
CATALOG
2000/2001
Volume VI

GREC

GRAND RAPIDS EDUCATIONAL CENTERS

Since 1972
Health Care Training Programs

Grand Rapids Campus
Kalamazoo Campus
Merrillville Campus

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This catalog is not to be construed as a contract. Grand Rapids Educational Centers reserves the right to change fees, tuition, or other charges; add or delete courses, revise academic programs; or alter regulations and requirements as deemed necessary. Grand Rapids Educational Centers offers both equal education and equal employment opportunities.

Published in August 2000

INTRODUCTION

Grand Rapids Educational Centers (GREC) are licensed by the State of Michigan to provide training in the following fields:

**BASIC NURSE AIDE TRAINING PROGRAM (NATP)
CENTRAL SERVICE TECHNICIAN
DENTAL ASSISTANT
HEALTH CARE ADMINISTRATIVE ASSISTANT
HEALTH INSURANCE SPECIALIST
LICENSED PRACTICAL NURSE (L.P.N.)
MASSAGE THERAPY
MEDICAL ASSISTANT
MEDICAL OFFICE SPECIALIST
MEDICAL TRANSCRIPTION SPECIALIST
SURGICAL TECHNOLOGIST**

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

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

GENERAL INFORMATION

SCHOOL PHILOSOPHY, OBJECTIVES AND MISSION STATEMENT

Grand Rapids Educational Centers is committed to providing highest quality health education thereby fostering the personal and professional growth of individuals and promoting safe and effective care delivery.

To this end the following objectives have been established:

- To prepare students for competency in allied health careers;
- To give students practical experience and training in a chosen field of study;
- To assist graduates in securing employment and improving career opportunities;
- To continually be aware and responsive to the changing health care environment to ensure the marketability of our students and services

We, the faculty and staff, believe that technical education develops the mind, physique, senses and skills thereby, nourishing the thinking qualities of the learner. Technical education also provides an awakening of the student to responsibility and expression of personal artwork through subject matter of choice. This artistic expression allows personal exploration via problem solving techniques.

HISTORY

GREC was founded in 1972 and was located in the heart of the city at the Towers Medical Building. In 1980, the school relocated to the Northbrook Office Park and continued with quality health career training programs. Since 1983, GREC has been operated by Malone Management Company. With ever increasing enrollments and additional program offerings, GREC broke ground for a new facility in northeast Grand Rapids in October of 1992. The Center was completed in the spring of 1993. GREC added two additional locations: Kalamazoo, Michigan in 1989 and Merrillville, Indiana in 1996. At the current locations, GREC serves all of West Michigan and Northern Indiana, training students as far north as Petoskey, east to Lansing, south to the Illinois border, and west to the Lake Michigan communities.

PHYSICAL LOCATION AND FACILITY

GREC's Grand Rapids campus and main offices are located at 1750 Woodworth Street NE (off Plainfield NE), Grand Rapids, conveniently located near 131 and I-96 expressways. The Kalamazoo location is located in Golf Ridge Center (previously the Elk's Country Club), Suite 201, 5349 West Main, Kalamazoo; convenient to 131 and I-94 expressways. The Merrillville location is located at 8315 Virginia Street, near Route 30, in Merrillville. All three locations provide free parking, are handicapped accessible, and are located near public transportation.

GREC is spacious (Grand Rapids 14,850 sq. ft.; Kalamazoo 6,730 sq. ft.; Merrillville 9,000 sq. ft.), modern, smoke-free, air conditioned, with administrative offices, lecture rooms, medical, dental and computer labs, examination rooms, business labs, and student lounges. Class enrollment is limited and many classes have less than 18 students.

GRAND RAPIDS CAMPUS

**1750 Woodworth Street NE, Grand Rapids, MI 49525
(616) 364-8464**

KALAMAZOO CAMPUS

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

ADMISSIONS

ADMISSIONS REQUIREMENTS

GREC considers each applicant on the basis of scholastic ability, aptitude for profession, and employability. Applicants must be high school graduates or equivalent. High school/ GED transcripts are required for students prior to completion of the program. Prospective students should arrange to visit GREC for a personal interview in advance of expected enrollment. Student health forms are required before participation in clinical labs. GREC retains the right to accept or reject an applicant based on testing scores or scholastic ability and references. Upon acceptance, enrollment will assure a seat in the class.

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

NON-DISCRIMINATION POLICY

GREC admits students without regard to race, religion, sex, national origin, or handicap.

ADMISSION PROCEDURE

Before enrollment, prospective students must schedule a personal interview and tour the facility. Students will be given the school catalog prior to enrollment. A qualification questionnaire and Wonderlic Test must be completed by all applicants (except CNA applicants, and LPN applicants). A score of 14 or higher is required by applicants of the following programs: Medical Assistant, Administrative Assistant, Massage Therapy, Medical Office Specialist, and Dental Assistant. Applicants to the Health Insurance Specialist and Medical Transcription Specialist programs must receive a score of 16 or higher to be admitted. Applicants to the Surgical Technologist Program must receive a score of 21 or higher to be admitted. Prospective Health Care Administrative Assistant, Medical Office Specialist, Medical Transcription Specialist, and Health Insurance Specialist students must take a typing test. Health Care Administrative Assistant and Medical Office Specialist students must receive a score of 20 wpm or higher on the typing test. Health Insurance Specialist and Medical Transcription Specialist students must receive a score of 25 wpm or higher. Test results will be available within three (3) days following the test date. If the prospective student does not meet the above criteria, they will be permitted to meet with the program coordinator to be further evaluated on an individual basis.

TRANSFER POLICY

Students who have graduated, or previously enrolled in other colleges, are, in general, eligible to enroll without taking any mandatory testing or pre-requisite courses. GREC reserves the right to evaluate the student's transcripts according to its standards. GREC cannot guarantee transfer of earned credits to other colleges as this is dependent solely on their transfer policies.

DISABLED STUDENTS

GREC does not discriminate on the basis of disability in admissions, or access to, or treatment in its programs and activities. However, employment opportunities may be limited for disabled individuals depending upon the nature and degree of their disability. Prospective students who have special needs or particular questions are urged to communicate directly with the Director of the school.

ORIENTATION

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

SCHOOL FACULTY AND GUEST LECTURERS

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

EQUIPMENT AND VISUAL AID

To prepare GREC graduates for the health field, a variety of classroom/laboratory equipment is utilized throughout the program. The students attain both knowledge and proficiency by demonstration and actual operation of equipment.

EXTERNSHIP

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

FINANCIAL ASSISTANCE

FINANCIAL AID

Financial aid funds are awarded to supplement family/student tuition contributions when family funds alone cannot cover educational expenses. The Financial Aid Representative determines a student's eligibility for loans and grants. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal financial aid. Students may be eligible for one or more of the following student financial aid programs:

- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Family Educational Loan Programs (FFELP)**
 - **Federal Stafford Subsidized Loan**
 - **Federal Stafford Unsubsidized Loan**
 - **Federal Parent Loan for Undergraduate Students (FPLUS)**
- **Federal College Work Study (FCWS)**
- **Veterans Administration Benefits (Program Specific at Grand Rapids, Kalamazoo, and Merrillville Campuses. Consult your Financial Aid Officer.)**
- **GREC High School Scholarship** - The scholarship is applied to the student's account after completion of the program. Contact the Admissions Office for further information.
- **Workforce Investment Act (WIA)** – Several local agencies work with GREC on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the Admissions Office for further information.
- **Vocational Rehabilitation Services** – Students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

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

SCHOOL TUITION PLAN

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

FINANCIAL POLICIES

GREC 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 GREC. A service fee will be charged for any returned check and a finance charge of five dollars (\$5) is applied monthly to ten (10) days or more outstanding installment payments. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until payment in full is received.

CANCELLATION AND REFUND POLICY

An applicant may cancel enrollment at any time before the commencement of his or her classes. An applicant requesting cancellation within this time shall be entitled to a refund of all monies paid to the school less the registration fee. The registration fee is only refundable within three (3) business days following enrollment, or three (3) business days following the initial visit to the school, whichever is later. Registration fee refunds will be issued to the student no later than fourteen (14) calendar days following receipt of the student's written request. An applicant not requesting cancellation by the scheduled start date will be considered an enrolled student. Once classes have begun, the last date of attendance will be used to calculate refunds. GREC requests that all cancellations be made in writing to the school. GREC reserves the right to reschedule or cancel any class up to one (1) week in advance of the class start date. A student enrolled in a class that GREC cancels or reschedules will be able to either transfer their enrollment to another class or withdraw their enrollment from GREC and receive a refund of their registration fee. The following fair and equitable refund policies will be used for students terminating after classes have begun. If more than one (1) refund policy applies, GREC will compare policies and use the refund policy calculation which provides the largest refund.

REFUND POLICIES

Statutory Pro Rata Policy: A statutory pro rata refund policy will be considered if the student meets all three (3) of the following requirements: the student received federal student financial aid for the enrollment period, the student is a first-time student at GREC, the student's last date of attendance was on or before the sixty percent (60%) point in time of the enrollment period for which he or she was charged. GREC determines the sixty percent (60%) point as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged. A pro rata refund is a refund of not less than that portion of tuition, fees, and other charges assessed to the student by the institution equal to the portion of the enrollment period for which the student has been charged that remains on the last date of attendance, rounded downward to the nearest tenth percent (10%), but never less than ten percent (10%) of that period, minus any unpaid charges for the enrollment period for which the student has been charged and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. The portion of the enrollment period for which the student has been charged that remains on the last date of attendance is determined by dividing the number of weeks remaining in the enrollment period as of the student's last date of attendance by the number of weeks comprising the enrollment period for which the student has been charged.

Federal Refund Policy (*Applicable only for students that are not included under Statutory Prorata*): A student withdrawing up to one week before or on the first day of class, is entitled to a refund of one hundred percent (100%) of the total institutional charges less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. *A student whose LDA is after attending more than the first day of class but equal to or less than ten percent (10%) of

the enrollment period is entitled to a ninety percent (90%) refund of institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student whose LDA is after attending more than ten percent (10%) but equal to or less than twenty-five percent (25%) of the enrollment period is entitled to a fifty percent (50%) refund of institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student whose LDA is after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the enrollment period is entitled to a twenty-five percent (25%) refund of institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars (\$100) or five percent (5%) of the total institutional charges, whichever is less. A student whose LDA is after attending more than fifty percent (50%) of the enrollment period, is not entitled to a refund. When calculating the federal refund policy, GREC must subtract any unpaid charges from the amount retained by the school. GREC determines the amount of unpaid charges for the enrollment period for which the student has been charged as the total amount charged to the student for the enrollment period minus the total aid paid to the institutional costs for the payment period for which the student attended, and minus any student's cash payment paid to the institutional costs. GREC determines the percent of the program completion as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged. GREC will refund monies due to Federal Family Educational Loan Programs within sixty (60) days from the last date of attendance.

*It will be the policy of GREC to use the one hundred percent (100%) refund policy above with any student whose LDA is less than one week and the ninety percent (90%) refund policy above with students whose LDA is one week up to ten percent (10%) of the enrollment period.

GREC will refund monies due to Federal Pell Grant and Federal SEOG within thirty (30) days of the last date of attendance. GREC will refund any monies due the student within thirty (30) days of the last date of attendance. Tuition will be refunded in the following order: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG, other federal student aid programs, other federal, state, private or institutional source of aid, student.

SPECIAL CASES: In the case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the program, the school-upon written notice-shall make a settlement which is reasonable and fair to both parties.

GREC will provide examples of its refund policies if requested by a student.

STUDENT SERVICES

PLACEMENT ASSISTANCE

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

ADVISING

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

REGISTRATION AND CERTIFICATION

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

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

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

Surgical Technologist graduates are eligible to sit for the Certified Surgical Technologist exam (CST).

STUDENT LOUNGE

GREC 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.

ACADEMIC INFORMATION

APPLICATION AND ENROLLMENT POLICY

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

ATTENDANCE REQUIREMENTS

Due to the nature of the training, GREC does not differentiate between an excused or non-excused absence in computing the maximum number of absences allowed. A student will be considered tardy if he/she arrives to class at least five (5) minutes late. A leave early is whenever a student leaves the classroom before he or she is dismissed by the instructor. Tardies, leave earlies or arriving lates, will be calculated on a minute by minute basis. All students are required to attend ninety percent (90%) of scheduled classroom time to remain eligible for graduation. Students will be required to make up any classroom time missed to achieve the 90% requirement. Excessive absences may be cause for termination from GREC. **Some programs have different attendance requirements. Check specific programs for additional information. GREC programs must be completed within a maximum of 150% of the schedule.**

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

GRADING SYSTEM

Grades are computed at the end of each term. Final transcripts are distributed to students at graduation. Copies are maintained and become part of the student's permanent record. Final transcripts are not distributed to students lacking High School/GED transcripts or a certified statement attesting High School/GED completion. In addition, all student accounts must be paid in full.

LETTER GRADE	SCORE	POINTS
A	100 – 96	4.0 PTS
A-	95 – 92	3.7 PTS
B+	91 – 89	3.3 PTS
B	88 – 86	3.0 PTS
B-	85 – 82	2.7 PTS
C+	81 – 79	2.3 PTS
C	78 – 75	2.0 PTS
C-	74 – 70	1.7 PTS
D+	69 – 67	1.3 PTS
D	66 – 65	1.0 PTS
D-	64 – 62	0.7 PTS
F	61 – 0	0 PTS
WA (Withdrawal Academic)	Withdrawal	0 PTS
W (Attendance)	Withdrawal	0 PTS
I (Incomplete)	Incomplete	0 PTS
S (Satisfactory)	-----	0 PTS
U (Unsatisfactory)	-----	0 PTS

EXAMINATION, MAKE-UP TESTS AND LABS

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

CUMULATIVE GRADE POINT AVERAGE (GPA)

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

LEAVE OF ABSENCE

During extenuating circumstances only, a student may be granted a leave of absence (LOA). Petitions for leave of absence must be submitted in writing to an appointed school official and must be subsequently authorized by the appointed official. Only one leave of absence is allowed and it may not exceed 60 days. All federal financial aid is suspended during a leave of absence. In order to reinstate eligibility, a student may be required to reapply for federal financial aid funds.

INCOMPLETES, WITHDRAWAL, RE-ENTRY AND REPEAT POLICY

Students who receive an incomplete grade (I) and who do not satisfactorily complete the required work within two weeks to remove the incomplete from their record, will receive the otherwise earned letter grade (normally an "F"). Students earning a grade of "F" in any course must repeat the course satisfactorily prior to graduation. All repetitions of an academic area require prior approval from the Director of the school. If a course is repeated, the last earned grade will substitute for the prior grade. Students who withdraw or have been dismissed from the program are considered to have terminated from the school and may be considered for re-entry only after the Director's approval.

ACADEMIC/ATTENDANCE WITHDRAWAL

A student who is dropped from the program due to not meeting the academic progress policy will receive a letter grade of "WA". If the student is dropped due to not maintaining satisfactory attendance, the student will receive a letter grade of "W".

SATISFACTORY/UNSATISFACTORY

A satisfactory "S" or unsatisfactory "U" is given if the course is designed as pass/fail. Grades of "S" or "U" are not computed in the student's grade point average.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Student academic/attendance progress information is available upon request. Students must maintain an overall GPA of at least 2.0. Students must attend no less than ninety percent (90%) of scheduled class time.

Academic achievement will be evaluated every five (5) or six (6) weeks based on the program attended. Students whose GPA is below 2.0 will be placed on academic probation for the following five (5) or six (6) weeks and notified. Students continuing on probation, after the first probationary period are ineligible to receive Federal Financial Aid Funds. If the student's GPA becomes 2.0 or higher after the second five (5) or six (6) week probation, financial aid can be reinstated provided the federal payment period for the funds has not changed since probation began. **Programs which require variations in this policy will have them outlined in their program description later in this catalog.**

Removal from Academic Probation: the student will be removed from academic probation at the end of the five (5) or six (6) weeks when his/her GPA is at or above 2.0.

Academic Dismissal: If a student is on academic probation and his/her GPA during the probationary period remains below 2.0, he/she will be dismissed. If he/she receives all failures (grade F) in the first term (5 or 6 weeks), he/she will be dismissed.

Professional conduct must be maintained by GREC students at all times. Students will be placed on probationary status if the above criteria for academics, attendance, and conduct are not maintained. If a student does not complete course work in the maximum time frame allowed, the student's status will change from an incomplete to a drop.

APPEALS

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

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- Complete all required courses with a grade of D- or above.
- Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above.
- Complete an approved externship with a grade of D- or above and submit all required externship paperwork.
- Pay account in full.

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 Grand Rapids Educational Centers will be presented with either a certificate or diploma, program pin and official transcript. The student will not receive a certificate or diploma if tuition is owed to GREC. At graduation students are required to wear appropriate program attire.

ACADEMIC TRANSCRIPTS

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

STUDENT INFORMATION

DRESS CODE

All students are required to wear a uniform when on campus and/or at clinical sites. All students are required to wear all white leather tie clinical/tennis shoes unless in professional attire. A white lab coat is encouraged as well. A name tag is required at all times when on campus. Grand Rapids campus requires scrub (top and pants) uniforms as follows:

- | | |
|---------------------------------------|-------------------------------------|
| • Basic Nurse Aide (NATP) | All White |
| • Dental Assistant | Burgundy or Cranberry |
| • Medical Assistant | Royal Blue |
| • Medical Office Specialist | Hunter Green |
| • Practical Nurse | Teal(White pants at Clinical Sites) |
| • Surgical Technologist | Navy Blue |
| • Health Insurance Specialist | * Professional Attire |
| • Medical Transcriptionist Specialist | * Professional Attire |
| • Massage Therapists | Green polo and Khaki pants |

* Professional attire is defined as suits, slacks, skirts, blouses, dress shirts, etc. Jeans, open toed shoes or sandals, tee shirts, or any shorts are not considered professional attire.

The Kalamazoo campus requires a white cotton turtleneck or white knit polo shirt, white uniform skirt or white straight-leg uniform pants to the ankle, all white belt, white/natural hosiery with skirts, and all white socks/hosiery with pants for all students.

At graduation students are required to wear appropriate business attire and graduation gown.

STUDENT CODE OF CONDUCT

Students are required to follow standards of conduct that are typically expected in the health care profession. Violations include dishonesty, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, vandalism of school property or equipment, or any conduct that interferes with the learning progress of other students.

Substance abuse, cheating, plagiarism, carrying weapons, and stealing during school related activities such as lecture, lab, business hours, field trips, externships, etc., or on school property will be cause for termination from GREC without re-entry into the school.

SEXUAL HARASSMENT

Sexual harassment is unacceptable conduct at Grand Rapids Educational Centers and will not be tolerated or condoned. Sexual harassment is any unsolicited verbal or physical conduct of a sexual nature that is unwelcome. Any student who uses implicit or explicit coercive sexual behavior to control, influence, or affect the performance or learning environment of a student is engaging in sexual harassment. A student who believes he or she is being sexually harassed is encouraged to report the harassment to the Executive Director or any other authorized personnel. All information disclosed will be kept confidential unless otherwise authorized by the complaining party. All such complaints will be thoroughly investigated. If the complaints of sexual harassment are found to be true, appropriate disciplinary action will follow.

HEALTH

All applicants are required to complete a general health questionnaire during the enrollment process. Applicants who have indicated a health problem exists that may interfere with the health and safety of the student or others will be required to obtain a physician's medical release before being admitted.

Injuries or illnesses occurring at Grand Rapids Educational Center 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 GREC's policy. GREC is not responsible for illness or injury incurred during classroom/clinical studies. The student is responsible for all costs related to treatment. If the student has been injured or has a communicable disease, he/she will not be allowed to return to class or clinical until a physician's release has been received.

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

RELEASE OF INFORMATION/CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 provides that all student records are confidential and available only to that student and his or her parent(s) if they supported the student for over half of his or her income, to school officials, and to outside agencies that provide the student with financial assistance. Students may review their records upon written request to the Executive Director. Student information will be released only after written permission is received for each occurrence.

STUDENT CONCERN POLICY

Any student with a concern regarding any portion of his/her training program at Grand Rapids Educational Center should pursue the following procedure:

Put the concern in writing and submit the concern to the appropriate staff in the following order:

1. Instructor
2. Program Coordinator
3. Executive Director
4. President

Grand Rapids Educational Centers, Inc.
1750 Woodworth St. NE
Grand Rapids, MI 49525-2301

Each of the above listed parties will respond within ten (10) business days of having received the written concern. The student may proceed with the next appropriate party only if they have received an unsatisfactory response or if the appropriate party failed to respond within the time specified. The response of the President will be final. If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact the Michigan Department of Education, Proprietary School Unit, Box 30008, Lansing, MI 48909.

HOLIDAYS AND VACATIONS

New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day (and the day following), and Christmas Day are scheduled holidays. Winter vacation is scheduled between Christmas and New Year's Day.

❖❖ PROGRAMS ❖❖

*****NOT ALL PROGRAMS ARE OFFERED AT ALL CAMPUSES*****

DENTAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as a dental assistant. Students learn fundamental knowledge of office procedures, dental anatomy and physiology, terminology, dental materials, dental specialties, nutrition, preventive dentistry, chair-side assisting, clinical experience/practice, radiography instrumentation and equipment, sterilization, bacteriology, pathology, pharmacology, and laboratory demonstration/practice. Externship provides the student with the opportunity to put these skills to use before actual placement in the health care field.

In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test. A minimum score of 14 is required for the Wonderlic Test.

COURSE OBJECTIVE

Upon completion of the Dental Assistant Program, the student will possess the necessary theoretical knowledge and skills to perform as a dental assistant in both the business and clinical areas.

DENTAL ASSISTANT PROGRAM COURSE

Course Number	Course Title	Credit Hours	Clock Hours
DC 101 ✓	Basic Sciences I	2	20
DC 102 ✓	Dental Terminology	2	20
DC 120 ✓	Basic Sciences II	2	20
DC 130 ✓	Basic Chairside Techniques	2	20
DC 140 ✓	Restorative Dentistry I	2	20
DC 201 ✓	Dental Radiography	2	20
DC 202 ✓	Restorative Dentistry II	2	20
DC 301 ✓	Dental Specialties	1	20
DC 302 ✓	Intervention Health	1	20
DL 101 ✓	Dental Clinical Lab I	1	20
DL 102 ✓	Dental Clinical Lab II	1	20
DL 201 ✓	Dental Clinical Lab III	1	20
DL 202 ✓	Dental Clinical Lab IV	2	40
DL 301 ✓	Dental Clinical Lab V	2	40
DB 101 ✓	Dental Office Procedures I	2	20
DB 102 ✓	Dental Office Procedures II	2	20
DB 202 ✓	Dental Office Procedures III	2	20
DB 203 ✓	Dental Insurance	2	20
WP 101 ✓	Introduction to Computers	1	20
WP 201 ✓	Business Correspondence	1	20
ES 101 ✓	Life Skills	2	20
ES 201 ✓	Employability Skills	1	20
EX 301	Dental Assistant Externship I	1	40
EX 302	Dental Assistant Externship II	6	200
TOTAL CREDIT/ CLOCK HOURS		43	720

Class Size: Average is 15 students, maximum 20 students / 30-36 week program

(All GREC lectures and labs are based on a 50-minute clock hour)

720 hours = 43 quarter credit hours. One-quarter credit hour is equal to 10 lecture hours or 20 laboratory hours, or 30 hours of externship. GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

DENTAL ASSISTANT COURSE DESCRIPTIONS

DC 101- BASIC SCIENCES I

This course is designed to give the theory needed to begin a career in the dental field. Included in this course is a brief history of dentistry and health team, dental anatomy and physiology, oral histology, and morphology. *A 2.0 GPA is required for all clinical courses.*

20 HOURS LECTURE = 2 CREDIT HOURS

DC 102 - DENTAL TERMINOLOGY

This course introduces the basic knowledge of anatomy and physiology of the oral cavity. Terminology related to dentistry, tooth morphology, oral histology, anesthesia, and preventative dentistry will be included. The student will be introduced to appropriate basic dental specialties terminology.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

DC 120 - BASIC SCIENCE II

This course will focus on the theory of microbiology, oral pathology, anesthesia, pharmacology, prevention and nutrition. The importance of oral asepsis, sterilization techniques and practices will be emphasized in this course.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: DC 101

20 HOURS LECTURE = 2 CREDIT HOURS

DC 130 - CHAIRSIDE TECHNIQUES

The information in this course is designed to enable the student to perform and assist in dental chair-side procedures, such as oral evacuation, instrument transfer, charting techniques, and OSHA/ infection control.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

DC 140 -RESTORATIVE DENTISTRY I

Theoretical knowledge and background of amalgam and composite procedures will be studied. Included in this course will be the study of hand and rotary instruments used in the dental lab. The student will be expected upon completion of this course to recognize instruments used in operational dental labs.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

DC 201 - DENTAL RADIOGRAPHY

This course will discuss all the theory needed to perform the duties associated with exposing, developing and mounting radiographs. Also covered in this course will be patient and operator safety regulations in accordance with the State of Michigan Regulations.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

DC 202 - RESTORATIVE DENTISTRY II

Introduction to fixed prosthodontics, crown and bridge materials, cements and impression materials will be studied. Emphasis will be on studying up to date procedures and materials.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: DC 140

20 HOURS LECTURE = 2 CREDIT HOURS

DC 301 - DENTAL SPECIALTIES

This course provides the student with the knowledge, background and opportunity to learn and experience the dental specialties through theory and facility tours when available. Dental terminology specific to prosthodontics, periodontics, endodontics, and orthodontics will be discussed.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

DC 302 - INTERVENTION HEALTH CARE

This course is designed to prepare the student for their skills assessment preparatory laboratory and theoretical final exam. The student will also have the opportunity to learn CPR and vital signs.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE / LAB = 1 CREDIT HOUR

DL 101 - DENTAL LAB I

In this lab the student will become familiar with the basic dental lab equipment, proper patient introduction, and effective aseptic dental control. Also included will be an introduction to basic tray set-up and instrumentation.

A 2.0 GPA is required for all clinical lab courses.

20 HOURS LAB = 1 CREDIT HOUR

DL 102 - DENTAL LAB II

This is a skills building lab to further develop the "hands on learning", and utilization of information acquired from the Restorative Dentistry course.

A 2.0 GPA is required for all clinical lab courses.

20 HOURS LAB = 1 CREDIT HOUR

DL 201 DENTAL LAB III

In this lab skills will continue to be developed as the student puts into practice knowledge learned in Restorative Dentistry courses.

A 2.0 GPA is required for all clinical lab courses.

20 HOURS LAB = 1 CREDIT HOUR

DL 202 - DENTAL LAB IV

This course allows the student to work on the chair-side duties most commonly used in a dental practice. It also allows the student to work one on one with the instructor.

A 2.0 GPA is required for all clinical lab courses.

40 HOURS LAB = 2 CREDIT HOURS

DL 301- DENTAL LAB V

This course is designed to allow the student the opportunity to expose radiographs upon successful completion of DC 201. Time is also permitted to practice the procedures presented in Dental Specialties.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: DC 201

40 HOURS LAB = 2 CREDIT HOURS

DB 101 - DENTAL OFFICE PROCEDURES I

This course will introduce the student to basic receptionist duties, recall systems, mail handling, telephone techniques and basic psychology. The student will learn basic skills to function in a dental office.

20 HOURS LECTURE = 2 CREDIT HOURS

DB 102- DENTAL OFFICE PROCEDURES II

This course will introduce law and ethics, records management, filing procedures and appointment control.

20 HOURS LECTURE = 2 CREDIT HOURS

DB 202 - DENTAL OFFICE PROCEDURES III

Accounts receivable is the focus in this course and students will learn basic bookkeeping, pegboarding, ledgers and lodging systems.

20 HOURS LECTURE = 2 CREDIT HOURS

DB 203 - DENTAL INSURANCE

Principles of coding, terminology, theory and applications of major insurance programs with a hands on approach is the emphasis of this course. The student will prepare insurance claim forms and will utilize practical exercises to reinforce the materials obtained from dental insurance lecture.

Pre-requisite: DC 102

20 HOURS LECTURE = 2 CREDIT HOURS

WP 101 - INTRODUCTION TO COMPUTERS

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing, and proofreading.

20 HOURS LAB = 1 CREDIT HOUR

WP 201 - BUSINESS CORRESPONDENCE

This course combines theory with actual practical lab experience in the formatting of proper dental business letters and other office communications.

20 HOURS LECTURE/ LAB = 1 CREDIT HOUR

ES 101 - LIFE SKILLS

Time management, study skills, learning styles, and problem solving techniques are discussed in this course. In addition, students will be able to define goals, review conflict management techniques, and identify ways to develop self-esteem. This is taught to assist the student to use the educational process in developing habits that will be effective in job performance.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 201 - EMPLOYABILITY SKILLS

In this course the student will learn job search and interviewing techniques. Students will prepare a cover letter, resume, and follow-up correspondence for job search. Opportunities for mock interviews and professional attire will be included.

20 HOURS LECTURE/ LAB = 1 CREDIT HOUR

EX 301 - DENTAL ASSISTANT EXTERNSHIP I

Upon completion of a preparatory lab, students will be able to start their externship training. The first 40 hours will introduce them to their field. Externship will begin following success interviewing for a dental position.

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

EX 302 - DENTAL ASSISTANT EXTERNSHIP II

The remaining 200 hours will involve applied hands-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job search and placement implemented upon successful completion of externship.

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

HEALTH CARE ADMINISTRATIVE ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as an administrative assistant in a physician's office, dentist's office, hospital business office, health maintenance organization, or insurance company. Career training includes appointment scheduling, medical records management, inventory control, payroll, collections, banking and bookkeeping, word processing, computerized patient management for both medical and dental practices, communication and organizational skills, medical/dental terminology, medical transcription, and human anatomy. Administrative assistant students receive additional instruction in insurance billing and CPR, blood pressure, and patient charting. Externship provides the student the opportunity to put these skills to use before actual placement in the health care field. **In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test and typing test. A minimum score of 14 is required for the Wonderlic Test and a minimum score of 20 wpm is required for the typing test.**

COURSE OBJECTIVE

Upon completion of the Health Care Administrative Assistant Program, the student will have the knowledge and skills to carry out administrative assistant responsibilities in a health care setting.

HEALTH CARE ADMINISTRATIVE ASSISTANT PROGRAM COURSES

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HMT 101	Medical Terminology	2	20
HMT 102	Medical Terminology	2	20
HMT 201	Medical Terminology	2	20
HDT 202	Dental Terminology I	2	20
HDT 301	Dental Terminology II	2	20
HB 104	Health Care Business Theory	2	20
HB 108	Health Care Office Procedures I	2	20
HB 205	Bookkeeping	2	20
HB 206	Health Care Office Procedures II	2	20
HB 208	Health Care Office Procedures III	2	20
HI 101	Insurance Coding	2	20
HI 102	Introduction to Insurance & Manage Care	2	20
HI 206	Insurance I	2	20
HI 306	Insurance II	2	20
HI 308	Dental Insurance	2	20
KB 101	Introduction to Computers	1	20
CIS 101	Business Correspondence	1	20
CIS 102	Information Systems Theory	1	20
WP 201	Transcription I	1	20
WP 202	Transcription II	1	20
CIS 201	Word Processing	1	20
CIS 202	Computerized Records Management	1	20
ES 101	Life Skills	2	20
ES 301	Employability Skills	1	20
EX 301	Health Care Admin. Assistant Externship I	1	40
EX 302	Health Care Admin. Assistant Externship II	6	200
	TOTAL CREDIT/CLOCK HOURS	47	720

Class Size: Average is 11 students, maximum 20 students / 30 – 36 week program
(All GREC lectures and labs are based on a 50-minute clock hour.)
720 hours = 47 quarter credit hours

One quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, OR 30 hours of externship.
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

HEALTH CARE ADMINISTRATIVE ASSISTANT PROGRAM COURSE DESCRIPTIONS

HMT 101 – MEDICAL TERMINOLOGY I

Provides a basic study of anatomy and physiology of the human body and related diseases. This course will focus on an overall introduction of medical terminology, as well as basic knowledge of integumentary and cardiovascular systems.

20 HOURS LECTURE = 2 CREDIT HOURS

HMT 102 – MEDICAL TERMINOLOGY II

Continuation of knowledge learned in HMT 101. Emphasis of this course focuses on the body systems such as respiratory, muscular, skeletal and digestive. An introduction to pharmacology, prescription writing and interpretations are included.

Pre-requisites: HMT 101

20 HOURS LECTURE = 2 CREDIT HOURS

HMT 201 – MEDICAL TERMINOLOGY III

Continuation of knowledge learned in HMT 102. The following additional body systems will be studied: urinary, nervous, reproductive and endocrine systems. Upon conclusion of Medical Terminology classes, the student should have basic knowledge of the human body and how it applies to Health Care Administrative Assistant.

Pre-requisites: HMT 102

20 HOURS LECTURE = 20 CREDIT HOURS

HDT 202 – DENTAL TERMINOLOGY I

This course introduces basic knowledge of anatomy and physiology of the oral cavity. Terminology related to dentistry will be introduced. Tooth morphology, oral histology, anesthesia and preventative dentistry will be included.

20 HOURS LECTURE = 2 CREDIT HOURS

HDT 301 – DENTAL TERMINOLOGY II

Continuation of knowledge learned in HDT 202. Dental specialties, operative dentistry, prosthodontics, periodontics, endodontics, oral surgery and orthodontics will be discussed.

Pre-requisites: HDT 202

20 HOURS LECTURE = 2 CREDIT HOURS

HB 104 – HEALTH CARE BUSINESS THEORY

Focuses on the role of an administrative assistant, professionalism, law and ethics, communication theory, and psychology.

20 HOURS LECTURE = 2 CREDIT HOURS

HB 108 – HEALTH CARE OFFICE PROCEDURES I

An overview of general business practices of a health care office is the focus of this class. Subject matter includes: telephone technique, mail handling, appointment scheduling, record management and filing.

Pre-requisites: HB 104

20 HOURS LECTURE = 2 CREDIT HOURS

HB 205 – BOOKKEEPING

Principles of business accounting will be introduced. Accounts receivable and payable, including pegboard, banking and payroll will be taught.

20 HOURS LECTURE = 2 CREDIT HOURS

HB 206 – HEALTH CARE OFFICE PROCEDURES II

Continuation of HB 108. Administrative skills taught include: office machines, math, English, and professional reports.

Pre-requisite: HB 108

20 HOURS LECTURE = 2 CREDIT HOURS

HB 208 – HEALTH CARE OFFICE PROCEDURES III

Continuation of HB 206. Administrative skills taught include: office procedures, inventory control, fees and collections, and a simulated office prep lab.

Pre-requisite: HB 206

20 HOURS LECTURE = 2 CREDIT HOURS

HI 101 – INTRODUCTION TO INSURANCE AND MANAGED CARE

The student will be introduced to insurance terminology, legal issues, fees, costs, coordination of benefits, and all aspects of managed care that relate to a physician's office.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 102 – INSURANCE CODING

A basic knowledge necessary to understand and apply information to accurately bill claims. Converting diagnosis and procedures to the ICD-9, CPT-4 and HCPCS coding formats will also be taught.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 206 – INSURANCE I

Rules and regulations of Blue Cross/Blue Shield, CHAMPUS, disability, workers compensation and hospital services will be discussed.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 306 – INSURANCE II

Qualifications, limitations, and specifics of Medicare and Medicaid billing will be taught.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 308 – DENTAL INSURANCE

Principles of coding, terminology, theory and application of major insurance programs is the emphasis of this course. The student will prepare insurance claim forms manually and electronically.

20 HOURS LECTURE = 2 CREDIT HOURS

KB 101 – INTRODUCTION TO COMPUTERS

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proof reading.

20 LECTURE LAB = 1 CREDIT HOUR

CIS 101 – BUSINESS CORRESPONDENCE

Students will learn the proper format for letters and other office communications.

20 HOURS LAB = 1 CREDIT HOUR

CIS 102 – INFORMATION SYSTEMS THEORY

An overview of the utilization of computers in the health care office. Spreadsheets and database will be introduced.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

WP 201 – TRANSCRIPTION I

Students will be introduced to the fundamentals of transcription.

Pre-requisite: KB 102

20 HOURS LAB = 1 CREDIT HOUR

WP 202 – TRANSCRIPTION II

Continuation of skills learned in KB 201. Students will transcribe patient records from dictated tapes.

Pre-requisite: WP 201

20 HOURS LAB = 1 CREDIT HOUR

CIS 201 – WORD PROCESSING

Continuation of skills learned in CIS 10 and KB 101. The student will learn word processing functions and systems through exercise on an IBM compatible personal computer system.

20 HOURS LAB = 1 CREDIT HOUR

CIS 202 – COMPUTERIZED RECORDS MANAGEMENT

In this final keyboarding class, the student will learn to input and modify patient health care records on a specialized computer application.

Pre-requisite: KB 202

20 HOURS LAB = 1 CREDIT HOUR

ES 101 – LIFE SKILLS

The student will learn time management, study skills and problem solving techniques. They will also learn how to define goals, develop self-esteem and manage conflict.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 301 – EMPLOYABILITY SKILLS

The student will learn job search skills and interviewing techniques. Students will prepare a resume, cover letter and follow-up correspondence for job search.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

EX 301 – HEALTH CARE ADMINISTRATIVE ASSISTANT EXTERNSHIP I

Upon completion of a preparatory lab, the student will be able to start their externship training. The first 40 hours will introduce the student to his/her particular field. This involves, but is not limited to, obtaining a site and interviewing for a position.

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

EX 302 – HEALTH CARE ADMINISTRATIVE ASSISTANT EXTERNSHIP II

The remaining 200 hours will involve applied hands-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job placement and search will be implemented upon successful completion of externship.

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

HEALTH INSURANCE SPECIALIST PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the skills necessary for an entry-level position in either the insurance field or the allied health industry. Hands-on experience will be gained as the student will prepare medical and dental insurance claims using current CPT-4, ICD-9, and ADA coding standards. This information will be transferred to the appropriate claim forms and be prepared for processing. The student will also learn how to review the claim as it is received by the insurance company and to examine payment. The course work included medical/dental terminology and anatomy and physiology, which provides the student with the information needed to evaluate and properly process insurance claims. Additional areas of training include customer service, business correspondence, and employability skills. Externship provides the student with the opportunity to put these skills to use before actual placement in the health care field. **In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic test and typing test. A minimum score of 16 is required for the Wonderlic Test and a minimum score of 25 wpm is required for the typing test.**

COURSE OBJECTIVE

Upon completion of the Health Insurance Specialist Program, the student will possess the knowledge and skills required to function as a health claims examiner, medical biller, insurance claims coder/keyer, or insurance office assistant.

HEALTH INSURANCE SPECIALIST PROGRAM COURSES

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HMT 101	Medical Terminology I	2	20
HMT 102	Medical Terminology II	2	20
HMT 201	Medical Terminology III	2	20
HMT 202	Medical Terminology IV	2	20
DC 102	Dental Terminology I	2	20
HI 103	Medical Claims Theory I	2	20
HI 104	Insurance Terminology	4	40
HI 105	Medical Billing & Coding	2	20
HI 108	Fundamentals of Claims Examining	2	20
HI 202	Medical Claims Theory II	2	20
HI 203	Hospital Coverage	2	20
HI 301	Insurance Plans I	1	20
HI 304	Insurance Plans II	1	20
HI 307	Insurance Plans III	1	20
DB 203	Dental Insurance	2	20
HL 103	Medical Claims Examining I	1	20
HL 105	Medical Coding Applications I	1	20
HL 203	Medical Coding Applications II	1	20
HL 204	Medical Claims Examining II	1	20
HL 301	Medical Claims Examining III	1	20
MB 201	Office Procedures I	2	20
MB 203	Office Procedures II	2	20
WP 101	Introduction to Computers	1	20
WP 201	Business Correspondence	1	20
WP 301	Word Processing	1	20
WP 302	Computerized Claims and Billing	1	20
WP 303	Computerized Insurance Forms	1	20
ES 101	Life Skills	2	20
ES 201	Employability Skills	1	20
EX 303	Health Insurance Specialist Externship I	5	150
TOTAL CREDIT/CLOCK HOURS		51	750

Class Size: Average is 9 students, maximum 15 students / 34 – 40 week program

(All GREC lectures and labs are based on a 50-minute clock hour.) 750 hours = 51 quarter credit hours.

One quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, OR 30 hours of externship.

GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

HEALTH INSURANCE SPECIALIST PROGRAM COURSE DESCRIPTIONS

HMT 101 – MEDICAL TERMINOLOGY I

Provides a basic study of anatomy and physiology of the human body and related diseases. This course will focus on an overall introduction of medical terminology, as well as basic knowledge of integumentary and cardiovascular systems.

20 HOURS LECTURE = 2 CREDIT HOURS

HMT 102 – MEDICAL TERMINOLOGY II

Continuation of knowledge learned in HMT 101. Emphasis of this course focuses on the body systems such as respiratory, muscular, and skeletal. An introduction to pharmacology, prescription writing and interpretations included.

Pre-requisites: HMT 101

20 HOURS LECTURE = 2 CREDIT HOURS

HMT 201 – MEDICAL TERMINOLOGY III

Continuation of knowledge learned in HMT 102. The following additional body systems will be studied: urinary, nervous, special senses, and digestive systems.

Pre-requisites: HMT 102

20 HOURS LECTURE = 2 CREDIT HOURS

HMT 202 – MEDICAL TERMINOLOGY IV

Continuation of knowledge learned in HMT 201. The following additional body systems will be studied: reproductive and endocrine systems. Upon conclusion of Medical Terminology classes, the student should have basic knowledge of the human body and how it applies to the Health Care Insurance Specialist.

Pre-requisites: HMT 201

20 HOURS LECTURE = 2 CREDIT HOURS

DC 102 – DENTAL TERMINOLOGY I

Dental specialties, operative dentistry, prosthodontics, periodontics, endodontics, oral surgery and orthodontics will be discussed.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 103 – MEDICAL CLAIMS THEORY I

This class is designed to provide the theory for examining physicians services, diagnostic lab tests and x-rays, durable medical equipment, ambulance, and anesthesia.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 104 – INSURANCE TERMINOLOGY

Introduction of the fundamental study of the insurance industry and medical insurance industry. Benefit structures and interpretation of contracts will be emphasized along with eligibility guidelines, fraud and abuse, and legal responsibilities. Workers' compensation and disability will be included.

40 HOURS LECTURE – 4 CREDIT HOURS

HI 105 – MEDICAL BILLING & CODING

This is an introduction to the field of medical billing. Provided is a basic knowledge necessary to understand and apply information to accurately bill claims. Computation of medical billing will be introduced. The student will also be introduced to ICD-9, CPT-4 and HCPCS coding formats.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 108 – FUNDAMENTALS OF CLAIMS EXAMINING

The student will learn about worksheets, claims calculations, stop loss, determination of UCR allowance and plan allowance.

20 HOURS LECTURE = 2 CREDIT HOURS

HI 202 – MEDICAL CLAIMS THEORY II

Continuation of knowledge learned in HI 103. This class will provide the knowledge of specific medical specialties such as, surgery, multiple surgery, assistant surgery, podiatry, and obstetrical services.

Pre-requisite: HI 103

20 HOURS LECTURE = 2 CREDIT HOURS

HI 203 – HOSPITAL COVERAGES

The student is provided with theoretical knowledge of basic benefits, built-in benefits, comprehensive benefits, in-patient and outpatient services, day to and day after an accident and regular illnesses.

20 HOURS LECTURE = 2 CREDIT HOURS

HI – 301 – INSURANCE PLANS I

Introduction to cost containment, private insurance carriers, extension of benefits, subrogation, definition of dependents, and all aspects of managed care related to a physician's office.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

HI 304 – INSURANCE PLANS II

Continuation of knowledge learned in HI 301. History and theory of Blue Cross/Blue Shield insurance.

Reference manuals, contract interpretation, claim forms, billing guidelines, coding and claim form applications will be taught.

Pre-requisite: HI 301

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

HI 307 – INSURANCE PLANS III

Continuation of knowledge learned in HI 304. History and theory of Medicare and Medicaid insurance programs, billing guidelines, coding and forms will be discussed. Qualifications, limitations, and specifics of each area will be covered.

Pre-requisite: HI 304

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

DB 203 – DENTAL INSURANCE

Principles of coding terminology, theory and application of major insurance programs is the emphasis of this course. The student will prepare insurance claim forms.

20 HOURS LECTURE = 2 CREDIT HOURS

HL 103 – MEDICAL CLAIMS EXAMINING I

Evaluation of payment claims, physician's services, diagnostic lab test and x-rays, durable medical equipment, ambulance, and anesthesia services.

20 HOURS LAB = 1 CREDIT HOUR

HL 105 – MEDICAL CODING APPLICATION I

Application of knowledge learned in HI 103 is the focus. Manual preparation of forms using appropriate resource material will be performed in this lab session.

Pre-requisite: HI 103

20 HOURS LAB = 1 CREDIT HOUR

HL 203 – MEDICAL CODING APPLICATION II

Application of knowledge learned in theory lectures.

20 HOURS LAB = 1 CREDIT HOUR

HL 204 – MEDICAL CLAIMS EXAMINING II

Evaluation of payment claims, surgery, multiple surgery, assistant surgery, and podiatry.

Pre-requisite: HL 103

20 HOURS LAB = 1 CREDIT HOUR

HL 301 – MEDICAL CLAIMS EXAMINING III

Continuation of skills learned in HL 204

Pre-requisite: HL 204

20 HOURS LAB = 1 CREDIT HOUR

MB 201 – OFFICE PROCEDURES I

The student will learn skills necessary to work effectively in an insurance environment. This class will focus on law and ethics, patient accounting systems and records management.

20 HOURS LECTURE = 2 CREDIT HOURS

MB 301 – OFFICE PROCEDURES II

Building on skills learned in HB 201, the student will learn customer service, telephone techniques and oral communication techniques.

Pre-requisite: HB 201

20 HOURS LECTURE = 2 CREDIT HOURS

WP 101 – INTRODUCTION TO COMPUTERS

This course will provide an introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proof reading.

20 HOURS LAB = 1 CREDIT HOUR

WP 201 – BUSINESS CORRESPONDENCE

Students will learn the proper format for letter and other office communications.

20 HOURS LAB = 1 CREDIT HOUR

WP 301 – WORD-PROCESSING

Continuation of skills learned in WP 201 and WP 101. The student will learn word processing functions and systems through exercises on an IBM-compatible personal computer system.

20 HOURS LAB = 1 CREDIT HOUR

WP 302 – COMPUTERIZED CLAIMS AND BILLING

Introduction to a computerized billing database, allowing students practice simulated billing and thereby acquire an understanding of how claims are examined.

20 HOURS LAB = 1 CREDIT HOUR

WP 303 – COMPUTERIZED INSURANCE FORMS

Principles of coding, terminology and theory and application of major programs with hands on approach is the emphasis of this program. The student will prepare insurance claim forms manually and electronically.

20 HOURS LAB = 1 CREDIT HOUR

ES 101 – LIFE SKILLS

The student will learn time management, study skills and problem solving techniques. They will also learn how to define goals, develop self-esteem and manage conflict.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 201 – EMPLOYABILITY SKILLS

The student will learn job search skills and interviewing techniques. The student will prepare a resume, cover letter and follow-up correspondence for job search.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

EX 303 – HEALTH INSURANCE SPECIALIST EXTERNSHIP

Upon completion of a preparatory lab, students will be able to start their externship training. The first 50 hours of externship will introduce them to their particular field. This involves, but is not limited to, obtaining a site and interviewing for a position. The remaining 100 hours will include extended training on an extern site. It will involve applied hands-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job placement and search implemented upon successful completion of externship.

150 HOURS EXTERN = 5 CREDIT HOURS

MASSAGE THERAPY PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to successfully train students for entry level positions as a massage therapist in public or private practice. Studies emphasize a practical application of hands-on technique which directly correlates with lecture and theory classes, enabling the student to learn as it relates to massage therapy.

In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test. A minimum score of 14 is required for the Wonderlic Test.

COURSE OBJECTIVES

Upon successful completion of the Massage Therapy program the student will possess the knowledge and technical skills required to practice as a massage therapist in either the public or private domain.

MASSAGE THERAPY PROGRAM COURSES

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours</u>	<u>Credit Hours</u>
MT 101	Anatomy & Physiology I	50	5
MT 104	Introduction to Massage	100	7
MT 105	Muscle Stretching	32	1.5
MT 110	Kinesiology I	60	5
MT 150	Anatomy & Physiology II	40	4
MT 155	Wellness & Self Care	30	3
MT 160	Kinesiology II	60	5
MT 170	Basic Massage	76	3.5
MT 175	Seated Massage	16	0.5
MT 180	Business Practice	20	2
MT 201	Anatomy & Physiology III	40	4
MT 210	First Aid / Infectious Diseases	16	1
MT 220	Therapeutic Massage I	60	3
MT 225	Intro. to Advanced Technique I	30	3
MT 230	Prenatal/Infant/Special Needs	36	2
MT 240	Sports Massage I	35	3
MT 250	Reflexology	16	1
MT 260	Clinical Lab	25	1
MT 270	Therapeutic Massage II	70	3.5
MT 275	Intro. to Advanced Technique II	80	5.5
MT 280	Sports Massage II	35	3.5
MT 300	Clinical Practice	90	3
	TOTAL CREDIT/CLOCK HOURS	1017	70

Class size:

40-week day program - average 22 students / maximum - 30 students.

63-week night program - average 14 students / maximum - 20 students.

(All GREC lectures and labs are based on a 50-minute clock hour.) 1017 hours = 70 quarter credit hours.

One-quarter credit hour is equal to 10 lecture hours or 20 laboratory hours, or 30 clinical hours.

GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

MESSAGE THERAPY PROGRAM COURSE DESCRIPTIONS**MT 101 - ANATOMY & PHYSIOLOGY I**

This course introduces basic knowledge of the human body. It will provide a fundamental understanding of the body as a whole and include mechanisms of health and disease. Study of the structures and function of the nervous system including neurotransmitters, the peripheral and central nervous system, autonomic nervous system and its components will be emphasized.

50 HOURS LECTURE = 5 CREDIT HOURS

MT 104 - INTRODUCTION TO MASSAGE

Students will learn history and fundamentals of technique in massage in this course. Instruction will include but not be limited to table mechanics, linens, draping, posture, and positioning of clients. Students will explore the various styles of massage and will begin to learn touch, centering and breathing. Professional ethics and conduct will also be introduced in this course. This course will include: Massage Modalities, Basic Massage, Law & Ethics.

A 2.0 GPA is required for this course.

40 HOURS LECTURE/ 60 HOURS LAB = 7 CREDIT HOURS

MT 105 - MUSCLE STRETCHING

Students will learn and demonstrate stretching positions for all major muscle groups. Students will learn the basis for stretching and the neurological response to stretching. This course incorporates: Muscle Stretching & Joint Mobilization.

A 2.0 GPA is required for this course.

32 HOURS LAB = 1.5 CREDIT HOURS

MT 110 - KINESIOLOGY I

Students will be presented with a hands-on and lecture study of joints and muscles and their movement, structure and function with the body.

40 HOURS LECTURE/ 20 HOURS LAB = 5 CREDIT HOURS

MT 150 - ANATOMY & PHYSIOLOGY II

This course will discuss the structures and function of the endocrine system and the most common pathologies that can be seen, the skeletal system will be studied from cellular structure of bone tissue to describing individual bones. The Integumentary and Cardiovascular systems will also be studied.

40 HOURS LECTURE = 4 CREDIT HOURS

MT 155 - WELLNESS & SELF CARE

Students will use their knowledge gained in Stretching and Introduction to Massage as a tool in self care. Wellness education will study the components of body, mind and spirit as well as the affects of stress. Hygiene, sanitation and safety including disorders of the skin, prevention, control, and precautions will be covered.

Pre-requisite: MT 104 & MT 105 or concurrent class participation.

30 HOURS LECTURE = 3 CREDIT HOURS

MT 160 - KINESIOLOGY II

Students will study the origin, insertion and function of major muscles and biomechanics of the body.

40 HOURS LECTURE/ 20 HOURS LAB = 5 CREDIT HOURS

MT 170 - BASIC MASSAGE

This course is a continuation of Introduction to Massage. Students will build upon their knowledge and skill acquired. Students will learn basic massage technique and practice to develop this technique into a general full body massage routine. Students will be challenged to develop their sense of touch and perform their technique burring "blind massage". This course will include: Basic Massage I & Basic Massage II.

Pre-requisites: MT 104

A 2.0 GPA is required for this course.

76 HOURS LAB = 3.5 CREDIT HOURS

MT 175 - SEATED MASSAGE

Students will learn a 20 minute massage technique that is performed while the clothed client is seated on a chair designed for seated massage as well as a regular chair.

A 2.0 GPA is required for this course.

16 HOURS LAB = 0.5 CREDIT HOUR

MT 180 - BUSINESS PRACTICE

In this course students will learn basic bookkeeping, taxes, governmental law pertaining to massage therapy, record keeping and be introduced to insurance billing.

20 HOURS LECTURE = 2 CREDIT HOURS

MT 201 - ANATOMY & PHYSIOLOGY III

This course will discuss the structures and functions of the lymphatic, immune, respiratory, digestive, urinary, reproductive systems.

40 HOURS LECTURE = 4 CREDIT HOURS

MT 210 - FIRST AID / INFECTIOUS DISEASE

This course introduces basic first aid and infectious diseases appropriate for the massage therapist.

16 HOURS LECTURE = 1 CREDIT HOUR

MT 220 - THERAPEUTIC MASSAGE I

This course is a continuation of Basic Massage. Students will continue to build upon their knowledge and skill. Students will learn therapeutic massage technique and practice to develop and integrate this technique into the skills they have already acquired. This course includes: Deep Tissue Massage.

A 2.0 GPA is required for this course.

60 HOURS LAB = 3 CREDIT HOURS

MT 225 - INTRODUCTION TO ADVANCED TECHNIQUE I

This course will introduce the student to various advanced technique which will aid the student in determining which forms of advanced technique interest them. This will include *cranial sacral therapy, shiatsu, myofascial release* and *neuromuscular therapy*.

30 HOURS LAB = 3 CREDIT HOURS

MT 230 - PRENATAL / INFANT / SPECIAL NEEDS MASSAGE

This course examines ways in which the student can respect and help those who need special consideration. The intent of the course is to help the student focus the benefits of therapeutic massage for clients with specific needs. Many of the practical aspects of this course will be practiced in the course "Therapeutic Massage". This course will include: Geriatric Massage, Pre-Natal Massage & Infant Massage.

A 2.0 GPA is required for this course

10 HOURS LECTURE/ 26 HOURS LAB = 2 CREDIT HOUR

MT 240 - SPORTS MASSAGE I

This course focuses on the treatment of athletic injuries. The emphases is to reduce muscle soreness and recovery time as well as providing prevention information.

35 HOURS LECTURE = 3 CREDIT HOURS

MT 250 - REFLEXOLOGY

Students will learn the history and fundamental technique of the Ingham method of foot reflexology. Upon completion of this course the student will be able to perform a complete foot reflexology session.

16 HOURS LECTURE = 1 CREDIT HOUR

MT 260 - CLINICAL LAB

This course will introduce the student to clinic internship. Students will learn to use the SOAP notes documentation system for client record keeping. Students will practice mock SOAP & case history documentation with fellow students.

A 2.0 GPA is required for this course

25 HOURS LAB = 1 CREDIT HOUR

MT 270 - THERAPEUTIC MASSAGE II

This course is a continuation of Therapeutic Massage 1. Students will continue to build upon their knowledge and skill. Students will learn advanced deep tissue technique for major muscle groups. This course will include: Deep Tissue Massage II.

A 2.0 GPA is required for this course.

70 HOURS LAB = 3.5 CREDIT HOURS

MT 275 - INTRODUCTION TO ADVANCED TECHNIQUE II

This course is a continuation of Introduction to Advanced Technique I. Students will expand their knowledge and understanding of advanced technique and will learn basic as well as advanced hydrotherapy application.

A 2.0 GPA is required for this course.

30 HOURS LECTURE/ 50 HOURS LAB = 5.5 CREDIT HOURS

MT 280 - SPORTS MASSAGE II

This course is a continuation of Sports Massage I. This class will emphasize specific problems the athlete may encounter during sporting events.

35 HOURS LECTURE = 3.5 CREDIT HOURS

MT 300 - CLINICAL PRACTICE

This course is a student clinical. It will allow the student to develop self-confidence in their skill while working in a supervised environment. Students will practice their skills on staff and the general public.

A 2.0 GPA is required of this course

90 HOURS CLINICAL = 3 CREDIT HOURS

MEDICAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as a medical assistant in the physician's office, hospital, laboratory, or clinic. Students learn fundamental knowledge of the latest methods, theories, and skills needed to assist in a medical setting. Medical assistant training includes a study of anatomy and physiology, law and ethics, medical terminology, and pharmacology. Clinical procedures such as TPR, blood pressure, sterilization techniques, patient exam preparation, venipuncture, first aid, minor surgeries, EKG, CPR, injections, medical office and basic lab procedures are included. Externship provides the student the opportunity to put these skills to use before actual placement in the health care field. **In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test. A minimum score of 14 is required for the Wonderlic Test.**

COURSE OBJECTIVE

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

MEDICAL ASSISTANT PROGRAM COURSES

Course Number	Course Title	Credit Hours	Clock Hours
MC 101	Anatomy & Physiology I	2	20
MC 102	Anatomy & Physiology II	2	20
MC 201	Anatomy & Physiology III	2	20
MC 202	Anatomy & Physiology IV	2	20
MC 120	Pharmacology	2	20
MC 301	Clinical Office Procedures	2	20
MA 101	Medical Terminology I	2	20
MA 102	Medical Terminology II	2	20
MA 201	Medical Terminology III	2	20
MA 202	Medical Terminology IV	2	20
ML 101	Medical Clinical Lab I	1	20
ML 102	Medical Clinical Lab II	1	20
ML 201	Medical Clinical Lab III	1	20
ML 202	Medical Clinical Lab IV	1	20
ML 301	Medical Clinical Lab V	1	20
MB 101	Medical Business Theory	2	20
MB 201	Medical Office Procedures I	2	20
MB 202	Medical Coding	1	20
MB 203	Medical Insurance I	2	20
MB 301	Medical Office Procedures II	2	20
WP 101	Introduction to Computers	1	20
WP 102	Medical Transcription	1	20
ES 101	Life Skills	2	20
ES 201	Employability Skills	1	20
EX 301	Medical Assistant Externship I	1	40
EX 302	Medical Assistant Externship II	6	200
	TOTAL CREDIT/ CLOCK HOURS	46	720

Class Size: average 18 students, maximum 30 students/ 30-36 week program
(All GREC lectures and labs are based on a 50-minute clock hours.)

* 720 hours = 46 quarter credit hours.

One-quarter credit hour is equal to 10 lecture hours or 20 laboratory hours, or 30 hours of externship.

GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

MEDICAL ASSISTANT COURSE DESCRIPTIONS**MC 101 - ANATOMY & PHYSIOLOGY I**

Provides for the fundamental study of the human body. The study of medically significant microorganisms and their classification will be included. A brief chemistry overview will be presented along with the study of the human body's composition at a cellular level and the reactions of the human body's defense mechanisms. Theoretical knowledge and application of specific vital sign skills will be presented and then reinforced throughout the medical assistant course.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 102 - ANATOMY & PHYSIOLOGY II

This course introduces basic knowledge of body systems. It also emphasizes a detailed study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care and recognition of diseases. Body systems studied will include; skin, cardiovascular, blood, and the respiratory system.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 201 - ANATOMY & PHYSIOLOGY III

Individual study of the various body systems will be continued. Fundamentals of word analysis, definitions, spelling, and their use in the medical field are included. Pathophysiology, symptomatology and treatment of diseases and the injury of systems are also covered. Body systems studied will include; muscle, skeletal, digestive, and urinary system.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 202 - ANATOMY & PHYSIOLOGY IV

Continuation of the fundamentals of analysis of body systems, definitions, spelling and medical usage will remain the focus. Continuation of the study of structure, function, pathophysiology, symptomatology and treatment of disease and injury of systems is also included. Body systems studied will include; nervous, endocrine, and the reproductive systems.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 120 - PHARMACOLOGY

Provides a theoretical foundation of pharmacotherapeutics. Common abbreviations used in the medical field will be studied, along with an introduction to pharmaceutical math. Drug classification, calculations, theoretical knowledge of all forms of administration and its effects on the human body systems will be studied.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 301 - CLINICAL OFFICE PROCEDURES

Introduces basic clinical skills utilized in a medical office. Basic office surgery, physical assessment, and first aid will be studied.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 101 - MEDICAL TERMINOLOGY I

This course will focus on the overall introduction of medical terminology. Techniques of medical word building, categorizing of suffixes, prefixes, and root words will be learned. An introduction of anatomical, physiological, and pathological terms will be presented.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 102 - MEDICAL TERMINOLOGY II

Terminology corresponding with the body systems taught in MC 102 will be discussed. This will include combining forms, suffixes, and prefixes, specific to medical terms and disease processes associated with body systems such as skin, cardiovascular, blood, and respiratory systems.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 201 - MEDICAL TERMINOLOGY III

Terminology corresponding with the body systems taught in MC 201 will be discussed. This will include combining forms, suffixes, and prefixes, specific to medical terms and disease processes associated with body systems such as muscle, skeletal, digestive, and urinary systems.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 202 - MEDICAL TERMINOLOGY IV

Terminology corresponding with the body systems taught in MC 202 will be discussed. This will include combining forms, suffixes, and prefixes, specific to medical terms and disease processes associated with body systems such as nervous, endocrine, and reproductive systems.

A 2.0 GPA is required for all clinical courses.

20 HOURS LECTURE = 2 CREDIT HOURS

ML 101 - MEDICAL CLINICAL LAB I

This course provides an introduction to the medical clinical lab. Concentration will be on precautions, medical and surgical asepsis. OSHA rules and regulations will be introduced, along with an introduction in the use of microscopes. Clinical application of vital signs will be stressed. Clinical requirements are outcome based on competency.

A 2.0 GPA is required for all clinical courses.

20 HOURS LAB = 1 CREDIT HOUR

ML 102 - MEDICAL CLINICAL LAB II

Focus of the lab experience will be application of theories taught in Pharmacology. Continued emphasis on application of skills introduced in Clinical Lab I. The student will be introduced to injections and calculation of medications. Clinical requirements are outcome based on competency.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: ML 101

20 HOURS LAB = 1 CREDIT HOUR

ML 201 - MEDICAL CLINICAL LAB III

Additional lab requirements include theoretical knowledge of frequently used hematology and blood tests. The student will be introduced to venipuncture and various procedures for obtaining blood. The student will continue practicing skills learned to date including injections, medication calculations, vital signs, and medical asepsis learned in the introductory lab. Clinical requirements are outcome based on competency.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: ML 101

20 HOURS LAB = 1 CREDIT HOUR

ML 202 - MEDICAL CLINICAL LAB IV

Review of hematology, clinical assessments, office set-ups, and injections will continue. The student will have an opportunity to practice skills learned in previous lab settings. The student will also have an opportunity to perform actual history and physical assessments. Clinical requirements are outcome basis on competency.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: ML 101

20 HOURS LAB = 1 CREDIT HOUR

ML 301 - MEDICAL CLINICAL LAB V

Improvement of skills learned in clinical lab will be the focus of this lab. Certification in CPR will be included.

A final preparatory skills lab assessment is conducted prior to a student's release to externship.

A 2.0 GPA is required for all clinical courses.

Pre-requisite: ML 101

20 HOURS LAB = 1 CREDIT HOUR

MB 101 - MEDICAL BUSINESS THEORY

Focuses on the role of a medical assistant in a clerical setting. Professionalism, law and ethics, communication theory and psychology will be discussed.

20 HOURS LECTURE = 2 CREDIT HOURS

MB 201 - MEDICAL OFFICE PROCEDURES I

An overview of general business practices of a health care office is the focus of this course. Subject matter includes: telephone technique, mail handling, appointment scheduling, records management, and filing.

20 HOURS LECTURE = 2 CREDIT HOURS

MB 202 - MEDICAL CODING

A basic knowledge necessary to understand and apply information to accurately bill claims will be taught. Converting diagnosis and procedures to the ICD - 9, CPT-4, and HCPCS coding formats will be introduced.

20 HOURS LAB = 1 CREDIT HOUR

MB 203 - MEDICAL INSURANCE I

Introduction to cost containment, private insurance carriers, extension of benefits, subrogation, definition of dependents, and all aspects of managed care related to a physician's office will be taught. Theory of Medicare and Medicaid insurance programs and billing guidelines will also be covered.

20 HOURS LECTURE = 2 CREDIT HOURS

MB 301 - MEDICAL OFFICE PROCEDURES II

Administrative skills taught include: inventory control, professional fees and credit arrangements. In addition the student will learn to manage accounts payable, accounts receivable, prepare payroll and the financial arrangements necessary to function in a medical office environment.

20 HOURS LECTURE = 2 CREDIT HOURS

WP 101 - INTRODUCTION TO COMPUTERS

This course will provide the introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proofreading.

20 HOURS LAB - 1 CREDIT HOUR

WP 102 - MEDICAL TRANSCRIPTION

Students will be introduced to the fundamentals of transcription in this course. They will have an opportunity to transcribe a series of pre-recorded medical reports including History and Physicals, Operative Reports, and Discharge Summaries.

20 HOURS LAB - 1 CREDIT HOUR

ES 101 - LIFE SKILLS

Time management, study skills, learning styles, and problem solving techniques are discussed in this course. In addition, students will be able to define goals, review conflict management techniques, and identify ways to develop self-esteem. This is taught to assist the student to use the educational process in developing habits that will be effective in job performance.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 201 - EMPLOYABILITY SKILLS

In this course the student will learn job search skills and interviewing techniques. The student will prepare a cover letter, resume, and follow-up correspondence for job search. Opportunities for mock interviews and professional attire will be included.

20 HOURS LAB = 1 CREDIT HOUR

EX 301 - MEDICAL ASSISTANT EXTERNSHIP I

Upon completion of the preparatory lab, students will be able to start their externship training. The first 40 hours will introduce them to their particular field. Externship will begin following successful interviewing for a medical position.

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

EX 302 - MEDICAL ASSISTANT EXTERNSHIP II

The remaining 200 hours will involve applied hand-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job search and placement implemented upon successful completion of externship.

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

MEDICAL OFFICE SPECIALIST PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the necessary skills to obtain an entry-level position as a medical office specialist in the physician's office, dentist's office, hospital business office, health maintenance organization, or insurance company. Career training includes appointment scheduling, records management, inventory control, payroll, collections, banking, and bookkeeping, word processing, computerized patient management for both medical and dental practices, communication and organizational skills, medical/ dental terminology, medical transcription, and human anatomy. Medical Office Specialist students receive additional instruction in insurance billing, blood pressure, and patient charting. Externship provides the student the opportunity to put these skills to use before actual placement in the health care field.

In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test and typing test. A minimum score of 14 is required for the Wonderlic Test and minimum score of 20 wpm is required for the typing test.

COURSE OBJECTIVE

Upon completion of the Medical Office Specialist Program, the student will possess the knowledge and skills required to function in an administrative capacity in a health care setting.

MEDICAL OFFICE SPECIALIST PROGRAM COURSES

Course Number	Course Title	Credit Hours	Clock Hours
MC 101	Anatomy & Physiology I	2	20
MC 102	Anatomy & Physiology II	2	20
MC 201	Anatomy & Physiology III	2	20
MC 202	Anatomy & Physiology IV	2	20
MA 101	Medical Terminology I	2	20
MA 102	Medical Terminology II	2	20
MA 201	Medical Terminology III	2	20
MA 202	Medical Terminology IV	2	20
DC 102	Dental Terminology I	2	20
MB 101	Medical Business Theory	2	20
MB 201	Medical Office Procedures I	2	20
MB 301	Medical Office Procedures II	2	20
MB 302	Medical Office Procedures III	2	20
MB 202	Medical Coding	1	20
MB 203	Medical Insurance I	2	20
MB 310	Medical Insurance II	2	20
DB 203	Dental Insurance I	2	20
WP 101	Introduction to Computers	1	20
WP 102	Medical Transcription	1	20
WP 201	Business Correspondence	1	20
WP 202	Computerized Records Management	1	20
WP 301	Word Processing	1	20
ES 101	Life Skills	2	20
ES 201	Employability Skills	1	20
EX 301	Medical Office Specialist Externship I	1	40
EX 302	Medical Office Specialist Externship II	6	200
TOTAL CREDIT/ CLOCK HOURS		48	720

Class Size: average 11 students, maximum 20 students/ 30-36 week program
(All GREC lectures and labs are based on a 50-minute clock hours.)

* 720 hours = 48 quarter credit hours.

One-quarter credit hour is equal to 10 lecture hours or 20 laboratory hours, or 30 hours of externship.
GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

MEDICAL OFFICE SPECIALIST COURSE DESCRIPTIONS

MC 101 - ANATOMY & PHYSIOLOGY I

Provides for the fundamental study of the human body. The study of medically significant microorganisms and their classification will be included. A brief chemistry overview will be presented along with the study of the human body's composition at a cellular level and the reactions of the human body's defense mechanisms.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 102 - ANATOMY & PHYSIOLOGY II

This course introduces basic knowledge of body systems. It also emphasizes a detailed study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care and recognition of diseases. Body systems studied will include; skin, cardiovascular, blood, and the respiratory system.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 201 - ANATOMY & PHYSIOLOGY III

Individual study of the various body systems will be continued. Fundamentals of word analysis, definitions, spelling, and their use in the medical field are included. Pathophysiology, symptomatology and treatment of diseases and the injury of systems are also covered. Body systems studied will include; muscle, skeletal, digestive, and urinary system.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 202 - ANATOMY & PHYSIOLOGY IV

Continuation of the fundamentals of analysis of body systems, definitions, spelling and medical usage will remain the focus. Continuation of the study of structure, function, pathophysiology, symptomatology and treatment of disease and injury of systems is also included. Body systems studied will include; nervous, endocrine, and the reproductive systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 101 - MEDICAL TERMINOLOGY I

This course will focus on the overall introduction of medical terminology. Techniques of medical word building, categorizing of suffixes, prefixes, and root words will be learned. An introduction of anatomical, physiological, and pathological terms will be presented.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 102 - MEDICAL TERMINOLOGY II

Terminology corresponding with the body systems taught in MC 102 will be discussed. This will include combining forms, suffixes, and prefixes, specific to medical terms and disease processes associated with body systems such as skin, cardiovascular, blood, and respiratory systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 201 - MEDICAL TERMINOLOGY III

Terminology corresponding with the body systems taught in MC 201 will be discussed. This will include combining forms, suffixes, and prefixes, specific to medical terms and disease processes associated with body systems such as muscle, skeletal, digestive, and urinary systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 202 - MEDICAL TERMINOLOGY IV

Terminology corresponding with the body systems taught in MC 202 will be discussed. This will include combining forms, suffixes, and prefixes, specific to medical terms and disease processes associated with body systems such as nervous, endocrine, and reproductive systems.

20 HOURS LECTURE = 2 CREDIT HOURS

DC 102 - DENTAL TERMINOLOGY

This course introduces the basic knowledge of anatomy and physiology of the oral cavity. Terminology related to dentistry, tooth morphology, oral histology, anesthesia, and preventative dentistry will be included. The student will be introduced to appropriate basic dental specialties terminology.

20 HOURS LECTURE = 2 CREDIT HOURS

MB 101 - MEDICAL BUSINESS THEORY

Focuses on the role of a medical assistant in a clerical setting. Professionalism, law and ethics, communication theory and psychology will be discussed.

A 2.0 GPA is required for all business classes

20 HOURS LECTURE = 2 CREDIT HOURS

MB 201 - MEDICAL OFFICE PROCEDURES I

An overview of general business practices of a health care office is the focus of this course. Subject matter includes: telephone technique, mail handling, appointment scheduling, records management, and filing.

A 2.0 GPA is required for all business classes

20 HOURS LECTURE = 2 CREDIT HOURS

MB 301 - MEDICAL OFFICE PROCEDURES II

Administrative skills taught include: inventory control, professional fees and credit arrangements. In addition the student will learn to manage accounts payable, accounts receivable, prepare payroll and the financial arrangements necessary to function in a medical office environment.

A 2.0 GPA is required for all business classes

20 HOURS LECTURE = 2 CREDIT HOURS

MB 302 - MEDICAL OFFICE PROCEDURES III

Administrative skills taught in this course include: advanced management skills, records management, computer application skills, bookkeeping, and processing. A final preparatory business simulation will be included in this course.

A 2.0 GPA is required for all business classes

20 HOURS LECTURE = 2 CREDIT HOURS

MB 202 - MEDICAL CODING

A basic knowledge necessary to understand and apply information to accurately bill claims will be taught. Converting diagnosis and procedures to the ICD - 9, CPT-4, and HCPCS coding formats will be introduced.

A 2.0 GPA is required for all business classes

20 HOURS LAB = 1 CREDIT HOUR

MB 203 - MEDICAL INSURANCE I

Introduction to cost containment, private insurance carriers, extension of benefits, subrogation, definition of dependents, and all aspects of managed care related to a physician's office will be taught. Theory of Medicare and Medicaid insurance programs and billing guidelines will also be covered.

A 2.0 GPA is required for all business classes

20 HOURS LECTURE = 2 CREDIT HOURS

MB 310 - MEDICAL INSURANCE II

This course contains information on qualifications, limitations, and specifics of insurance billing. The student will be introduced to coordination of benefits and aspects of managed care involved in the physician's office.

A 2.0 GPA is required for all business classes.

20 HOURS LECTURE = 2 CREDIT HOURS

DB 203 - DENTAL INSURANCE

Principles of coding, terminology, theory and applications of major insurance programs with a hands on approach is the emphasis of this course. The student will prepare insurance claim forms and will utilize practical exercises to reinforce the materials obtained from the dental insurance lecture.

Pre-requisite: DA 101

A 2.0 GPA is required for all business classes.

20 HOURS LECTURE = 2 CREDIT HOURS

WP 101 - INTRODUCTION TO COMPUTERS

This course will provide the introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proofreading.

20 HOURS LAB - 1 CREDIT HOUR

WP 102 - MEDICAL TRANSCRIPTION

Students will be introduced to the fundamentals of transcription in this course. They will have an opportunity to transcribe a series of pre-recorded medical reports including History and Physicals, Operative Reports, and Discharge Summaries.

A 2.0 GPA is required for all business classes

20 HOURS LAB = 1 CREDIT HOUR

WP 201 - BUSINESS CORRESPONDENCE

This course combines theory with actual practical lab experience in the formatting of proper dental and medical business letters and other office communications.

A 2.0 GPA is required for all business classes

20 HOURS LAB = 1 CREDIT HOUR

WP 202 - COMPUTERIZED RECORDS MANAGEMENT

In this course the student will learn to input and modify patient health care records on a specialized medical computerized application program. The student will also become familiar with computerized data entry.

A 2.0 GPA is required for all business classes.

20 HOURS LAB = 1 CREDIT HOUR

WP 301 - WORD PROCESSING

The student will learn word processing functions and systems through exercises on a personal computer system. Introduction to computerized spreadsheets and file management will be included.

20 HOURS LAB = 1 CREDIT HOUR

ES 101 - LIFE SKILLS

Time management, study skills, learning styles, and problem solving techniques are discussed in this course. In addition, students will be able to define goals, review conflict management techniques, and identify ways to develop self-esteem. This is taught to assist the student to use the educational process in developing habits that will be effective in job performance.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 201 - EMPLOYABILITY SKILLS

In this course the student will learn job search skills and interviewing techniques. The student will prepare a cover letter, resume, and follow-up correspondence for job search. Opportunities for mock interviews and professional attire will be included.

20 HOURS LAB = 1 CREDIT HOUR

EX 301 - MEDICAL OFFICE SPECIALIST EXTERNSHIP 1

Upon completion of the preparatory lab, students will be able to start their externship training. The first 40 hours will introduce them to their particular field. Externship will begin following successful interviewing for a health care position.

40 HOURS EXTERNSHIP = 1 CREDIT HOUR

EX 302 - MEDICAL OFFICE SPECIALIST EXTERNSHIP II

The remaining 200 hours will involve applied hand-on skills from the knowledge obtained in the classroom. Proficiency skills are assessed and job search and placement implemented upon successful completion of externship.

200 HOURS EXTERNSHIP = 6 CREDIT HOURS

MEDICAL TRANSCRIPTION SPECIALIST PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to provide the student with the skills necessary for an entry-level position in the health care field. Hands on experience will be gained as the student will prepare medical transcription reports. The course work includes medical terminology, medical anatomy and physiology, surgical procedures, laboratory tests, and human diseases as well as the handling of medical records which provides the student with the information needed to effectively type reports.

In order to be considered a candidate for this program, students must meet basic requirements for admission and take a Wonderlic Test and a typing test. A minimum score of 16 is required for the Wonderlic Test and a minimum of 25 wpm is required for the typing test.

COURSE OBJECTIVE

Upon completion of the Medical Transcription Specialist Program, the student will have knowledge and skills to type necessary reports in a health care setting. Office and hospital reports will be effectively done.

MEDICAL TRANSCRIPTION SPECIALIST COURSES

Course Number	Course Title	Credit Hours	Clock Hours
MC 101	Anatomy and Physiology I	2	20
MC 102	Anatomy and Physiology II	2	20
MC 120	Pharmacology	2	20
MC 201	Anatomy and Physiology III	2	20
MC 202	Anatomy and Physiology IV	2	20
MA 101	Medical Terminology I	2	20
MA 102	Medical Terminology II	2	20
MA 201	Medical Terminology III	2	20
MA 202	Medical Terminology IV	2	20
MB 210	Medical Records	2	20
MTS 120	English	2	20
MTS 130	Basic Medical Transcription I	1	20
MTS 140	Basic Medical Transcription II	1	20
MTS 200	Surgical Procedures	1	20
MTS 230	Advanced Medical Transcription I	1	20
MTS 250	Advanced Medical Transcription II	1	20
MTS 300	Advanced Medical Transcription III	2	40
MTS 320	Advanced Medical Transcription IV	2	40
MTS 340	Quality Assurance	2	20
MTS 360	Beginning Laboratory Medicine	2	20
MTS 370	Advanced Laboratory Medicine	2	20
HS 110	Human Diseases I	2	20
HS 210	Human Diseases II	2	20
ES 101	Life Skills	2	20
ES 201	Employability Skills	1	20
WP 101	Introduction to Computers	1	20
WP 201	Business Correspondence	1	20
EX 301	Externship I	0.5	20
EX 302	Externship II	4	120
TOTAL CREDIT/ CLOCK HOURS		50.5	720

Class Size: Average is 15 students, Maximum 20 students/36-week Program Days, 40-week Program Evenings. (All GREC students lectures and labs are based on a 50-minute clock hour).

720 hours = 50.5 quarter credit hours. One-quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, or 30 hours of externship. GREC reserves the right to reschedule or cancel and class up to one week in advance of the start date.

MEDICAL TRANSCRIPTION SPECIALIST COURSE DESCRIPTIONS

MC 101 – ANATOMY AND PHYSIOLOGY I

Provides for the fundamental study of the human body. The study of medically significant microorganisms and their classification will be included. A brief chemistry overview will be presented along with the study of the human body's composition at a cellular level and the reactions of the human body's defense mechanisms.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 102 – ANATOMY AND PHYSIOLOGY II

This course introduces basic knowledge of body systems. It also emphasizes a detailed study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care and recognition of diseases. Body systems studied will include, skin, cardiovascular, blood and the respiratory system.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 201 – ANATOMY AND PHYSIOLOGY III

Individual study of the various body systems will be continued. Fundamentals of work analysis, definitions, spelling and their use in the medical field are included. Pathophysiology, symptomatology and treatment of diseases and the injury of systems are also covered. Body systems studied will include, muscle, skeletal, digestive and urinary system.

20 HOURS LECTURE= 2 CREDIT HOURS

MC 202 – ANATOMY AND PHYSIOLOGY IV

Continuation of the fundamentals of analysis of body systems, definitions, spelling and medical usage will remain the focus. Continuation of the study of structure, function, pathophysiology, symptomatology and treatment of diseases and injury of system is also included. Body systems studied will include, nervous, endocrine and the reproductive systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MC 120 – PHARMACOLOGY

This course will study the principles of pharmacology and drug action, routes of administration, classification of medications. Instructions in the use of the Physicians Drug Reference and other drug handbooks will be included.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 101 – MEDICAL TERMINOLOGY I

This course will focus on the overall introduction of medical terminology. Techniques of medical work building, categorizing of suffixes, prefixes and root words will be learned. An introduction of anatomical, physiological and pathological terms will be presented.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 102 – MEDICAL TERMINOLOGY II

Terminology corresponding with the body systems taught in MC 102 will be discussed. This will include combining forms, suffixes and prefixes, specific to medical terms and disease processes associated with body systems such as skin, cardiovascular, blood and respiratory systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 201 – MEDICAL TERMINOLOGY III

Terminology corresponding with the body systems taught in MC 201 will be discussed. This will include combining forms, suffixes and prefixes, specific to medical terms and disease processes associated with body systems such as muscle, skeletal digestive and urinary systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MA 202 – MEDICAL TERMINOLOGY IV

Terminology corresponding with the body systems taught in MC 202 will be discussed. This will include combining forms, suffixes and prefixes, specific to medical terms and disease processes associated with body systems such as nervous, endocrine and reproductive systems.

20 HOURS LECTURE = 2 CREDIT HOURS

MB 201 – MEDICAL RECORDS

This course covers an in-depth study of the various styles and types of medical record reports. The handling of the medical record, corrections, deletions and additions to the medical record will be covered. Appropriate medical record copying and releasing will be included.

20 HOURS LECTURE = 2 CREDIT HOURS

MTS 120 – ENGLISH

This course covers basic English skills and usage. Correct capitalization, number usage and parts of the sentence will be studied in an effort to correctly translate and interpret medical transcription.

20 HOURS LECTURE = 2 CREDIT HOURS

MTS 130 – BASIC MEDICAL TRANSCRIPTION I

This is an introductory course into medical transcription. Emphasis will be on the development of accuracy and correct medical interpretation of transcription tapes. Proper letter format, history and physical examination reports, consultation reports and discharge summaries will be taught. Editing and proofreading techniques will be shown.

20 HOURS LAB = 1 CREDIT HOUR

MTS 140 – BASIC MEDICAL TRANSCRIPTION II

This course is a continuation of the techniques taught in MTS 130 with continued emphasis on accuracy and new emphasis on development of typing speed.

20 HOURS LAB = 1 CREDIT HOUR

MTS 200 – SURGICAL PROCEDURES

This course will include the study of surgical techniques, instrumentation used and operative procedures as recorded in medical transcription.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

MTS 230 – ADVANCED MEDICAL TRANSCRIPTION I

This course will continue with the techniques taught in MTS 140. Specialty transcription will be introduced in this course.

20 HOURS LAB = 1 CREDIT HOUR

MTS 250 – ADVANCED MEDICAL TRANSCRIPTION II

This is a continuation of transcription with an emphasis on speed and accuracy. Students will learn to self-correct and continue to improve with more specialized transcription tapes.

20 HOURS LAB = 1 CREDIT HOUR

MTS 300 – ADVANCED MEDICAL TRANSCRIPTION III

In this final class, students will learn advanced transcription techniques. Accuracy and speed will be the focus of this lab.

40 HOURS LAB = 2 CREDIT HOURS

MTS 320 – ADVANCED MEDICAL TRANSCRIPTION IV

In this final transcription class, students will learn advanced transcription techniques. Accuracy and speed will continue to be the focus of this lab.

40 HOURS LAB = 2 CREDIT HOURS

MTS 340 – QUALITY ASSURANCE

This course studies the completeness of the medical record. DRGs will be introduced and the role the medical record department plays in monitoring quality assurance. Signatures and monitoring of the medical record will be included in this course.

20 HOURS LECTURE = 2 CREDIT HOURS

MTS 360 – BEGINNING LABORATORY MEDICINE

A comprehensive study of laboratory and pathology tests will be included in this course. Procedures associated with each body system will be included.

20 HOURS LECTURE = 2 CREDIT HOURS

MTS 370 – ADVANCED LABORATORY MEDICINE

This course is a continuation of laboratory and pathology tests taught in MTS 360. Emphasis on surgical testing will be included in this course.

20 HOURS LECTURE = 2 CREDIT HOURS

HS 110 – HUMAN DISEASES I

This course is a comprehensive study of disease processes. Diseases will be reviewed by system.

20 HOURS LECTURE = 2 CREDIT HOURS

HS 201 – HUMAN DISEASES II

This course is a continuation of HS 110.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 101 – LIFE SKILLS

Time management, study skills, learning styles and problem solving techniques are discussed in this course. In addition, students will be able to define goals, review conflict management techniques and identify ways to develop self-esteem. This is taught to assist the student to use the educational process in developing habits that will be effective in job performance.

20 HOURS LECTURE = 2 CREDIT HOURS

ES 201 – EMPLOYABILITY SKILLS

In this course the student will learn job search skills and interviewing techniques. The student will prepare a cover letter, resume and follow-up correspondence for job search. Opportunities for mock interviews and professional attire will be included.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

WP 101 – INTRODUCTION TO COMPUTERS

This course will provide the introduction to computer terminology, exposure to DOS and Windows operating systems, word processing and proofreading.

20 HOURS LAB = 1 CREDIT HOUR

WP 201 – BUSINESS CORRESPONDENCE

This course utilizes the English skills learned and applies those skills to business letters and correspondence. Letter styles and format are taught.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

EX 301 – EXTERNSHIP I

The first 20 hours of externship will introduce students to their particular field. This involves but is not limited to obtaining an externship site and interviewing for a position.

20 HOURS EXTERNSHIP = 0.5 CREDIT HOURS

EX 302 – EXTERNSHIP II

The student will be involved in extensive training on an extern site. This will include an applied hands-on skills learned from the classroom. Proficiency skills are assessed and job search and placement implemented.

120 HOURS EXTERNSHIP = 4 CREDIT HOURS

PRACTICAL NURSE PROGRAM

PHILOSOPHY/PURPOSE

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

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

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

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

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

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

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

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

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

CONCEPTUAL FRAMEWORK

The faculty of Grand Rapids Educational Center's Practical Nurse Program has identified specific concepts, which provide the framework for the development, implementation, and evaluation of the program.

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

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

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

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

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

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

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

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

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

PROGRAM OBJECTIVES

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

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

CURRICULUM DESIGN

FULL-TIME

PN 1

First Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HS 101	Human Anatomy & Physiology I	4	40
PH 101	Basic Pharmacology I	4	44
NS 101	Fundamentals of Nursing I	7	120
NU 101	Nutrition Through the Life Cycle	3	3
Total Credit/Clock Hours		20	323

PN 2

Second Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HS 201	Human Anatomy & Physiology II	4	40
PH 201	Basic Pharmacology II	4	48
NS 201	Fundamentals of Nursing II	9	205
NS 202	Issues in Healthcare	3	30
Total Credit/Clock Hours		20	323

PN3

Third/Fourth Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
NS 301	Medical/Surgical Nursing	11	216
NS 302	Geriatric Nursing	9	170
Total Credit/Clock Hours		20	386

PN4

Fourth/Third Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
NS 303	Obstetrical Nursing	10	193
NS 304	Pediatric Nursing	10	193
Total Credit/Clock Hours		20	386

TOTAL CREDIT FOR PROGRAM

78 **1329**

*The first four weeks of scheduled clinical in Fundamental I will be spent in the learning laboratory.

*One-half of the students will be instructed in medical/surgical and geriatric nursing in the third quarter. In the fourth quarter, these students will then take obstetrical and pediatric nursing.

*One-half of the students will be instructed in obstetrical and pediatric nursing in the third quarter. In the fourth quarter, these students will then take medical/surgical and geriatric nursing.

Class Size: average 20 students, with a maximum of 25 students, and it is a 48 week program. (All GREC lectures and labs are based on a 50-minute clock hour.)

*1329 hours = 78 quarter credit hours.

One quarter credit hour is equal to 10 lecture hours and 20 laboratory hours, or 30 hours of clinical.

GREC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

CLINICAL FACILITIES

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

EVALUATIONS

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

PROGRESSION

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

PROMOTION AND GRADUATION

Promotion

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

Graduation

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

- Satisfactory completion of the required course of study as stated in the curriculum design.
- No monetary indebtedness to the program.

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

After completion of the Grand Rapids Educational Center Practical Nurse Program, the graduate is entitled to apply to sit for the licensure examination and apply for licensure. **A graduate must pass the licensing examination in order to practice as a Licensed Practical Nurse.** Laws govern mandatory licensure to practice.

AUDIT POLICY

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

ADMISSION POLICY AND PROCEDURE

1. Complete the Practical Nurse Program application for admission and return to Grand Rapids Educational Center with a \$95.00 non-refundable fee, payable to GREC. The fee includes the work for processing the application.
2. The applicant must be a high school graduate or have satisfactorily passed the high school equivalency examination (G.E.D.). The appropriate transcript or test scores must be submitted with the application.

This program is designed to incorporate mandatory prerequisite courses and a recommended course to prepare the applicant entering the nursing program. Prerequisite course proficiency exams may be given at the discretion of the Program Coordinator.

Mandatory prerequisite courses:

- a) Math Preparation for Health Care with 80 percent or above
- b) Medical Terminology with 80 percent or above
- c) Microbiology for Health Care with 75 percent or above

Current American Heart Association CPR for Health Care Providers and/or American Red Cross CPR for the Professional Rescuer is required.

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3. It is preferred that an applicant have hands on health care experience such as competency evaluated nursing assistant, home health aide, EMT, etc. Verification of credentials will be required.
 4. Transfer students eligibility will be determined on an individual basis. Prerequisite requirements are waived for transfer students.
 5. A score above the 30th percentile on the Revised PSB Aptitude for Practical Nursing Exam is required. Applicants who score below the 30th percentile will be considered on an individual basis. The PSB examination is a standardized examination utilized by the Admission Committee to provide a common basis for evaluating the academic ability of applicants. The examination includes five tests: Academic Aptitude (verbal, mathematics, and non-verbal ability), Spelling, Natural Sciences, Judgment and Comprehension in Practical Nursing Situations, and Vocational Adjustment. Two and one-half hours are allowed for the examination. A \$50.00 non-refundable fee, payable to GREC, must be paid prior to the examination.
 6. The applicant must write a one-hundred-fifty word essay entitled, "Why I Want to Be a Practical Nurse." The essay is submitted with the application.
 7. In addition to meeting the above criteria, the applicant should be of good character and have a sincere desire to enter a profession which meets the needs of others. Three letters of reference must be submitted.
 8. A personal interview may be required by the admissions committee.
 9. After the above information has been received and is complete, the Admissions Committee will take the applicant's records under review. The applicant will then be notified of the decision of the Committee.
 10. Once accepted into the program, a physical form will be provided to the student. Successfully passing the physical examination, tests, and current immunizations must be submitted prior to the onset of classes. The student must provide proof of a recent TB test and proof of Hepatitis B, Rubella, Rubeola, and Varicella immunizations. (Hep B's may be started before class begins and completed within the first 20 weeks of the program.)

FEES

All admissions fees must be submitted with the application.

Tuition is paid quarterly in advance by credit hour and due prior to the beginning of the quarter. Payment is made payable to Grand Rapids Educational Center.

Any unexpected or unanticipated additional expenses are the student's responsibility.

TARDINESS

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

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

Practical Nurse Program Attendance Procedure

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

1st unexcused absence = verbal warning from instructor.

2nd unexcused absence = meet with instructor and coordinator and devise a written plan to assure no more unexcused absences and to plan make-up.

3rd unexcused absence = termination from the program with eligibility to reapply to repeat the program.

Absence or tardiness with notification:

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

Tardiness

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

1st time = verbal warning from instructor

2nd time = written warning and meeting instructor and coordinator to devise a remedial plan

3rd time = termination from the program and apply to return to the next class

Satisfactory Progress

Students must maintain an overall GPA of at least 2.0. Academic achievement will be evaluated every 6 weeks. Students whose GPA is below 2.0 will be placed on academic probation for the following six (6) weeks and notified. Students continuing on probation, after the first probationary period are ineligible to receive federal financial aid funds.

Removal from Academic Probation: the student will be removed from academic probation at the end of 12 weeks when his/her GPA is at or above 2.0.

Academic Dismissal: if a student is on academic probation and his/her GPA during the probationary period remains below 2.0, he/she will be dismissed. If he/she receives all failures the first term, he/she will be dismissed.

Re-Enrollment Policy

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

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

Confidentiality of Records

The Family Educational Rights and Privacy Act of 1974 provides that all student records are confidential and available only to that student and his/her parent(s) if they supported the student for over half of his or her income, to school officials, and to outside agencies that provide the student with financial assistance.

Students may review their records upon written request to the Program Director. Deletions of or additions to the records will be considered only if the grievance process is utilized.

The student may also release the records to others by signing a written release form in the program office, e.g., state board examination scores, references, recommendations.

Library

The library at Grand Rapids Educational Center provides services to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks is available.

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

PRACTICAL NURSE PROGRAM LEVELS

PN 1 – PRACTICAL NURSING I

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

PN 2 – PRACTICAL NURSING II

This level provides the student with ability to meet the nursing needs of patients of all ages, administration of selected medication, roles and responsibilities of the practical nurse. The student utilizes parts of the nursing process when providing nursing care for patients with various chronic disease and illness conditions. Student must pass a drug proficiency exam in order to progress to Level III.

PN 3 – PRACTICAL NURSING III

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

PRACTICAL NURSE PROGRAM COURSE DESCRIPTIONS

LEVEL I

HS 101 – HUMAN ANATOMY & PHYSIOLOGY I

The student is presented with basic facts and principles of the body structure and function. These fundamental facts are simplified and practical application is emphasized. The student is encouraged to correlate the relationship between science facts and the nursing process.

4 CREDIT HOURS = 40 CLOCK HOURS

NS 101 – FUNDAMENTALS OF NURSING I

Overview of fundamental concepts which incorporates theory skills and the nursing process while viewing the client in a holistic manner. Focuses on the psychosocial, developmental, physiological, economic, spiritual, and sociocultural needs of the client. Provides opportunities to introduce basic skills both in the learning laboratory and in the clinical setting.

Didactic = letter grade, lab/clinical – S/U grade

7 CREDIT HOURS = 120 CLOCK HOURS

PH 101 – BASIC PHARMACOLOGY I

This course is designed to provide useful information regarding medications and to correlate facts and principles with Anatomy & Physiology. The student will be presented with foundational knowledge needed to safely and responsibly administer medications under the supervision of a licensed professional. Emphasis is placed on the nursing process and the role of the practical nurse.

4 CREDIT HOURS = 44 CLOCK HOURS

NU 101 – NUTRITION THROUGH THE LIFE CYCLE

Focuses on the nutritional need of individuals in various age groups, both in a well and illness state. Exploration of sociocultural, economic, and religious preferences are included to develop an individualized plan of care through the use of the nursing process.

3 CREDIT HOURS = 30 CLOCK HOURS

LEVEL II

PH 201 – BASIC PHARMACOLOGY II

This course is designed to provide useful information regarding medications and to correlate facts and principles with Anatomy/Physiology. The student will be presented with information regarding medication administration in a safe and responsible manner under the supervision of a licensed professional. Emphasis is placed on the nursing process and the role of the practical nurse. This is a continuation of PH 101.

Pre-requisite: NS 101, HS 101, PH 101

4 CREDIT HOURS = 48 CLOCK HOURS

HS 201 – HUMAN ANATOMY & PHYSIOLOGY II

Focuses on the interaction between structure and function of the body. Provides an opportunity to develop client evaluation skills, which can be utilized under the supervision of a licensed professional. This is continuation of HS 101.

Pre-requisite: HS 101

4 CREDIT HOURS = 40 CLOCK HOURS

NS 202 – ISSUES IN HEALTH CARE

Focuses on important issues and trends, which affect the practicing nurse in a changing health care environment. Provides opportunities to discuss relevant issues that influence the client, practical nurse, society, and the nursing profession.

3 CREDIT HOURS = 30 CLOCK HOURS

NS 201 – FUNDAMENTALS OF NURSING II

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

Didactic = letter grade, Lab/clinical = S/U grade

Pre-requisite: NS 101

9 CREDIT HOURS = 205 CLOCK HOURS

LEVEL III

NS 301 – MEDICAL/SURGICAL NURSING

Focuses on the altered health status of the adult client by using the nursing process in a holistic manner. Emphasis on the psychological, sociocultural, economic, and spiritual preferences of the client is discussed. Opportunity is given to incorporate specific health care concepts of the adult medical/surgical client in the classroom and clinical environments.

Didactic = letter grade, Lab/clinical = S/U grade

Pre-requisite: NS 101, NS 201, HS 101, HS 201, PH 101, PH 201, NU 101, NS 202

11 CREDIT HOURS = 216 CLOCK HOURS

NS 302 – GERIATRIC NURSING

Focuses on the study of the geriatric individual in the long-term facility and in the home environment. Emphasis is placed on the nursing process with knowledge of the economic, sociocultural, and spiritual preferences of the individual. An opportunity to incorporate the biological and psychological processes in the assessment of the individual is provided in the theory and clinical experiences.

Didactic = letter grade, Lab/clinical = S/U grade

Pre-requisite: NS 101, NS 201, NS 202, HS 101, HS 201, PH 101, PH 102, NU 101

9 CREDIT HOURS = 170 CLOCK HOURS

NS 303 – OBSTETRICAL NURSING

Focuses on study of the obstetrical client and family in a holistic approach throughout the reproductive cycle using the nursing process. Emphasis on the psychological, educational, sociocultural, and spiritual preferences of the client and family is addressed. Opportunity is given in the classroom and clinical environment to incorporate discussion and common health disruption of the maternal client.

Didactic = letter grade, Lab/clinical = S/U grade

Pre-requisite: NS 101, NS 201, NS 202, HS 101, HS 201, PH 101, PH 201, NU 101

10 CREDIT HOURS = 193 CLOCK HOURS

NS 304 – PEDIATRIC NURSING

Focuses on the growth and development of the pediatric client throughout the wellness/ illness continuum using the nursing process in a holistic manner. Emphasis on the sociocultural, psychological, economic, and spiritual preferences of the client and family is discussed. Opportunity is given in the classroom and clinical environment to incorporate specific health concepts of the pediatric client.

Didactic = letter grade, Lab/clinical = S/U grade

Pre-requisite: NS 101, NS 201, NS 202, HS 101, HS 201, PH 101, PH 202, NU 101

10 CREDIT HOURS = 193 CLOCK HOURS

SURGICAL TECHNOLOGIST PROGRAM

EDUCATIONAL OBJECTIVES

This program is designed to train the student to be an essential person on the surgical team. The student receives training in aseptic techniques, basic instrument setup, patient positioning, general education, anatomy and physiology and how to function as a member of the surgical team.

In order to be considered a candidate for this program, students must meet basic requirements for admission and pass a Wonderlic Test with minimum score of 21.

COURSE OBJECTIVE

Upon completion of the Surgical Technologist program, the student will have the knowledge and skills required to function as a surgical technologist in hospitals, clinics, and private surgeon's offices.

CLINICAL FACILITIES

Supervised clinical experiences will be conducted at Grand Rapids area hospitals and surgical centers during Terms 1-3. Supervised externship experiences during Term 4 will be available at hospitals or surgical centers in the West Michigan area.

SURGICAL TECHNOLOGIST PROGRAM COURSES

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>	<u>CLOCK HOURS</u>
First Quarter			
GE 101	General Education	8	80
HS 102	Anatomy & Physiology I	10	100
ST 101	Surgical Technology I	8	100
Second Quarter			
HS 202	Anatomy & Physiology II	10	100
ST 201	Surgical Technology II	12	160

Third Quarter			
HS 302	Anatomy & Physiology III	9	80
ES 301	Employability Skills	1	20
ST 301	Surgical Technology III	12	200
Fourth Quarter			
EX 401	Surgical Technologist Externship	16	480
Total Credit and Clock Hours		86	1320

Class Size: Maximum 20 students / 45 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hours is equal to 10 hours of lecture, 20 hours lab, OR 30 hours clinical/ externship. 86 credit hours = 1320 hours.

SURGICAL TECHNOLOGIST PROGRAM COURSE DESCRIPTION

GE 101 – GENERAL EDUCATION

This course is designed to help the student develop basic skills needed in school and/or work setting. The topics covered are human relations, communication skills, stress, stress management, time management including study and test taking skills, law, ethics, medical terminology, and career development. Class activities include debates, term paper, etc.

80 HOURS LECTURE = 8 CREDIT HOURS

HS 102 – ANATOMY & PHYSIOLOGY I

This course is designed to introduce the student to the structure and function of the human body. This course is the first of three for surgical technologist students. In addition to providing an introduction to basic anatomical terms, the course covers function and structure of the integumentary, skeletal, and muscle systems, as well as pathology.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 202 – ANATOMY & PHYSIOLOGY II

This course is a continuation of HS 101 and introduces the surgical technologist student to additional terms, the structure, function, and pathology of the nervous, sensory, endocrine, circulatory, and lymphatic systems. Pre-requisites: HS 102

100 HOURS LECTURE = 10 CREDIT HOURS

HS 302 – ANATOMY & PHYSIOLOGY III

This course is a continuation of HS 201 and introduces the surgical technology student to additional terms, the structure, function, and pathology of the respiratory, digestive, urinary, and reproductive systems. In addition, discussion of nutrition, metabolism, temperature, body fluids, heredity, development, and birth are included.

Pre-requisites: HS 202

80 HOURS LECTURE = 9 CREDIT HOURS

ST 101 SURGICAL TECHNOLOGY I

This course is designed to introduce the student to the surgical environment. The course includes organization of the operating room microbiology, disinfecting, decontamination sterilization, asepsis, surgical pharmacology, anesthesia, transporting and positioning patients, and preparation of the surgical site.

100 HOURS LAB = 8 CREDIT HOURS

ST 201 SURGICAL TECHNOLOGY II

This course is designed to further familiarize the student with surgical procedures and the instruments involved. Topics include wound closure, homeostasis, surgical instruments, surgical routine, surgical emergencies, communication, laser technology, general surgery and minimal access surgery. In addition, a continued study of surgical pharmacology is included.

Pre-requisites: ST 101, GE 101, HS 102

160 HOURS LAB = 12 CREDIT HOURS

ST 301 - SURGICAL TECHNOLOGY III

This course is designed to give the student opportunities to practice the technical aspects of pre, peri, and post-operative care required of surgical technicians. Topics covered include obstetric/gynecological, urogenital, orthopedic, cardiothoracic, peripheral vascular, neuro, eye, ENT, and plastic surgery.

Pre-requisites: ST 201, HS 202

200 HOURS LAB = 12 CREDIT HOURS

ES 301 - EMPLOYABILITY SKILLS

The student will learn job search skills and interviewing techniques. The student will prepare a resume, cover letter and follow-up correspondence for job search.

20 HOURS LECTURE/LAB = 1 CREDIT HOUR

EX 401 – SURGICAL TECHNOLOGY EXTERNSHIP

During this course the student will spend his/her time in a hospital operating room setting, working under the supervision of a clinical supervisor.

Pre-requisites: ST 301, HS 302

480 HOURS EXTERNSHIP = 16 CREDIT HOURS

SHORT PROGRAMS AND PREREQUISITES

BASIC NURSE AIDE TRAINING PROGRAM (NATP)

This program is approved by the Michigan State Department of Health. The program is designed to ensure nursing aides employed in health care facilities gain the knowledge, skills, and attitudes essential for the provision of quality care in support of state and federal regulations. In Grand Rapids the program is four (4) weeks in length and consists of seventy-two (72) hours of classroom instruction and sixteen (16) hours of clinical experience in a licensed nursing facility. In Kalamazoo the program is three (3) weeks in length and consists of sixty (60) hours of classroom instruction and thirty (30) hours of clinical experience in a licensed nursing facility. Successful completion of the basic NATP prepares the student to take the Competency Evaluation Program (CEP) and upon passing placement on the Michigan Nurse Aid Registry. **In order to be considered a candidate for this program, students must meet basic requirements for admission.**

Class Size (Grand Rapids): Maximum 16 students / 4 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

7 credit hours = 88 clock hours

Class Size (Kalamazoo): Maximum 20 students / 3 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

7 credit hours = 90 clock hours

EDUCATIONAL OBJECTIVES

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

COURSE OBJECTIVE

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

CENTRAL SERVICE PROGRAM

LEVEL 1 (Sterile Processing and Distribution Technician) This course prepares the student to function at an entry level in the central service department of the hospital. Duties include, but not limited to, assuming responsibility for all processing of hospital equipment, supplies, and instruments used in most hospital departments. This course includes principles and practices of decontamination, cleansing sterilization, and dispensing of supplies. Completion of the course with a grade of 70 or higher, prepares the student to take the NICHSPDP Technician Certification Exam. This course will total 80 hours (both didactic and lab).

Class Size: maximum 16 students / 10 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

6 credit hours = 80 clock hours

LEVEL II (Sterile Processing and Distribution Supervisor) This course prepares the student to function at a supervisory level in the central service department of the hospital. Duties include, but not limited to, supervising/performing procedures in the decontamination department, supervising the operations of sterile processing, and supervising the operations of sterile storage and distribution. This course includes fiscal management, personnel management, compliance with standards, PD responsibilities, anatomy, microbiology, infection control, administration of SPD procedures, and inventory distribution. Completion of the course with a grade of 70 or higher, prepares the student to take the NICHSPDP Supervisor Certification Exam.

Class Size: maximum 20 students / 8 week program. (All lectures and labs are based on a 50-minute clock hour.)

One quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

4.8 credit hours = 48 clock hours

LEVEL III (Sterile Processing and Distribution Manager) This course prepares the student to function at a manager level in the central service department of the hospital. Duties include, but not limited to, fiscal management, compliance with standards, SPD responsibilities, anatomy, microbiology, infection control, administration of SPD procedures, inventory and distribution. Completion of the course with a grade of 70 or higher, prepares the student to take the NICHSPDP Manager Certification Exam. Level III will total 48 hours of lecture.

Class Size: maximum 20 students / 8 week program. (All lectures and labs are based on a 50-minute clock hour.)

One-quarter credit hour is equal to 10 hours of lecture, 20 hours lab, OR 30 hours externship.

4.8 credit hours = 48 clock hours

PREREQUISITE COURSES

MATH PREPARATION FOR HEALTH CARE

This course is designed as a preparatory course for those wishing to enter nursing and other health related fields. Contents include a review of basic math skills, decimals and fractions, metric system, conversions and calculations, and military time. This is a pre-requisite course required by the Practical Nurse Program.

MEDICAL TERMINOLOGY

This course is designed as an introduction to medical terminology and commonly used medical abbreviations. Each class begins with a review of basic body systems, which is then correlated to pertinent terminology. Although medical terms can sometimes be frustrating and confusing, the material is presented in a relaxed setting utilizing unique teaching methods to stimulate and reinforce learning. Suggested participants include those just entering the health care field as well as individuals currently employed in the health care setting such as medical secretaries, social workers, billing clerks, and allied health workers. This is a pre-requisite course required by the Practical Nurse Program.

MICROBIOLOGY FOR THE HEALTH SCIENCES

This clinically focused course is designed to assist the students to learn basic microbiology concepts that apply to the health field. Contents include: type of microorganisms, chemistry of life, microbial physiology, human/micro interactions, microbial epidemiology, human defenses against infectious diseases and major infectious diseases. This is a pre-requisite course required by the Practical Nurse Program.

TUITION AND FEES

Health Care Administrative Assistant Programs:

Total Cost **\$ 6,995.00** This includes \$ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing white clinical uniforms and white shoes, plus their third Hepatitis B vaccine injection and a signed health form. The approximate cost for a uniform and shoes is \$75.00

Grand Rapids Educational Center recognizes the IRS's nationally accepted transportation cost of \$0.29 per mile. This figure must be calculated into the students' cost of attendance.

Medical Assistant, Medical Office Specialist, Medical Transcription Specialist, Health Insurance Specialist and Dental Assistant Programs:

Total Cost **\$ 6,995.00** This includes \$ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, HIS and MTS students are required to wear professional business-attire according to GREC policy. The cost of this attire is unique to each individual student.

Medical Assistant, medical office, and dental students are responsible for providing the color surgical uniforms contained in the dress code for their class and white shoes, plus their third Hepatitis B vaccine injection and a signed health form. The approximate cost of a uniform and shoes is \$75.00

Grand Rapids Educational Center recognizes the IRS's nationally accepted transportation cost of \$0.29 per mile. This figure must be calculated into the students' cost of attendance.

Practical Nurse Program:

Total Cost **\$ 9,995.00** This includes \$ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for a \$50 fee for the PSB pre-admission exam, a \$50 assessment kit, providing Teal surgical uniforms, white pants on sites, and white shoes, plus a signed health form and their third Hepatitis B vaccine injection. The approximate cost for a uniform and shoes is \$75.00.

Grand Rapids Educational Center recognizes the IRS's nationally accepted transportation cost of \$0.29 per mile. This figure must be calculated into the students' cost of attendance.

Surgical Technologist Program:

Total Cost **\$ 10,495.00** This includes \$ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing navy blue clinical surgical uniforms, lab jacket, and white shoes plus a signed health form and their third Hepatitis B vaccine injection. The approximate cost for a uniform and shoes is \$75.00.

Grand Rapids Educational Center recognizes the IRS's nationally accepted transportation cost of \$0.29 per mile. This figure must be calculated into the students' cost of attendance.

Massage Therapy Program:

Total Cost **\$7495** This program includes \$95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition)

NOTE: In addition, students are responsible for providing uniforms consisting of a green polo top and khaki pants plus white shoes. A signed health form is also a requirement. The approximate cost for a uniform and shoes is \$75.00.

SHORT PROGRAMS

*Basic Nurse Aide Training Program (NATP)

	Kalamazoo	Grand Rapids
Tuition	\$375.00	\$400.00
Registration Fee	included in tuition	included in tuition
Total cost of this program	\$375.00	\$400.00

NOTE:

In addition, students are responsible for providing white clinical uniforms and white shoes. The approximate cost for a uniform and shoes is \$75.00.

*Central Service Program

Sterile Processing and Distribution Technician

Total Cost **\$ 695.00** (includes books, registration fee, materials and supplies)
(Class size is limited to 16 students.)

Sterile Processing and Distribution Supervisor

Total Cost **\$ 395.00** (includes books, registration fee, materials and supplies)
(Class size is limited to 20 students.)

Sterile Processing and Distribution Manager

Total Cost **\$ 395.00** (includes books, registration fee, materials and supplies)
(Class size is limited to 20 students.)

PREREQUISITE COURSES

These courses are usually taught in one combined module preceding the Practical Nurse Program. (GREC graduates receive a 20% discount off the tuition price). In addition to the course prices below is a registration fee of \$95.00 (paid at enrollment) charged only once regardless of the number of prerequisite courses taken.

***Math Preparation for Health Care**

Total Cost \$ 140.81 This includes a \$ 100.00 tuition fee and a \$ 40.81 Manual

***Medical Terminology**

Total Cost \$ 140.81 This includes a \$ 100.00 tuition fee and a \$ 40.81 Manual.

*** Microbiology for Health Care**

Total Cost \$ 127.77 This includes a \$ 100.00 tuition fee and a \$ 27.77 Manual

ACADEMIC CALENDAR

	START DATE:	END DATE:
WINTER QUARTER		
MEDICAL ASSISTANT/DAYS (GR/KZ)	1/22/01	8/21/01
DENTAL ASSISTANT/DAYS(GR)	1/22/01	8/21/01
HEALTH INSURANCE SPECIALIST/NIGHTS (KZ)	1/22/01	10/31/01
MEDICAL OFFICE SPECIALIST/DAYS (GR)	1/22/01	8/21/01
MASSAGE THERAPY/DAYS (GR)	1/22/01	10/31/01
DENTAL ASSISTANT/DAYS (KZ)	2/26/01	9/26/01
MEDICAL TRANSCRIPTION SPECIALIST (GR)	2/26/01	11/07/01
HEALTH CARE ADMIN ASSISTANT/DAYS (KZ)	2/26/01	9/26/01
HEALTH INSURANCE SPECIALIST/DAYS (GR)	2/26/01	10/24/01
SPRING TERM		
MEDICAL ASSISTANT/DAYS (GR/KZ)	4/02/01	10/31/01
DENTAL ASSISTANT/DAYS (GR)	4/02/01	10/31/01
MEDICAL OFFICE SPECIALIST/DAYS (GR)	4/02/01	10/31/01
PRACTICAL NURSE/DAYS (GR)	4/18/01	4/19/02
MEDICAL ASSISTANT/NIGHTS (GR/KZ)	4/23/01	1/15/02
DENTAL ASSISTANT/NIGHTS (GR)	4/23/01	1/15/02
MEDICAL OFFICE SPECIALIST/NIGHTS (GR)	4/23/01	1/15/02
HEALTH INSURANCE SPECIALIST/NIGHTS (GR)	4/23/01	2/12/02
SURGICAL TECHNOLOGIST/DAYS (GR)	5/21/01	4/16/02
SUMMER TERM		
MEDICAL ASSISTANT/DAYS (GR/KZ)	7/09/01	2/15/02
DENTAL ASSISTANT/DAYS (GR)	7/09/01	2/15/02
MEDICAL OFFICE SPECIALIST/DAYS (GR)	7/09/01	2/15/02
MASSAGE THERAPY/DAYS (GR)	7/09/01	4/26/02
FALL TERM		
MEDICAL TRANSCRIPTION SPECIALIST/DAYS (GR)	9/04/01	5/24/02
HEALTH CARE ADMIN ASSISTANT/NIGHTS (KZ)	9/04/01	5/23/02
HEALTH INSURANCE SPECIALIST/DAYS (GR)	9/04/01	5/10/02
HEALTH INSURANCE SPECIALIST/AFTERNOONS (KZ)	9/17/01	5/23/02
DENTAL ASSISTANT/DAYS (KZ)	9/04/01	4/12/02
DENTAL ASSISTANT/DAYS (GR)	9/17/01	4/25/02
MEDICAL ASSISTANT/DAYS (GR/KZ)	9/17/01	4/25/02
MEDICAL OFFICE SPECIALIST/DAYS (GR)	9/17/01	4/25/02
MEDICAL ASSISTANT/NIGHTS (GR/KZ)	10/08/01	6/27/02
DENTAL ASSISTANT/NIGHTS (GR/KZ)	10/08/01	6/27/02
MEDICAL OFFICE SPECIALIST/NIGHTS (GR)	10/08/01	6/27/02
MASSAGE THERAPY/DAYS (GR)	10/15/01	8/05/02
MASSAGE THERAPY/NIGHTS (GR)	10/15/01	1/27/03
PRACTICAL NURSE/DAYS (GR)	10/18/01	10/21/02

*Health Insurance Specialist night program will attend additional required hours as scheduled by the program coordinator. This may include some Fridays or Saturdays.

GRAND RAPIDS EDUCATIONAL CENTERS

George K. Grayeb

BA, Anderson University
MA, University of Denver

President

Gloria Stender

BA, Western Michigan University

Vice President

Dan Grimm

BA, Cornell College
MS, Northern Illinois University

Director of Financial Aid

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Metro Health Plaza

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Shirley Santo, RMA

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Metropolitan Enterprises

Rory McCarthy

Computer Consultant

Audrey Moore

Office Manager
Spectrum Med Center

Ron Schultheis

President
Access Computers

Steve Curry

Center Administrator
Concentra (South)

Joe Ellis, DDS

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Rambling Rd. Pediatrics

Linda Farrell

Employee Benefit Strategies

Lawrence Bacon, DDS

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ADMINISTRATIVE STAFF**

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MA, University of Denver

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BA, Cornerstone University

Director of Admissions

VICTORIA SEXTON
RN, University of Minnesota
BSN, University of Minnesota

Director of Student Services

DIANE HAMMER
BBA, Grand Valley State University

Business Officer

RANDYE SPITZER
BRE, Reformed Bible College
MM, Aquinas

Financial Aid Officer

WENDY TENELSHOF
BA, Calvin College

Coordinator of Career Services

BOBBI BLOK
AS, Cornerstone University

Admission Officer

SUSAN CAMP
BA, Northwood University

Admission Officer

AMY MILAN

Registrar/Administrative Asst.

DAWN BOUWMAN

Receptionist

**KALAMAZOO CAMPUS
ADMINISTRATIVE STAFF**

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BA, Western Michigan University

Executive Director

BRENDA LAKER
AS, Kalamazoo Valley Community College

Registrar/Financial Aid Officer

KAREN SCHNELL
BBA, Western Michigan University

Admission Officer

RACHAEL STENDER
Grand Rapids Educational Center
AAS, Kalamazoo Valley Community College

Administrative Coordinator

GRAND RAPIDS EDUCATIONAL CENTERS FACULTY

All faculty members teach on a full-time and/or part-time basis.

The letter(s) after the name of each faculty member indicates at which campus or campuses that person teaches.

(G) = Grand Rapids / (K) = Kalamazoo / and an (*) = Program Coordinator

BASIC NURSE AIDE TRAINING PROGRAM (NATP)

*Molly Banta (G) RN, BSN, Regents University
Adelaide Deskovitz (K) RN, BSN, University of Detroit/Mercy

BUSINESS & COMPUTER APPLICATIONS

Shanda Blue (K) BA, MFA, Western Michigan University
Kathleen Gleaves (K) BS, Western Michigan University
MSA, Western Michigan University
Virginia Karas (K) AS, Kalamazoo Valley Community College
BS, Western Michigan University
Laurie Lotter (K) BBA, Davenport College
Diana Baronoske (G) BA, Spring Arbor College
Matthew Cornell-Reda (G) BA, Grand Valley State University
Aquinas College
Shirley Santo (G) RMA, GREC & AAM
Susan Lockwood (G) BBA, Western Michigan University
Aquinas College
Adam Offenbecker (G) MPHA, Bradford University
April Applewhite (G) BA, Western Michigan University
Norma Patterson (G)

CENTRAL SERVICE TECHNICIAN PROGRAM

DENTAL ASSISTANT PROGRAM

Mary Anderson (K) AS, Mott Community College
Gretchen Green (G) CDA, AS Grand Rapids Community College
Joe Ellis (G) DDS, University of Michigan
Vanessa Jeffries (G) Grand Rapids Educational Center
Sharon Pemberton (K) Grand Valley State University
LuAnn Ritsema (K) AS, Ferris State University
Sharon Smith (K) AAS, Ferris State University
BS, Western Michigan University
Candace Zimmermann (G) BA, Central Michigan University

HEALTH CARE ADMINISTRATIVE ASSISTANT

Kathy Austin (K) Grand Rapids Educational Center
Marsha McNeill (K) RMA, Grand Rapids Educational Center

HEALTH INSURANCE SPECIALIST

Kandi Ross (K) Kalamazoo Valley Community College
Rhonda Bystrom (K) AS, Davenport College

MEDICAL ASSISTANT PROGRAM

Karol Badou (K)
Pam Chamberlin (K)
Bettie Edmonds (K)
Sharon Gerike (K)

Toni Kellerman (K)
Susanne Koenig (G)
Julie Polanic (G)
Angela Schmidbauer (G)
*Victoria Sexton (G)

RN, Borgess School of Nursing
RN, Bronson School of Nursing
RN, Kalamazoo Valley Community College
RN, Augusta School of Nursing
BSN, Miami University
RN, Kalamazoo Valley Community College
RN, BS, Western Michigan University
RN, Hackley Hospital School of Nursing
RN, BSN, Ohio State University
RN, BSN, University of Minnesota

PRACTICAL NURSE PROGRAM

Molly Banta (G)
Jane Gritter (G)
Doreen Kazmer (G)

Evelyn Morford (G)

*Peggy Palermo (G)

Vikki Slot (G)
Margaret Smith (G)

RN, BSN, Regents University
RN, BSN Grand Valley State University
RN, BSN, Michigan State University
MSN, Rutgers State University
RN, BSN, Wayne State University
MSN, Ball State University
MSM Case Western Reserve University
RN, BSN, University of Connecticut
RN, BSN, Grand Valley State University
RN, BSN, Ferris State University

SURGICAL TECHNOLOGIST PROGRAM

Artis Badger (G)
Carol Bieber (G)
Marc Bohland (G)
Mark Kosten (G)
Brian Mikula (G)

*Peggy Palermo (G)

Brenda Purdum (G)
Mary Ann Smith (G)
Brian Wysko (G)

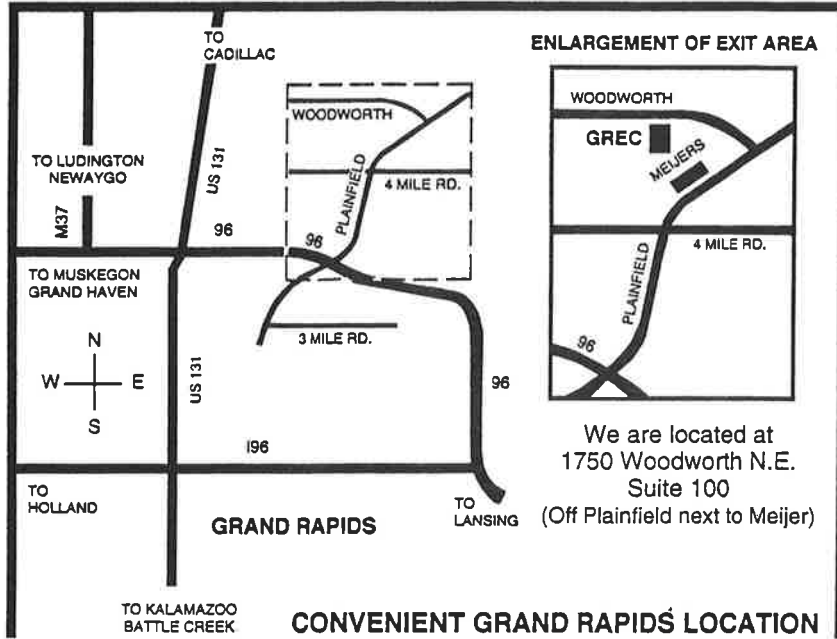
ST, Butterworth Hospital
CST, CFA Borgess Hospital
CST, AS, Baker College
CST, AS, Baker College
BA, MA, University of Michigan
Doctor of Chiropractic, Sherman College
MSN Case Western Reserve University
RN, BSN University of Connecticut
ST, U.S. Army
RN, AS, Ferris State University
ST, U.S. Air Force
BS, Spring Arbor College

MASSAGE THERAPY PROGRAM

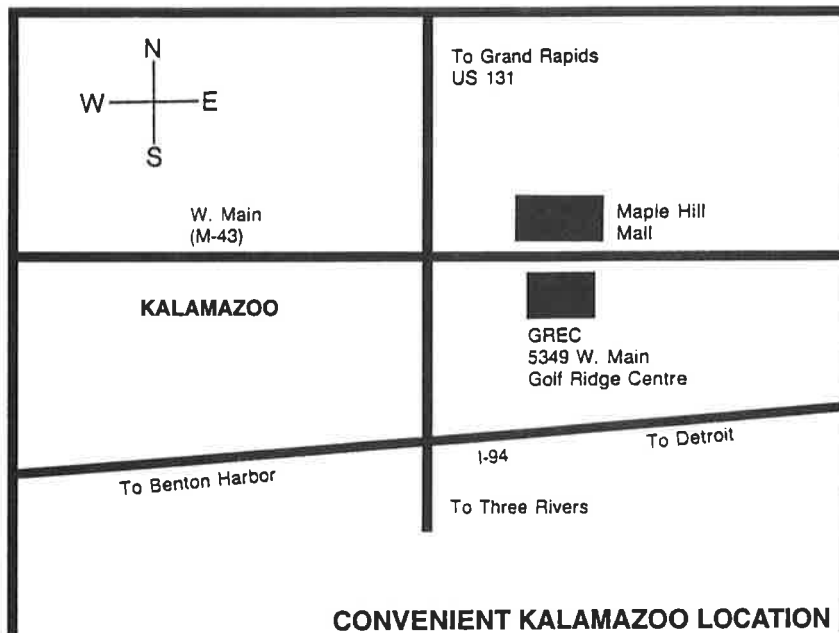
*Bruce Pommerening (G)

LMT, Canadian College of Massage & Hydrotherapy

GRAND RAPIDS CAMPUS



KALAMAZOO CAMPUS



GRAND RAPIDS CAMPUS



1750 Woodworth Street NE, Grand Rapids, MI 49525

KALAMAZOO CAMPUS



Golf Ridge Center, 5349 West Main, Kalamazoo, MI 49009

PRESS ON

Nothing in the world can take the place of persistence - talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education alone will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent.

Author Unknown





GREC

GRAND RAPIDS EDUCATIONAL CENTERS

1750 Woodworth St. NE, Grand Rapids, Michigan 49525

Grand Rapids Campus

Phone (616) 364-8464 or 1-800-522-7014

Additional Locations of GREC-Grand Rapids:

Golf Ridge Center, 5349 W. Main St., Kalamazoo, Michigan 49009

Kalamazoo Campus

Phone (616) 381-9616

Horizon Career College

8315 Virginia St., Suite A, Merrillville, Indiana 46410

Merrillville Campus

Phone (219) 756-6811

Equal Opportunity Programs

GREC'S admissions policy prohibits any discrimination on the basis of race, color, sex, national origin, age or handicap.

