medical Surgical/G.U. System	20	5	0	25	2.0
MI-NSG202	Medical Surgical Nursing/Respiratory System	30	10	0	40	3.5
MI-NSG203	Medical Surgical Nursing /Musculoskeletal System	20	5	0	25	2.0
MI-NSG204	Medical Surgical Nursing /Cardiovascular System	30	10	0	40	3.5
MI-NSG205	Medical Surgical Nursing /Gastrointestinal System	30	10	0	40	3.5
MI-NSG206	Medical Surgical Nursing/Neurosensory System	30	10	0	40	3.5
	Level II Competency Check-off	0	15	0	15	0
MI-NSG200X	Level II Clinical	0	0	240	240	8.0
	<b>Total Hours</b>	<b>160</b>	<b>65</b>	<b>240</b>	<b>465</b>	<b>26.0</b>
<b>Level Three</b>						
MI-NSG301	Maternal and Infant Nursing	35	10	0	45	4.0
MI-NSG302	Mental Health Nursing	25	10	0	35	3.0
MI-NSG201	Medical Surgical Nursing/Integumentary System	20	5	0	25	2.0
MI-NSG304	Pediatric Nursing/Growth and Development	35	10	0	45	4.0
MI-NSG305	Management and Supervision	25	10	0	35	3.0
MI-NSG306	Medical Surgical Nursing/Endocrine System	30	10	0	40	3.5
	Level III Competency Check-offs	0	15	0	15	0
MI-NSG300X	Level III Clinical	0	0	240	240	8.0
	<b>Total Hours</b>	<b>170</b>	<b>70</b>	<b>240</b>	<b>480</b>	<b>27.5</b>
	<b>Total Program Hours</b>	<b>569</b>	<b>224</b>	<b>632</b>	<b>1425</b>	<b>86.0</b>

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

#### Clinical Facilities

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

#### Evaluations

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

#### Program Level Outline

##### Level I Outline

###### Description

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

##### Level I Objectives

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

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

#### Courses

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

##### Level II Outline

###### Description

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

#### Level II Objectives:

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

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

#### Courses:

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

#### Level III Outline

##### Description

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

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

#### Level III/Terminal Objectives:

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

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

#### Courses:

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

#### Course Descriptions:

<b>LEVEL I</b>	
<b>MI-NSG101 – FUNDAMENTALS OF NURSING</b> This Module includes classroom instruction, skills lab, and clinical experience in the skilled nursing and/or acute care facility. Theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death. The course includes 30 hours of Anatomy and Physiology. Lecture Hours: 144.0 Lab Hours: 56.0	<b>17.0 Quarter Credit Hours</b>
<b>MI-NSG102 – PHARMACOLOGY</b> Medications, their source and uses, calculation of dosage and safe administration of prescribed medications, classifications of drugs according to body systems are covered in this module. Prerequisites: Anatomy and Physiology portion of MI-NSG101 Fundamentals of Nursing. Lecture Hours: 60.0 Lab Hours: 20.0.	<b>7.0 Quarter Credit Hours</b>
<b>MI-NSG103 – GERIATRIC NURSING</b> This module includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client; promotion of healthy elders. Prerequisite: MI-NSG101 Fundamentals of Nursing. Lecture Hours: 25.0 Lab Hours: 0.0	<b>2.5 Quarter Credit Hours</b>
<b>MI-NSG104 – NUTRITION</b> Basic principles of nutrition as it relates to health and disease, assessment of the nutritional status of the hospitalized client, and therapeutic interventions are included in this module. Prerequisite: MI-NSG101 Fundamentals of Nursing. Lecture Hours: 10.0 Lab Hours: 5.0	<b>1.0 Quarter Credit Hours</b>

<b>MI-NSG100X – LEVEL I CLINICAL EXPERIENCE</b>	<b>5.0 Quarter Credit Hours</b>
In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 152.0	
<b>*Level I Competency Check-offs</b>	<b>0.0 Quarter Credit Hours</b>
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level I Grade: Pass/Fail	
<b>LEVEL II</b>	
<b>MI-NSG 303 – MEDICAL SURGICAL NURSING/GENTOURINARY SYSTEM</b>	<b>2.0 Quarter Credit Hours</b>
This module addresses basic renal system anatomy and physiology; diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0	
<b>MI-NSG202 - MEDICAL SURGICAL NURSING/ RESPIRATORY SYSTEM</b>	<b>3.5 Quarter Credit Hours</b>
Basic respiratory anatomy and physiology; care of clients with diseases or conditions of the nose throat and lungs, including acute and chronic respiratory disorders are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0	
<b>MI-NSG203 - MEDICAL SURGICAL NURSING/ MUSCULOSKELETAL SYSTEM</b>	<b>2.0 Quarter Credit Hours</b>
Basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases' pre and post-op care of clients with surgical interventions are addressed in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 20.0 Lab Hours: 5.0	
<b>MI-NSG204 - MEDICAL SURGICAL NURSING/ CARDIOVASCULAR SYSTEM</b>	<b>3.5 Quarter Credit Hours</b>
This module addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0	
<b>MI-NSG205 - MEDICAL SURGICAL NURSING/GASTROINTESTINAL SYSTEM</b>	<b>3.5 Quarter Credit Hours</b>
Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this module. Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0	
<b>MI-NSG 206 - MEDICAL SURGICAL NURSING/NEUROSENSORY SYSTEM</b>	<b>3.5 Quarter Credit Hours</b>
Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders of hospitalized clients are included in this module Prerequisites: Level I and Level I Competencies. Lecture Hours: 30.0 Lab Hours: 10.0	
<b>MI-NSG 200X LEVEL II CLINICAL EXPERIENCE</b>	<b>8.0 Quarter Credit Hours</b>
Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 240.0	
<b>*Level II Competency Check-offs</b>	<b>0.0 Quarter Credit Hours</b>
In a skills lab situation the students will be tested on randomly selected skills which they have learned and practiced during Level II Grade: Pass/Fail Lecture Hours: 0.0 Lab Hours: 15.0	
<b>LEVEL III</b>	
<b>MI-NSG 301 – MATERNAL AND INFANT NURSING</b>	<b>4.0 Quarter Credit Hours</b>
Male and female anatomy and physiology and development changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-NSG 302 – MENTAL HEALTH NURSING</b>	<b>3.0 Quarter Credit Hours</b>
Legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0	
<b>MI-NSG201 – MEDICAL SURGICAL NURSING/ INTEGUMENTARY SYSTEM</b>	<b>2.0 Quarter Credit Hours</b>
Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, tumors, dermatological and plastic reconstructive surgery are covered in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 20.0 Lab Hours: 5.0	
<b>MI-NSG 304 – PEDIATRIC NURSING/GROWTH AND DEVELOPMENT</b>	<b>4.0 Quarter Credit Hours</b>
Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for both acute, chronic and terminally ill children; health problems related to body systems are addressed in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-NSG 305 - LEADERSHIP AND SUPERVISION</b>	<b>3.0 Quarter Credit Hours</b>
Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are included in this module. Prerequisites: Level II and Level II Competencies. Lecture Hours: 25.0 Lab Hours: 10.0	
<b>MI-NSG 306 – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM</b>	<b>3.5 Quarter Credit Hours</b>
This module addresses anatomy and physiology of the endocrine system. Also included are nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions. Prerequisites: Level II and Level II Competencies. Lecture Hours: 30.0 Lab Hours: 10.0	
<b>*Level III Competency Check-offs</b>	<b>0.0 Quarter Credit Hours</b>
In a one-on-one situation with an instructor the student will be provided with three critical thinking client scenarios. The student will be expected to describe appropriate interventions: The student's knowledge will assessed as basic, proficient or advanced. Lecture Hours: 0.0 Lab Hours: 15.0	
<b>MI-NSG 300X LEVEL III CLINICAL EXPERIENCE</b>	<b>8.0 Quarter Credit Hours</b>
In the acute, long term and specialty care facilities as well as observational sites the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 240.0	

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 San Bernardino, CA (main campus)  
 San Francisco, CA (main campus)  
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### **Everest Institute**

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 Fort Lauderdale, FL (branch of Kendall, FL)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Southfield, MI (branch of Everest Institute, Grand Rapids, MI)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest Institute, Ontario, CA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest College, Reseda, CA)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
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Tampa (Brandon), FL (branch of Everest University Tampa, FL)  
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 Melbourne, FL (branch of Everest University, Orlando, FL)  
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 Tampa, FL (main campus)

### **Las Vegas College**

Henderson, NV (main campus)

### **WyoTech**

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

## STATEMENT OF OWNERSHIP

The Grand Rapids, Southfield and Grand Rapids Nursing campuses are owned and operated by Grand Rapids Educational Center, Inc., a wholly-owned subsidiary of Corinthian Schools, Inc., a Delaware corporation. The Dearborn, Detroit and Southfield campuses are owned and operated by Corinthian Schools, Inc. Corinthian Schools, Inc., is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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<b>GRAND RAPIDS EDUCATIONAL CENTER, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino Peter Waller Beth A. Wilson	Jack D. Massimino Kenneth S. Ord Beth A. Wilson Stan A. Mortensen Robert C. Owen	President and Chief Executive Officer Executive Vice President and Chief Financial Officer Executive Vice President, Operations Senior Vice President, General Counsel and Corporate Secretary Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

### Dearborn Campus Information

ADMINISTRATION		
Joe Belliotti	School President	BS, Oakland University, Rochester, MI
Cynthia Norman	Director of Education	BS, University of Phoenix, Southfield, MI
Beth Akers, RN	Associate Director of Education	BSN, Canyon College, Caldwell, ID
Larry Baranski	Director of Admissions	MA, University of Michigan, Ann Arbor, MI
Renea Elmore	Admissions Manager	BBA, Davenport University, Dearborn, MI
Coleen Puckett	Director of Student Finance	
Jane Morton-Evans	Director of Student Accounts	Florida Metropolitan University, Online
Jennifer Jones	Director of Career Services	BA, University of Windsor, Windsor, Ontario
ALLIED HEALTH INSTRUCTORS		
Nancy Angilere	Dental Assisting	
Nicole Baldwin	Medical Assisting	Detroit Business Institute, Oak Park, MI
Cynthia Biggs	Dental Assisting	Wayne County Community College, Detroit, MI
Harriet Blaznek	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Vicki Brunell	Medical Assisting	
Kizzy Carr	Medical Assisting	National Institute of Technology, Dearborn, MI
Kimberlynn Collins	Massage Therapy	National Institute of Technology, Dearborn, MI
Lynette Dickerson	Massage Therapy	MSP, American Institute of Theology, Birmingham, AL
Dreama Donofrio	Education Chair	Dearborn H.S. Dental Assisting Program, Dearborn, MI
Dr. Karen Dunn	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Donna Etienne	Medical Assisting	Ross Medical Education Center, Livonia, MI
Lori Gillon-Newman	Medical Billing	National Institute of Technology, Dearborn, MI
Lisa Gutowski	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Juanita Hawkins	Medical Assisting	National Institute of Technology, Southfield, MI
Mary Holmes	Medical Billing Insurance Coding	Wayne State University, Detroit, MI
Pam Johnson	Medical Billing	BBA, University of Phoenix, Southfield, MI
Toyaka Johnson	Dental Assisting	Ross Medical Education Center, Warren, MI
Amanda Lee	Massage Therapy	Health Enrichment Center, Lapeer, MI
Michele Maksai	Dental Assisting	
Fay Mitchell	Education Chair	BBA, Davenport University, Dearborn, MI
Vicki Moffett	Pharmacy Technician	AA, Henry Ford Community College, Dearborn, MI
Gloria Newell	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Jamika Parks	Medical Assisting	National Institute of Technology, Dearborn, MI
Kendella Rainer	Dental Assisting	High Tech Learning, Warren, MI
Patrice Ross, MBA	Education Chair	MBA, Davenport University, Dearborn, MI
Joy Stratton	Medical Assisting	Detroit College of Business, Dearborn, MI
Lana Sherwin, RMA	Medical Assisting	Ross Medical Education Center, Livonia, MI
Chris Solberg	Pharmacy Technician	National Institute of Technology, Dearborn, MI
Kristin Taylor	Medical Assisting	National Institute of Technology, Southfield, MI
Katrina Washington, RMA	Medical Assisting	Ross Medical Education Center, Oak Park, MI
Lucille Wickham	Medical Assisting	Ross Medical Education Center, Livonia, MI

### Detroit Campus Information

ADMINISTRATION		
Joseph Egelski	School President	MBA, Wayne State University, Detroit, MI BS, Wayne State University, Detroit, MI
Dedra Naylor	Director of Student Finance	BS, Full Gospel Bible College, Flint, MI
Debora Dearing	Director of Education	BS, Mercy College, Detroit, MI
Renea Elmore	Director of Admissions	BA, Davenport University, Dearborn, MI
Lori Young	Career Services Director	Oakland University, Rochester, MI, West Chester University of Pennsylvania, West Chester, PA
Lairen Marshall	Director of Student Accounts	BA, Kalamazoo College, Kalamazoo, MI

<b>DEPARTMENT CHAIR</b>		
Ta'Shun White	Medical Chair	BCLS, CMA Certificate, Ross Educational Center, Southfield, MI Pending BS, Everest University
<b>SENIOR INSTRUCTORS</b>		
Felicia Stewart	Medical Assisting	Certificate, Ross Medical Education Center, Detroit, MI BLS Instructor
Anastasia Tomassi	Massage Therapy	Certificate of License, City of Detroit Diploma, Health Enrichment Center Lapeer, MI Certificate of OMT, Certificate of Sports Massage
Timaka Willson	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne County Community College, Detroit, MI
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
LaWanda Burley	Medical Assisting	Madonna University, Detroit, MI
Rhonda Frazier	Medical Assisting	Diploma, Lawton Schools, Detroit, MI AS, Wayne County Community College, Detroit, MI
Maria Hernandez	Medical Assisting	Diploma, American Career Institute, Cleveland, OH RMA, American Career Institute, Cleveland, OH
Siobhan Howard	Medical Assisting	Certificate, National Institute of Technology, Southfield, MI
Renee Jacobs	Medical Assisting	CMA, Professional Training Academy, Ferndale, MI
Carmen Looney	Medical Assisting	Diploma, Franklin Adult Education, Detroit, MI
Benita Moore	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI BLS Instructor
Motiryo Mumpfield	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI
Yulonda Pack	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI BLS Instructor, CMA
Schnikka Prince	Medical Assisting	Certificate, National Institute of Technology, Detroit, MI
Denise Williams	Medical Assisting	Diploma, Dorsey Business Schools, Madison Heights, MI
<b>MASSAGE THERAPY INSTRUCTORS</b>		
Jonathan Burt	Massage Therapy	Diploma, MT Irene's Myomassology Institute, Southfield, MI, Certificate of License, City of Detroit
Lisa Crawford	Massage Therapy	Diploma, Healing Hands Center, Harrison Township, MI, Certificate of License, City of Detroit BS, Wayne State University, Detroit, MI,
Kathleen Merholz	Massage Therapy	Certificate of License, City of Detroit Certificate, Life Path School of Massage Therapy, Peoria, IL
Anita Norwood	Massage Therapy	Certificate of License, City of Detroit BA, Southern Christian University Montgomery, AL Diploma, Health Enrichment Center Lapeer, MI BLS Certified Instructor
Candice Charbeneau- Waller	Massage Therapy	Certificate of License, City of Detroit Diploma, Health Enrichment Center, Lapeer, MI
<b>MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS</b>		
Takara Bolton	Medical Administrative Assistant	Certificate, National Institute of Technology Southfield, MI
Wendy Gilreath	Medical Administrative Assistant	Certificate, Highland Park College, Highland Park, MI
Pamela Tyson	Medical Administrative Assistant	Certificate, Professional Career Institute, Southfield, MI
<b>PHARMACY TECHNICIAN INSTRUCTORS</b>		
Valarie Kelly	Pharmacy Technician	AA, Wayne County Community College, Detroit, MI Certified Pharmacy Tech
Sorin Marculescu	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne County Community College, Detroit, MI

## Grand Rapids Campus Information

<b>ADMINISTRATION</b>	
Ruth Stewart	Campus President
Michelle Emelander	Human Resources/Administrative Assistant to the President
	Receptionist
Sheila Darling	Receptionist
Malcolm Taylor	Maintenance



<b>STUDENT FINANCE STAFF</b>	
Connie Graham	Director of Student Finance
Heidi Brower	Financial Services Representative
Hilary Chase	Financial Services Representative
Stephanie Kimble	Financial Services Representative
Beth Koger	Financial Services Representative
Katie Long	Financial Services Representative
Sarah Mercer	Financial Services Representative
Lindsay Zwyghuizen	Financial Services Representative
<b>CAREER SERVICES STAFF</b>	
Debbie Overbeck	Director of Career Services
Mary Ende	Extern Coordinator
Dawn Konwinski	Placement Representative
Mary Miller	Externship Coordinator
Kathy Morgan	Externship Coordinator
Debbie Powell	Placement Representative
Joe Seitz	Placement Representative
Sheree Smith	Placement Representative
<b>ADMISSIONS STAFF</b>	
Susan Smith	Director of Admissions
Christopher Malachino	Admissions Manager
Amy Applegate	Admissions Representative
AJ Baker	Admissions Representative
Desiree Battle	Admissions Representative
Tim Bonter	Admissions Representative
Bonnie Brown	Admissions Representative
Brandon Goosen	Admissions Representative
Kara Loy	Admissions Representative
Grant Malecke	Admissions Representative
Kara Loy	High School Presenter
Tily Perry	Admissions Representative
Dante Pirtle	Admissions Representative
Melissa Rypma	Admissions Representative
William Schaefer	Admissions Representative
Darren Smith	Admission Representative
Trentacoste, Kelly	Admissions Representative
<b>BUSINESS OFFICE STAFF</b>	
Dan Biller	Director of Student Accounts
Dianne Banse	Bookkeeper
Don Serba	Collections
<b>EDUCATION ADMINISTRATIVE STAFF</b>	
Daysha Pell	Director of Education
Jackie VerHeulen	Campus Nursing Director
Lynn Tuck	Associate Director of Education
Jackie Derby	Massage Therapy Department Chairperson
Jacob Kassuba	Medical Assistant Department Chairperson
Tracey Riches	Medical Administrative Assistant and Medical Insurance, Billing & Coding Department Chairperson
Andrea Heckenmueller	Student Services Coordinator
Brian Miltgen	Registrar
Jackie Wiedmayer	Registrar
Diane Bylsma	Practical Nursing Lab Assistant and Administrative Assistant
<b>DENTAL ASSISTING</b>	
Tammy Gilbert	R.D.A., Grand Rapids Junior College
Pam Bidwell-Phillips	R.D.R. Medix School, Coumbus, Ohio
Connie McCarty	C.D.A., Grand Rapids Educational Center
Kathy Morgan	CDH Ferris State University, Big Rapids, MI
DiAnne Craner	R.D.A, Lansing Community College
<b>MASSAGE THERAPY</b>	
Kerry Singleton	Certified through Kalamazoo Healing of Arts
Natalie Beversluis	C.M.T. Blue Herron Academy, B.S. Aquinas College
Mary Beth Holtz	C.M.T., Health Enrichment
Darcy Koogler-Walters	GREC-Olympia Career Trainig Institute , Grand Rapids, MI

<b>MEDICAL ADMINISTRATIVE ASSISTANT</b>	
Shayla Allen	Cornerstone University –Current, Grand Rapids, MI
Denise Townsend	M.A.A. Diploma Grand Rapids Educational Center, Grand Rapids, MI
Robin Flake	M.A.A. Diploma Grand Rapids Educational Center, Grand Rapids, MI
<b>MEDICAL ASSISTING</b>	
Kathleen Cavanaugh	C.M.A., American Associate of Medical Assistants, CA
Brenda Decker	Medical Assistant Computer Instructor
Corene Edwards	B.P.S., University of New Hampshire, NH E.M.T.-P., Northeastern University, MA
Elaine Fedewa	AAS,BBA, Davenport University, Grand Rapids, MI
Kristine Gillette	L.P.N. Grand Rapids Community College, Grand Rapids, MI
Rebecca Haggerty	Grand Rapids Academy Technical School,, Grand Rapids, MI
Andrea Knight	C.M.A. Medical Careers Institute, Virginia Beach, VA
Susan Moore	M.A. Olympia Career Training Institute, Grand Rapids, MI
Jennifer Waldron	Medical Business and Clinical Assistant, , NIT, Grand Rapids, MI
Mickey Ransburger	L.P.N., Newfield High School of Nursing, NY
Diane Roose	B.S., Health Sciences Grand Valley State University
Steve Smith	C.M.A., Olympia Career Training Institute, Grand Rapids, MI
Tina Teed	M.A. Ross Medical Educational Center, Lansing, MI
Jennifer Waldron	Medical Business and Clinical Assistant, , NIT, Grand Rapids, MI
Diedra Williams	L.P.N., Grand Rapids Community College, MI
<b>MEDICAL INSURANCE BILLING AND CODING</b>	
Tracy Riches	C.M.A., Ross Medical Center, Lansing, MI
Patti McCracken	
Pam Okker	
<b>PRACTICAL NURSING</b>	
Cathleen Bouwsma	MSN, ANP, University of Michigan, Ann Arbor, MI
Karen DeVries	B.S.N. Calvin College, R.N., B.S.N. , MI
Teresa French	RN,BSN University of Phoenix
Kelly Leask	B.S.N. Grand Valley State University. Grand Rapids, MI
Jennifer Kamp	B.S.N. Calvin College, Grand Rapids, MI
Beth Markham	B.S.N., University of Michigan
Julie Polanic	RN, BSN, University of Detroit Mercy
Peggy Palermo	M.S.N., Case Western Reserve University R.N., B.S.N., University of Connecticut, CT
Kris Kutzli	RN, BSN, Grand Valley University
Lois Richardson	B.S.N. Mercy College of Detroit, R.N., B.S. , MI
Angela Schmidbauer	R.N., B.S.N., Ohio State University, OH

\*Part Time

## Kalamazoo Campus Information

<b>ADMINISTRATION</b>	
Gloria Stender	School President-B.S., Western Michigan University, Kalamazoo, MI
Ann Arntz	Administrative Assistant
Lauren McLaughlin	Administrative Assistant--B.A., Taylor University, Upland, IN
Michele Gonzales	Receptionist-Cert. Human Resources, University of Phoenix, San Diego, CA
<b>FINANCIAL SERVICES STAFF</b>	
Brenda Laker	Director of Student Finance-A.A.S.,Kalamazoo Valley Community College, Kalamazoo, MI
Janet Buchanan	Financial Services Representative
Eva Grimm	Financial Services Representative-B.B.A., Siena Heights University, Adrian, MI
Treasa Hageman	Financial Services Representative
Mary Henderson	Financial Services Representative-Parsons Business School, Kalamazoo, MI
Michele Russell	Financial Services Representative- B.B.A., Michigan State University, Lansing MI
<b>CAREER SERVICES STAFF</b>	
Linda Lamorandier	Director of Career Services-B.B.A., Davenport College, Kalamazoo, MI
Linda Forcier	Externship Coordinator-Health Enrichment Center, Lapeer, MI
Karrie Messenger	Externship Coordinator-B.A, Siena Heights College, Adrian, MI
Dawn Wright	Career Services Representative-B.A., Michigan State University, Lansing, MI
William Sprague	Career Services Representative-B.A., Wayne State University, Detroit, MI
Charles Welch	Career Services Representative

<b>ADMISSIONS STAFF</b>	
Christopher Young	Director of Admissions-B.B.A., Western Michigan University, Kalamazoo, MI
Denise Brown	Admissions Representative-B.A., Western Michigan University, Kalamazoo, MI
Kari Hatt	Admissions Representative-B.S., Central Michigan University, Mt. Pleasant, MI
Stacy Hawkins	Admissions Representative
Scott Miles	Admissions Representative-B.A., Spring Arbor College, MI
Christine Miller	Admissions Representative-B.A., Central Michigan University, Mt. Pleasant, MI
Lorilee Russell	Admissions Representative-B.S.W., Calvin College, Grand Rapids, MI
Rachel Torrey	Admissions Representative-B.A., Western Michigan University, Kalamazoo, MI
Danny Spencer	Admissions Representative-B.S., University of Phoenix,
Jerry Wallace	Admissions Representative
<b>BUSINESS OFFICE STAFF</b>	
Valerie Redmond	Director of Student Accounts- B.S., Florida Metropolitan University
Bryan Wright	Student Account Representative-B.A., Spring Arbor University, Kalamazoo, MI
<b>EDUCATION ADMINISTRATIVE STAFF</b>	
Sharon Smith	Director of Education-M.A., B.S., Western Michigan University, Kalamazoo, MI
Donna Miroslaw	Associate Director of Education/Student Services Coordinator-B.S., Florida Metropolitan University
Stacy Burdette	Registrar-B.A., Western Michigan University, Kalamazoo, MI
Dorinda Loucks	Medical Department Chairperson-B.A.S., Siena Heights University, Adrian, MI
<b>DENTAL ASSISTING</b>	
Mary Ann Belden	D.A. Instructor , Occupational Qualifications
Deborah Block	A.A.S., Kalamazoo Valley Community College
Aimee Brewer*	R.D.A., Lansing Community College
Kolby Klopfenstein-Snyder	R.D.A., Kalamazoo Valley Community College
<b>MASSAGE THERAPY</b>	
Katherine Blakeney-Mihm	N.C.T.M.B., Chicago School of Massage Therapy
Brook Cameron	H.H.P., C.M.T., School of Healing Arts, San Diego, CA
Kathy Kreg	M.M.T., Blue Heron Academy
Maja McKeever	N.C.T.M.B., New Mexico College of National Healing
<b>MEDICAL ADMINISTRATIVE ASSISTANT</b>	
Deana Hawkins	C.M.A., Occupational Qualifications
Cynthia James	B.S., University of Detroit
Diane Lambert	M.A., Western Michigan University, B.A., Spring Arbor College
Sonny Martinez	Grand Rapids Educational Center
<b>COMPUTER INSTRUCTORS</b>	
Kelly Lamb	B.S., Ferris State University
Carie Cooper	A.A.S., Kalamazoo Valley Community College
<b>MEDICAL ASSISTING</b>	
Dorinda Loucks **	B.A.S., Siena Heights University
Jill Burgett	L.P.N., Kellogg Community College
Carrie Conroy	NOCROP, Anaheim, CA
Deion Davis	Grand Rapids Educational Center
Donna Gardner-Lawson	B.A.S., Western Michigan University
Stacy Haley-Smit	C.M.A., Davenport University
Kelley Mickel	C.M.A., A.A.S., Kalamazoo Valley Community College
Jessi Niles	R.M.A., Grand Rapids Educational Center
Rosie Petro***	R.N.,A.A.S. Southwest Michigan College, Dowagiac, MI
Marianne Poulsen*	L.P.N., A.A.S., Southwestern Michigan College
Sheree Riggleman	C.M.A., Gwinnett Technical Institute
Cheryl Sherman	C.M.A., Brown Mackie College, B.A.S., Western Michigan University
Judith Steinert	L.P.N., Glen Oaks Community College
Rhonda Wilson	C.M.A., A.A.S., Kalamazoo Valley Community College
<b>PHARMACY TECHNICIAN</b>	
Wendi Taplin*	CPhT, Occupational Qualifications
Carol Kosbar	Occupational Qualifications
Marie Mitchell	Occupational Qualifications
<b>BUSINESS ACCOUNTING</b>	
Kimberly Blake	B.A., Davenport University, M.S.A., Central Michigan University
Margi Williams	B.A., Bakers College

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

## Southfield Campus Information

<b>ADMINISTRATION</b>		
Marchelle Weaver	President	BA, Michigan State University, East Lansing, MI
Valerie Brenneman	Vice President	BA, University of Arizona, Tucson, AZ
Deolis Allen, Jr.	Education Director	
Renee Rivard	Director of Student Finance	Sawyer School of Business
Sherrie Hanes-Leach	Director of Student Accounts	BS, Madonna, Livonia, MI
Wendell Coleman	Admissions Director	Cornerstone University, Grand Rapids, MI
Thomas Doyle	Career Services Director	BS, Central Michigan University, Mt. Pleasant, MI
<b>DEPARTMENT CHAIRS</b>		
Paulette Williams	Director of Nursing	
Laurence Bowers	Computer Technology	MCP, CNI, Diploma, National Institute of Technology, Livonia, MI
Richard Wilbourn	Electronics Computer Technology	Siena Heights University, Adrian, MI
Yvette Harris Mary Brown	Medical Assisting	Diploma, Ross Medical Education Center, Oak Park, MI CMA, EMT/P Southeastern EMS Academy, Troy, MI
Emma Hill	Medical Administrative Assistant, Medical Insurance Billing and Coding	RMA, Diploma, Maric College of Medical Careers, San Marcos, CA
Layna Fernandez-Tyus	Massage Therapy	Diploma, Ann Arbor Institute of Massage Therapy
<b>ALLIED HEALTH INSTRUCTORS</b>		
Acquana Adams	Medical Assisting	
Debbie Bennett	Medical Assisting	
Shontel Boyd	Medical Assisting	
Karen Chowdhury	Medical Assisting	
Valerie Clement	Medical Assisting	
Sheila Dorjevski	Medical Assisting	
Felicia Johnson	Medical Assisting	
Bonnie Jordan	Medical Assisting	
Anyika Moss	Medical Assisting	
Deneda Person	Medical Assisting	
Sonya Robert	Medical Assisting	
Sherae Robertson	Medical Assisting	
Mahnaz Sadafi Asl	Medical Assisting	
Tegra Tucker	Medical Assisting	
Gina Allen	Medical Insurance Billing/Coding	
Paulethea Jasper	Medical Insurance Billing/Coding	
Sandy Johnson	Medical Administrative Assisting	
Tiffany Moore	Medical Administrative Assisting	
Donna Phillips	Medical Administrative Assisting	
Felicia Thomas	Medical Administrative Assisting	
Limin Jin	Massage Therapy	
Mary Krenzel	Massage Therapy	
Tammy Lyon	Massage Therapy	
Theresa O'Bryant	Massage Therapy	
Elizabeth Phipps	Massage Therapy	
Nina Blair, RN	Practical Nursing	
Linda Burks, RN	Practical Nursing	
Lori Ensign, RN	Practical Nursing	
MA. Heraldine Flores, RN	Practical Nursing	
Lisa Lawson, RN	Practical Nursing	
Elsie Lett, RN	Practical Nursing	
Tonya Moss, RN	Practical Nursing	
Yolando Roberts, RN	Practical Nursing	
Faye Sanders, RN	Practical Nursing	
Barbara Smith-Dawson, RN	Practical Nursing	
<b>TECHNICAL INSTRUCTORS</b>		
Ronald Anderson	Computer Technology Electronics Computer Technology	
William Arsenault	Electronics Computer Technology	
John Bonadies	Electronics Computer Technology	

Nancy Carr	Computer Technology Electronics Computer Technology
William Lee	Computer Technology Electronics Computer Technology
Amy Pavlic	Computer Technology Electronics Computer Technology
Robert Tabor	Electronics Computer Technology
Louis Vierling	Electronics Computer Technology
Andrew White	Computer Technology Electronics Computer Technology

## APPENDIX B: TUITION AND FEES

<b>All Campuses</b>				
<b>Program (Refer to the Program By Location section for campus details)</b>	<b>Credit Hours</b>	<b>Tuition</b>	<b>Books and Equipment (estimated)</b>	<b>Total</b>
Business Accounting	54	\$13,106	\$2,067	\$15,173
Dental Assisting	47	\$13,933	\$811	\$14,744
Massage Therapy	55	\$13,199	\$1,270	\$14,469
Medical Insurance Billing and Coding v. 2-0	47	\$12,945	\$1,806	\$14,751
Medical Assisting	47	\$13,454	\$887	\$14,341
Medical Administrative Assistant	47	\$13,106	\$1,170	\$14,276
Pharmacy Technician	47	\$13,475	610	\$14,085
Practical Nursing	86	\$26,651	\$1,356	\$28,007
Effective November 1, 2008				

## APPENDIX C: CALENDARS

### Dearborn Academic Calendars

Dearborn - Medical Assisting/Dental Assisting/ Day Schedule – Four-Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
07/14/08	08/07/08
08/11/08	09/11/08
09/15/08	10/09/08
10/13/08	11/06/08
11/10/08	12/11/08
12/15/08	01/23/09
01/26/09	02/20/09
02/23/09	03/19/09
03/30/09	04/23/09
04/27/09	05/21/09
05/26/09	06/18/09
06/22/09	07/23/09
07/27/09	08/20/09
08/24/09	09/24/09
09/28/09	10/22/09
10/26/09	11/19/09
11/23/09	12/17/09

Dearborn - Massage Therapy/Pharmacy Technician/Medical Insurance Billing Coding/Medical Administrative Assistant Day Schedule – Four-Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
07/28/08	08/21/08
08/25/08	09/25/08
09/29/08	10/23/08
10/27/08	11/20/08
11/24/08	12/18/08
01/05/09	01/29/09
02/02/09	02/26/09
03/02/09	04/02/09
04/06/09	04/30/09
05/04/09	05/29/09
06/01/09	06/25/09
07/06/09	07/30/09
08/03/09	08/27/09
08/31/09	10/01/09
10/05/09	10/29/09
11/02/09	11/25/09
11/30/09	01/07/10

Dearborn - Medical Assisting/Dental Assisting/Massage Therapy Weekend Schedule Saturday and Sunday 2008 - 2009	
Start Dates	End Dates
07/26/08	08/17/08
08/23/08	09/21/08
09/27/08	10/19/08
10/25/08	11/16/08
11/22/08	12/21/08
01/03/09	01/25/09
02/07/09	03/01/09
03/07/09	04/05/09
04/11/09	05/03/09
05/09/09	05/31/09
06/06/09	06/28/09
07/11/09	08/02/09
08/08/09	08/30/09
09/12/09	10/04/09
10/10/09	11/01/09
11/07/09	11/22/09
11/28/09	12/12/09

Student Breaks – Dearborn 2008 – Weekdays		
Holiday Dates	Official Holidays	Make-up Dates
Aug 29 – Sept 5, 2008	Fall Break	
Nov 27, 2008	Thanksgiving	Dec 5, 2008
Student Holidays – Dearborn 2007-2008 – Weekend		
Holiday Dates	Official Holidays	Make-up Dates
Aug 30 – 31, 2008	Fall Recess	
	MTD/DAD/MMA	
Nov 29 – Nov 30, 2008	Thanksgiving	

## Detroit Academic Calendars

<b>PHARMACY TECHNICIAN and MASSAGE THERAPY (4 Day Program)</b>	
TERM START	TERM END
December 3, 2007	January 8, 2008
<i>Holiday Break: December 24, 2007 – January 2, 2008</i>	
January 9, 2008	February 5, 2008
<i>Martin Luther King, Jr. Day: January 21, 2008 Make-up Day: January 18, 2008</i>	
February 6, 2008	March 4, 2008
<i>President's Day: February 18, 2008 Make-up Day: February 15, 2008</i>	
March 5, 2008	April 1, 2008
<i>Good Friday: March 21, 2008</i>	
April 2, 2008	April 29, 2008
May 1, 2008	May 29, 2008
<i>Memorial Day: May 26, 2008 Summer Recess: June 2, 2008- June 6, 2008</i>	
June 9, 2008	July 3, 2008
<i>Independence Day: July 4, 2008</i>	
July 7, 2008	July 31, 2008
August 4, 2008	August 28, 2008
<i>Labor Day: September 1, 2008 Make-up Day: September 5, 2008</i>	
September 2, 2008	September 25, 2008
September 29, 2008	October 23, 2008
October 27, 2008	November 20, 2008
November 24, 2008	December 18, 2008
<i>Thanksgiving Break: November 27 and 28, 2008 Make-up Day: December 5, 2008</i>	
December 22, 2008	January 23, 2009
<i>Holiday Break: December 24, 2008 through January 4, 2009 Make-up Days: Friday, January 9, 16, &amp; 23 2009</i>	

January 26, 2009	February 20, 2009
<i>President's Day: February 16, 2009 Make up Day: February 20, 2009</i>	
February 23, 2009	March 19, 2009
March 23, 2009	April 16, 2009
<i>Good Friday: April 10, 2009</i>	
April 20, 2009	May 14, 2009
May 18, 2009	June 11, 2009
<i>Memorial Day: May 25, 2009 Make Up Day: May 29, 2009</i>	
June 15, 2009	July 16, 2009
<i>Break Week: July 6 – July 10, 2009</i>	
July 20, 2009	August 13, 2009
August 17, 2009	September 11, 2009
<i>Labor Day: September 7, 2009 Make-up Day: September 11, 2009</i>	
September 14, 2009	October 8, 2009
October 12, 2009	November 5, 2009
November 6, 2009	December 1, 2009
<i>Thanksgiving Break: November 26 and 27, 2009 Make-up Days: November 6, 13, and 20, 2009</i>	
December 2, 2009	December 23, 2009
<i>Holiday Break: December 24, 2009 through January 3, 2010 Make-up Day: December 11 &amp; 18, 2010</i>	
January 4, 2010	January 27, 2010
<i>MLK Day: January 18, 2010 Make up Day: January 15th and 22nd</i>	

<b>MEDICAL ASSISTING, MASSAGE THERAPY and MEDICAL ADMINISTRATIVE ASSISTANT (5 Day Program)</b>	
TERM START	TERM END
December 20, 2007	January 29, 2008
<i>Holiday Break: December 24, 2007 through January 2, 2008 Martin Luther King, Jr. Day: January 21, 2008 Make-up Day: January 18, 2008</i>	
January 30, 2008	February 27, 2008
<i>President's Day: February 18, 2008</i>	
February 29, 2008	March 28, 2008
<i>Good Friday: March 21, 2008</i>	
March 31, 2008	April 25, 2008
April 28, 2008	May 23, 2008
May 27, 2008	June 23, 2008
June 25, 2008	July 29, 2008
<i>Independence Day and Summer Recess: June 30 through July 4, 2008</i>	
July 30, 2008	August 26, 2008
August 27, 2008	September 24, 2008
<i>Labor Day: September 1, 2008</i>	
September 25, 2008	October 22, 2008
October 23, 2008	November 19, 2008
November 20, 2008	December 19, 2008
<i>Thanksgiving Break: November 27 and 28, 2008</i>	
December 22, 2008	January 28, 2009
<i>Holiday Break: December 24, 2008 through January 1, 2009 Martin Luther King, Jr. Day: January 19, 2009</i>	

<b>MEDICAL ASSISTING, MASSAGE THERAPY and MEDICAL ADMINISTRATIVE ASSISTANT (5 Day Program)</b>	
TERM START	TERM END
<i>Holiday Break: December 24, 2008–January 1, 2009 MLK Day: January 19, 2009</i>	
January 29, 2009	February 26, 2009
<i>President's Day: February 18, 2009</i>	
February 27, 2009	March 26, 2009
<i>Good Friday: April 10, 2009</i>	
March 27, 2009	April 24, 2009
April 27, 2009	May 22, 2009
May 26, 2009	June 22, 2009
June 23, 2009	July 28, 2009
<i>Independence Day and Summer Recess: July 3 through July 12, 2009</i>	
July 29, 2009	August 25, 2009
August 26, 2009	September 23, 2009
<i>Labor Day: September 7, 2009</i>	
September 24, 2009	October 21, 2009
October 22, 2009	November 18, 2009
November 19, 2009	December 18, 2009
<i>Thanksgiving Break: November 26 and 27, 2009</i>	
December 21, 2009	January 27, 2010
<i>Holiday Break: December 24, 2009 through January 3, 2010 MLK Day: January 18, 2010</i>	



## Grand Rapids Academic Calendars

Grand Rapids - Monday - Thursday			
7 a.m. - 12 p.m.		1 p.m. - 6 p.m.	
8 a.m. - 1 p.m.		3 p.m. - 8 p.m.	
10 a.m. - 3 p.m.		6 p.m. - 11 p.m.	
Dental Assisting, Massage Therapy, Medical Administrative Assistant, Medical Assisting, Medical Insurance, Billing & Coding, Pharmacy Technician Business Accounting (5:30 - 10:30)			
2008			
Start		End	
1/29/08	Tuesday	2/26/08	Tuesday
2/28/2008	Thursday	3/26/2008	Wednesday
3/27/2008	Thursday	4/23/2008	Wednesday
4/24/2008	Thursday	5/21/2008	Wednesday
5/22/2008	Thursday	6/19/2008	Thursday
6/23/2008	Monday	7/24/2008	Thursday
7/28/2008	Monday	8/21/2008	Thursday
8/25/2008	Monday	9/22/2008	Monday
9/23/2008	Tuesday	10/20/2008	Monday
10/21/2008	Tuesday	11/17/2008	Monday
11/18/2008	Tuesday	12/16/2008	Tuesday
12/18/2008	Thursday	1/26/2009	Monday

Grand Rapids - Monday - Friday			
6 a.m. - 10 a.m. Medical Assisting			
8 a.m. - 12 p.m. Medical Insurance Billing & Coding			
2008			
Start		End	
1/29/08	Tuesday	2/26/08	Tuesday
2/28/2008	Thursday	3/26/2008	Wednesday
3/27/2008	Thursday	4/23/2008	Wednesday
4/24/2008	Thursday	5/21/2008	Wednesday
5/22/2008	Thursday	6/19/2008	Thursday
6/23/2008	Monday	7/25/2008	Friday
7/28/2008	Monday	8/22/2008	Friday
8/25/2008	Monday	9/22/2008	Monday
9/23/2008	Tuesday	10/20/2008	Monday
10/21/2008	Tuesday	11/17/2008	Monday
11/18/2008	Tuesday	12/17/2008	Wednesday
12/18/2008	Thursday	1/26/2009	Monday

Grand Rapids - Practical Nurse			
2008			
Start		End	
1/7/2008	Monday	4/18/2008	Friday
5/5/2008	Monday	8/22/2008	Friday
9/8/2008	Monday	12/19/2008	Friday

Business Accounting Evening Schedule	
2008 - 2009	
Start	End
8-11-08	09-08-08
9-10-08	10-07-08
10-09-08	11-05-08
11-10-08	12-9-08
12-10-08	01-15-09
01-20-09	2-17-09
2-18-09	3-17-09
3-19-08	4-15-09
04-20-09	5-14-09
5-18-09	6-15-09

Grand Rapids - VACATIONS & HOLIDAYS	
2008	
New Year's Day	Jan 1
Martin Luther King Day	Jan 21
President's Day	Feb 18
Memorial Day	May 26
Summer Break	Jun 30-Jul 4
Independence Day	Jul 4
Labor Day	Sep 1
Thanksgiving	Nov 27 & 28
Practical Nursing Break	Dec 22 - Jan 12
Winter Vacation	Dec 25 - Jan 2 '09

Grand Rapids - Monday - Thursday			
7 a.m. - 12 p.m.		1 p.m. - 6 p.m.	
8 a.m. - 1 p.m.		3 p.m. - 8 p.m.	
10 a.m. - 3 p.m.		6 p.m. - 11 p.m.	
Dental Assisting, Massage Therapy, Medical Administrative Assisting, Medical Assisting, Medical Insurance, Billing & Coding, Pharmacy Technician Business Accounting (5:30 - 10:30)			
2009			
Start		End	
1/27/09	Tuesday	2/24/09	Tuesday
2/25/2009	Wednesday	3/24/2009	Tuesday
3/25/2009	Wednesday	4/21/2009	Tuesday
4/22/2009	Wednesday	5/19/2009	Tuesday
5/20/2009	Wednesday	6/17/2009	Wednesday
6/22/2009	Monday	7/23/2009	Thursday
7/27/2009	Monday	8/20/2009	Thursday
8/24/2009	Monday	9/21/2009	Monday
9/22/2009	Tuesday	10/19/2009	Monday
10/20/2009	Tuesday	11/16/2009	Monday
11/17/2009	Tuesday	12/15/2009	Tuesday
12/17/2009	Thursday	1/25/2010	Monday

Grand Rapids - Monday - Friday			
6 a.m. - 10 a.m. Medical Assisting			
8 a.m. - 12 p.m. Medical Insurance, Billing & Coding			
2009			
Start		End	
1/27/09	Tuesday	2/24/09	Tuesday
2/25/2009	Wednesday	3/24/2009	Tuesday
3/25/2009	Wednesday	4/21/2009	Tuesday
4/22/2009	Wednesday	5/19/2009	Tuesday
5/20/2009	Wednesday	6/17/2009	Wednesday
6/22/2009	Monday	7/24/2009	Friday
7/27/2009	Monday	8/21/2009	Friday
8/24/2009	Monday	9/21/2009	Monday
9/22/2009	Tuesday	10/19/2009	Monday
10/20/2009	Tuesday	11/16/2009	Monday
11/17/2009	Tuesday	12/16/2009	Wednesday
12/17/2009	Thursday	1/25/2010	Monday

Grand Rapids - Practical Nurse			
2009			
Start		End	
1/12/2009	Monday	4/24/2009	Friday
5/11/2009	Monday	8/28/2009	Friday
9/8/2009	Tuesday	12/18/2009	Friday

Grand Rapids - VACATIONS & HOLIDAYS	
2009	
New Year's Day	Jan 1
Martin Luther King Day	Jan 19
President's Day	Feb 16
Practical Nursing Break	Apr 27 - May 8
Memorial Day	May 25
Summer Break	Jun 29 - Jul 4
Independence Day	Jul 4
Practical Nursing Break	Aug 31 - Sep 4
Labor Day	Sep 7
Thanksgiving	Nov 26 & Nov 27
Practical Nursing Break	Dec 21 - Jan 1 '10
Winter Vacation	Dec 24 - Jan 1 '10

### Kalamazoo Academic Calendars

**Kalamazoo - Medical Assisting (6 am-10 am) & Medical Administrative Assistant (8 am-12pm)**  
**Five Day Week**  
**(Monday through Friday)**  
**2008**

Start Dates		End Dates	
Dec 13 '07	Thursday	Jan 21 '08	Monday
Jan 22	Tuesday	Feb 20	Wednesday
Feb 25	Monday	Mar 21	Friday
Mar 25	Tuesday	April 21	Monday
April 23	Wednesday	May 20	Tuesday
May 22	Thursday	June 19	Thursday
June 23	Monday	July 25	Friday
July 29	Tuesday	Aug 25	Monday
Aug 27	Wednesday	Sept 24	Wednesday
Sept 29	Monday	Oct 24	Friday
Oct 28	Tuesday	Nov 24	Monday
Nov 25	Tuesday	Dec 24	Wednesday
Jan 5 '09	Monday	Jan 30 '09	Friday

**Kalamazoo - Medical Assisting (8 am-1 pm, 1 pm -6 pm, 3pm - 8 pm) & Medical Administrative Assistant (8 am-1), Dental Assisting (10 pm-3 pm, 5 pm-10 pm)**  
**Four Day Week**  
**(Monday through Thursday)**  
**2008**

Start Dates		End Dates	
Dec 13 '07	Thursday	Jan 21 '08	Monday
Jan 23	Wednesday	Feb 20	Wednesday
Feb 25	Monday	Mar 20	Thursday
Mar 25	Tuesday	April 21	Monday
April 23	Wednesday	May 20	Tuesday
May 22	Thursday	June 19	Thursday
June 23	Monday	July 24	Thursday
July 29	Tuesday	Aug 25	Monday
Aug 27	Wednesday	Sept 24	Wednesday
Sept 29	Monday	Oct 23	Thursday
Oct 28	Tuesday	Nov 24	Monday
Nov 25	Tuesday	Dec 23	Tuesday
Jan 5 '09	Monday	Jan 29 '09	Thursday

**Kalamazoo - Medical Assisting (11 am-3 pm)**  
**Five Day Week**  
**Monday through Friday**  
**2008**

Start Dates		End Dates	
Nov 27 '07	Tuesday	Jan 2 '08	Wednesday
Jan 3	Thursday	Jan 30	Wednesday
Feb 4	Monday	Mar 3	Monday
Mar 5	Wednesday	April 1	Tuesday
April 3	Thursday	April 30	Wednesday
May 5	Monday	June 2	Monday
June 4	Wednesday	July 8	Tuesday
July 10	Thursday	Aug 6	Wednesday
Aug 11	Monday	Sept 8	Monday
Sept 10	Wednesday	Oct 7	Tuesday
Oct 9	Thursday	Nov 5	Wednesday
Nov 10	Monday	Dec 9	Tuesday
Dec 10	Wednesday	Jan 16 '09	Friday

**Kalamazoo - Massage Therapy (8 am-1 pm, 10 am -3pm, 5 pm -10 pm)**  
**Medical Administrative Assistant (10 pm-3 pm, 5:30 pm-10:30 pm)**  
**Medical Assisting (5:30-10:30 pm, 4 pm-9 pm, 10 am-3 pm)**  
**Dental Assisting (8am-1 pm, 5pm - 10 pm),**  
**Pharmacy Technician (7 am-12 pm, 11am-4 pm, 5 pm-10 pm),**  
**Four Day Week**  
**Monday through Thursday**  
**2008**

Start Dates		End Dates	
Nov 27 '07	Tuesday	Jan 2 '08	Wednesday
Jan 3	Thursday	Jan 30	Wednesday
Feb 4	Monday	Mar 3	Monday
Mar 5	Wednesday	April 1	Tuesday
April 3	Thursday	April 30	Wednesday
May 5	Monday	June 2	Monday
June 4	Wednesday	July 8	Tuesday
July 10	Thursday	Aug 6	Wednesday
Aug 11	Monday	Sept 8	Monday
Sept 10	Wednesday	Oct 7	Tuesday
Oct 9	Thursday	Nov 5	Wednesday
Nov 10	Monday	Dec 8	Monday
Dec 10	Wednesday	Jan 15 '09	Thursday

<b>Medical Assisting (8 am-1 pm, 1 pm -6 pm, 3pm – 8 pm) &amp; Medical Administrative Assistant (8 am-1), Dental Assisting (10 pm-3 pm, 3 pm-8 pm), Business Accounting (5:30-10:30)</b>			
<b>Four Day Week (Monday through Thursday)</b>			
<b>2009</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 6	Tuesday	Feb 2	Monday
Feb 4	Wednesday	Mar 4	Wednesday
Mar 9	Monday	April 2	Thursday
April 6	Monday	April 30	Thursday
May 4	Monday	June 1	Monday
June 3	Wednesday	July 7	Tuesday
July 9	Thursday	Aug 5	Wednesday
Aug 10	Monday	Sept 3	Thursday
Sept 9	Wednesday	Oct 6	Tuesday
Oct 8	Thursday	Nov 4	Wednesday
Nov 9	Monday	Dec 7	Monday
Dec 9	Wednesday	Jan 13, 2010	Wednesday

<b>Massage Therapy (8 am-1 pm, 10 am -3pm, 5 pm -10 pm) Medical Administrative Assistant (10 pm-3 pm, 5:30 pm-10:30 pm) Medical Assisting (5:30-10:30 pm, 4 pm-9 pm, 10 am-3 pm) Dental Assisting (8am-1 pm, 5-10 pm), Pharmacy Technician (7 am-12 pm, 11am-4 pm, 5 pm-10 pm),</b>			
<b>Four Day Week Monday through Thursday</b>			
<b>2009</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 10 '08	Wednesday	Jan 15	Thursday
Jan 20	Tuesday	Feb 17	Tuesday
Feb 18	Wednesday	Mar 17	Tuesday
Mar 19	Thursday	April 15	Wednesday
April 20	Monday	May 14	Thursday
May 18	Monday	June 15	Monday
June 17	Wednesday	July 21	Tuesday
July 23	Thursday	Aug 19	Wednesday
Aug 24	Monday	Sept 21	Monday
Sept 23	Wednesday	Oct 20	Tuesday
Oct 22	Thursday	Nov 18	Wednesday
Nov 23	Monday	Dec 21	Monday
Dec 22	Tuesday	Jan 26, 2010	Tuesday

<b>Medical Assisting (6 am-10 am) &amp; Medical Administrative Assistant (8 am-12pm)</b>			
<b>Five Day Week (Monday through Friday)</b>			
<b>2009</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Jan 5	Monday	Feb 2	Monday
Feb 4	Wednesday	Mar 4	Wednesday
Mar 9	Monday	Apr 3	Friday
Apr 6	Monday	May 1	Friday
May 4	Monday	June 1	Monday
June 3	Wednesday	July 7	Tuesday
July 9	Thursday	Aug 5	Wednesday
Aug 10	Monday	Sept 4	Friday
Sept 9	Wednesday	Oct 6	Tuesday
Oct 8	Thursday	Nov 4	Wednesday
Nov 9	Monday	Dec 8	Tuesday
Dec 9	Wednesday	Jan 14, 2010	Thursday

<b>Medical Assisting (11 am-3 pm)</b>			
<b>Five Day Week Monday through Friday</b>			
<b>2009</b>			
<b>Start Dates</b>		<b>End Dates</b>	
Dec 10 '08	Wednesday	Jan 16	Friday
Jan 20	Tuesday	Feb 17	Tuesday
Feb 18	Wednesday	Mar 17	Tuesday
Mar 19	Thursday	April 15	Wednesday
April 20	Monday	May 15	Friday
May 18	Monday	June 15	Monday
June 17	Wednesday	July 21	Tuesday
July 23	Thursday	Aug 19	Wednesday
Aug 24	Monday	Sept 21	Monday
Sept 23	Wednesday	Oct 20	Tuesday
Oct 22	Thursday	Nov 18	Wednesday
Nov 20	Friday	Dec 21	Monday
Dec 22	Tuesday	Jan 27 2010	Wednesday

<b>Kalamazoo – Business Accounting 5:30-10:30 Monday through Thursday 2008 - 2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
Aug 11	Sept 8
Nov 10	Dec 9
Dec 10 08	Jan 15, 09
Jan 20	Feb 17
Feb 18	Mar 17
Mar 19	April 15
April 20	May 14
May 18	June 15
Aug 24	Sept 21
Nov 23	Dec 21

<b>Kalamazoo - Breaks 2008 - 2009</b>	
New Year's Day	Jan 1
President's Day	Feb 18
Memorial Day	May 26
Summer Break	Jun 30-Jul 4
Independence Day	Jul 4
Labor Day	Sep 1
Thanksgiving	Nov 27 & 28
Winter Vacation	Dec 25 - Jan 2 '09
New Year's Day	Jan 1, 2009
President's Day	Feb 16
Memorial Day	May 25
Summer Break	Jun 29-Jul 5
Independence Day	Jul 3
Labor Day	Sep 7
Thanksgiving	Nov 26 & 27
Winter Vacation	Dec 24 - Jan 4 2010

# Southfield Academic Calendars

Southfield - Student Holidays 2008 - 2009		
	Holiday	Make-Up Day
Winter Recess	Jan 1 - 3	
Martin Luther King, Jr. Day	Jan 21	Jan 25
President's Day	Feb 18	Feb 22
Spring Recess	Mar 31 - Apr 3	
Memorial Day	May 26	May 30
Summer Recess	Jun 30 - Jul 3	
Independence Day	Jul 4	
Labor Day	Sep 1	Sep 5
Fall Recess	Sep 29 - Oct 2	
Thanksgiving	Nov 27	Nov 21
Christmas Eve	Dec 24	Dec 12
Christmas Day	Dec 25	Dec 19
Winter Recess	Dec 24 - Jan 1 '09	
New Year's Day	Jan 1-3	
Martin Luther King, Jr. Day	Jan 19	
President's Day	Feb 16	
Spring Break	Mar 27 - Apr 5	
Memorial Day	May 25	
Summer Break	June 26 - July 5	
Independence Day	July 4	
Labor Day	Sept 7	
Fall Break	Sept 25 - Oct 4	
Thanksgiving	Nov 26	
Christmas Eve	Dec 24	
Winter Break	Dec 25 - Jan 3 2010	

Southfield - Medical Administrative Assistant Mon - Thur 2008 - 2009	
Start Date	End Date
Jan 22	Feb 14
Feb 19	Mar 13
Mar 17	Apr 17
Apr 21	May 15
May 19	June 12
June 16	July 17
July 21	Aug 14
Aug 18	Sept 11
Sept 15	Oct 16
Oct 20	Nov 13
Nov 17	Dec 11
Dec 15	Jan 15
Jan 20 09	Feb 12 09
Feb 17 09	Mar 12 09
Mar 16 09	Apr 16 09
Apr 20 09	May 14 09
May 18 09	Jun 11 09
Jun 15 09	Jul 16 09
Jul 20 09	Aug 13 09
Aug 17 09	Sep 11 09
Sep 14 09	Oct 15 09
Oct 19 09	Nov 12 09
Nov 16 09	Dec 10 09
Dec 14 09	Jan 14 2010

Medical Assisting Weekend Schedule 2009	
Start Date	End Date
Jan 10 09	Feb 1 09
Feb 7 09	Mar 1 09
Mar 7 09	Mar 29 09
Apr 4 09	May 3 09
May 9 09	Jun 7 09
Jun 13 09	Jul 12 09
Jul 18 09	Aug 9 09
Aug 15 09	Sep 13 09
Sep 19 09	Oct 11 09
Oct 17 09	Nov 8 09
Nov 14 09	Dec 13 09
Dec 19 09	Jan 24 2010

Southfield - Medical Assisting, Massage Therapy Mon - Thur 2008 - 2009	
Start Date	End Date
Jan 7	Jan 31
Feb 4	Feb 26
Mar 3	Mar 27
Apr 7	May 1
May 5	May 30
Jun 2	Jun 26
Jul 7	Jul 31
Aug 4	Aug 28
Sep 2	Sep 25
Oct 6	Oct 30
Nov 3	Nov 26
Dec 1	Dec 23
Jan 5 09	Jan 29 09
Feb 2 09	Feb 26 09
Mar 2 09	Mar 26 09
Apr 6 09	Apr 30 09
May 4 09	May 29 09
Jun 1 09	Jun 25 09
Jul 6 09	Jul 30 09
Aug 3 09	Aug 27 09
Aug 31 09	Sep 24 09
Oct 5 09	Oct 29 09
Nov 2 09	Nov 25 09
Nov 30 09	Dec 23 09

Southfield - Electronics Computer Technology, Computer Technology Mon - Thur 2008 - 2009	
Start Date	End Date
Jan 7	Mar 27
Apr 7	Jun 26
Jul 7	Sep 25
Oct 6	Dec 23
Jan 5 09	Mar 26 09
Apr 6 09	Jun 25 09
Jul 6 09	Sep 24 09
Oct 5 09	Dec 23 09

Southfield - Medical Insurance Billing/Coding Mon - Thur 2008 - 2009	
Start Date	End Date
Jan 7	Jan 31
Feb 4	Feb 26
Mar 3	Mar 27
Apr 7	May 1
May 5	May 30
Jun 2	Jun 26
Jul 7	Jul 31
Aug 4	Aug 28
Sep 2	Sep 25
Oct 6	Oct 30
Nov 3	Nov 26
Dec 1	Dec 23
Jan 5 09	Jan 29 09
Mar 2 09	Mar 26 09
May 4 09	May 29 09
Jul 6 09	Jul 30 09
Aug 31 09	Sep 24 09
Oct 5 09	Oct 29 09
Nov 30 09	Dec 23 09

## APPENDIX D: HOURS OF OPERATION

### Dearborn Hours of Operation

<b>Office:</b>					
7:30 AM to	8:00 PM	Mon - Thur			
7:30 AM to	5:00 PM	Fri			
10:00 AM to	2:00 PM	Sat			
<b>School: Mon through Thur</b>					
<b>Morning</b>		<b>Afternoon</b>		<b>Evening</b>	
7:00 AM to	12:00 PM	11:00 AM to	4:00 PM	5:00 PM to	10:00 PM
8:00 AM to	1:00 PM	12:00 PM to	5:00 PM	6:00 PM to	11:00 PM
9:00 AM to	2:00 PM	1:00 PM to	6:00 PM	<b>Weekend</b>	
10:00 AM to	3:00 PM			7:00 AM to	5:00 PM

### Detroit Hours of Operation

<b>Office:</b>		
8:00 AM to	7:30 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday
10:00 AM to	2:00 PM	Saturday
<b>Class Schedules:</b>		
6:00 AM to	10:00 AM	Mon through Fri
8:00 AM to	12:00 PM	Mon through Fri
10:00 AM to	2:00 PM	Mon through Fri
12:00 PM to	4:00 PM	Mon through Fri
2:00 PM to	6:00 PM	Mon through Fri
6:00 PM to	10:00 PM	Mon through Fri
8:00 AM to	1:00 PM	Mon through Thur
1:00 PM to	6:00 PM	Mon through Thur
6:00 PM to	11:00 PM	Mon through Thur

### Grand Rapids Hours of Operation

<b>Office:</b>		
8:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday
9:00 AM to	12:00 PM	Saturday
<b>Allied Health Programs</b>		
Monday through Thursday	7:00 a.m. to 12:00 p.m.	Medical Assisting only
	8:00 a.m. to 1:00 p.m.	
	10 a.m. - 3 p.m.	Medical Assisting and Dental Assisting only
	1 p.m. - 6 p.m.	
	3 p.m. - 8 p.m.	Medical Assisting only
	6 p.m. - 11 p.m.	
Monday through Friday	6:00 a.m. to 10 a.m.	Medical Assisting only
	10:00 a.m. - 2:00 p.m.	Medical Insurance Billing & Coding only
	8:00 a.m. to 12:00 p.m.	Medical Insurance Billing & Coding only
	8:00 a.m. to 5:00 p.m.	Practical Nursing

## Kalamazoo Hours of Operation

<b>Office:</b>		
8:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday
9:00 AM to	1:00 PM	Saturday
<b>Allied Health Programs</b>		
Monday through Thursday		
	7:00 a.m. to 12:00 p.m.	Pharmacy Technician
	8:00 a.m. to 1:00 p.m.	Medical Assisting, Dental Assisting, Massage Therapy, Medical Administrative Assistant
	10:00 a.m. to 3:00 p.m.	Medical Assisting, Dental Assisting, Medical Administrative Assistant and Massage Therapy
	1:00 p.m. to 6:00 p.m.	Medical Assisting
	3:00 p.m. to 8:00 p.m.	Medical Assisting
	4:00p.m. to 9:00 p.m.	Medical Assisting
	5:30 p.m. to 10:30 p.m.	Medical Assisting, Medical Administrative Assistant, and Business Accounting
	5:00 p.m. to 10:00 p.m.	Massage Therapy, Pharmacy Technician, Dental Assisting
	11:00 am to 4:00 p.m.	Pharmacy Technician
Monday through Friday		
	6:00 a.m. to 10:00 a.m.	Medical Assisting only
	8:00 a.m. to 12:00 p.m.	Medical Administrative Assistant
	11:00 a.m. to 3:00 pm	Medical Assisting

## Southfield Hours of Operation

<b>Office:</b>			
8:00 AM to	8:00 PM	Mon through Thur	
8:00 AM to	4:30 PM	Fri	
9:00 AM to	1:00 PM	Saturday	
<b>School:</b>			
7:00 AM to	12PM	Mon though Thur	Morning
8:00 AM to	1:00 PM	Mon through Thur	Morning
9:00 AM to	2:00 PM	Mon through Thur	Mid-Morning
10:00 AM to	3:00 PM	Mon through Thur	Mid-Morning
12:00PM to	5:00pm	Mon through Thur	Afternoon
1:00 PM to	6:00 PM	Mon through Thur	Afternoon
6:00 PM to	11:00 PM	Mon through Thur	Evening







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- **ADDENDUM effective September 29, 2009: Version PN-2 of the Practical Nursing program is now being taught at the Grand Rapids campus.**

**Practical Nursing**

*Diploma Program*

Grand Rapids campus



24 Months – 1399Hours – 92 Credit Units

V PN2

**Philosophy/Purpose**

The faculty of the Practical Nursing Program believes that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health. A graduate of the program is prepared to enter the occupation in an entry-level position.

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

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

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

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

**Educational Philosophy**

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

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Further, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical

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thought, and individual creativity. To that end, faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

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

**Conceptual Framework**

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

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

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

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

**Outcomes (Educational Objectives):**

Students completing the Practical Nursing program will be able to:

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

**Competencies:**

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

1. Utilization of the nursing process (assessment, diagnosis, planning, interventions and evaluation) to provide safe and competent nursing care for the client/client, family or groups by:
  - A. Assessment: identification of basic physical, psychological, social, spiritual and cultural needs.

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

COURSE NUMBER	COURSE TITLE	LECTURE CONTACT HOURS	LAB CONTACT HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT HOURS
Level 1		Lecture	Lab		
NSG101d	Fundamentals of nursing	104	56	160	13
NSG105	Anatomy & Physiology	45	20	65	5.5
NS100Ta	Clinical		32	32	1
	<b>Level Totals</b>			257	19.5
Level 2					
NSG102d	Pharmacology	40	20	60	5
NSG103b	Geriatric nursing	25	0	25	2.5
NSG104d	Nutrition	20	0	20	2
NS100Tb	Clinical (cont)		120	120	4
NSG100N	Competency checks		10	10	0.5
	<b>Level Totals</b>			235	14
Level 3				492	33.5
NSG202d	M/S Respiratory system	35	10	45	4
NSG204d	M/S Cardiovascular system	40	10	50	4.5
NSG206d	M/S Neurosensory system	35	10	45	4
NS 200Ta	Clinical		88	88	3
	<b>Level Totals</b>			228	15.5
Level 4				720	49
NSG203d	M/S Musculoskeletal system	25	10	35	3
NSG205d	M/S Gastrointestinal system	35	10	45	4
NSG303b	M/S Genitourinary system	25	10	35	3
NS 200Tb	Clinical (cont)		88	88	3
NSG200N	Competency checks		10	10	0.5

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<b>Level Totals</b>				213	13.5
<b>Level 5</b>				213	13.5
NSG301a	Maternal & infant nursing	35	10	45	4
NSG302a	Mental health	25	10	35	3
NSG304b	Pediatric nursing	35	10	45	4
NS 300Ta	Clinical		88	88	3
<b>Level Totals</b>				213	14
<b>Level 6</b>				246	15.5
NSG201d	M/S integumentary system	25	10	35	3
NSG305b	Management & Supervision	30	10	40	3.5
NSG306b	M/S Endocrine system	35	10	45	4
NSG300N	Competency checks		45	45	2
NS 300Tb	Clinical (cont)		88	88	3
<b>Level Totals</b>				253	15.5
<b>TOTAL PROGRAM HOURS</b>		<b>614</b>		<b>1399</b>	<b>92</b>

**MI-nsg101d – Fundamentals of Nursing** **3.0 Quarter Credit Hours**  
 This course is designed to introduce the student to the art and science of nursing. The focus will be on the development of a beginning understanding of the nursing process and the development of fundamental nursing skills essential to the provision of professional nursing care. The course will include theoretical instruction in nursing history, legal and ethical issues, health care delivery systems, documentation and reporting, safety, asepsis, hygiene, skin integrity and wound care, health assessment, vital signs, pain, fluid and electrolytes, elimination, oxygenation, activities rest and sleep, communication, critical thinking, nursing process and theory, pre and post-op care, admission, transfers and discharge, client teaching, culturally competent care, loss, grieving and death and dying. This course also includes skills laboratory experiences in preparation for the level 100 clinical experience. Lecture Hours: 104.0 Lab Hours: 56.0

**MI-NSG105 - ANATOMY & PHYSIOLOGY** **5.5 Quarter Credit Hours**  
 This course is a study of the structure and function of the human body and its parts including the relationships of these parts. The human body will be explored from the tissue, organ, organ system and organism levels through lecture and lab experiences. Lecture hours: 45.0 Lab hours 20.0

**MI-nsg102d - Pharmacology** **5.0 Quarter Credit Hours**  
 This course covers basic knowledge of medications, calculation of dosages, and the safe administration of prescribed medications. Drugs are studied according to body system classifications. Psychomotor skills are practiced in the laboratory setting. Co-requisites: Anatomy and Physiology. Lecture Hours: 40.0 Lab Hours: 20.0.

**MI-nsg103b – GERiatric Nursing** **2.5 Quarter Credit Hours**  
 This course includes the aging process; psychosocial changes and needs of the elderly; nursing care of the elderly hospitalized client and promotion of healthy elders. Co-requisite: MI-NSG101 Fundamentals of Nursing. Lecture Hours: 25.0 Lab Hours: 0.0

**MI-nsg104d – Nutrition** **2.0 Quarter Credit Hours**  
 This course is designed to introduce the basic principles of nutrition as they relate to health and disease in the acute care and community settings. Included will be the study of life cycle nutrition and therapeutic diets. Co-requisite: MI-NSG101 Fundamentals of Nursing. Lecture Hours: 20.0 Lab Hours: 0.0

**MI-nsg100t – Level I Clinical Experience** **5.0 Quarter Credit Hours**  
 In acute and/or skilled nursing care facilities the student will have to opportunity to perform basic nursing care and procedures to a variety of adult clients. Clinical competencies for Fundamentals of Nursing; Geriatric Nursing and Nutrition will be accomplished. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 152.0

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<b>MI-NS100N-Competency check-offs</b>	<b>0.5 Quarter Credit Hours</b>
In this course, the student will be tested on randomly selected skills which have been learned and practiced throughout 100 level courses and clinical. Grade: Pass/Fail. Lab hours 10.0	
<b>MI-nsg201d – Medical Surgical Nursing/ Integumentary System</b>	<b>3.0 Quarter Credit Hours</b>
Care of clients with problems of the skin, including dermatological conditions, infections, ulcerations, burns, tumors, dermatological and plastic reconstructive surgery are covered in this course. Prerequisites: NSG100 courses and competencies. Lecture Hours: 25.0 Lab Hours: 10.0	
<b>MI-nsg202d - Medical Surgical Nursing/Respiratory</b>	<b>4.0 Quarter Credit Hours</b>
Basic respiratory anatomy and physiology; care of clients with chronic and acute diseases or conditions of the nose, throat and lungs are addressed in this course. Prerequisites: NSG100 courses and competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-nsg203d - MEDICAL SURGICAL NURSING/ MUSCULOSKELETAL</b>	<b>3.0 Quarter Credit Hours</b>
Basic musculoskeletal anatomy and physiology; care of clients with musculoskeletal problems from trauma and inflammatory diseases' pre and post-op care of clients with surgical interventions are addressed in this course. Prerequisites: NSG100 courses and competencies. Lecture Hours: 25.0 Lab Hours: 10.0	
<b>MI-nsg204d - Medical Surgical Nursing/ Cardiovascular System</b>	<b>4.5 Quarter Credit Hours</b>
This course addresses basic cardiovascular anatomy and physiology; assessment; intervention and evaluation of cardiovascular diseases and disorders. Prerequisites: NSG100 courses and competencies. Lecture Hours: 40.0 Lab Hours: 10.0	
<b>MI -nsg205d - MEDICAL SURGICAL NURSING/ GASTROINTESTINAL SYSTEM</b>	<b>4.0 Quarter Credit Hours</b>
Signs, symptoms, and treatment for common conditions of the esophagus, stomach, intestine and associated organs (liver, gallbladder and pancreas) are covered in this course. Prerequisites: NSG100 courses and competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-NSG 206D - MEDICAL SURGICAL NURSING/ NEUROSENSORY SYSTEM</b>	<b>4.0 Quarter Credit Hours</b>
Basic neurological anatomy and physiology; intervention/management of common neurological diseases and disorders are included in this course Prerequisites: NSG100 courses and competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-NSG 200T LEVEL II CLINICAL EXPERIENCE</b>	<b>6.0 Quarter Credit Hours</b>
Level II clinical competencies will be met in the acute care setting. In addition to the clinical competencies related to each body system, the student will also be expected to meet the competencies related to pharmacology. Prerequisites: MI-NSG 100T. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 176.0	
<b>MI-NS200N-Competency check-offs</b>	<b>0.5 Quarter Credit Hours</b>
In this course, the student will be tested on randomly selected skills which have been learned and practiced throughout 200 level courses and clinical. Grade: Pass/Fail. Lab hours 10.0	
<b>MI-NSG 301a – Maternal and Infant Nursing</b>	<b>4.0 Quarter Credit Hours</b>
Male and female anatomy and physiology and development changes; stages of pregnancy and delivery; complications of pregnancy; nursing care of postpartum mother and newborn; contraception and sexually transmitted diseases are addressed in this course. Prerequisites: NSG200 courses and competencies. Lecture Hours: 35.0 Lab Hours: 10.0	

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<b>MI-NSG 302a – Mental HEALTH NURSING</b>	<b>3.0 Quarter Credit Hours</b>
Legal and ethical issues, mental health concepts, communication and interpersonal skills; major mental disorders, addressing the psychosocial issues of the physically ill client are included in this course. Prerequisites: NSG200 courses and competencies. Lecture Hours: 25.0 Lab Hours: 10.0	
<b>MI-NSG 303b – MEDICAL SURGICAL NURSING/ GENTOURINARY SYSTEM</b>	<b>3.0 Quarter Credit Hours</b>
This course addresses basic renal system anatomy and physiology; diagnostic, treatments and nursing care of the clients with urinary and renal diseases/disorders of the system. Prerequisites: NSG100 courses and competencies. Lecture Hours: 25.0 Lab Hours: 10.0	
<b>MI-NSG 304b – Pediatric Nursing/Growth and dEVELOPMENT</b>	<b>4.0 Quarter Credit Hours</b>
Growth and development history and theory; life span development (newborn, infant, toddler, preschool child, school-age child, adolescent; nursing care of the hospitalized child, for the acute, chronic and terminally ill child; health problems related to body systems are addressed in this course. Prerequisites: NSG200 courses and competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-NSG 305b - management and SUPERVISION</b>	<b>.5 Quarter Credit Hours</b>
Communication; legal-ethical issues in the workplace; preparation for licensure; career opportunities; professional nursing organizations; team leading and supervision are included in this course. Prerequisites: NSG200 courses and competencies. Lecture Hours: 30.0 Lab Hours: 10.0	
<b>MI-NSG 306B – MEDICAL SURGICAL NURSING/ENDOCRINE SYSTEM</b>	<b>4.0 Quarter Credit Hours</b>
This course addresses anatomy and physiology of the endocrine system. Also included are nursing care and pre/post-operative care for clients with diseases of the thyroid, diseases of the adrenal glands, diabetes mellitus, and complications associated with these conditions. Prerequisites: NSG100 courses and competencies. Lecture Hours: 35.0 Lab Hours: 10.0	
<b>MI-NSG 300T LEVEL II CLINICAL EXPEREINCE</b>	<b>6.0 Quarter Credit Hours</b>
In acute care, long term care and/or specialty care facilities as well as observational sites, the student will have opportunity to meet clinical competencies for Maternal and Infant Nursing; Pediatric Nursing/Growth and Development; Mental Health Nursing; Advanced Medical Surgical Nursing and Leadership and Supervision. Prerequisites: MI-NSG200T. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 176.0	
<b>MI-NS 300N-Competency check-offs</b>	<b>2.0 Quarter Credit Hours</b>
The NCLEX-PN preparation component of this course is designed to prepare the student with supervised, guided review and practice of the knowledge and skills necessary to demonstrate competency in practical nursing. Components of the course consist of detailed review of nursing content and the practical nurse scope of practice. The review will also include test taking strategies and guided practice questions in all areas covered in the practical nursing program. In this course, the student will be tested on randomly selected skills which have been learned and practiced throughout 300 level courses and clinical. Grade: Pass/Fail. Lecture: 30.0 hours Lab: 15.0 hours	

Practical Nursing 2009 – 2012 2 year program	
Start Dates	End Dates
10/19/09	2/5/10
1/4/10	4/16/10
2/16/10	5/28/10
5/3/10	8/20/10
6/14/10	10/1/10
9/7/10	12/17/10
10/18/10	2/4/11
1/3/11	4/15/11
2/14/11	5/27/11

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5/2/11	8/19/11
6/13/11	9/30/11
9/6/11	12/16/11
10/17/11	2/3/12

Program (Refer to the Program By Location section for campus details)	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Business Accounting	54	\$14,250	\$2,232	\$16,482
Computer Technology	54	\$14,250	\$708	\$14,958
Dental Assisting	47	\$14,250	\$847	\$15,097
Electronics and Computer Technology	108	\$26,600	\$1,707	\$28,307
Massage Therapy	55/54	\$14,250	\$1,364	\$15,614
Medical Insurance Billing and Coding	47	\$14,250	\$1,763	\$16,013
Medical Assisting	47	\$14,250	\$1,166	\$15,416
Medical Administrative Assistant	47	\$14,250	\$1,244	\$15,494
Pharmacy Technician	47	\$14,250	\$793	\$15,043
Practical Nursing	86	\$28,800	\$1,327	\$30,005
Practical Nursing V.2	92	\$29,023	\$1,327.00	\$30,350

Effective October 1, 2009

■ **ADDENDUM effective September 29, 2009:** The following calendars are updated for the Southfield campus.

Dental Assisting 2009-2010	
Start Date	End Date
9/14/09	10/15/09
10/19/09	11/12/09
11/16/09	12/10/09
12/14/09	1/14/10
01/19/10	02/11/10
02/16/10	03/11/10
03/15/10	04/15/10
04/19/10	05/13/10
05/17/10	06/10/10
06/14/10	07/15/10
07/19/10	08/12/10
08/16/10	09/10/10
09/13/10	10/14/10
10/18/10	11/11/10
11/15/10	12/09/10
12/13/10	01/13/11

Electronics Computer Technology Computer Technology Mon-Thur 2009-2011	
Start Date	End Date
Jan 5 09	Mar 26 09
Apr 6 09	Jun 25 09
Jul 6 09	Sep 24 09
Oct 5 09	Dec 23 09
01/04/10	03/25/10
04/05/10	06/24/10
07/06/10	09/23/10
10/04/10	12/23/10
01/03/11	03/24/11
04/04/11	06/23/11
07/05/11	09/22/11
10/03/11	12/22/11
04/04/11	06/23/11
07/05/11	09/22/11
10/03/11	12/22/11

Practical Nursing 2010	
Start Date	End Date
01/04/2010	04/16/2010
05/03/2010	08/20/2010
09/07/2010	12/17/2010

■ **ADDENDUM effective July 27, 2009:** The faculty and staff table is updated for the Detroit campus.

ADMINISTRATION		
Joseph Egelski	School President	MBA, Wayne State University, Detroit, MI
		BS, Wayne State University, Detroit, MI
Dedra Naylor	Manager of Student Finance	BA, Full Gospel Christian Bible College, Flint, MI
Debora Dearing	Director of Education	BS, Mercy College, Detroit, MI
Renea Elmore	Director of Admissions	BA, Central Michigan University, Mt. Pleasant, MI
Samuel Palmeri	Director of Career Services	MA, Walsh College, Troy, MI
Lairen Marshall	Director of Student Accounts	BA, Kalamazoo College, Kalamazoo, MI
Shelia Franklin	Associate Director of Education	MA, Spring Arbor University, Spring Arbor, MI
DEPARTMENT CHAIR		

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Felicia Stewart	Medical Chair	Certificate, Ross Medical Education Center, Detroit, MI BLS Instructor
<b>SENIOR INSTRUCTORS</b>		
Takara Bolton	Medical Administrative Assistant	Diploma, Everest Institute, Southfield, MI
Siobhan Howard	Medical Assisting	Certificate, National Institute of Technology, Southfield, MI
Jonathan Burt	Massage Therapy	Diploma, MT Irene's Myomassology Institute, Southfield, MI
Timaka Wilson	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne County Community College, Detroit, MI
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
Sophia Artist	Medical Assisting	Diploma, Everest Institute, Southfield, MI
LaWanda Burley	Medical Assisting	Madonna University, Detroit, MI
Tamika Dismukes-Williams	Medical Assisting	Diploma, Everest Institute, Southfield, MI
Lisa Foster	Medical Assisting	Diploma, Ross Business Schools, Detroit, MI
Rhonda Frazier	Medical Assisting	Diploma, Lawton Schools, Detroit, MI AS, Wayne County Community College, Detroit, MI
Renee Jacobs	Medical Assisting	CMA, Professional Training Academy, Ferndale, MI
Carmen Looney	Medical Assisting	Diploma, Franklin Adult Education, Detroit, MI
Tracy McGee	Medical Assisting	Certificate, Highland Park Community College, Highland Park, MI
Motiryo Mumpfield	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI
Yulonda Pack	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI BLS Instructor, CMA
Schnikka Prince	Medical Assisting	Diploma, Everest Institute, Detroit, MI
Carlos Windom	Medical Assisting	Diploma, Everest Institute, Detroit, MI
<b>MESSAGE THERAPY INSTRUCTORS</b>		
Lisa Crawford	Massage Therapy	BS, Wayne State University, Detroit, MI Diploma, Healing Hands Holistic Health Center, Clinton Twp., MI
Kathleen Merholz	Massage Therapy	Certificate, Life Path School of Massage Therapy, Peoria, IL
Anita Norwood	Massage Therapy	BA, Southern Christian University Montgomery, AL Diploma, Health Enrichment Center Lapeer, MI BLS Certified Instructor
Candice Charbeneau-Waller	Massage Therapy	Diploma, Health Enrichment Center, Lapeer, MI
Phillip Reece	Massage Therapy	Diploma, Everest Institute, Dearborn, MI
<b>MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS</b>		
Keajjana Goudy	Medical Administrative Assistant	BA, Davenport University, Southfield, MI
<b>PHARMACY TECHNICIAN INSTRUCTORS</b>		
Octavia Chenault	Pharmacy Technician	Certified Pharmacy Technician
Valarie Kelly	Pharmacy Technician	AA, Wayne County Community College, Detroit, MI Certified Pharmacy Tech
Sorin Marculescu	Pharmacy Technician	Certified Pharmacy Technician Certificate, Wayne County Community College, Detroit, MI

■ **ADDENDUM** effective July 27, 2009: The following calendars are updated for the Grand Rapids campus.



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Dental Assisting, Medical Assisting, Massage Therapy, Medical Administrative Assisting, MIBC, Business Accounting AM, PM, EVE Mon - Thurs Schedule 2011 - 2012	
Start Dates	End Dates
01/24/11	02/17/11
02/22/11	03/21/11
03/23/11	04/19/11
04/20/11	05/17/11
05/18/11	06/15/11
06/20/11	07/19/11
07/21/11	08/17/11
08/22/11	09/19/11
09/20/11	10/17/11
10/18/11	11/14/11
11/15/11	12/13/11
12/15/11	01/23/12
01/24/12	02/21/12
02/22/12	03/20/12
03/22/12	04/18/12
04/23/12	05/17/12
05/21/12	06/18/12
06/20/12	07/24/12
07/25/12	08/21/12
08/22/12	09/19/12
09/24/12	10/18/12
10/22/12	11/15/12
11/19/12	12/17/12
12/19/12	01/24/13

Dental Assisting, Medical Assisting, MIBC AM, PM Mon - Fri Schedule 2011 - 2012	
Start Dates	End Dates
01/24/11	02/18/11
02/22/11	03/21/11
03/23/11	04/19/11
04/20/11	05/17/11
05/18/11	06/15/11
06/20/11	07/20/11
07/21/11	08/17/11
08/22/11	09/19/11
09/20/11	10/17/11
10/18/11	11/14/11
11/15/11	12/14/11
12/15/11	01/23/12
01/24/12	02/21/12
02/22/12	03/20/12
03/22/12	04/18/12
04/23/12	05/18/12
05/21/12	06/18/12
06/20/12	07/24/12
07/25/12	08/21/12
08/22/12	09/19/12
09/24/12	10/19/12
10/22/12	11/16/12
11/19/12	12/18/12
12/19/12	01/24/13

Practical Nursing 2011	
Start Dates	End Dates
1/3/2011	4/15/2011
5/2/2011	8/19/2011
9/6/2011	12/16/2011

Student Breaks 2011-2012	
Break	Dates
New Year's Day	Jan 1
Martin Luther King Day	Jan 15-17
President's Day	Feb 19-21
Memorial Day	May 28-30
Summer Break	Jul 1-5
Independence Day	Jul 4
Labor Day	Sept 3-5
Thanksgiving	Nov 24-27
Winter Vacation	Dec 23-Jan 2, 2012
New Year's Day	Jan 1
Martin Luther King Day	Jan 14-16
President's Day	Feb 18-20
Memorial Day	May 26-28
Summer Break	Jun 30-Jul 8
Independence Day	Jul 4
Labor Day	Sept 1-3
Thanksgiving	Nov 22-25
Winter Vacation	Dec 22-Jan 1, 2013

Practical Nursing 2009 2 year program	
Start Dates	End Dates
10/16/09	2/5/10

Practical Nursing 2010 2 year program	
Start Dates	End Dates
2/16/2010	5/28/2010
6/14/2010	10/1/2010
10/18/2010	2/4/2011

Practical Nursing 2011 2 year program	
Start Dates	End Dates
2/14/2011	5/27/2011
6/13/2011	9/30/2011
10/17/2011	2/3/2012

■ **ADDENDUM** effective July 27, 2009: The faculty and staff table is updated for the Grand Rapids campus.

**Administration**

Ruth Stewart	Campus President	M.B.A. University of Phoenix, Grand Rapids MI
Michelle Emelander	Human Resources/Administrative Assistant to the President	
Daysha Pell	Director of Education	M.A. Ed. Cornerstone University, Grand Rapids, MI
Connie Graham	Director of Student Finance	M.B.A. Grand Valley State University, Allendale, MI
Christopher Malachino	Director of Admissions	B.S.B.A, Central Michigan University, Mt. Pleasant, MI
Deborah Overbeck	Director of Career Services	M.B.A. Davenport University, Grand Rapids, MI

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Dan Biller	Director of Student Accounts	B.S. Ferris State University, Grand Rapids, MI
Aaron Mroz	IT support/Facilities	Diploma Network Administration, Olympia Career Training Institute, Grand Rapids, MI

**DEPARTMENT CHAIRS**

Jacob Kassuba	Medical Assistant Department Chairperson	B.S. Grand Valley State University, Allendale, MI
Jackie Derby	Massage Therapy Department Chairperson	A.S. Baker College, Muskegon, MI
Tracey Riches	Medical Administrative Assistant and Medical Insurance, Billing & Coding Department Chairperson	C.M.A. Ross Medical Center, Lansing, MI
Kathleen Morgan	Dental Department Chair	R.D.H. Ferris State College, Grand Rapids, MI
Jackie VerHeulen	Campus Nursing Director	M.S.N. Grand Valley State University, Allendale, MI

**ADMISSIONS**

Tily Perry	Admissions Manager	B.A. University of Texas , Arlington, TX
Sheila Darling	Receptionist/ Admissions Clerk	
Cindy Curtis	Receptionist/ Admissions Clerk	
Amy Applegate	Admissions Representative	
Andrew Baker	Admissions Representative	
Brandon Goosen	Admissions Representative	
Bonnie Brown	Admissions Representative	
Rachel Humphreys	Admissions Representative	
Courtney Ellison	Admissions Representative	
Burinda Clark	Admissions Representative	
Kara Loy	High School Presenter	
Dante Pirtle	Admissions Representative	
Melissa Rypma	Admissions Representative	
Matthew Whiteherse	Admissions Representative	
Darren Smith	Admission Representative	
Kelly Trentacoste	Admissions Representative	
LeeAnn Ursey	High School Enroller	
Jessica Sedlock	Admission Representative	

**STUDENT FINANCE**

Hilary Chase	Financial Services Representative
Stephanie Kimble	Financial Services Representative

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Laura Good	Financial Services Representative
Katie Long	Financial Services Representative
Mary Lou Branton	Financial Services Representative
Lindsay Zwyghuizen	Financial Services Representative
Sarah Slovinski	Financial Services Representative

**BUSINESS OFFICE**

Dianne Banse	Bookkeeper
Don Serba	Collections

**EDUCATION ADMINISTRATIVE**

Debra Grant	Student Services Coordinator	M.A. Counselor Education, Western Michigan University, Kalamazoo, MI
Elizabeth Adams	Tutor	
Brian Miltgen	Registrar	
Jackie Weidmayer	Registrar	
Diane Bylsma	Practical Nursing Lab Assistant and Administrative Assistant	L.P.N. Grand Rapids Junior College, Grand Rapids, MI

**CAREER SERVICES**

Andrea Koehler	Externship Coordinator	M.A. Olympia Career Training Institute, Grand Rapids, MI
Mary Miller	Externship Coordinator	M.A.A. Olympia Career Training Institute, Grand Rapids, MI
Sheree Smith	Placement Representative	
Dawn Konwinski	Placement Representative	
Joe Seitz	Placement Representative	
Debi Powell	Placement Representative	

**DENTAL ASSISTING INSTRUCTORS**

Tammy Gilbert	Dental Assisting Instructor	R.D.A. Grand Rapids Junior College, Grand Rapids, MI
Pam Bidwell*	Dental Assisting Instructor	C.D.A. Dental Assistant, Medix School, Towson, Maryland
Kathleen Morgan	Dental Assisting Instructor, Dept. Chair	R.D.H. Ferris State College, Grand Rapids, MI
DiAnne Craner *	Dental Assisting Instructor	R.D.A, Lansing Community College, Lansing MI
Connie McCarty	Dental Assisting Instructor	Dental Assistant, Grand Rapids Educational Center, Grand Rapids, MI
Cynthia DeVries *	Dental Assisting Instructor	R.D.H. Grand Rapids Community College, Grand Rapids, MI

**MASSAGE THERAPY INSTRUCTORS**

Jackie Derby	Massage Therapy Instructor, Dept. Chair	A.S. Baker College, Muskegon, MI
Natalie Beversluis	Massage Therapy Instructor	C.M.T. Blue Herron Academy, B.S. Aquinas College
Mary Beth Holtz	Massage Therapy Instructor	C.M.T. Health Enrichment
Tim Taylor	Massage Therapy Instructor	M.T. Olympia Career Training Institute, Grand Rapids, MI
Darcy Koogler- Walters	Massage Therapy Instructor	M.T. Olympia Career Training Institute, Grand Rapids, MI

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Christine Stafford*	Massage Therapy Instructor	M.T. Blue Herron Academy, Grand Rapids, MI
Carol Herzog*	Massage Therapy Instructor	Naturopathic Institute of Therapy and Education, Mount Pleasant, MI

**MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS**

Shayla Allen	Medical Administrative Instructor	Cornerstone College, Grand Rapids, MI
Susan Kramer	Medical Administrative Instructor	Occupational qualifications
Denise Townsend	Medical Administrative Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI

**MEDICAL ASSISTING INSTRUCTORS**

Jacob Kassuba	Medical Assistant, Dept. Chair	B.S. Grand Valley State University, Allendale, MI
Shannon Bramble	Medical Assistant, Lead Instructor	A.S. Respiratory Care, Ferris State University, Big Rapids, MI
Corene Edwards	Medical Assistant	B.S. Health Science, University of New Hampshire, New Hampshire, MA
Kathleen Cavanaugh	Medical Assistant	C.M.A., American Associate of Medical Assistants, CA
Mickey Ransburger	Medical Assistant	L.P.N. Newfield High School of Nursing, NY
Diane Roose	Medical Assistant	B.S. Health Sciences Grand Valley State University
Steve Smith	Medical Assistant	C.M.A. Olympia Career Training Institute, Grand Rapids, MI
Susan Moore	Medical Assistant	M.A. Olympia Career Training Institute, Grand Rapids, MI
Diedra Williams *	Medical Assistant	R.N. Grand Rapids Community College, MI
Brenda Decker	Medical Assistant	Montcalm Community College, Sheridan, MI
Tina Teed	Medical Assistant	M.A. Ross Medical Center, Grand Rapids, MI
Elaine Fedewa *	Medical Assistant	B.S. Health Science, Davenport University, Grand Rapids, MI
Rebecca Haggerty *	Medical Assistant	Grand Rapids Academy Technical School, Grand Rapids, MI
Leslie Mowery	Medical Assistant	M.A. Grand Rapids Educational Center, Grand Rapids, MI
Lori Troupe	Medical Assistant	R.M.A., Grand Rapids Educational Center, Grand Rapids, MI
Kristine Gillette	Medical Assistant	L.P.N. Grand Rapids Community College, Grand Rapids, MI
Wendy VanderMeer*	Medical Assistant	A.S. Administrative Medical Assistant, Davenport College, Grand Rapids, MI
Vicky Miller *	Medical Assistant	M.A. Olympia Career Training Institute, Grand Rapids, MI
Nicole VanEe*	Medical Assistant	M.A./C.N.A. Lansing Community College, Lansing, MI
Lisa Wawee*	Medical Assistant	M.A. Ross Medical Center, Grand Rapids, MI

**MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS**

Tracy Riches	Medical Insurance Billing and Coding Instructor, Dept. Chair	C.M.A. Ross Medical Center, Lansing, MI
Patti McCracken	Medical Insurance Billing and Coding Instructor	Occupational qualifications
Tamera Guy	Medical Insurance Billing and Coding Instructor	MIBD Certification, Utica School of commerce, Oneonta, NY
Pam Okker	Medical Insurance Billing and Coding Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI

**PRACTICAL NURSING INSTRUCTORS**

Sally Borrello	Practical Nursing Instructor	R.N. M.S.N. Walden University, Minneapolis, MN
Karen DeVries	Practical Nursing Instructor	B.S.N. Calvin College, R.N., B.S.N., MI
Deborah Bosworth	Practical Nursing Instructor	R.N. B.S.N. University of Phoenix, Phoenix, AZ
Jean Iwema	Practical Nursing Instructor	R.N. B.S.N. Calvin College, Grand Rapids, MI
Cathleen Bouwsma	Practical Nursing Instructor	R.N. M.S.N. ANP, University of Michigan, Ann Arbor, MI

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Kris Kutzli	Practical Nursing Instructor	R.N. B.S.N. Grand Valley State University, Allendale, MI
Kelly Leask	Practical Nursing Instructor	B.S.N. R.N.C. Grand Valley State University. Allendale, MI
Jennifer Kamp *	Practical Nursing Instructor	R.N. B.S.N. Calvin College, Grand Rapids, MI
Beth Markham *	Practical Nursing Instructor	R.N. M.S.N. Walden University, Minneapolis, MN
Julie Polanic	Practical Nursing Instructor	R.N. B.S.N. University of Detroit Mercy, Aquinas College, Grand Rapids, MI
Angie Schmidbauer	Practical Nursing Instructor	R.N. B.S.N. Ohio State University, Columbus, Ohio
Peggy Palermo	Practical Nursing Instructor	R.N. M.S.N. Case Western Reserve University
Marilyn Butler	Practical Nursing Instructor	R.N. Grand Rapids Community College, Grand Rapids, MI
Lois Richardson	Practical Nursing Instructor	R.N. B.S.N. Mercy College of Detroit, MI
Kim Ghent	Practical Nursing Instructor	R.N. B.S.N. Marycrest College, Davenport, Iowa

**BUSINESS ACCOUNTING INSTRUCTORS**

Christopher Dahlvig	Business Accounting Instructor	M.B.A. Northwest Christian University, Eugene, OR
Joe Wojcie	Business Accounting Instructor	B.A. Accounting, Cornerstone University, Grand Rapids, MI

\*Part Time

■ **ADDENDUM effective July 27, 2009: The following student complaint information on page 22 of the catalog is updated for the Grand Rapids and Kalamazoo campuses.**

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider addressing their complaint(s) to the Accrediting Commission of Health Education Schools. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School President.

■ **ADDENDUM effective July 27, 2009: The following background check information for Allied Health programs on page 4 of the catalog is updated as follows.**

Students, including reentry students, enrolling in Massage Therapy, Pharmacy Technician, and certain allied health programs will be subjected to a criminal background check which will include:

■ **ADDENDUM effective July 27, 2009: The following admissions information on page 3 of the catalog is updated as follows.**

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply under the Ability to Benefit Policy (see below) for all programs except Practical Nursing, Massage Therapy, and Medical Insurance Billing and Coding.

■ **ADDENDUM effective July 27, 2009: The following accreditation information on page 2 of the catalog is updated for the Grand Rapids and Kalamazoo campuses.**

Everest Institute is institutionally accredited to offer non degree programs by the Accrediting Commission of Career Schools and Technology (ACCST). In addition, the Medical Assisting program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES).

■ **ADDENDUM effective July 27, 2009: The faculty and staff table is updated for the Kalamazoo campus.**

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**Administration**

Gloria Stender	President	B.A., Western Michigan University
Ann Arntz	Senior Administrative Assistant	
Lauren McLaughlin	Administrative Assistant	
Holly Benson	Receptionist	

**FINANCIAL SERVICES STAFF**

Brenda Laker	Director of Financial Services	A.A.S., Kalamazoo Valley Community College
Melanie Greer	Financial Services Representative	
Eva Grimm	Financial Services Representative	
Nichole Lee	Financial Services Representative	
Mary Henderson	Financial Services Representative	
Michele Russell	Financial Services Representative	

**CAREER SERVICES STAFF**

Kelly Hamlin	Director of Career Services	M.A., Central Michigan University
Linda Forcier	Externship Coordinator	Diploma, Health Enrichment Center
Kelley Lamb	Career Services Representative	
Karrie Messenger	Externship Coordinator	B.A., Siena Heights College
William Sprague	Career Services Representative	
Charles Welch	Career Services Representative	
Dawn Wright	Career Services Representative	

**ADMISSIONS STAFF**

Christopher Young	Director of Admissions	B.B.A., Western Michigan University
Denise Brown	Admissions Representative	
Michele Gonzales	Admissions Representative	
Zacarii Hamby	Admissions Representative	
Kari Hatt	Admissions Representative	
Stacy Hawkins	Admissions Representative	
Eric Hines	Admissions Representative	
Cristina Miller	Admissions Representative	
Ebony Robinson	Admissions Representative	
Kimberly Rossman	Admissions Representative	
Ann Shields	Admissions Representative	
Rachel Torrey	Admissions Representative	
Jerry Wallace	Admissions Representative	

**BUSINESS OFFICE STAFF**

Valerie Redmond	Director of Student Accounts	B.S., Florida Metropolitan University
Bryan Wright	Student Accounts Representative	

**EDUCATION ADMINISTRATIVE STAFF**

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Sharon Smith	Director of Education	M.A., Western Michigan University
Dorinda Loucks	Medical Department Chairperson	B.A.S., Siena Heights University
Donna Mirosław	Associate Director of Education/Student Services Coordinator	B.S., Florida Metropolitan University
Stacy Burdette	Registrar	
Trauna James	Tutor	
Amanda Presson	Administrative Assistant	

**MEDICAL ASSISTING INSTRUCTORS**

Dorinda Loucks **	Department Chair	B.A.S., Siena Heights University
Marianne Poulsen ***	Medical Assisting	L.P.N., A.A.S., Southwestern University; B.A.S., Florida Metropolitan University
Jill Burgett	Medical Assisting	L.P.N., Kellogg Community College
Carrie Conroy	Medical Assisting	Occupational Qualifications
Deion Davis	Medical Assisting	Diploma - Grand Rapids Educational Center
Donna Gardner-Lawson	Medical Assisting	M.P.A., Western Michigan University
Carie (Cooper) Griffin	Medical Assisting -Computers	A.A.S., Kalamazoo Valley Community College
Stacey Haley-Smit	Medical Assisting	Diploma , Davenport University
Deana Hawkins	Medical Assisting	C.M.A., Occupational Qualifications
Jessi Niles	Medical Assisting	C.M.A., Diploma - Grand Rapids Educational Center
Rosanne Petro *	Medical Assisting	A.A.S., Southwestern Michigan College
Sheree Riggelman	Medical Assisting	C.M.A., Diploma - Gwinnett Technical Institute
Cheryl Sherman	Medical Assisting	Diploma - Brown Mackie College, B.S., Western Michigan University
Rhonda Wilson *	Medical Assisting	A.A.S., Kalamazoo Valley Community College

**DENTAL ASSISTING INSTRUCTORS**

Amy Brewer ***	Dental Assisting	R.D.A., Diploma - Lansing Community College
Mary Ann Belden	Dental Assisting	D.D.M., Centro Escolar University
Deborah Block	Dental Assisting	A.A.S., Kalamazoo Valley Community College

**MASSAGE THERAPY INSTRUCTORS**

Katherine Blakeney-Mihm	Massage Therapy	N.C.T.M.B., Chicago School of Massage Therapy
Brooke Cameron	Massage Therapy	Diploma, School of Healing Arts
Kathy Kreg	Massage Therapy	M.M.T., Certification, Blue Heron Academy
Maja McKeever	Massage Therapy	Diploma, New Mexico College of Natural Healing,
Kathy Richards-Allen***	Massage Therapy	N.C.T.M.B., Diploma, Health Enrichment Center

**MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS**

Cynthia (James) Martinez ***	Medical Administrative Assistant	Occupational Qualifications
Deana Hawkins	Medical Administrative Assistant	C.M.A., Occupational Qualifications
Diane Lambert	Medical Administrative Assistant	M.A., Western Michigan University, B.A., Spring Arbor College
Sonny Martinez	Medical Administrative	Diploma - Grand Rapids Educational Center

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Assistant/Medical Assisting-  
Computers

**PHARMACY TECHNICIAN INSTRUCTORS**

Wendi Taplin ***	Pharmacy Technician	CPhT, Occupational Qualifications
Abigail Healy	Pharmacy Technician	P.N., Kalamazoo Valley Community College, CPhT
Marie Mitchell	Pharmacy Technician	Occupational Qualifications
Carol Kosbar	Pharmacy Technician	Occupational Qualifications

**BUSINESS ACCOUNTING INSTRUCTORS**

Kimberly Blake *	Business Accounting	B.B.A., Davenport University, M.S.A., Central Michigan University
Sandra DuGuay *	Business Accounting	B.A., Western Michigan University, M.S.A., Western Michigan University
Debra Nelson *	Business Accounting	B.S., Western Michigan University, M.B.A., University of Phoenix
Barbara Smith *	Business Accounting	B.B.A., Davenport University

\*Part-Time, \*\* Medical Chair, \*\*\* Lead Instructor

■ **ADDENDUM effective July 23, 2009, The following attendance policy is revised for the campuses**

**Monitoring Student Attendance**

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the classroom (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

**Consecutive Absence Rule (All Programs)**

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn.
- All students who state they will return must:
  1. Attend their next scheduled class session
  2. File an appeal within five (5) calendar days of the violation
  3. Have perfect attendance while the appeal is pending
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school

**Percentage Absence Rule (Modular Programs)**

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Dismissed from the program

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Dismissed from the program

■ **ADDENDUM effective July 23, 2009, The following academic policy is revised for the campuses**



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## Notification of Probation

The Academic Dean/Director of Education (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

- For programs with an Add/Drop period;
  - Students must be notified in writing by the end of the add/drop period of the probationary term; and
  - Must receive academic advising within thirty (30) days from the start date of the probationary term.
- For programs without an Add/Drop period:
  - Students must be notified in writing by the end of the first week of the probationary term; and
  - Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

■ **ADDENDUM effective July 23, 2009, The background check requirement also applies to re-entry students.**

■ **ADDENDUM effective June 16, 2009: The Accreditation information on page 2 of the catalog is updated as follows.**

### Grand Rapids and Kalamazoo

Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT).

■ **ADDENDUM effective June 16, 2009: The Alternative Loan Program information is updated as follows.**

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.
- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

■ **ADDENDUM effective June 16, 2009: The following policy is added to the catalog.**

## STUDENTS CALLED TO ACTIVE MILITARY DUTY

### Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

### Continuing Students

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ")
- Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

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**Continuing Modular Diploma Students**

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

- **ADDENDUM June 16, 2009:** The following tuition and fees table is updated for the Michigan campuses effective July 1, 2009.

Program (Refer to the Program By Location section for campus details)	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Business Accounting	54	\$14,250	\$2,232	\$16,482
Computer Technology	54	\$14,250	\$708	\$14,958
Dental Assisting	47	\$14,250	\$847	\$15,097
Electronics and Computer Technology	108	\$26,600	\$1,707	\$28,307
Massage Therapy	55/54	\$14,250	\$1,364	\$15,614
Medical Insurance Billing and Coding	47	\$14,250	\$1,763	\$16,013
Medical Assisting	47	\$14,250	\$1,166	\$15,416
Medical Administrative Assistant	47	\$14,250	\$1,244	\$15,494
Pharmacy Technician	47	\$14,250	\$793	\$15,043
Practical Nursing	86	\$28,800	\$1,205	\$30,005
Effective July 1, 2009				

- **ADDENDUM effective June 15, 2009:** The Southfield campus will offer Version 1.1 of the Dental Assisting program described on page 34 of the catalog.

- **ADDENDUM effective June 1, 2009:** The following calendars are updated for the Kalamazoo campus.

Medical Assisting (6 am-10 am) & Medical Administrative Assistant (8 am-12pm) 2009 - 2010	
Start Dates	End Dates
June 3	July 7
July 9	Aug 5
Aug 10	Sept 4
Sept 9	Oct 6
Oct 8	Nov 4
Nov 5	Dec 2
Dec 7	Jan 12, 2010
Jan 13, 2010	Feb 10
Feb 11	Mar 11
Mar 15	Apr 9
Apr 12	May 7
May 10	June 7
June 9	July 14
July 19	Aug 13
Aug 16	Sept 13
Sept 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 8
Dec 9	Jan 13, 2011

Medical Assisting (11 am-3 pm) 2009 - 2010	
Start Dates	End Dates
Jun 17	July 21
July 23	Aug 19
Aug 24	Sept 21
Sep 23	Oct 20
Nov 5	Dec 2
Dec 7	Jan 12, 2010
Jan 13, 2010	Feb 10
Feb 11	Mar 11
Mar 15	Apr 9
Apr 12	May 7
May 10	June 7
June 9	July 14
July 19	Aug 13
Aug 16	Sept 13
Sep 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 8
Dec 9	Jan 13, 2011

Medical Assisting (8 am-1 pm) & Medical Administrative Assistant (8 am-1pm) 2009 - 2010	
Start Dates	End Dates
June 3	July 7
July 9	Aug 5
Aug 10	Sept 3
Sept 9	Oct 6
Oct 8	Nov 4
Nov 5	Dec 3
Dec 7	Jan 11, 2010
Jan 13, 2010	Feb 10
Feb 11	Mar 11
Mar 15	Apr 8
Apr 12	May 6
May 10	June 7
June 9	July 14
July 19	Aug 12
Aug 16	Sept 13
Sept 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 7
Dec 9	Jan 12, 2011

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<b>Medical Assistant (10 am-3 pm, 4 pm-9pm, 5:30 pm - 10:30 pm) &amp; Medical Administrative Assistant (10 am - 3 pm, 5:30 pm - 10:30 pm)</b> 2009 - 2010	
Start Dates	End Dates
Jun 17	July 21
July 23	Aug 19
Aug 24	Sep 21
Sep 23	Oct 20
Nov 5	Dec 3
Dec 7	Jan 11, 2010
Jan 13, 2010	Feb 10
Feb 11	Mar 11
Mar 15	Apr 8
Apr 12	May 6
May 10	June 7
June 9	July 14
July 19	Aug 12
Aug 16	Sep 9
Sep 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 7
Dec 9	Jan 12, 2011

<b>Dental Assistant (8 am - 1 pm, 5 pm-10 pm)</b> 2009 - 2010	
Start Dates	End Dates
June 17	July 21
July 23	Aug 19
Aug 24	Sep 21
Sep 23	Oct 20
Oct 22	Nov 18
Nov 23	Dec 21
Dec 22	Jan 27
Jan 28	Feb 25
Mar 1	Mar 25
Mar 30	Apr 26
Apr 27	May 24
May 25	June 22
June 23	July 28
July 29	Aug 25
Aug 30	Sep 27
Sep 29	Oct 26
Oct 28	Nov 24

<b>Dental Assistant (10 am-3 pm)</b> 2009 - 2010	
Start Dates	End Dates
June 3	July 7
July 9	Aug 5
Aug 10	Sep 3
Sep 9	Oct 6
Oct 22	Nov 18
Nov 23	Dec 21
Dec 22	Jan 27
Jan 28	Feb 25
Mar 1	Mar 25
Mar 30	Apr 26
Apr 27	May 24
May 25	June 22
June 23	July 28
July 29	Aug 25
Aug 30	Sep 27
Sep 29	Oct 26
Oct 28	Nov 24
Nov 29	Dec 27

<b>Massage Therapy (8am-1pm, 10am-3pm, 5pm-10pm)</b> <b>Pharmacy Technician (7am-12pm, 11am-4pm, 1pm-6pm, 5pm-10 pm)</b> <b>Business Accounting (5:30-10:30)</b> 2009 - 2010	
Start Dates	End Dates
June 17	July 21
July 23	Aug 19
Aug 24	Sep 21
Sep 23	Oct 20
Oct 22	Nov 18
Nov 23	Dec 21
Dec 22	Jan 27
Jan 28	Feb 25
Mar 1	Mar 25
Mar 30	Apr 26
Apr 27	May 24
May 25	June 22
June 23	July 28
July 29	Aug 25
Aug 30	Sep 27
Sep 29	Oct 26
Oct 28	Nov 24
Nov 29	Dec 23

<b>Pharmacy Technician</b> 2009	
Start Dates	End Dates
6/3/09	7/7/09

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■ **ADDENDUM May 11, 2009:** The following tuition and fees table is updated for the Michigan campuses.

Program (Refer to the Program By Location section for campus details)	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Business Accounting	54	\$14,250	\$2,212	\$16,462
Computer Technology	54	\$14,250	\$708	\$14,958
Dental Assisting	47	\$14,250	\$847	\$15,097
Electronics and Computer Technology	108	\$26,600	\$1,707	\$28,307
Massage Therapy	55/54	\$14,250	\$1,364	\$15,614
Medical Insurance Billing and Coding	47	\$14,250	\$1,763	\$16,013
Medical Assisting	47	\$14,250	\$1,166	\$15,416
Medical Administrative Assistant	47	\$14,250	\$1,244	\$15,494
Pharmacy Technician	47	\$14,250	\$793	\$15,043
Practical Nursing	86	\$28,800	\$1,205	\$30,005
Effective May 11, 2009				

■ **ADDENDUM effective May 20, 2009:** The following calendars are updated for the Dearborn campus.

Medical Assisting/Dental Assisting/ Day Schedule – Four-Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
08/24/09	09/24/09
09/28/09	10/22/09
10/26/09	11/19/09
11/23/09	12/17/09
01/04/10	01/28/10
02/01/10	02/25/10
03/01/10	03/25/10
04/05/10	04/29/10
05/03/10	05/27/10
06/01/10	06/24/10
07/06/10	07/29/10
08/02/10	08/26/10
09/07/10	09/30/10
10/04/10	10/28/10
11/01/10	11/24/10

Massage Therapy/ Medical Insurance Billing Coding/Medical Administrative Assistant Day Schedule – Four-Day Week (Monday through Thursday) 2009 - 2010	
Start Dates	End Dates
08/10/09	09/03/09
09/14/09	10/08/09
10/12/09	11/05/09
11/09/09	12/04/09
12/07/09	01/14/10
01/19/10	02/11/10
02/16/10	03/11/10
03/15/10	04/15/10
04/19/10	05/13/10
05/17/10	06/10/10
06/14/10	07/15/10
07/19/10	08/12/10
08/16/10	09/16/10
09/20/10	10/14/10
10/18/10	11/11/10
11/15/10	12/09/10

Medical Assisting/Dental Assisting/Massage Therapy Weekend Schedule Saturday and Sunday 2009 - 2010	
Start Dates	End Dates
08/08/09	08/30/09
09/12/09	10/04/09
10/10/09	11/01/09
12/12/09	01/10/10
01/16/10	02/07/10
02/13/10	03/07/10
03/13/10	04/11/10
04/17/10	05/09/10
05/15/10	06/06/10
06/12/10	07/11/10
07/17/10	08/08/10
08/14/10	09/12/10
09/18/10	10/10/10
10/16/10	11/07/10
11/13/10	12/12/10

Medical Assisting 2009	
Start Dates	End Dates
6/29/09	7/23/09

Student Breaks – Dearborn 2009-2010 – Weekdays		
Holiday Dates	Official Holidays	Make-up Dates
Sept 4 – Sept 13, 2009	Fall Break	
Nov 26 – Nov 29, 2009	Thanksgiving	
Dec 18 – Jan 3, 2010	Winter Recess	
Jan 18, 2010	Martin Luther King Day	Jan 22, 2010
Feb 15, 2010	President's Day	Feb 19, 2010
Mar 26 – Apr 4, 2010	Spring Break	
May 31, 2010	Memorial Day	Jun 4, 2010
Jun 25 – July 5, 2010	Summer Recess	
Jul 5, 2010	Independence Day	Jul 9, 2010
Aug 27 – Sept 6, 2010	Fall Recess	

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Sept 6, 2010	Labor Day	Sept 10, 2010
Nov 23 – Nov 28, 2010	Thanksgiving	Nov 19, 2010
<b>Student Breaks – Dearborn 2009-2010 – Weekend</b>		
<b>Holiday Dates</b>	<b>Official Holidays</b>	<b>Make-up Dates</b>
Nov 23 – Dec 4, 2009	Thanksgiving	
Dec 21 – Jan 1, 2010	Winter Recess	
Mar 29 – Apr 9, 2010	Spring Break	
Jun 28 – Jul 9, 2010	Summer Recess	
Aug 30 – Sept 10, 2010	Fall Recess	
Nov 22 – Dec 3, 2010	Thanksgiving	

■ **ADDENDUM effective May 20, 2009:** The following SAP table is updated in the catalog.

86 Quarter Credit Hour Quarter-Based Program (Practical Nursing): Total credits that may be attempted: 129 (150% of 89)				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is
1-16	2.5	N/A	66.7%	N/A
17-28	2.5	1.0	66.7%	N/A
29-40	2.5	1.25	66.7%	50%
41-52	2.5	1.5	66.7%	60%
53-64	2.5	1.75	66.7%	65%
65-129	N/A	2.0	N/A	66%

■ **ADDENDUM effective May 7, 2009:** The following calendars are updated for the Southfield campus.

Electronics Computer Technology, Computer Technology Mon - Thur 2009 - 2010	
Start Date	End Date
Jan 5 09	Mar 26 09
Apr 6 09	Jun 25 09
Jul 6 09	Sep 24 09
Oct 5 09	Dec 23 09
01/04//10	03/25//10
04/05//10	06/24//10
07/06//10	09/23//10
10/04//10	12/23//10

Medical Assisting and Massage Therapy 2010	
Start Date	End Date
01/04/2010	01/28/2010
02/01/2010	02/25/2010
03/01/2010	03/25/2010
04/05/2010	04/29/2010
05/03/2010	05/27/2010
06/01/2010	06/24/2010
07/06/2010	07/29/2010
08/02/2010	08/26/2010
08/30/2010	09/23/2010
10/04/2010	10/28/2010
11/01/2010	11/24/2010

Medical Insurance Billing and Coding 2010	
Start Date	End Date
01/25/2010	02/19/2010
02/22/2010	03/18/2010
03/22/2010	04/22/2010
04/26/2010	05/20/2010
05/24/2010	06/17/2010
06/21/2010	07/22/2010
07/26/2010	08/19/2010
08/23/2010	09/16/2010
09/20/2010	10/21/2010
10/25/2010	11/18/2010
11/22/2010	12/16/2010
12/20/2010	01/21/2011

Medical Administrative Assistant 2010	
Start Date	End Date
01/19/2010	02/11/2010
02/16/2010	03/11/2010
03/15/2010	04/15/2010
04/19/2010	05/13/2010

Practical Nursing 2010	
Start Date	End Date
01/05/2010	04/16/2010
05/03/2010	08/20/2010
09/07/2010	12/17/2010

Medical Administrative Assistant Weekend Schedule 2010	
Start Date	End Date
01/30/2010	02/21/2010
02/27/2010	03/21/2010
03/27/2010	04/25/2010

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05/17/2010	06/10/2010
06/14/2010	07/15/2010
07/19/2010	08/12/2010
08/16/2010	09/10/2010
09/13/2010	10/14/2010
10/18/2010	11/11/2010
11/15/2010	12/09/2010
12/13/2010	01/13/2011


05/01/2010	05/29/2010
06/05/2010	06/27/2010
07/10/2010	08/01/2010
08/07/2010	08/29/2010
09/11/2010	10/03/2010
10/09/2010	10/31/2010
11/06/2010	12/05/2010
12/10/2010	01/16/2011

<b>Student Breaks</b> <b>Electronics Computer Technology,</b> <b>Computer Technology, Medical</b> <b>Assisting, Massage Therapy,</b> <b>Medical Administrative Assistant</b>	
<b>2010</b>	
MLK Day	1/18/2010
Presidents Day	2/15/2010
Spring break	3/26/10 - 4/4/10
Memorial Day	5/31/2010
Summer Break	6/25/10 - 7/5/10
Labor day	9/6/2010
Fall Break	9/24/10 - 10/3/10
Thanks Giving	11/25/2010
Winter Break	12/24/10 -1/2/11
Make Up Days	1/22/2010,2/19/2010, 6/4/2010, 9/10/2010, 11/19/2010

<b>Student Breaks</b> <b>Medical Insurance Billing and</b> <b>Coding</b>	
<b>2010</b>	
MLK Day	1/18/2010
Presidents Day	2/15/2010
Spring break	3/26/10 - 4/4/10
Memorial Day	5/31/2010
Summer Break	6/25/10 - 7/5/10
Labor day	9/6/2010
Fall Break	9/24/10 - 10/3/10
Thanks Giving	11/25/2010
Winter Break	12/24/10 -1/2/11
Make Up Days	1/22/2010,2/19/2010, 6/4/2010, 9/10/2010, 12/3/2010

<b>Student Breaks</b> <b>Practical Nursing</b>	
<b>2010</b>	
MLK Day	1/18/2010
Presidents Day	2/15/2010
Spring break	5/31/2010
Memorial Day	6/25/10 - 7/5/10
Summer Break	9/6/2010
Labor day	11/25/2010
Fall Break	12/24/10 - 1/2/11
Thanks Giving	
Winter Break	

<b>Student Breaks</b> <b>Medical Assisting</b> <b>Weekend Schedule</b>	
<b>2009</b>	
New Year's Day	1/3/09-1/4/09
Easter Holiday	4/11/09-4/12/09
Memorial Day	5/23/09- 5/24/09
Independence Day	7/4/09-7/5/09
Labor day	9/5/09-9/6/09
Thanksgiving	11/28/09- 11/29/09
Winter Break	12/26/09-1/3/10

<b>Student Breaks</b> <b>Medical Assisting</b> <b>Weekend Schedule</b>	
<b>2010</b>	
New Year's Day	1/2/10-1/3/10
Easter Holiday	4/4/10-4/5/10
Memorial Day	5/29/10- 5/30/10
Independence Day	7/3/10-7/4/10
Labor day	9/4/10-9/5/10
Thanksgiving	11/27/10- 11/28/10
Winter Break	12/25/10-1/2/11

■ **ADDENDUM May 7, 2009:** The following tuition and fees table is updated for the Michigan campuses.

Program (Refer to the Program By Location section for campus details)	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Business Accounting	54	\$14,250	\$2,212	\$16,462
Computer Technology	54	\$14,250	\$738	\$14,988
Dental Assisting	47	\$14,250	\$836	\$15,086
Electronics Computer Technology	108	\$26,600	\$2,292	\$28,892

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Massage Therapy	55	\$14,250	\$1,320	\$15,570
Medical Insurance Billing and Coding v. 2-0	47	\$14,250	\$1,829	\$16,079
Medical Assisting	47	\$14,250	\$1,158	\$15,408
Medical Administrative Assistant	47	\$14,250	\$1,208	\$15,458
Pharmacy Technician	47	\$14,250	\$734	\$14,984
Practical Nursing	86	\$28,800	\$1,197	\$29,987
Effective May 11, 2009				

■ **ADDENDUM effective April 30, 2009:** The following calendars are updated for the Detroit campus.

Detroit - PHARMACY TECHNICIAN and MASSAGE THERAPY (4 Day Program)	
TERM START	TERM END
Dec 2, 2009	Dec. 23, 2009
<i>Holiday Break Dec. 24, 2009 thru Jan. 3, 2010</i>	
<i>Makeup Day Dec. 11 &amp; 18th</i>	
January 4, 2010	Jan 28, 2010
<i>Martin Luther King, Jr. Day: January 18, 2010</i>	
<i>Make-up Day: January 22, 2010</i>	
February 1, 2010	February 25, 2010
<i>President's Day: February 15, 2010</i>	
<i>Make-up Day: February 19, 2010</i>	
March 1, 2010	March 25, 2010
March 29, 2010	April 22, 2010
April 26, 2010	May 20, 2010
May 24, 2010	June 17, 2010
<i>Memorial Day: May 31, 2010:</i>	
<i>Makeup Day June 4, 2010</i>	
June 21, 2010	July 22, 2010
<i>Independence Day: July 4, 2010</i>	
<i>Recess is July 2 thru July 11, 2010: Return on July 12, 2010</i>	
July 26, 2010	August 19, 2010
August 23, 2010	September 16, 2010
<i>Labor Day: September 6, 2010</i>	
<i>Make-up Day: September 10, 2010</i>	
September 20, 2010	October 14, 2010
October 18, 2010	November 11, 2010
November 15, 2010	December 9, 2010
<i>Thanksgiving Break: November 25 and 26, 2010</i>	
<i>Makeup Day: December 3, 2010</i>	
December 13, 2010	January 13, 2011
<i>Christmas Break: December 24, 2010 through January 3, 2011</i>	

Detroit - MEDICAL ASSISTING, MASSAGE THERAPY and MEDICAL ADMINISTRATIVE ASSISTANT (6 Day Program)	
TERM START	TERM END
December 21, 2009	January 27, 2010
<i>Christmas Break: December 24, 2009</i>	
<i>through January 3, 2010: Return January 4, 2010</i>	
<i>Martin Luther King Day January 18, 2010</i>	
January 28, 2010	February 25, 2010
<i>President's Day February 15, 2010</i>	
February 26, 2010	March 25, 2010
March 29, 2010	April 26, 2010
<i>Good Friday is April 9, 2010</i>	
April 28, 2010	May 25, 2010
<i>Memorial Day is May 31, 2010</i>	
May 27, 2010	June 24, 2010
June 25, 2010	July 29, 2010
<i>Independence Day: July 4, 2010</i>	
<i>Recess is July 3 thru July 11, 2010:</i>	
<i>Return on July 12, 2010</i>	
July 30, 2010	August 26, 2010
August 27, 2010	September 24, 2010
<i>Labor Day: September 6, 2010</i>	
September 27, 2010	October 22, 2010
October 25, 2010	November 19, 2010
<i>Thanksgiving Break: November 25 and 26, 2010</i>	
November 22, 2010	December 21, 2010
December 22, 2010	January 27, 2011
<i>Christmas Break: December 24, 2010 through January 2, 2011: Return January 3, 2011</i>	
January 31, 2011	February 28, 2011
<i>President's Day February 14, 2011</i>	

■ **ADDENDUM effective April 30, 2009:** The faculty and staff table is updated for the Detroit campus.

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<b>ADMINISTRATION</b>		
Joseph Egelski	School President	MBA, Wayne State University, Detroit, MI  BS, Wayne State University, Detroit, MI
Dedra Naylor	Manager of Student Finance	BA, Full Gospel Christian Bible College, Flint, MI
Debra Dearing	Director of Education	BS, Mercy College, Detroit, MI
Renea Elmore	Director of Admissions	BA, Central Michigan University, Mt. Pleasant, MI
Samuel Palmeri	Director of Career Services	MA, Walsh College, Troy, MI
Lairen Marshall	Director of Student Accounts	BA, Kalamazoo College, Kalamazoo, MI
Shelia Franklin	Associate Director of Education	MA, Spring Arbor University, Spring Arbor, MI
<b>DEPARTMENT CHAIR</b>		
Felicia Stewart	Medical Chair	Certificate, Ross Medical Education Center, Detroit, MI  BLS Instructor
<b>SENIOR INSTRUCTORS</b>		
Takara Bolton	Medical Administrative Assistant	Diploma, Everest Institute, Southfield, MI
Vacant	Medical Assisting	
Vacant	Massage Therapy	
Timaka Wilson	Pharmacy Technician	Certified Pharmacy Technician  Certificate, Wayne County Community College, Detroit, MI
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
Sophia Artist	Medical Assisting	Diploma, Everest Institute, Southfield, MI
LaWanda Burley	Medical Assisting	Madonna University, Detroit, MI
Tamika Dismukes-Williams	Medical Assisting	Diploma, Everest Institute, Southfield, MI
Lisa Foster	Medical Assisting	Diploma, Ross Business Schools, Detroit, MI
Rhonda Frazier	Medical Assisting	Diploma, Lawton Schools, Detroit, MI  AS, Wayne County Community College, Detroit, MI
Siobhan Howard	Medical Assisting	Certificate, National Institute of Technology, Southfield, MI
Renee Jacobs	Medical Assisting	CMA, Professional Training Academy, Ferndale, MI
Carmen Looney	Medical Assisting	Diploma, Franklin Adult Education, Detroit, MI
Tracy McGee	Medical Assisting	Certificate, Highland Park Community College, Highland Park, MI
Benita Moore	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI  BLS Instructor
Motiryo Mumpfield	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI
Yulonda Pack	Medical Assisting	Diploma, National Institute of Technology, Southfield, MI  BLS Instructor, CMA
Schnikka Prince	Medical Assisting	Diploma, Everest Institute, Detroit, MI
Denise Williams	Medical Assisting	Diploma, Dorsey Business Schools, Madison Heights, MI
<b>MASSAGE THERAPY INSTRUCTORS</b>		
Jonathan Burt	Massage Therapy	Diploma, MT Irene's Myomassology Institute, Southfield, MI
Lisa Crawford	Massage Therapy	BS, Wayne State University, Detroit, MI  Diploma, Healing Hands Holistic Health Center, Clinton Twp., MI
Kathleen Merholz	Massage Therapy	Certificate, Life Path School of Massage Therapy, Peoria, IL
Anita Norwood	Massage Therapy	BA, Southern Christian University Montgomery, AL  Diploma, Health Enrichment Center Lapeer, MI  BLS Certified Instructor
Candice Charbeneau-Waller	Massage Therapy	Diploma, Health Enrichment Center, Lapeer, MI
Phillip Reece	Massage Therapy	Diploma, Everest Institute, Dearborn, MI



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MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS		
Carlos Windom	Medical Administrative Assistant	Diploma, Everest Institute, Detroit, MI
PHARMACY TECHNICIAN INSTRUCTORS		
Octavia Chenault	Pharmacy Technician	Certified Pharmacy Technician
Valarie Kelly	Pharmacy Technician	AA, Wayne County Community College, Detroit, MI Certified Pharmacy Tech
Sorin Marculescu	Pharmacy Technician	Certified Pharmacy Technician  Certificate, Wayne County Community College, Detroit, MI

■ **ADDENDUM effective April 30, 2009:** The faculty and staff table is updated for the Grand Rapids campus.

Administration		
Ruth Stewart	Campus President	M.B.A. University of Phoenix, Grand Rapids MI
Michelle Emelander	Human Resources/ Administrative Assistant to the President	
Daysha Pell	Director of Education	M.A. Ed. Cornerstone University, Grand Rapids, MI
Connie Graham	Director of Student Finance	M.B.A. Grand Valley State University, Allendale, MI
Susan Smith	Director of Admissions	B.A. Northwood University, Midland, MI
Deborah Overbeck	Director of Career Services	M.B.A. Davenport University, Grand Rapids, MI
Dan Biller	Director of Student Accounts	B.S. Ferris State University, Grand Rapids, MI
Derric Ramsey	IT support/Facilities	Associates PC Tech, Lansing Community College, Lansing, MI
DEPARTMENT CHAIRS		
Jacob Kassuba	Medical Assistant Department Chairperson	B.S. Grand Valley State University, Allendale, MI
Jackie Derby	Massage Therapy Department Chairperson	A.S. Baker College, Muskegon, MI
Tracey Riches	Medical Administrative Assistant and Medical Insurance, Billing & Coding Department Chairperson	C.M.A. Ross Medical Center, Lansing, MI
Kathleen Morgan	Dental Department Chair	R.D.H. Ferris State College, Grand Rapids, Mi
Jackie VerHeulen	Campus Nursing Director	M.S.N. Grand Valley State University, Allendale, MI
ADMISSIONS		
Christopher Malachino	Admissions Manager	B.S.B.A. Central Michigan University, Mt. Pleasant, MI
Sheila Darling	Receptionist/ Admissions Clerk	
Michelle Haney	Receptionist/ Admissions Clerk	
Cindy Curtis	Receptionist/ Admissions Clerk	

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Amy Applegate	Admissions Representative	
Andrew Baker	Admissions Representative	
Brandon Goosen	Admissions Representative	
Bonnie Brown	Admissions Representative	
Desiree Battle	Admissions Representative	
Matilda Perry	Admissions Representative	
Burinda Clark	Admissions Representative	
Kara Loy	High School Presenter	
Dante Pirtle	Admissions Representative	
Melissa Rypma	Admissions Representative	
Matthew Whiteherse	Admissions Representative	
Darren Smith	Admission Representative	
Kelly Trentacoste	Admissions Representative	
LeeAnn Ursey	High School Enroller	
Jessica Sedlock	Admission Representative	
<b>STUDENT FINANCE</b>		
Hilary Chase	Financial Services Representative	
Stephanie Kimble	Financial Services Representative	
Laura Good	Financial Services Representative	
Katie Long	Financial Services Representative	
Mary Lou Branton	Financial Services Representative	
Lindsay Zwyghuizen	Financial Services Representative	
Sarah Slovinski	Financial Services Representative	
<b>BUSINESS OFFICE</b>		
Dianne Banse	Bookkeeper	
Don Serba	Collections	
<b>EDUCATION ADMINISTRATIVE</b>		
Lynn Tuck	Associate Director of Education	M.A. Ed. Cornerstone University, Grand Rapids, MI
Andrea Heckenmueller	Student Services Coordinator	
Brian Miltgen	Registrar	

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Jackie Weidmayer	Registrar	
Diane Bylsma	Practical Nursing Lab Assistant and Administrative Assistant	L.P.N. Grand Rapids Junior College, Grand Rapids, MI
<b>CAREER SERVICES</b>		
Andrea Koehler	Externship Coordinator	M.A. Olympia Career Training Institute, Grand Rapids, MI
Mary Miller	Externship Coordinator	M.A.A. Olympia Career Training Institute, Grand Rapids, MI
Sheree Smith	Placement Representative	
Dawn Konwinski	Placement Representative	
Joe Seitz	Placement Representative	
Debi Powell	Placement Representative	
<b>DENTAL ASSISTING INSTRUCTORS</b>		
Kathleen Morgan	Dental Assisting Instructor. Dept. Chair	R.D.H. Ferris State College, Grand Rapids, MI
Tammy Gilbert	Dental Assisting Instructor	R.D.A. Grand Rapids Junior College, Grand Rapids, MI
Pam Bidwell	Dental Assisting Instructor	C.D.A. Dental Assistant, Medix School, Towson, Maryland
DiAnne Craner *	Dental Assisting Instructor	R.D.A, Lansing Community College, Lansing MI
Connie McCarty	Dental Assisting Instructor	Dental Assistant, Grand Rapids Educational Center, Grand Rapids, MI
Cynthia DeVries *	Dental Assisting Instructor	R.D.H. Grand Rapids Community College, Grand Rapids, MI
<b>MESSAGE THERAPY INSTRUCTORS</b>		
Jackie Derby	Massage Therapy Instructor, Dept. Chair	A.S. Baker College, Muskegon, MI
Natalie Beversluis	Massage Therapy Instructor	C.M.T. Blue Herron Academy, B.S. Aquinas College
Mary Beth Holtz	Massage Therapy Instructor	C.M.T. Health Enrichment
Tim Taylor	Massage Therapy Instructor	M.T. Olympia Career Training Institute, Grand Rapids, MI
Darcy Koogler-Walters	Massage Therapy Instructor	M.T. Olympia Career Training Institute, Grand Rapids, MI
<b>MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS</b>		
Shayla Allen	Medical Administrative Instructor	Cornerstone College, Grand Rapids, MI
Pam Okker	Medical Administrative Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI
Denise Townsend	Medical Administrative Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI
<b>MEDICAL ASSISTING INSTRUCTORS</b>		
Jacob Kassuba	Medical Assistant, Dept. Chair	B.S. Grand Valley State University, Allendale, MI
Shannon Bramble	Medical Assistant	A.S. Respiratory Care, Ferris State University, Big Rapids, MI
Corene Edwards	Medical Assistant	B.S. Health Science, University of New Hampshire, New Hampshire, MA
Kathleen Cavanaugh	Medical Assistant	C.M.A., American Associate of Medical Assistants, CA

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Mickey Ransburger	Medical Assistant	L.P.N. Newfield High School of Nursing, NY
Diane Roose	Medical Assistant	B.S. Health Sciences Grand Valley State University
Steve Smith	Medical Assistant	C.M.A. Olympia Career Training Institute, Grand Rapids, MI
Susan Moore	Medical Assistant	M.A. Olympia Career Training Institute, Grand Rapids, MI
Diedra Williams *	Medical Assistant	R.N. Grand Rapids Community College, MI
Brenda Decker	Medical Assistant	Montcalm Community College, Sheridan, MI
Tina Teed	Medical Assistant	M.A. Ross Medical Center, Grand Rapids, MI
Elaine Fedewa *	Medical Assistant	B.S. Health Science, Davenport University, Grand Rapids, MI
Rebecca Haggerty *	Medical Assistant	Grand Rapids Academy Technical School, Grand Rapids, MI
Leslie Mowery	Medical Assistant	M.A. Grand Rapids Educational Center, Grand Rapids, MI
Lori Troupe	Medical Assistant	R.M.A., Grand Rapids Educational Center, Grand Rapids, MI
Kristine Gillette	Medical Assistant	L.P.N. Grand Rapids Community College, Grand Rapids, MI
Darlene Adams *	Medical Assistant	M.B.A. Cornerstone College, Grand Rapids, MI
Vicky Miller *	Medical Assistant	M.A. Olympia Career Training Institute, Grand Rapids, MI
<b>MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS</b>		
Tracy Riches	Medical Insurance Billing and Coding Instructor , Dept. Chair	C.M.A. Ross Medical Center, Lansing, MI
Susan Kramer	Medical Insurance Billing and Coding Instructor	Occupational qualifications
Tamera Guy	Medical Insurance Billing and Coding Instructor	MIBD Certification, Utica School of commerce, Oneonta, NY
Pam Okker	Medical Insurance Billing and Coding Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI
<b>PRACTICAL NURSING INSTRUCTORS</b>		
Sally Borrello	Practical Nursing Instructor	R.N. M.S.N. Walden University, Minneapolis, MN
Karen DeVries	Practical Nursing Instructor	B.S.N. Calvin College, R.N., B.S.N. , MI
Deborah Bosworth	Practical Nursing Instructor	R.N. B.S.N. University of Phoenix, Phoenix, AZ
Katherine Goltzer *	Practical Nursing Instructor	R.N. B.S.N. University of Iowa, Iowa City, IA
Cathleen Bouwsma	Practical Nursing Instructor	R.N. M.S.N. ANP, University of Michigan, Ann Arbor, MI
Kris Kutzli	Practical Nursing Instructor	R.N. B.S.N. Grand Valley State University, Allendale, MI
Kelly Leask	Practical Nursing Instructor	B.S.N. R.N.C. Grand Valley State University. Allendale, MI
Jennifer Kamp *	Practical Nursing Instructor	R.N. B.S.N. Calvin College, Grand Rapids, MI
Beth Markham *	Practical Nursing Instructor	R.N. M.S.N. Walden University, Minneapolis, MN
Julie Polanic	Practical Nursing Instructor	R.N. B.S.N. University of Detroit Mercy, Aquinas College, Grand Rapids, MI
Angie Schmidbauer	Practical Nursing Instructor	R.N. B.S.N. Ohio State University, Columbus, Ohio
Peggy Palermo	Practical Nursing Instructor	R.N. M.S.N. Case Western Reserve University
Marilyn Butler	Practical Nursing Instructor	R.N. Grand Rapids Community College, Grand Rapids, MI
Lois Richardson	Practical Nursing Instructor	R.N. B.S.N. Mercy College of Detroit, MI
<b>BUSINESS ACCOUNTING INSTRUCTORS</b>		
Christopher Dahlvig	Business Accounting Instructor	M.B.A. Northwest Christian University, Eugene, OR

\* Denotes Part time

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■ **ADDENDUM effective April 30, 2009:** The faculty and staff table is updated for the Kalamazoo campus.

<b>Administration</b>		
Gloria Stender	President	B.A., Western Michigan University
Ann Arntz	Senior Administrative Assistant	
Lauren McLaughlin	Administrative Assistant	
Michele Gonzales	Receptionist	
<b>FINANCIAL SERVICES STAFF</b>		
Brenda Laker	Director of Financial Services	A.A.S., Kalamazoo Valley Community College
Eva Grimm	Financial Services Representative	
Treasa Hageman	Financial Services Representative	
Mary Henderson	Financial Services Representative	
Michele Russell	Financial Services Representative	
<b>CAREER SERVICES STAFF</b>		
Linda Lamorandier	Director of Career Services	B.B.A., Davenport College
Linda Forcier	Externship Coordinator	Diploma, Health Enrichment Center
Kelley Lamb	Career Services Representative	
Karrie Messenger	Externship Coordinator	B.A., Siena Heights College
William Sprague	Career Services Representative	
Charles Welch	Career Services Representative	
Dawn Wright	Career Services Representative	
<b>ADMISSIONS STAFF</b>		
Christopher Young	Director of Admissions	B.B.A., Western Michigan University
Denise Brown	Admissions Representative	
Kari Hatt	Admissions Representative	
Stacy Hawkins	Admissions Representative	
Eric Hines	Admissions Representative	
Cristina Miller	Admissions Representative	
Kimberly Rossman	Admissions Representative	
Ann Shields	Admissions Representative	
Rachel Torrey	Admissions Representative	
Jerry Wallace	Admissions Representative	
<b>BUSINESS OFFICE STAFF</b>		
Valerie Redmond	Director of Student Accounts	B.S., Florida Metropolitan University
Bryan Wright	Student Accounts Representative	
<b>EDUCATION ADMINISTRATIVE STAFF</b>		
Sharon Smith	Director of Education	M.A., Western Michigan University
Dorinda Loucks	Medical Department	B.A.S., Siena Heights University

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	Chairperson	
Donna Miroslaw	Associate Director of Education/Student Services Coordinator	B.S., Florida Metropolitan University
Stacy Burdette	Registrar	
Trauna James	Tutor	

**MEDICAL ASSISTING INSTRUCTORS**

Dorinda Loucks **	Department Chair	B.A.S., Siena Heights University
Marianne Poulsen ***	Medical Assisting	L.P.N., A.A.S., Southwestern University; B.A.S., Florida Metropolitan University
Jill Burgett	Medical Assisting	L.P.N., Kellogg Community College
Carrie Conroy	Medical Assisting	Occupational Qualifications
Deion Davis	Medical Assisting	Diploma - Grand Rapids Educational Center
Donna Gardner-Lawson	Medical Assisting	M.P.A., Western Michigan University
Carie (Cooper) Griffin	Medical Assisting -Computers	A.A.S., Kalamazoo Valley Community College
Stacey Haley-Smit	Medical Assisting	Diploma , Davenport University
Deana Hawkins	Medical Assisting	C.M.A., Occupational Qualifications
Jessi Niles	Medical Assisting	C.M.A., Diploma - Grand Rapids Educational Center
Rosanne Petro *	Medical Assisting	A.A.S., Southwestern Michigan College
Sheree Riggleman	Medical Assisting	C.M.A., Diploma - Gwinnett Technical Institute
Cheryl Sherman	Medical Assisting	Diploma - Brown Mackie College, B.S., Western Michigan University
Rhonda Wilson *	Medical Assisting	A.A.S., Kalamazoo Valley Community College

**DENTAL ASSISTING INSTRUCTORS**

Amy Brewer ***	Dental Assisting	R.D.A., Diploma - Lansing Community College
Mary Ann Belden	Dental Assisting	D.D.M., Centro Escolar University
Deborah Block	Dental Assisting	A.A.S., Kalamazoo Valley Community College

**MASSAGE THERAPY INSTRUCTORS**

Katherine Blakeney-Mihm	Massage Therapy	N.C.T.M.B., Chicago School of Massage Therapy
Brooke Cameron	Massage Therapy	Diploma, School of Healing Arts
Kathy Kreg	Massage Therapy	M.M.T., Certification, Blue Heron Academy
Maja McKeever	Massage Therapy	Diploma, New Mexico College of Natural Healing,
Kathy Richards-Allen***	Massage Therapy	N.C.T.M.B., Diploma, Health Enrichment Center

**MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS**

Vicki Curtiss	Medical Administrative Assistant	B.A., Spring Arbor University, L.P.N., Lansing Community College
Deana Hawkins	Medical Administrative Assistant	C.M.A., Occupational Qualifications
Diane Lambert	Medical Administrative Assistant	M.A., Western Michigan University, B.A., Spring Arbor College
Cynthia (James) Martinez	Medical Administrative Assistant	Occupational Qualifications
Sonny Martinez	Medical Administrative Assistant/Medical Assisting-	Diploma - Grand Rapids Educational Center

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Computers

**PHARMACY TECHNICIAN INSTRUCTORS**

Wendi Taplin ***	Pharmacy Technician	CPhT, Occupational Qualifications
Abigail Healy	Pharmacy Technician	P.N., Kalamazoo Valley Community College, CPhT
Marie Mitchell	Pharmacy Technician	Occupational Qualifications
Carol Kosbar	Pharmacy Technician	Occupational Qualifications

**BUSINESS ACCOUNTING INSTRUCTORS**

Kimberly Blake *	Business Accounting	B.B.A., Davenport University, M.S.A., Central Michigan University
Sandra DuGuay *	Business Accounting	B.A., Western Michigan University, M.S.A., Western Michigan University
Debra Nelson *	Business Accounting	B.S., Western Michigan University, M.B.A., University of Phoenix
Barbara Smith *	Business Accounting	B.B.A., Davenport University
Karen Wiese *	Business Accounting	A.A.S., Southwestern Michigan College, B.S., California State University

\*Part-Time, \*\* Medical Chair, \*\*\* Lead Instructor

■ **ADDENDUM effective April 16, 2009: The Student Conduct Code is updated as follows.**

**Applicability**

This Code of Student Conduct (Code) applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

**Generally**

CCi seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All CCi schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

**Conduct Affecting the Safety of the Campus Community**

CCi reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The School President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

**Other Prohibited Conduct**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent

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- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law (see below)

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

**Violations of Local, State, Provincial, or Federal Law**

CCi students are expected to comply with all local, state, provincial, and federal laws and violations of those laws may also constitute a violation of this Code. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed, and that the student committed it. In such instances, the School President (or designee) may conduct an inquiry and/or proceed with disciplinary action under this Code independent of any criminal proceeding.

**Limitations on Students with Pending Disciplinary Matters**

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another CCI location (including Online)
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the School President

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCI school (including Online) prior to resolving the outstanding disciplinary issue.

**Inquiry by the School President**

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

**Conduct Which Does Not Warrant a Suspension or Dismissal**

If the School President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

**Conduct Which Warrants a Suspension or Dismissal**

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice

**Sanctions**

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President.

Note: Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

Examples of conditions the school may require a student to complete prior to returning from a suspension or dismissal are:

- Community Service and/or participation in educational programs
- Research assignments or special projects
- Behavioral contracts
- The loss of specific privileges (e.g., loss of automobile privileges on school premises, restricted access to computer lab or automotive machinery)
- Reimbursement or restitution for property damage
- Referral to receive outside counseling services
- Removal from school sponsored housing

**Academic Dishonesty**

Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to:

- Copying another's work from any source
- Allowing another to copy one's own work whether during a test or on an assignment



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- Any attempt to pass off the work, data, or creative efforts of another as one's own
- Knowingly furnishing false information about one's academic performance to the school

One or more of the sanctions listed below may be imposed for academic dishonesty:

- A reduction in grade on the assignment on which the violation occurred
- No credit on the assignment, paper, test, or exam on which the violation occurred
- A failing grade for the course/module
- Suspension or Dismissal from the school

### **Appeal Process**

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the School President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the School President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the School President (or designee)
- Affirm the finding and modify the sanction
  - Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter
  - A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

### **Record of Disciplinary Matter**

All disciplinary files shall be kept separate from the student academic files until resolved.

Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA) and PIPEDA. Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

### **■ ADDENDUM effective April 16, 2009: The Alternative Loan Program information is updated as follows.**

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment begins six months after graduation, leaving school or dropping below half-time status.

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- Student may apply on their own or with a co-borrower.

Please refer to Student Financial Planning brochure and for further information or please see one of the Student Finance Planners.

■ **ADDENDUM effective April 16, 2009: The following policy is added to the catalog.**

## STUDENTS CALLED TO ACTIVE MILITARY DUTY

### Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

### Continuing Students

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ")

Note: The pro rata refund will be calculated as follows:

The total number of scheduled classroom hours up to and including the student's LDA divided by the total number of classroom hours in the program.

### Continuing Modular Diploma Students

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

■ **ADDENDUM effective April 13, 2009: The Health section on page 20 of the catalog is updated as follows.**

All enrollees are required to sign a general health statement. 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. Students may need to provide proof of immunizations as required by the program externship sites or future employer requirements.

■ **ADDENDUM effective April 13, 2009: The Practical Nursing Admissions Policy on page 6 of the catalog is updated as follows.**

Candidates who fail to meet the minimum score on each test will be referred for remedial courses, (The minimum scores for each category are: Reading Skills 58-74; Writing Skills 30-39; Mathematics /Pre algebra 30-38), will be provided additional resources to help further prepare them for entrance testing prior to scheduling the COMPASS again.

■ **ADDENDUM effective April 13, 2009: The following calendars are updated for the Grand Rapids campus.**

<b>Dental Assisting, Medical Assisting, Massage Therapy, Medical Administrative Assisting, MIBC, Business Accounting AM, PM, EVE                  Mon – Thurs Schedule                  2010</b>
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<b>Dental Assisting, Medical Assisting, MIBC AM, PM                  Mon – Fri Schedule                  2010</b>	
<b>Start Dates</b>	<b>End Dates</b>
01/26/10	02/23/10
02/24/10	03/23/10
03/24/10	04/20/10

<b>Practical Nursing                  2010</b>	
<b>Start Dates</b>	<b>End Dates</b>
1/4/2010	4/16/2010
5/3/2010	8/20/2010
9/7/2010	12/17/2010

<b>Student Breaks                  2010</b>	
<b>Break</b>	<b>Dates</b>
New Year's Day	Jan 1
Martin Luther King Day	Jan 16-18
President's Day	Feb 13-15

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Start Dates	End Dates
01/26/10	02/23/10
02/24/10	03/23/10
03/24/10	04/20/10
04/22/10	05/19/10
05/20/10	06/17/10
06/21/10	07/20/10
07/21/10	08/17/10
08/18/10	09/15/10
09/20/10	10/14/10
10/18/10	11/11/10
11/15/10	12/13/10
12/15/10	01/19/11

04/22/10	05/19/10
05/20/10	06/17/10
06/21/10	07/20/10
07/21/10	08/17/10
08/18/10	09/15/10
09/20/10	10/15/10
10/18/10	11/12/10
11/15/10	12/14/10
12/15/10	01/20/11

Practical Nursing Break	Apr 17 - May 2
Memorial Day	May 29-31
Summer Break	Jul 1-5
Independence Day	Jul 4
Practical Nursing Break	Aug 21 - Sep 6
Labor Day	Sept 4-6
Thanksgiving	Nov 25-28
Practical Nursing Break	Dec 18 - Jan 2, 2011
Winter Vacation	Dec 24-Jan 2, 2011

■ **ADDENDUM March 27, 2009:** The Southfield campus will begin teaching Version 1.1 of the Computer Technology program.

### Computer Technology

Credential	Credit Units	Clock Hours	Length	Campuses	Version
Diploma	54	720	9 months	Southfield	1-1

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 (Lec/Lab/Ext/Total)	Credit Units
<b>Quarter 1: Computer Software</b>			
CTT1010	Computer Software	120/00/00/120	12.0
CTT1060	Computer Software Laboratory	00/120/00/120	6.0
	Total	120/120/00/240	18.0
<b>Quarter 2: Computer Hardware and Operating Systems</b>			
CTT2010	Computer Hardware and Operating Systems	120/00/00/120	12.0
CTT2060	Computer Hardware and Operating Systems Laboratory	00/120/00/120	6.0
	Total	120/120/00/240	18.0
<b>Quarter 3: Networking Fundamentals</b>			
NCC1010	Networking Fundamentals	120/00/00/120	12.0
NCC1060	Networking Fundamentals Laboratory	00/120/00/120	6.0
	Total	120/120/00/240	18.0
<b>Diploma Total</b>		<b>360/360/00/720</b>	<b>54.0</b>

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<b>CTT1010 Computer Software</b>	<b>12 Credit Units</b>
This course introduces students to the personal computer, basic computer system architecture, and the Windows desktop environment. Students will learn about the common types of desktop applications (word processing, spreadsheet, and presentation software), operating systems, graphics manipulation software, and hardware utilities. Students also develop customer relations and interpersonal skills. Prerequisite: None. Lecture hours: 120. Lab hours: 0.	
<b>CTT1060 Computer Software Laboratory</b>	<b>6 Credit Units</b>
This laboratory course provides hands-on support for the concepts learned in Computer Software. Students will construct a computer and install, configure, optimize, uninstall and troubleshoot basic software problems. They will create basic documents using word processing, spreadsheet, and presentation applications for business and personal use. Prerequisite: None. Lecture hours: 0. Lab hours: 120.	
<b>CTT2010 Computer Hardware and Operating Systems</b>	<b>12 Credit Units</b>
This course focuses on the hardware and operating systems found in today's personal computers (PCs). Students will learn about computer commands, functions, and terminology through practical discussion about the installation, configuration, and upgrade of Windows operating systems. They will study a variety of computer hardware components and their related functions. Other topics discussed include troubleshooting and repair procedures. Prerequisite: CTT1010, CTT1060. Lecture hours: 120. Lab hours: 0.	
<b>CTT2060 Computer Hardware and Operating Systems Laboratory</b>	<b>6 Credit Units</b>
This laboratory course provides hands-on support for the concepts learned in Computer Hardware and Operating Systems. Students will learn to install, configure, and troubleshoot personal computer (PC) operating systems and hardware, including system boards, memory, power supplies, storage devices, and sound cards. Prerequisite: CTT1010, CTT1060. Lecture hours: 0. Lab hours: 120.	
<b>NCC1010 Networking Fundamentals</b>	<b>12 Credit Units</b>
This course introduces students to the terminology, operating systems, hardware, and administration of computer networks. These topics include network topology, TCP/IP, the OSI reference model, and security. Students will gain knowledge about basic end-user functions and entry-level administration operations of a network. Prerequisite: CTT2010, CTT2060. Lecture hours: 120. Lab hours: 0.	
<b>NCC1060 Networking Fundamentals Laboratory</b>	<b>6 Credit Units</b>
This laboratory course provides hands-on support for the concepts learned in Networking Fundamentals. 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. Prerequisite: CTT2010, CTT2060. Lecture hours: 0. Lab hours: 120.	

■ **ADDENDUM March 27, 2009:** The following grading tables are updated for the Michigan campuses.

**Grading – Southfield, Dearborn and Detroit**

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Quarter-Based Programs and MIBC version 2-0				Modular Allied Health Programs (except MIBC version 2-0)		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
L	Leave of Absence			L	Leave of Absence	

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I	Incomplete	W	Withdrawal
IP	In Progress	IP	In Progress
W	Withdrawal	CR	Credit for Advanced Placement
CR	Credit for Advanced Placement	TR	Credit for Previous Education
TR	Credit for Previous Education		

**GRADING SYSTEM – Grand Rapids, Kalamazoo**

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

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C+*	Good/Passing (Practical Nursing Program Only)	79-75
C	Good	79-70
F	Failing	69-0
IP	In Progress	
L	Leave of Absence	
W	Withdrawal	
WZ	Withdrawal for those students called to immediate active military duty	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

\*C+ is used only in the Practical Nursing Program. Grades of C or D will not be given in this program. The Nursing Board requires a score of 75% to pass.

■ **ADDENDUM March 27, 2009: The following tuition and fees table is updated for the Michigan campuses.**

Program (Refer to the Program By Location section for campus details)	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Business Accounting	54	\$13,106	\$2,212	\$15,318
Computer Technology	54	\$13,725	\$738	\$14,463
Dental Assisting	47	\$13,933	\$836	\$14,769
Electronics Computer Technology	108	\$25,275	\$2,292	\$27,567
Massage Therapy	55	\$13,199	\$1,320	\$14,519
Medical Insurance Billing and Coding v. 2-0	47	\$12,945	\$1,829	\$14,774
Medical Assisting	47	\$13,454	\$1,158	\$14,612
Medical Administrative Assistant	47	\$13,106	\$1,208	\$14,314
Pharmacy Technician	47	\$13,475	\$734	\$14,209
Practical Nursing	86	\$26,651	\$1,197	\$27,848
Effective April 1, 2009				

■ **ADDENDUM March 27, 2009: The following calendars are updated for the Kalamazoo campus.**

Medical Assistant (6 am-10 am) & Medical Administrative Assistant (8 am-12pm) Mon – Fri 2009	
Start Dates	End Dates
Jan 5	Feb 2
Feb 4	Mar 4
Mar 9	Apr 3
Apr 6	May 1

Medical Assistant (11 am-3 pm) Mon – Fri 2009	
Start Dates	End Dates
Dec 10 '08	Jan 16
Jan 20	Feb 17
Feb 18	Mar 17
Mar 19	April 15
April 20	May 15

Medical Assistant (8 am-1 pm, 1 pm-6pm, 3 pm-8 pm), Medical Administrative Assistant (8 am-1pm), Dental Assisting (10 am-3 pm, 3 pm-8 pm) Mon - Thurs 2009	
Start Dates	End Dates
Jan 6	Feb 2
Feb 4	Mar 4
Mar 9	April 2

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May 4	June 1
June 3	July 7
July 9	Aug 5
Aug 10	Sept 4
Sept 9	Oct 6
Oct 8	Nov 4
Nov 5	Dec 4
Dec 7	Jan 12, 2010

May 18	June 15
June 17	July 21
July 23	Aug 19
Aug 24	Sept 21
Sept 23	Oct 20
Oct 22	Nov 18
Dec 7	Jan 11, 2010

April 6	April 30
May 4	June 1
June 3	July 7
July 9	Aug 5
Aug 10	Sept 3
Sept 9	Oct 6
Oct 8	Nov 4
Nov 5	Dec 3
Dec 7	Jan 11, 2010

<b>Dental Assisting (10 am-3 pm, 3 pm-8 pm)</b> <b>Mon - Thurs</b> <b>2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
Jan 6	Feb 2
Feb 4	Mar 4
Mar 9	April 2
April 6	April 30
May 4	June 1
June 3	July 7
July 9	Aug 5
Aug 10	Sept 3
Sept 9	Oct 6
Oct 22	Nov 18
Nov 23	Dec 21
Dec 22	Jan 26, 2010

<b>Massage Therapy (8 am-1 pm, 10 am-3 pm, 5 pm-10pm), Dental Assistant (8am-1 pm, 5pm-10pm) Pharmacy Technician (7am-12pm, 11am-4pm, 1pm-6pm, 5pm-10pm) Business Accounting (5:30pm-10:30 pm)</b> <b>Mon - Thurs</b> <b>2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
Dec 10 '08	Jan 15
Jan 20	Feb 17
Feb 18	Mar 17
Mar 19	April 15
April 20	May 14
May 18	June 15
June 17	July 21
July 23	Aug 19
Aug 24	Sept 21
Sept 23	Oct 20
Oct 22	Nov 18
Nov 23	Dec 21
Dec 22	Jan 26, 2010

<b>Medical Assisting (10 am-3 pm, 4pm-9pm, 5:30pm-10:30pm) Medical Administrative Assisting (10am-3 pm, 5:30pm-10:30pm)</b> <b>Mon - Thurs</b> <b>2009</b>	
<b>Start Dates</b>	<b>End Dates</b>
Dec 10 '08	Jan 15
Jan 20	Feb 17
Feb 18	Mar 17
Mar 19	April 15
April 20	May 14
May 18	June 15
June 17	July 21
July 23	Aug 19
Aug 24	Sept 21
Sept 23	Oct 20
Oct 22	Nov 18
Dec 7	Jan 11, 2010

<b>Medical Assistant &amp; Medical Administrative Assistant</b> <b>Mon - Fri</b> <b>2010</b>	
<b>Start Dates</b>	<b>End Dates</b>
Jan 13	Feb 10
Feb 11	Mar 11
Mar 15	Apr 8
Apr 12	May 6
May 10	Jun 7
Jun 9	July 14
Jul 19	Aug 12
Aug 16	Sept 13
Sept 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 7
Dec 9	Jan 12, 2011

<b>Medical Assistant (6:00 - 10:00 11 am-3 pm)</b> <b>Mon - Fri</b> <b>2010</b>	
<b>Start Dates</b>	<b>End Dates</b>
Jan 13	Feb 10
Feb 11	Mar 11
Mar 15	Apr 9
Apr 12	May 7
May 10	Jun 7
Jun 9	Jul 14
Jul 19	Aug 13
Aug 16	Sept 13
Sept 14	Oct 11
Oct 12	Nov 8
Nov 9	Dec 8
Dec 9	Jan 13, 2011

<b>Dental Assisting, Massage Therapy, Pharmacy Technician, Business Accounting</b> <b>Mon - Thurs</b> <b>2010</b>	
<b>Start Dates</b>	<b>End Dates</b>
Dec 22 '09	Jan 27
Jan 28	Feb 25
Mar 1	Mar 25
Mar 30	Apr 26
April 27	May 24
May 25	Jun 22
June 23	Jul 28
Jul 29	Aug 25
Aug 30	Sept 27
Sept 29	Oct 26
Oct 28	Nov 24
Nov 29	Dec 23

<b>Student Breaks</b> <b>2009</b>	
New Year's Day	Jan 1, 2009
President's Day	Feb 16
Memorial Day	May 25

<b>Student Breaks</b> <b>2010</b>	
New Year's Day	Jan 1
Martin Luther King Day	Jan 18

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Summer Break	Jun 29-Jul 5
Independence Day	Jul 3
Labor Day	Sep 7
Thanksgiving	Nov 26 & 27
Winter Vacation	Dec 24-Jan 4, 2010

Presidents Day	Feb 15
Memorial Day	May 31
Summer Break	June 26-July 5
Labor Day	Sep 6
Thanksgiving	Nov 25 & 26
Winter Vacation	Dec 24-Jan 2

No class in session on 11/20/09-12/6/09 for the following classes:  
 MA 10am-3pm  
 MA 11am-3pm  
 MA 4pm-9pm  
 MA 5:30pm-10:30pm  
 AA 10am-3 pm  
 AA 5:30pm-10:30 pm

No class in session on 10/8/09-10/22/09 for the following classes:  
 DA 10am-3pm  
 DA 5pm-10pm

■ **ADDENDUM February 23, 2009: The following faculty and staff table is updated for the Grand Rapids campus.**

**Administration**

Ruth Stewart	Campus President	M.B.A. University of Phoenix, Grand Rapids MI
Michelle Emelander	Human Resources/Administrative Assistant to the President	
Daysha Pell	Director of Education	M.A. Ed. Cornerstone University, Grand Rapids, MI
Connie Graham	Director of Student Finance	M.B.A. Grand Valley State University, Allendale, MI
Susan Smith	Director of Admissions	B.A. Northwood University, Midland, MI
Deborah Overbeck	Director of Career Services	M.B.A. Davenport University, Grand Rapids, MI
Dan Biller	Director of Student Accounts	B.S. Ferris State University, Grand Rapids, MI

**DEPARTMENT CHAIRS**

Jacob Kassuba	Medical Assistant Department Chairperson	B.S. Grand Valley State University, Allendale, MI
Jackie Derby	Massage Therapy Department Chairperson	A.S. Baker College, Muskegon, MI
Tracey Riches	Medical Administrative Assistant and Medical Insurance, Billing & Coding Department Chairperson	C.M.A. Ross Medical Center, Lansing, MI
Jackie VerHeulen	Campus Nursing Director	M.S.N. Grand Valley State University, Allendale, MI

**ADMISSIONS**

Christopher Malachino	Admissions Manager	B.S.B.A. Central Michigan University, Mt. Pleasant, MI
Sheila Darling	Receptionist/Admissions Clerk	

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Michelle Haney	Receptionist/Admissions Clerk
Amy Applegate	Admissions Representative
Andrew Baker	Admissions Representative
Brandon Goosen	Admissions Representative
Bonnie Brown	Admissions Representative
Desiree Battle	Admissions Representative
Matilda Perry	Admissions Representative
Burinda Clark	Admissions Representative
Kara Loy	High School Presenter
Dante Pirtle	Admissions Representative
Melissa Rypma	Admissions Representative
William Schaefer	Admissions Representative
Darren Smith	Admission Representative
Kelly Trentacoste	Admissions Representative
LeeAnn Ursey	High School Enroller
Jessica Sedlock	Admission Representative

**STUDENT FINANCE**

Hilary Chase	Financial Services Representative
Stephanie Kimble	Financial Services Representative
Laura Good	Financial Services Representative
Katie Long	Financial Services Representative
Mary Lou Branton	Financial Services Representative
Lindsay Zwylghuizen	Financial Services Representative
Sarah Slovinski	Financial Services Representative

**BUSINESS OFFICE**

Dianne Banse	Bookkeeper
Don Serba	Collections

**EDUCATION ADMINISTRATIVE**

Lynn Tuck	Associate Director of M.A. Ed. Cornerstone University, Grand Rapids, MI
Andrea Heckenmueller	Student Services Coordinator
Brian Miltgen	Registrar
Jackie Weidmayer	Registrar



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Diane Bylsma	Practical Nursing Lab Assistant and Administrative Assistant	L.P.N. Grand Rapids Junior College, Grand Rapids, MI
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**CAREER SERVICES**

Andrea Koehler	Externship Coordinator	M.A. Olympia Career Training Institute, Grand Rapids, MI
Mary Miller	Externship Coordinator	M.A.A. Olympia Career Training Institute, Grand Rapids, MI
Sheree Smith	Placement Representative	
Dawn Konwinski	Placement Representative	
Joe Seitz	Placement Representative	
Debi Powell	Placement Representative	

**DENTAL ASSISTING INSTRUCTORS**

Tammy Gilbert	Dental Assisting Instructor	R.D.A. Grand Rapids Junior College, Grand Rapids, MI
Pam Bidwell	Dental Assisting Instructor	C.D.A. Dental Assistant, Medix School, Towson, Maryland
Kathleen Morgan	Dental Assisting Instructor	R.D.H. Ferris State College, Grand Rapids, MI
DiAnne Craner *	Dental Assisting Instructor	R.D.A. Lansing Community College, Lansing MI
Connie McCarty	Dental Assisting Instructor	Dental Assistant, Grand Rapids Educational Center, Grand Rapids, MI
Cynthia DeVries *	Dental Assisting Instructor	R.D.H. Grand Rapids Community College, Grand Rapids, MI

**MASSAGE THERAPY INSTRUCTORS**

Jackie Derby	Massage Therapy Instructor, Dept. Chair	A.S. Baker College, Muskegon, MI
Natalie Beversluis	Massage Therapy Instructor	C.M.T. Blue Herron Academy, B.S. Aquinas College
Mary Beth Holtz	Massage Therapy Instructor	C.M.T. Health Enrichment
Tim Taylor	Massage Therapy Instructor	M.T. Olympia Career Training Institute, Grand Rapids, MI
Darcy Koogler-Walters	Massage Therapy Instructor	M.T. Olympia Career Training Institute, Grand Rapids, MI

**MEDICAL ADMINISTRATIVE ASSISTANT INSTRUCTORS**

Shayla Allen	Medical Administrative Instructor	Cornerstone College, Grand Rapids, MI
Pam Okker	Medical Administrative Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI
Denise Townsend	Medical Administrative Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI

**MEDICAL ASSISTING INSTRUCTORS**

Jacob Kassuba	Medical Assistant, Dept. Chair	B.S. Grand Valley State University, Allendale, MI
Corene Edwards	Medical Assistant	B.S. Health Science, University of New Hampshire, New Hampshire, MA
Shannon Bramble	Medical Assistant	A.S. Respiratory Care, Ferris State University, Big Rapids, MI
Kathleen Cavanaugh	Medical Assistant	C.M.A., American Associate of Medical Assistants, CA
Mickey Ransburger	Medical Assistant	L.P.N. Newfield High School of Nursing, NY
Diane Roose	Medical Assistant	B.S. Health Sciences Grand Valley State University
Steve Smith	Medical Assistant	C.M.A. Olympia Career Training Institute, Grand Rapids, MI
Susan Moore	Medical Assistant	M.A. Olympia Career Training Institute, Grand Rapids, MI

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Diedra Williams *	Medical Assistant	R.N. Grand Rapids Community College, MI
Brenda Decker	Medical Assistant	Montcalm Community College, Sheridan, MI
Tina Teed	Medical Assistant	M.A. Ross Medical Center, Grand Rapids, MI
Elaine Fedewa *	Medical Assistant	B.S. Health Science, Davenport University, Grand Rapids, MI
Rebecca Haggerty *	Medical Assistant	Grand Rapids Academy Technical School, Grand Rapids, MI
Leslie Mowery	Medical Assistant	M.A. Grand Rapids Educational Center, Grand Rapids, MI
Lori Troupe	Medical Assistant	R.M.A., Grand Rapids Educational Center, Grand Rapids, MI
Kristine Gillette	Medical Assistant	L.P.N. Grand Rapids Community College, Grand Rapids, MI
Darlene Adams *	Medical Assistant	M.B.A. Cornerstone College, Grand Rapids, MI
Vicky Miller *	Medical Assistant	M.A. Olympia Career Training Institute, Grand Rapids, MI

**MEDICAL INSURANCE BILLING AND CODING INSTRUCTORS**

Tracy Riches	Medical Insurance Billing and Coding Instructor , Dept. Chair	C.M.A. Ross Medical Center, Lansing, MI
Susan Kramer	Medical Insurance Billing and Coding Instructor	Occupational qualifications
Pam Okker	Medical Insurance Billing and Coding Instructor	M.A.A. Grand Rapids Educational Center, Grand Rapids, MI

**PRACTICAL NURSING INSTRUCTORS**

Sally Borrello	Practical Nursing Instructor	R.N. M.S.N. Walden University, Minneapolis, MN
Karen DeVries	Practical Nursing Instructor	B.S.N. Calvin College, R.N., B.S.N. , MI
Deborah Bosworth	Practical Nursing Instructor	R.N. B.S.N. University of Phoenix, Phoenix, AZ
Katherine Goltzer *	Practical Nursing Instructor	R.N. B.S.N. University of Iowa, Iowa City, IA
Cathleen Bouwsma	Practical Nursing Instructor	R.N. M.S.N. ANP, University of Michigan, Ann Arbor, MI
Kris Kutzli	Practical Nursing Instructor	R.N. B.S.N. Grand Valley State University, Allendale, MI
Kelly Leask	Practical Nursing Instructor	B.S.N. R.N.C. Grand Valley State University. Allendale, MI
Jennifer Kamp	Practical Nursing Instructor	R.N. B.S.N. Calvin College, Grand Rapids, MI
Beth Markham *	Practical Nursing Instructor	R.N. M.S.N. Walden University, Minneapolis, MN
Julie Polanic	Practical Nursing Instructor	R.N. B.S.N. University of Detroit Mercy, Aquinas College, Grand Rapids, MI
Peggy Palermo	Practical Nursing Instructor	R.N. M.S.N. Case Western Reserve University
Marilyn Butler	Practical Nursing Instructor	R.N. Grand Rapids Community College, Grand Rapids, MI
Lois Richardson	Practical Nursing Instructor	R.N. B.S.N. Mercy College of Detroit, MI

**BUSINESS ACCOUNTING INSTRUCTORS**

Christopher Dahlvig	Business Accounting Instructor	M.B.A. Northwest Christian University, Eugene, OR
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\* Denotes Part time

■ **ADDENDUM February 23, 2009:** The following faculty and staff table is updated for the Kalamazoo campus.

<b>ADMINISTRATION</b>	
Gloria Stender	School President-B.S., Western Michigan University, Kalamazoo, MI
Ann Arntz	Administrative Assistant
Lauren McLaughlin	Administrative Assistant--B.A., Taylor University, Upland, IN
Michele Gonzales	Receptionist--Cert. Human Resources, University of Phoenix, San Diego, CA
<b>FINANCIAL SERVICES STAFF</b>	
Brenda Laker	Director of Student Finance-A.A.S.,Kalamazoo Valley Community College, Kalamazoo, MI
Janet Buchanan	Financial Services Representative

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Eva Grimm	Financial Services Representative-B.B.A., Siena Heights University, Adrian, MI
Treasa Hageman	Financial Services Representative
Mary Henderson	Financial Services Representative-Parsons Business School, Kalamazoo, MI
Michele Russell	Financial Services Representative- B.B.A., Michigan State University, Lansing MI
<b>CAREER SERVICES STAFF</b>	
Linda Lamorandier	Director of Career Services
Linda Forcier	Externship Coordinator
Kelley Lamb	Career Services Representative
Karrie Messenger	Externship Coordinator
William Sprague	Career Services Representative
Charles Welch	Career Services Representative
Dawn Wright	Career Services Representative
<b>ADMISSIONS STAFF</b>	
Christopher Young	Director of Admissions-B.B.A., Western Michigan University, Kalamazoo, MI
Denise Brown	Admissions Representative-B.A., Western Michigan University, Kalamazoo, MI
Kari Hatt	Admissions Representative-B.S., Central Michigan University, Mt. Pleasant, MI
Stacy Hawkins	Admissions Representative
Scott Miles	Admissions Representative-B.A., Spring Arbor College, MI
Christine Miller	Admissions Representative-B.A., Central Michigan University, Mt. Pleasant, MI
Lorilee Russell	Admissions Representative-B.S.W., Calvin College, Grand Rapids, MI
Rachel Torrey	Admissions Representative-B.A., Western Michigan University, Kalamazoo, MI
Danny Spencer	Admissions Representative-B.S., University of Phoenix,
Jerry Wallace	Admissions Representative
<b>BUSINESS OFFICE STAFF</b>	
Valerie Redmond	Director of Student Accounts- B.S., Florida Metropolitan University
Bryan Wright	Student Account Representative-B.A., Spring Arbor University, Kalamazoo, MI
<b>EDUCATION ADMINISTRATIVE STAFF</b>	
Sharon Smith	Director of Education-M.A., B.S., Western Michigan University, Kalamazoo, MI
Donna Miroslaw	Associate Director of Education/Student Services Coordinator-B.S., Florida Metropolitan University
Stacy Burdette	Registrar-B.A., Western Michigan University, Kalamazoo, MI
Dorinda Loucks	Medical Department Chairperson-B.A.S., Siena Heights University, Adrian, MI
<b>DENTAL ASSISTING</b>	
Mary Ann Belden	D.A. Instructor , Occupational Qualifications
Deborah Block	A.A.S., Kalamazoo Valley Community College
Aimee Brewer*	R.D.A., Lansing Community College
<b>MASSAGE THERAPY</b>	
Katherine Blakeney-Mihm	N.C.T.M.B., Chicago School of Massage Therapy
Brook Cameron	H.H.P., C.M.T., School of Healing Arts, San Diego, CA
Kathy Kreg	M.M.T., Blue Heron Academy
Maja McKeever	N.C.T.M.B., New Mexico College of National Healing
<b>MEDICAL ADMINISTRATIVE ASSISTANT</b>	
Vicki Curtiss	B.A., Spring Arbor University, L.P.N., Lansing Community College
Diane Lambert	M.A., Western Michigan University, B.A., Spring Arbor College
Cynthia Martinez	Occupational Qualifications
Sonny Martinez	Diploma - Grand Rapids Educational Center
<b>MEDICAL ASSISTING</b>	
Dorinda Loucks **	B.A.S., Siena Heights University
Marianne Poulsen *	L.P.N., A.A.S., Southwestern University; B.A.S., Florida Metropolitan University
Jill Burgett	L.P.N., Kellogg Community College
Carrie Conroy	Occupational Qualifications
Deion Davis	Diploma - Grand Rapids Educational Center
Donna Gardner-Lawson	M.P.A., Western Michigan University
Carie Griffin	A.A.S., Kalamazoo Valley Community College
Stacey Haley-Smit	Diploma , Davenport University
Deana Hawkins	C.M.A., Occupational Qualifications
Jessi Niles	C.M.A., Diploma - Grand Rapids Educational Center
Rosanne Petro *	A.A.S., Southwestern Michigan College

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Sheree Riggelman	C.M.A., Diploma - Gwinnett Technical Institute
Cheryl Sherman	Diploma - Brown Mackie College, B.S., Western Michigan University
Rhonda Wilson *	A.A.S., Kalamazoo Valley Community College
<b>PHARMACY TECHNICIAN</b>	
Wendi Taplin*	CPhT, Occupational Qualifications
Abigail Healy	L.P.N., Kalamazoo Valley Community College, CPhT
Carol Kosbar	Occupational Qualifications
Marie Mitchell	Occupational Qualifications
<b>BUSINESS ACCOUNTING</b>	
Kimberly Blake	B.A., Davenport University, M.S.A., Central Michigan University
Sandra DuGuay ***	B.A., Western Michigan University, M.S.A., Western Michigan University
Debra Nelson ***	B.S., Western Michigan University, M.B.A., University of Phoenix
Karen Wiese ***	A.A.S., Southwestern Michigan College, B.S., California State University

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

■ **ADDENDUM February 13, 2009:** The following calendars are updated for the Southfield campus.

Medical Insurance Billing and Coding Day Schedule (Monday through Thurs) 2009 - 2010	
Start Dates	End Dates
26 Jan 09	20 Feb 09
23 Feb 09	19 Mar 09
23 Mar 09	23 Apr 09
27 Apr 09	21 May 09
26 May 09	18 Jun 09
22 Jun 09	23 July 09
27 Jul 09	20 Aug 09
24 Aug 09	17 Sep 09
21 Sep 09	22 Oct 09
26 Oct 09	19 Nov 09
23 Nov 09	17 Dec 09
21 Dec 09	22 Jan 10

■ **ADDENDUM January 9, 2009:** The following calendars are updated for the Dearborn campus.

Dearborn - Medical Assisting/Dental Assisting/ Day Schedule - Four-Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
07/14/08	08/07/08
08/11/08	09/11/08
09/15/08	10/09/08
10/13/08	11/06/08
11/10/08	12/11/08
12/15/08	01/23/09
01/26/09	02/20/09
02/23/09	03/19/09
03/23/09	04/23/09
04/27/09	05/21/09
05/26/09	06/18/09

Dearborn - Massage Therapy/ Medical Insurance Billing Coding/Medical Administrative Assistant Day Schedule - Four-Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
07/28/08	08/21/08
08/25/08	09/25/08
09/29/08	10/23/08
10/27/08	11/20/08
11/24/08	12/18/08
01/05/09	01/29/09
02/02/09	02/26/09
03/09/09	04/02/09
04/06/09	05/07/09

Dearborn - Medical Assisting/Dental Assisting/Massage Therapy Weekend Schedule Saturday and Sunday 2008 - 2009	
Start Dates	End Dates
07/26/08	08/17/08
08/23/08	09/21/08
09/27/08	10/19/08
10/25/08	11/16/08
11/22/08	12/21/08
01/03/09	01/25/09
01/31/09	02/22/09
03/07/09	03/29/09
04/04/09	05/03/09
05/09/09	05/31/09
06/06/09	06/28/09

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06/22/09	07/23/09
07/27/09	08/20/09
08/24/09	09/24/09
09/28/09	10/22/09
10/26/09	11/19/09
11/23/09	12/17/09

05/11/09	06/04/09
06/08/09	07/02/09
07/13/09	08/06/09
08/10/09	09/03/09
09/14/09	10/08/09
10/12/09	11/05/09
11/09/09	12/04/09
12/07/09	01/14/10

07/11/09	08/02/09
08/08/09	08/30/09
09/12/09	10/04/09
10/10/09	11/01/09

Student Breaks - Dearborn 2008-2009 - Weekdays		
Holiday Dates	Official Holidays	Make-up Dates
Aug 29 - Sept 5, 2008	Fall Break	
Nov 21 - Nov 30 2008	Break - MA/DA Only	
Nov 27 - Nov 30, 2008	Thanksgiving	Dec 5, 2008
Dec 19 - Jan 2, 2009	Winter Recess	
Jan 19, 2009	Martin Luther King Day	Jan 23, 2009
Feb 16, 2009	Presidents' Day	Feb 20, 2009
Feb 27 - Mar 8, 2009	MTD/MIBD2/MAAD Only	
Apr 10 - Apr 19, 2009	Spring Recess	
May 25, 2009	Memorial Day	May 29, 2009
July 3 - July 12, 2009	Summer Recess	
Sept 4 - Sept 13, 2009	Fall Recess	
Nov 26 - Nov 29, 2009	Thanksgiving	Dec 4, 2009

Student Breaks - Dearborn 2008-2009 - Weekend		
Holiday Dates	Official Holidays	Make-up Dates
Aug 24 - 31, 2008	Fall Recess	
Nov 24 - Dec 5, 2008	Thanksgiving	
Dec 22, 2008 - Jan 2, 2009	Winter Recess	
Feb 23 - Mar 6, 2009	Break	
Apr 6 - Apr 17, 2009	Spring Recess	
June 29 - July 10, 2009	Independence Day	
Aug 31 - Sept 11, 2009	Labor Day	
Nov 23 - Dec 4, 2009	Thanksgiving	

■ **ADDENDUM January 9, 2009:** The following table is updated for the Dearborn campus.

ADMINISTRATION		
Joe Belliotti	School President	BS, Oakland University, Rochester, MI
Cynthia Norman	Director of Education	BS, University of Phoenix, Southfield, MI
Beth Akers, RN	Associate Director of Education	BSN, Canyon College, Caldwell, ID
Tiffany Perkins	Director of Student Services	MBA, University of Phoenix, Southfield, MI
Larry Baranski	Director of Admissions	MA, University of Michigan, Ann Arbor, MI
Lori White	Admissions Manager	AS, Baker College, Flint, MI
Coleen Puckett	Director of Student Finance	
Jane Morton-Evans	Director of Student Accounts	Everest University, Online
Jennifer Jones	Director of Career Services	BA, University of Windsor, Windsor, Ontario
ALLIED HEALTH INSTRUCTORS		
Nancy Angilere	Dental Assisting	
Nicole Baldwin	Medical Assisting	Detroit Business Institute, Oak Park, MI
Yvette Baldwin	Medical Assisting	
Cynthia Biggs	Dental Assisting	Wayne County Community College, Detroit, MI
Susan Binkley	Massage Therapy	
Harriet Blaznek	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Wende Bradley	Medical Asstg./Medical Admin. Asst.	National Institute of Technology, Dearborn, MI
Nicole Brown	Medical Assisting	Detroit Business Institute, Southfield, MI
Vicki Brunell	Medical Assisting	Ross Business Institute, Taylor, MI
Rhonda Carble	Medical Assisting	Michigan Paraprofessional Training Institute, Romulus, MI
Kizzy Carr	Medical Assisting	National Institute of Technology, Dearborn, MI
Kimberlynn Collins	Massage Therapy	National Institute of Technology, Dearborn, MI
Lynette Dickerson	Massage Therapy	MSP, American Institute of Theology, Birmingham, AL

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Dr. Karen Dunn	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Donna Etienne	Medical Assisting	Ross Medical Education Center , Livonia, MI
Lori Gillon-Newman	Medical Insurance Billing, & Coding	National Institute of Technology, Dearborn, MI
Lisa Gutowski	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Juanita Hwkins-Robinson	Medical Assisting	National Institute of Technology, Southfield, MI
Mary Holmes	Medical Insurance Billing, & Coding	Wayne State University, Detroit, MI
Latonya Jackson	Medical Administrative Assisting	
Pam Johnson	Medical Billing	BBA, University of Phoenix, Southfield, MI
Toyaka Johnson	Dental Assisting	Ross Medical Education Center, Warren, MI
Amanda Lee	Massage Therapy	Health Enrichment Center, Lapeer, MI
Fay Mitchell	Medical Assisting	BBA, Davenport University, Dearborn, MI
Gloria Newell	Massage Therapy	Irene's Myomassology Institute, Southfield, MI
Teri Pace	Dental Assisting	Crockett Career and Vocational Center, Detroit, MI
Shateisha Phillips	Medical Assisting	BBA, Davenport University, Dearborn, MI
Kendella Rainer	Dental Assisting	High Tech Learning, Warren, MI
Patrice Ross	Education Chair	MBA, Davenport University, Dearborn, MI
Carolyn Simon	Education Chair	MA, University of Phoenix, Southfield, MI
Latrece Stamps-Brown	Medical Assg./Medical Admin Asst.	Lawton School, Southfield, MI
Joy Stratton	Medical Assisting	Detroit College of Business, Dearborn, MI
Lana Sherwin, RMA	Education Chair	Ross Medical Education Center, Livonia, MI
Latonya Townsend	Dental Assisting	
Anthony Vollmer	Medical Administrative Assistant	
Katrina Washington, RMA	Medical Assisting	Ross Medical Education Center, Oak Park, MI
Lucille Wickham	Medical Assisting	Ross Medical Education Center, Livonia, MI
Denise Williams	Medical Assisting	

■ **ADDENDUM January 9, 2009:** The following calendars are updated for the Grand Rapids campus.

Business Accounting Diploma Evening Schedule – Four Day Week (Monday through Thursday) 5:30 pm- 10:30 pm 2009	
Start Dates	End Dates
1/27/09	2/24/09
2/25/09	3/24/09
3/25/09	4/21/09
4/22/09	5/19/09
5/20/09	6/17/09
6/22/09	7/23/09
7/27/09	8/20/09
8/24/09	9/21/07
9/22/09	10/19/09
10/20/09	11/16/09
11/17/09	12/15/09
12/17/09	1/25/10

Medical Assisting - Diploma Afternoon Schedule – Four Day Week (Monday through Thursday) 12:00 pm- 5:00 pm 2009	
Start Dates	End Dates
1/27/09	2/24/09
2/25/09	3/24/09
3/25/09	4/21/09
4/22/09	5/19/09
5/20/09	6/17/09
6/22/09	7/23/09
7/27/09	8/20/09
8/24/09	9/21/07
9/22/09	10/19/09
10/20/09	11/16/09
11/17/09	12/15/09
12/17/09	1/25/10

■ **ADDENDUM December 10, 2008:** The student grievance procedure on page 22 of the catalog is updated as follows:

**Detroit, Dearborn, Southfield**

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by

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the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology  
2101 Wilson Blvd. / Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsct.org](http://www.accsct.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

## **Grand Rapids and Kalamazoo**

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider addressing their complaint(s) to the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314 N  
Falls Church, VA 22043  
(703) 917-9503, Fax (703) 917-4109  
[www.abhes.org](http://www.abhes.org)

■ **ADDENDUM December 10, 2008: The description of the Southfield campus on page 1 of the catalog is updated as follows:**

Everest Institute, formerly National Institute of Technology, was originally a member of RETS Electronic Schools, which were established in Detroit in 1935. The school was acquired by National Education Corporation in 1978 and in 1979 was made a part of the Technical Schools group. In 1983 the name was changed to National Education Center® - National Institute of Technology Campus. In December 1995, Corinthian Colleges, Inc. acquired the school. In February 1996, the campus moved to Southfield, Michigan. The name of the school was changed to National Institute of Technology in June of 1996 and to Everest Institute in October of 2006. The Southfield campus occupies over 46,000 square feet. The facility contains 25 classrooms designed for theory and laboratory instruction, as well as administrative offices. The Southfield campus is located in the suburban city of Southfield with direct accessibility to I-696, between 8 and 9 Mile Roads on Lahser Road. Ample parking is available adjacent to the building. Public transportation is available near the school location.

■ **ADDENDUM December 10, 2008: The following calendars are updated for the Dearborn campus.**

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Start Dates	End Dates
07/14/08	08/07/08
08/11/08	09/11/08
09/15/08	10/09/08
10/13/08	11/06/08
11/10/08	12/11/08
12/15/08	01/23/09
01/26/09	02/20/09
02/23/09	03/19/09
03/23/09	04/23/09
04/27/09	05/21/09
05/26/09	06/18/09
06/22/09	07/23/09
07/27/09	08/20/09
08/24/09	09/24/09
09/28/09	10/22/09
10/26/09	11/19/09
11/23/09	12/17/09

Dearborn - Massage Therapy/Pharmacy Technician/Medical Insurance Billing/Coding/Medical Administrative Assistant Day Schedule - Four-Day Week (Monday through Thursday) 2008 - 2009	
Start Dates	End Dates
07/28/08	08/21/08
08/25/08	09/25/08
09/29/08	10/23/08
10/27/08	11/20/08
11/24/08	12/18/08
01/05/09	01/29/09
02/02/09	02/26/09
03/09/09	04/02/09
04/06/09	05/07/09
05/11/09	06/04/09
06/08/09	07/02/09
07/13/09	08/06/09
08/10/09	09/03/09
09/14/09	10/08/09
10/12/09	11/05/09
11/09/09	12/04/09
12/07/09	01/14/09

Dearborn - Medical Assisting/Dental Assisting/Massage Therapy Weekend Schedule Saturday and Sunday 2008 - 2009	
Start Dates	End Dates
07/26/08	08/17/08
08/23/08	09/21/08
09/27/08	10/19/08
10/25/08	11/16/08
11/22/08	12/21/08
01/03/09	01/25/09
01/31/09	02/22/09
03/07/09	03/29/09
04/04/09	05/03/09
05/09/09	05/31/09
06/06/09	06/28/09
07/11/09	08/02/09
08/08/09	08/30/09
09/12/09	10/04/09
10/10/09	11/01/09

Student Breaks - Dearborn 2008-2009 - Weekdays		
Holiday Dates	Official Holidays	Make-up Dates
Dec 19 - Jan 2, 2009	Winter Recess	
Jan 19, 2009	Martin Luther King	Jan 23, 2009
Feb 16, 2009	President's Day	Feb 20, 2009
Feb 27-Mar 8, 2009	MTD/MIBD2/MAAD Only	
Apr 10 - Apr 19, 2009	Spring Recess	
May 25, 2009	Memorial Day	May 29, 2009
July 3 - July 12, 2009	Summer Recess	
Sept 4 - Sept 11, 2009	Fall Recess	
Nov 26 - Nov 27, 2009	Thanksgiving	Dec 4, 2009
Student Holidays - Dearborn 2008-2009 - Weekend		
Holiday Dates	Official Holidays	Make-up Dates
Dec 27 - Dec 28, 2008	Winter Recess	
Feb 28- Mar 1, 2009	Break	
Apr 11 - Apr 12, 2009	Spring Recess	
July 4 - July 5, 2009	Independence Day	
Sept 5 - Sept 6, 2009	Labor Day	
Nov 28 - Nov 29, 2009	Thanksgiving	



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■ **ADDENDUM November 25, 2008:** The tuition and fees for the Michigan campuses will be updated as follows effective December 1, 2008.

All Campuses				
Program (Refer to the Program By Location section for campus details)	Credit Hours	Tuition	Books and Equipment (estimated)	Total
Business Accounting	54	\$13,106	\$2,070	\$15,176
Dental Assisting	47	\$13,933	\$836	\$14,769
Massage Therapy (v. 3-0)	55	\$13,199	\$1,320	\$14,519
Massage Therapy (v. 1-0)	54	\$13,199	\$1,320	\$14,519
Medical Insurance Billing and Coding v. 2-0	47	\$12,945	\$1,829	\$14,774
Medical Assisting	47	\$13,454	\$1,158	\$14,612
Medical Administrative Assistant	47	\$13,106	\$1,208	\$14,314
Pharmacy Technician	47	\$13,475	\$654	\$14,129
Practical Nursing	86	\$26,651	\$1,242	\$27,893
Effective December 1, 2008				

■ **ADDENDUM November 25, 2008:** The program description for Version 1-2 of the Medical Assisting program is revised as follows:

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

Completion of the Medical Assisting Diploma Program is acknowledged by the awarding of a diploma.

The goal of the Medical Assisting Diploma Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

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

- Demonstrate professionalism and ethical behavior.
- Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- Apply principles of infection control and use appropriate aseptic technique.
- Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- Instruct and teach patients methods of health promotion and disease prevention.
- Maintain accurate patient records.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- Implement current procedural and diagnostic coding.
- Accurately complete bookkeeping, banking, and financial procedures.
- Demonstrate acceptable speed and accuracy in computer keyboarding.

**Everest Institute  
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- Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five year goals.

**Effective July 1, 2008 the Practical Nursing Program is offered at the Southfield Campus.**