



GREAT LAKES
INSTITUTE OF TECHNOLOGY
Offering - Medical Training

2015 - 2016

TONI & GUY
HAIRDRESSING ACADEMY
A satellite location of Great Lakes Institute of Technology

CATALOG





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TheCareerSchools.com

TONI&GUY® Hairdressing Academy is a satellite location of
Great Lakes Institute of Technology in Erie, Pennsylvania

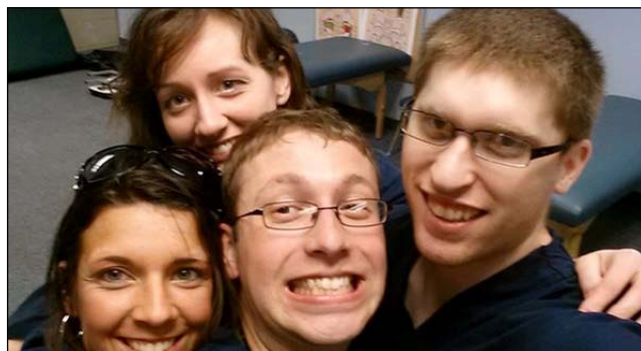
Note: Throughout this publication, Great Lakes Institute of Technology is also referred to as “Great Lakes”, “GLIT”, or “the Institute”. TONI&GUY Hair-dressing Academy is referred to as “TONI&GUY”, “the Academy”, or “T&G.” All photos taken within the inside pages of this publication were taken at the main campus or satellite location, unless otherwise noted. T&G photos on the cover are stock photos of T&G corporate models.

TONI&GUY Hairdressing Academy is a satellite location of Great Lakes Institute of Technology

DEVELOP A PASSION FOR LEARNING. IF YOU DO, YOU WILL NEVER CEASE TO GROW. — ANTHONY J. D'ANGELO

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YOU ARE NEVER TOO OLD TO SET ANOTHER GOAL OR TO DREAM A NEW DREAM. — C. S. LEWIS

Welcome

to Great Lakes Institute of Technology and TONI&GUY Hairdressing Academy in Erie, Pennsylvania! We trust that our school can become a beneficial part of your individual growth in education.

Mission

Great Lakes Institute of Technology is dedicated to creating a student-centered environment by empowering individuals with the knowledge, practical skills, and experience necessary to reach career and life goals. The school is committed to providing quality education and training standards through a program of continuous assessment and improvement.

Licensing and Registration

Great Lakes Institute of Technology, Erie, PA, is licensed by the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126, (717) 783-8228.

Great Lakes Institute of Technology is approved by the Ohio State Board of Career Colleges and Schools, Reg. # 03-11-1693T. Great Lakes is recognized by the State Medical Board of Ohio as a School in Good Standing.

The TONI&GUY Hairdressing Academy is a branch campus of Great Lakes Institute of Technology and is licensed by the Commonwealth of Pennsylvania, Bureau of Professional and Occupational Affairs as a Cosmetology School, License Number CS000556L.

Accreditation

Great Lakes Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org.

TONI&GUY® Hairdressing Academy is recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a satellite location of Great Lakes Institute of Technology, Erie PA. The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education

The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on

Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #210, Littleton, CO 80120, (303) 694-9262, www.arcst.org.

The Diagnostic Medical Sonographer program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, www.caahep.org, upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043.

Assessment and Improvement

Great Lakes Institute of Technology maintains an ongoing institutional assessment and improvement program that ensures the quality of education provided. The school uses information obtained internally as well as externally to validate and improve the schools academic programs, administrative practices, and facilities. The improvement process is ongoing to ensure that the school is up to date and relevant to the various communities of interest.

Great Lakes Institute of Technology has developed Program Advisory Committees comprised of qualified individuals representing employers related to programs offered. The Committees are dedicated to advising the school's administrators of current innovations and making recommendations relative to curriculum, program length, learning resources, facilities and equipment, and student outcomes. Each committee meets semi-annually to discuss program improvement as a means of ongoing institutional assessment.

INTELLIGENCE PLUS CHARACTER—THAT IS THE GOAL OF TRUE EDUCATION. — MARTIN LUTHER KING JR.

About Great Lakes

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Executive Director

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History

Great Lakes Institute of Technology was initially established in 1965 as J.H. Thompson Academies and was the first private academy for career training in Erie. On April 1, 1996, 21st Century Career Developing Academies, Inc., became the controlling owner. In September 1998, in recognition of the regional service area of the institution, the name of the school was changed to Great Lakes Institute of Technology.

Currently, Great Lakes offers career programs to the residents of the Great Lakes area. Programs are offered in the allied health, dental, pharmacy, surgical, ultrasound, veterinary, cosmetology, and massage fields. From the opening of the first institution in 1965 until the present, Great Lakes Institute of Technology has been dedicated to assisting students in achieving their goals through career education.

Memberships and Affiliations

Great Lakes Institute of Technology is a member of, holds a professional affiliation with or associates with the following organizations.

- Accrediting Commission of Career Schools and Colleges
- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
- American Association of Cosmetology Schools
- American Massage Therapy Association
- Association of Private Sector Colleges and Universities
- Association of Surgical Technologists/Surgical Assistants
- Commission on Accreditation of Allied Health Education Programs
- Clarion University of Pennsylvania
- Dental Assisting National Board
- Dress For Success Erie
- Erie Regional Chamber and Growth Partnership
- Humane Society Veterinary Medical Association
- Joint Review Committee on Education in Diagnostic Medical Sonography
- National Association of FA Administrators
- National Center for Competency Testing
- National Certification Board for Therapeutic Massage & Bodywork
- PA Association of Private School Administrators
- PA Pharmacists Association
- Seneca Highlands Career and Technical Center

Faculty and Staff

The faculty and staff of Great Lakes Institute of Technology, through years of training and/or experience, are well qualified to serve our students in a professional manner. All instructors are required to have a minimum number of years working in their field before

they are eligible to teach at the school. Faculty members are certified or licensed, where required by law.

In addition, all faculty participate in an ongoing professional development program, which includes training in teaching skill development, professional development, and continuing education in their field. All faculty are required to regularly demonstrate a command of theory and practice and contemporary knowledge. Updated information of all faculty and staff can be found in the student handbook.

Facilities and Equipment

Great Lakes Institute of Technology's main campus is located at 5100 Peach Street in Erie, Pennsylvania. Great Lakes Institute of Technology also operates a satellite location at 930 Peach Street in Erie. The classrooms and laboratories at both facilities are outfitted with the equipment and supplies essential for hands-on training, laboratory activities, lecture, and clinical education. Both locations are equipped with computer labs, high speed internet access, VCR/DVD players, TVs, overhead projectors, multimedia projector equipment, marker boards and appropriate furniture for classroom learning.

Main Campus

The main facility consists of a 26,000+ square foot brick structure containing reception areas, office space, conference rooms, learning resource center, book store, student lounges, well-lit and ventilated classrooms and laboratories, outside deck areas, student lockers, private massage clinic area, and laundry facilities.

The Dental Assistant lab is equipped with dental chairs and stools, lighted patient units, sinks, X-ray equipment, intra-oral cameras, autoclaves and ultrasonic cleaners, model formers and trimmers, curing lights, dental instruments, assisting carts, and dental mannequins.

The Diagnostic Medical Sonographer scan lab includes 4 sonographic machines and hospital beds, printers, gel warmers, and scanning phantoms.

The Massage Therapist program includes three private massage clinic rooms, massage tables, massage chairs and stools, hydrocollator, cryotherapy packs, and massage products. The student massage clinic includes three private client rooms and a separate entrance and reception area. Ample parking exists, with access to public transportation.

The mock hospital room / physician's office includes autoclaves, centrifuges, blood glucose monitor, visual acuity assessment tools, EKG machines, hospital beds and lifts, examination tables, microscopes, height/weight scales, surgical instruments, venipuncture training arms, phlebotomy chairs, and hemoglobin monitor.

The Pharmacy Technician lab is equipped with two Laminar Flow Hoods, torsion prescription balances, compounding equipment, and

counting/measuring equipment. The Surgical Technologist department includes two mock operating rooms, including OR table and lights, scrub sinks, instrument trays, back table, mayo stands, anesthesia equipment, sterilizer, laparoscopic and endoscopic equipment, patient procedure simulators, and manikins.

The major equipment for the Veterinary Assistant program includes microscopes, blood chemistry equipment, surgical instruments, x-ray machine, centrifuge, hematology machines, autoclaves, blood pressure cuffs, animal scales, and examination table.

The school is also equipped with 9 additional lecture rooms and 6 computer labs with internet access, network capabilities, and printers.

Satellite Facility

TONI&GUY® Hairdressing Academy is a satellite facility of Great Lakes Institute of Technology and is located in downtown Erie, Pennsylvania, at 930 Peach Street. TONI&GUY campus includes 14,900 square feet of educational space, including 8 classrooms, 2 break rooms with student lockers, laundry facilities and administrative offices. The Erie Academy is situated in an urban atmosphere. Ample public parking exists with public transportation available.

The classrooms and laboratories are outfitted with the equipment and supplies essential for hands-on training, lecture, and clinical activities. The computer lab is networked and equipped with appropriate software and printer.

The student clinic area resembles a professional salon in its accessibility and accommodations for both students and clients. The reception area includes a retail center showcasing TIGI hair care lines and includes adequate seating and wheelchair accessibility. Educational equipment includes operator stations, peripheral devices, vanities, shampoo chairs and sinks, stylists' chairs, mannequin heads, manicurists' tables, and digital imaging equipment and software. The school is equipped with VCRs, DVD players, TVs, multimedia projector equipment, and marker boards.



THE DIRECTION IN WHICH EDUCATION STARTS A MAN WILL DETERMINE HIS FUTURE IN LIFE. —PLATO

Admissions

Admission Requirements

The following admissions requirements must be met in order for a student to be accepted to Great Lakes. No student will be permitted to attend classes until documentation of all admissions requirements are received and the applicant has toured the campus.

1. Applicants are required to submit a valid high school transcript, GED, or diploma as proof of high school completion.
2. All applicants must achieve a minimum score of 14 on the Wonderlic SLE. Applicants who have previously attended an accredited post-secondary institution may be exempt and may be eligible for acceptance based on the submission of an official transcript reflecting successful completion of the equivalent of 30 college credits.

The following additional requirements apply to applicants to the Diagnostic Medical Sonographer program only.

1. Provide documentation of prerequisite coursework taken at the post-secondary level, reflecting a grade of B (80%) or higher on an official transcript from an accredited institution.
 - College algebra, statistics, or higher mathematics
 - General physics or radiographic physics
2. Write and present a Career Exploration research paper to a selection committee.
3. Applicants are required to complete an 8-hour Job Shadow, at the hospital or imaging facility of their choice, shadowing an Ultrasound Technician with registry in general sonography or abdomen.
4. Conduct a personal interview with the Program Director to discuss an educational plan and career goals.

The Career Exploration paper, job shadow, and personal interview should take place a minimum of 3 weeks prior to the start of the DMS program. A copy of the DMS Applicant Handbook, which details how these requirements can be met, can be obtained by calling the main office.

Validating a High School Diploma

All students will be required to provide proof of secondary school completion in order to enter in to all programs of study at Great Lakes Institute of Technology.

Students will not be eligible to attend if the Director of Admissions does not have documentation that properly validates high school completion prior to the commencement of classes. Valid documen-

tation includes a high school diploma, transcript or GED. To verify that a school is a legitimate PA Licensed School, the Director of Admissions will check the PA Department of Education website www.edna.ed.state.pa.us. Appropriate steps would be enforced in other states as well. A student that submits a diploma or official document from a foreign country must have their document translated by an appropriate official to verify that their document is equivalent to a US high school diploma. If the validity of the document is in question, the Director of Admissions may call the institution for clarification or validation. If the Director of Admissions determines that the diploma, GED, or high school transcript may not be valid, the student will not be permitted to attend.

If a student has provided a copy of the results of a GED test but has not yet received the official document, the student will be permitted to start classes, but no financial aid will be disbursed to the student's tuition account until the school receives the official GED transcript.

The decision to deny admission based on invalid documentation is final and may not be appealed.

Note: There are institutions and companies readily available across the country and online that will provide a "high school diploma" or "certificate of completion" for a fee with minimal or no student work required. Certificates and diplomas of this nature ARE NOT valid and students cannot be admitted based on such documentation. Please contact the Director of Admissions for a current list of institutions which the school has determined to be invalid.

How to Enroll

You may contact the school in any number of ways.

Mail: GLIT, 5100 Peach Street, Erie PA 16509
 Email: info@glit.edu
 Web: www.GLIT.edu
 Phone: 814-864-6666 (Main Campus)
 Phone: 814-452-1900 (TONI&GUY Campus)

1. Contact an Admissions Representative to schedule a time to visit the school for a personal interview and tour the campus. Prospective students may apply prior to the touring the campus, but will not be permitted to attend classes until the tour has been completed.
2. Complete an application, which includes a \$25 fee. The application fee is valid for one year.
3. Provide documentation of completing all applicable admission requirements.

4. Submit to the PA State Police criminal record check, which requires a non-refundable \$10 fee (cash or money order only). The results of the record check are valid for 1 year.
5. Meet with the financial aid department to discuss tuition and fees and payment options.

More information can be obtained by calling our admission representatives.

Notes of Interest

We believe that academic qualifications are important, but equally important are moral character, maturity level, initiative, and a desire to succeed. Acceptance is granted on a first-come, first-serve basis to applicants who have completed all admission requirements. Approved funding for the program costs is required prior to starting any program.

An applicant with a criminal record will be required to meet with the Director or Director of Education for a personal interview. The school reserves the right to deny admission to any student that has been determined to lack satisfactory character based on the results of any criminal background check or personal interview.

All applicants of allied health programs must be at least 18 years of age on their first day of externship. If the applicant is less than 18, a parent or guardian must accompany the applicant to all interviews and must also co-sign the Enrollment Agreement.

GLIT does not admit Ability to Benefit (ATB) students.

Program Requirements

Certain programs have specific requirements that must be completed after enrollment but prior to attending any hands-on courses, job shadows, field trips, clinical rotations, or externships. These requirements include but are not limited to up-to-date immunizations, urinalysis drug screen, additional state criminal background checks, child abuse clearances, or FBI fingerprint clearance. For specific program requirements, please contact the admissions office prior to enrolling.

In addition, the school reserves the right to mandate random drug screens for any reason at any time. Evidence of any substance revealed by a urinalyses screen without a physician's orders will be cause for disciplinary action up to and including termination.

Re-Entry Procedure

If a student who has withdrawn from the school chooses to re-apply within a 5-year period, the student will be considered a re-entry student. The student should contact the Director of Education for a detailed copy of the Re-Entry Policies and Procedures. All re-entry students must submit a re-entry request letter, and once approved, meet with the business office before acceptance.

Re-entering students are treated as new students for the purposes of admissions requirements, tuition and charges, academic program requirements, and graduation standards. For the calculation of satisfactory academic progress, re-entering students are treated as continuing students, and must meet current satisfactory academic progress requirements.

Students are permitted to re-enter the school only one time, unless the Director of Education or Campus Director determines that extenuating circumstances exist to make an exception. Students who apply for re-entry into a different program, or apply for re-entry into the same program that starts after one year from the date of withdrawal must pay an additional \$25 application fee. If accepted, all re-entering students must pay an additional \$100 registration fee.

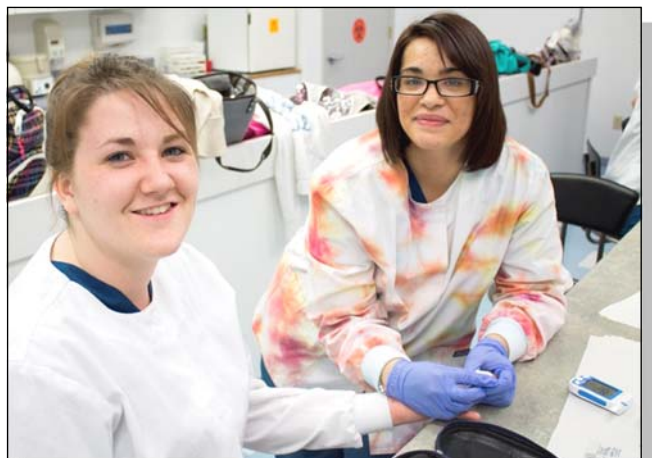
Orientation

New and returning students are introduced to the school during special orientation programs held prior to the start of classes. These sessions are designed to familiarize new students with the policies and procedures, facilities, faculty and staff, and student services offered at Great Lakes Institute of Technology. During orientation, students can ask questions in a relaxed, comfortable environment. During orientation, students will try on uniforms (where applicable) and receive their course schedule. The Consumer Information Guide and all required disclosures will be distributed and discussed in detail.

Additional Admission Information

Applicants who have not visited the school facility prior to enrollment will have the opportunity to cancel without penalty within five days of either attendance at a regularly scheduled orientation or following a tour of the school. If the program in which a student has enrolled is canceled prior to the commencement of training, the student will receive a full refund of all monies paid.

Great Lakes does not recruit students already attending or admitted to another school offering a similar program of study.



Financial Assistance

Financial Assistance

Finances are an important consideration when preparing for an education. Great Lakes Institute of Technology participates in several financial aid programs for eligible students. The Financial Aid Office assists students in completing all applications for aid, and each student's financial arrangements are tailored to the program for which he or she has applied.

Great Lakes offers the following types of financial aid available to students who qualify. All loans require repayment. Grants and scholarships do not require repayment

- Pell Grants.
- Federal Direct Student Loans.
- Direct Subsidized Loans and Direct Unsubsidized Loans.
- Direct PLUS Loans.
- FSEOG Grants.
- PHEAA State Grants.
- Alternative Education Loans.
- Office of Vocational Rehabilitation Benefits (OVR)
- Veterans Educational Benefits
- Student Education Assistance Foundation (SEAF).
- Institutional High School Scholarship.

Please contact the Financial Aid office at 814-864-6666 for full details.

Tuition and Charges

Specific program costs, including tuition, estimated books/uniforms, estimated lab fees, and additional associated costs can be found on the Catalog Addenda. An updated addenda is available at the main office. All costs are subject to change. Changes in tuition will not affect any student who is presently attending the institution.

If a dropped student in a clock hour program returns within 180 days of his or her withdrawal date to complete the same program of study, no additional tuition will be assessed, provided no coursework must be repeated. A dropped student who reenrolls in a credit hour program will be charged the current tuition rate for the courses he or she is completing upon reentry.

In the event that a student enrolled in TONI&GUY does not successfully complete the program by the Cosmetology Penalty Date, additional tuition for each week, or a fraction thereof, will be required to complete the program. The Cosmetology Operator penalty payment

date occurs when a student hits 1,438 scheduled hours. Cosmetology Teacher penalty payment rate is at 690 scheduled hours.

Rights and Responsibilities

Students who receive financial aid have a right and responsibility to understand the following:

- I understand that financial aid awarded is for one academic year only, that future academic years will be packaged as I progress through school and that I must reapply annually by completing the Free Application for Federal Student Aid (FAFSA).
- I must meet the eligibility requirements mandated by the institution and government, which include maintaining Satisfactory Progress as defined by Great Lakes Institute of Technology.
- I understand that the financial aid package may be adjusted due to changes in funding or other events unknown at this time.
- I shall notify the Financial Aid Administrator in writing of any changes in my or my family's financial situation as well as any aid that I receive from outside resources (other than those shown on the award letter), which may result in an adjustment to the financial aid awarded.
- I am entitled to an explanation of the award process, which includes but is not limited to; the financial aid budget, expected family contribution, and award packaging. Questions regarding any aspect of financial aid should be addressed to the Financial Aid Director.

Applying For Financial Aid

Financial Aid Officers are located at both the main campus and the satellite facility. During the admissions process, applicants are given the opportunity to meet with a financial aid staff member who can provide all the necessary forms to apply for aid. The officer will also review the applicant's prior financial aid history and develop an estimated financial aid award package for the applicant. Eligibility requirements vary and are described in detail in the Consumer Information Guide found on the school's web site or available by contacting the main office at 814-864-6666.

Refund Policy

The following refund policy is in compliance with the Department of Education Federal Register 668.22, the Accrediting Commission of the Career Schools and Colleges, and with the Pennsylvania State Board of Private Licensed Schools. It will be applied in the case of either withdrawal by the student or termination of a student by the school. Any questions regarding this policy should be addressed to the Financial Aid office.

The first refund calculation performed is the Pennsylvania Private Licensed Schools Code 73.134(a) and 73.135 tuition policies. At any point that the State Tuition Refund Policy is determined to be greater to the student than the Pro-rata Refund policy, the State Refund Policy will apply. In calculating this refund, the term length will not exceed 18 weeks, and is based on the last date of recorded attendance.

The Statutory Pro-Rata Refund calculates the adjustments made to the student's account. It is applied to all tuition, fees, and other charges at the point of withdrawal or termination. The date of determination is identified as the day the student informs the school that he/she wishes to withdraw. If a student fails to inform the school that he/she wishes to withdraw, the date of determination will be 2 weeks after the student's last date of attendance

A refund of institutional charges will be assessed by the Institute to a student of not less than that portion of the tuition, fees, and other charges earned for the payment period for which the student has been charged, rounded to the nearest 10 percent.

0-10% completion	=	90% refund
10.1-20% completion	=	80% refund
20.1-30% completion	=	70% refund
30.1-40% completion	=	60% refund
40.1-50% completion	=	50% refund
50.1-60% completion	=	40% refund
Over 60% completion	=	No refund

For clock hour programs, the percentage is calculated by dividing the number of clock hours completed by the number of scheduled clock hours of the period in which the student has been charged. For credit hour programs, the percentage is calculated by dividing the number of weeks completed by the number of weeks scheduled.

Unused textbooks may be returned for a full refund, provided the textbooks are determined to be re-sellable and in new condition. Textbooks returned for refund must be returned within seven days of withdrawal. Uniforms are non-refundable. Any monies due to the student will be refunded within 45 days from the last date of attendance.

Return to Title IV Funds

The Return to Title IV Funds formula as required by the Reauthorization of the Higher Education Act of 1998 provides a return of unearned Title IV aid, if the student received financial assistance in the form of Pell Grant, SEOG, Stafford or Plus loans and withdrew before completing 60% of the payment period for which the student was charged. Refunds will be made in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans
4. Subsidized Direct Stafford Loans
5. Federal Perkins
6. Federal PLUS
7. Direct PLUS Loans
8. Federal Pell Grant
9. Federal SEOG

10. Other Federal, State, private, or institutional student financial assistance
11. Alternative Loans
12. Student

Title IV funds will be returned within 45 days from the student's last date of attendance.

Cancellation Policies

All monies paid by an applicant will be refunded if a request is received within 10 days after making an initial payment or signing an enrollment agreement whichever date is later, provided no classes have been attended. An applicant requesting cancellation after the aforementioned 10 days but prior to sitting in any classes is entitled to a refund of all monies paid in excess of the \$25 application fee.

An applicant requesting cancellation after attending class is entitled to a refund of any monies paid in excess of the \$25 application fee and \$100 registration fee, if the request is made within 14 calendar days from the scheduled starting date of class. Students who cancel during this period will be financially responsible for any textbooks or supplies issued.

Applicants who have not visited the school prior to signing an enrollment agreement can request cancellation without penalty within 3 business days following the regularly scheduled orientation procedures or following a tour of the school and inspection of training equipment.

All requests for refunds must be made in writing and received by the school within the identified timeframe. Requests for refunds for cancellations will be granted within 30 days of the date of the written request. Applicants denied admission to the school are entitled to a full refund of all monies paid.

If the program starting date must be cancelled or postponed for any reason, immediate alternate plans will be instituted, or if impractical, a full refund of all monies paid will be issued. In the event of a permanent school closure, all enrolled students shall be entitled to a full refund of all monies paid.



Student Services

Student Handbook

Upon enrollment, students will be provided with a Student Handbook which further details the student's rights and responsibilities. The handbook includes additional learning resources, schedules, and other policies and procedures relating to student life.

Success Strategies

The school is committed to providing students with the framework necessary for success in school and life. As incoming freshman, students take the Career Success Strategies course, which is presented from a self-discovery perspective, allowing students to discover and integrate personal skills and characteristics sought after by employers. Students are presented with life coping skills strategies as well as college success tips. During this course, the student services advisor meets one on one with each student in order to negotiate any special needs to ensure success.

Student Advising

Great Lakes Institute of Technology offers advisement to all students for any academic matter students wish to discuss. Staff and faculty will assist students in developing solutions to challenges they may experience during the course of their training. Tutoring and additional assistance is available at no additional cost to any currently enrolled student. Students wishing to use this service must contact the department Program Director to make arrangements.

Great Lakes Institute of Technology does not offer non-credit, remedial courses. No grades or credit will be issued for the additional assistance, nor will the time spent on academic assistance or tutoring be counted in the maximum timeframe to complete the program.

Students experiencing personal problems unrelated to their education will be referred to qualified counselors or agencies outside the school where they can receive assistance. See the Student Services Coordinator for assistance in resolving issues such as housing, transportation, and child care issues.

Career Services

Great Lakes offers job-readiness training and career placement assistance to all students and graduates. Students receive training in job seeking skills, resume preparation, interviewing skills, professional development, and other job-readiness topics. Current job openings are available by contacting the Employment Specialists or the program director in each department for both current students and

graduates. The school can also assist with current students seeking part time employment while attending school.

Great Lakes provides job placement assistance to graduates in his or her career search. However, no guarantee of job placement is made or implied. The school does not, and cannot, guarantee employment upon completion of the program. Graduates may need to look outside the local area in order to find successful employment in the field.

Learning Resource Center

The Library/Learning Resource Center (LRC) is designed to support the research activities of students and faculty by providing collections of resources in a wide range of topics. Currently, this includes more than 1,200 textbooks and reference books as well as databases in electronic format through the GALE eLibrary. This online database can be accessed from any computer, both in and out of school. Student access extends from enrollment through graduation.

Students are introduced to the LRC during the Career Success Strategies course. In addition to the centralized location, each department within the school has a library of books relevant to courses in that department. Students are expected to abide by the Computer and Internet Usage Policy which can be found in the student handbook provided during orientation. A copy of the complete policy can also be obtained by contacting the main office.

Privacy Rights under FERPA

Great Lakes Institute of Technology strictly adheres to federal legislation regarding the release of education records in accordance with the Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 1232g; 34 CFR Part 99). FERPA affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the Director of Education, a written request that identifies the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as request-

ed, the school will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. While you may request a listing of all of the exceptions, the two most common of these exceptions to the prior consent rule are as follows:

(a). The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with "legitimate educational interests." A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted as its agent to provide a service (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

(b). Unless directed otherwise in writing by students, the school may disclose without consent "directory information." Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school defines directory information to include, but not necessarily be limited to: the name, address, phone number, email address, photograph, date of birth, field of study, enrollment status, dates of attendance, participation in officially recognized activities, degrees, honors and awards received. Students may opt out of the school's disclosure of directory information by notifying the Director in writing within 10 days of the first date of attendance.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901

In all cases, Great Lakes will use all reasonable methods to authenticate information requests in order to reduce the risk of unauthorized or otherwise unintentionally harmful disclosure.

Additional Student Services

Free parking is available to students at the main campus. Great Lakes does not offer transportation, housing, or daycare services to students. However, local public transportation is available in the Erie area. Housing may also be available near the school, depending on the student's enrollment period and individual requirements. The student services department can assist students by providing a list of available options. Housing, transportation, and daycare is the sole responsibility of the student.



EDUCATION IS THE MOST POWERFUL WEAPON YOU CAN USE TO CHANGE THE WORLD. — NELSON MANDELA

Academics

Satisfactory Academic Progress

Great Lakes Institute of Technology has established standards of Satisfactory Academic Progress (SAP) that apply consistently to all full-time and part-time students. These standards are used to evaluate academic progress for all periods of all students' enrollment, even those periods in which the student may not have received federal student aid.

Under extenuating circumstances, the School Director or Director of Education may waive interim satisfactory standards for mitigating circumstances outside the control of the student. These circumstances must be documented. No waivers will be permitted for graduation requirements, maximum time frame requirements, or Leave of Absences policies.

Students will be evaluated for SAP at the conclusion of each evaluation period. The evaluation period for students enrolled in full time programs is 10 weeks. The evaluation period for students enrolled in part time evening programs beginning prior to February 2015 is 14 weeks. Students enrolled in evening programs beginning February 2015 have a 15-week evaluation period.

In order to be considering making Satisfactory Academic Progress, the student must meet all three standards.

1. Cumulative Grade Average. At the time of evaluation, the student must have a cumulative grade average of 70% (2.0) minimally.

2. Pace of Completion. The pace of completion will be evaluated cumulatively. Satisfactory progress for clock hour programs will be measured by comparing the number of clock hours scheduled with the number of clock hours the student has attended. At the time of evaluation, the student must have attended 67% of the cumulative hours scheduled. The pace of completion for credit hour programs will be measured by comparing the number of credit hours attempted with the number of credit hours earned. At the time of evaluation, the student must have earned at least 67% of all credit hours attempted.

3. Maximum Time Frame. A student will be expected to complete his or her program within 150% of the normally established time. For all Clock Hour programs, the maximum time is 150% of the published length of the program, expressed in weeks. For all credit hour programs, the maximum timeframe is 150% of the published length of the program, measured in credit hours. A student failing to complete his or her program within 150% of the established time will be terminated. If at any point the school determines that a student cannot finish the program within the maximum time allowed, the student will be terminated from the program.

A grade awarded as Incomplete (I) or Withdraw (W) will have those credits/hours counted as attempted for purposes of determining maximum time frame and the pace of completion. Credits/hours transferred from another institution will be counted both as attempted and completed hours/credits when measuring the pace of completion. For students who transfer or restart in another program at the school, only those credits/hours that apply to the new program will be counted when determining Satisfactory Academic Progress.

Academic Status and Appeals

Students who have met all the requirements of the Satisfactory Academic Progress (SAP) policy will be considered in Good Standing.

Students who fail to meet SAP at the end of an evaluation period will automatically be given a Financial Aid Warning (FAW) status for the following evaluation period. The FAW status cannot be appealed. Students may only be placed on FAW for a single consecutive period and will continue to be eligible for financial aid throughout that period. Students who meet SAP after one period of FAW will be returned to Good Standing, but will be monitored for progress.

Students who fail to regain SAP after one evaluation period of FAW will be placed on Suspension for the following period. During the Suspension, students are not eligible for financial aid, may not attend classes, and will be treated as withdrawn students for financial aid purposes.

The determination of Suspension may be appealed following the formal Financial Aid Appeal process. Students who wish to appeal must do so in writing, by completing the Satisfactory Academic Progress Appeal Form which can be obtained from the main office at the school. The reasons for the appeal must be the result of mitigating circumstances and documentation must be included which support the claim.

Appeals must be made to the School Director or the Director of Education within seven calendar days of the day of the evaluation period. An appeal decision will be made within three business days of receiving the appeal and the student will be notified accordingly. A copy of the appeal, documentation, and final determination will be kept in the student's academic record.

If the appeal is granted, the student will be placed on Financial Aid Probation (FAP) for one evaluation period and aid will be reinstated. Appeal approvals may require the student to sign a written Academic Plan, indicating what will be required to attain SAP by the next evaluation period.

tion point. Failure to meet the stated terms of the Academic Plan by the next evaluation period will result in permanent dismissal.

If the appeal is denied, the student will remain in Suspension for that evaluation period. Students who are on Suspension can request reinstatement after the period of Suspension by following the published Re-Entry Policies as indicated in this catalog. If the appeal for reinstatement/re-entry is denied a second time, the student will be permanently dismissed from the school. Students on suspension will be treated as withdrawn for purposes of Title IV. Students may not appeal a dismissal for violating the 150% maximum time frame rule.

Students who are reinstated after a period of suspension will be given an Academic Plan which indicates what steps must be taken to achieve and/or maintain financial aid eligibility. Academic Plans are created on an individual basis and could include weekly academic performance requirements, specific attendance requirements beyond what is stated in the catalog, mandatory tutoring sessions, or regularly scheduled meetings with an academic advisor, program director, financial aid advisor, or student services advisor.

Probation

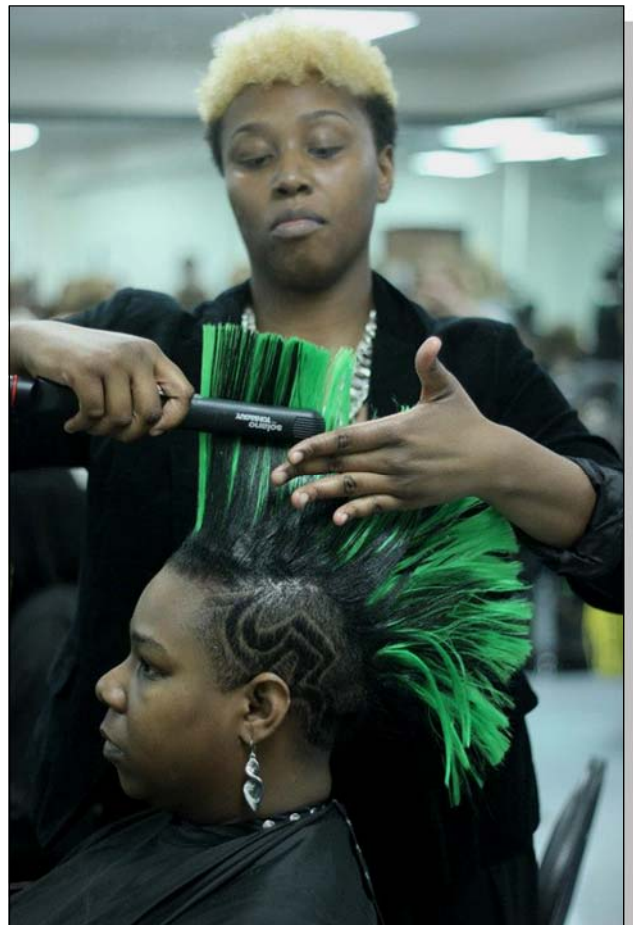
Students may be placed on academic, attendance, or administrative probation at any time for offenses including but not limited to unsatisfactory attendance or grade average, lack of classroom participation, violation of the Code of Conduct, inappropriate display of behavior either in or out of the classroom, unauthorized use of cell phones or electronic devices, or failure to abide by the dress code. Probationary periods are typically 30 days. Students with more than one probationary period in one calendar year are subject to disciplinary action up to and including termination of enrollment.

Leave of Absence

An official Leave of Absence (LOA) is a temporary interruption in a student's program of study approved under specific federal guidelines. A student may request an LOA, and if approved by the school, may be allowed up to 180 days within any 12-month period. In order to be approved for a Leave of Absence, the student must follow the following federal policies.

1. Submit a request, in writing, to the Director of Education. The request must include a detailed explanation for the reason for request. All requests must be signed and dated.
2. All LOAs must be applied for in advance of the interruption, unless unforeseen circumstances prevent the student from doing so.
3. Student must provide reasonable expectation that he or she will return on the scheduled date.

Financial aid will not be disbursed to a student during a Leave of Absence. While on leave, students are still responsible for any tuition payment plan arrangements previously made. The student is still considered to be enrolled while on leave, and therefore will not be assessed additional charges upon return. If the student does not return from the LOA on the scheduled date, he or she will be considered withdrawn from school. The Veterans Administration must be notified immediately when a Veteran student is granted a Leave of Absence.



If a student requests a temporary interruption in training and the school determines that he or she does not meet the federal guidelines for an official LOA, the student may be granted an Administrative Leave of Absence (ALOA). Students on ALOA will be treated as withdrawn for purposes of Title IV funding. Students returning from ALOA will be treated as re-entering students in terms of tuition, program requirements, and academic progress.

Grading System

The grading system is based on percentages. Graded evaluations are given according to individual course requirements. Progress grades are reported to students at the midpoint and end of each term. Students who do not satisfactorily complete the required courses must successfully repeat those courses to be eligible for graduation. All grades are recorded on the following scale.

Grade	Percent	Letter Grade	Grade Point
Superior	90.0 - 100%	A	4.0
Above Average	80.0 - 89.9%	B	3.0
Average	70.0 - 79.9%	C	2.0
*Below Average	60.0 - 69.9%	D	1.0
*Failure	Below 60.0%	F	0.0
Transfer Credit		TC	—
Test Out		TO	—
Withdraw		W	—
Incomplete		I	—
Leave of Absence		L	—
Repeat		R	—
Additional grades for clock-hour programs only:			
Withdraw Passing		WP	—
Withdraw Failing		WF	—

*Students earning a D or an F are considering to have failed the course. A student must earn a grade of 70.0% or better in order to satisfactorily complete the course.

An incomplete grade of "I" will be issued when, because of extenuating circumstances, a student fails to fulfill all requirements of a course on schedule. If the work is completed within a predetermined length of time, the Incomplete will be replaced by the earned grade. If the work is not completed, the missing assignments will be factored in as 0%, and the final grade for the course will replace the Incomplete.

Scheduling repetitions will be at the discretion of the Director of Education and is dependent on availability and approved funding. Upon successful completion of a repeated course, the student's initial letter grade will be changed to an "R", and the initial percentage is not calculated in the grade point average, but the credits will be counted as attempted when calculating SAP.

In clock hour programs, students who repeat courses will not receive Title IV funds for the repetition. Funding for repeating hours consist of cash payments or other funding sources as the student is approved. In credit hour programs, students may be eligible to apply for Title IV funds for repeated courses. If it is determined that a student will not complete 36 financial aid credits by the end of the academic year, no loans will be awarded until this is accomplished.

Students with course incompletes, repetitions, and course withdrawals continue to be eligible for financial aid if the student is otherwise making satisfactory progress as defined in this Academic Catalog.

Credit for Previous Learning

Applicants requesting credit for previous learning must forward an official transcript to Great Lakes Institute of Technology for consideration. The Director of Education will review the transcript for comparable course work and may grant credit for previous learning from an accredited institution. If awarded, the student will be advanced to the appropriate level and a tuition credit will occur.

Requests for credit for previous learning must be made prior to beginning classes, and no credit will be given after the first day of class. Only courses with an earned grade of a C or better will be considered. The school has the right to deny or limit the number of the credits/hours accepted.

Transfer credits/hours are not computed in or used to determine grade point average. Credits transferred in to the program are counted as attempted and earned credits for purposes of calculating satisfactory academic progress.

In the cosmetology programs, hours of previous training documented and approved by the Pennsylvania Cosmetology Licensing Board may be recognized. A student transferring from another cosmetology school must provide:

1. An official transcript from the original school listing the hours earned by the student.
2. In the case of a student transferring from out-of-state, verification from the appropriate licensing authority that the transferring school is licensed in that state.

Transfer of Credit

The question of transfer of credit to other institutions cannot be guaranteed. Any coursework completed at Great Lakes may or may not be accepted by other institutions for various reasons, including differences between the school's accrediting agencies and the accrediting agencies of other institutions.

Therefore, prior to enrolling at Great Lakes, students planning on continuing their education at another institution after leaving Great Lakes should make contact with that institution to determine if any credits earned or clock hours completed by the student at Great Lakes will be accepted at that institution.

By attending Great Lakes, the student accepts the risk that some or all of the credits and hours earned/completed at the school may not be accepted by any other institution to which the student may later transfer.

Definition of Credit Hour

Great Lakes Institute of Technology programs are measured in quarter credit hours or in clock hours. A clock hour is defined as 50 minutes.

The following are the measures of these units for establishing credit hour awards: One quarter credit hour equals 30 units, comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

One academic credit hour is awarded for 10 hours of lecture/theory, 20 hours of laboratory experience, or 30 hours of externship. For each 20 clock hours of instruction in credit-hour programs, the school requires a maximum of 5 hours of outside work.

Withdrawal or Termination

A written notice will be signed by a School official and delivered in person or by regular first class mail to any student who is terminated for reasons such as unsatisfactory progress, nonpayment of tuition and/or fees as well as violation of the coding of conduct.

Notice of termination by the student should be in writing and transmitted to the School in person or by regular first class mail. If the student is a minor, such request shall be made by the parent or guardian. The School shall assume termination by the student if he/she is absent from class for two consecutive weeks (14 calendar days) without notification.

The official withdrawal date that Great Lakes Institute of Technology will use for the Return of Title IV funds is the student's last date of attendance. If a student fails to follow withdrawal procedures, the school will calculate the Return of Title IV funds using the date of determination.

Class Times

Students at the main campus attend 30 hours classroom training per week, from 8:00 to 3:50 p.m., Monday through Thursday. Evening Massage Therapist classes are held Monday through Thursday, 5:30 p.m. to 9:00 p.m. All other evening classes are held Monday through Wednesday, 6:00 p.m. to 9:00 p.m. Clinic rotations, massage clinic

hours, and externship hours all vary by site, and are typically Monday through Friday. They may also be scheduled during the evenings, holidays, or weekends, depending on the site expectations.

At TONI&GUY, Tuesday is considered the first day of the week, with Monday being the last day of the week. Students at the TONI&GUY campus attend class 35 classroom hours per week, Tuesday through Saturday, from 8:00 to 3:30 p.m.

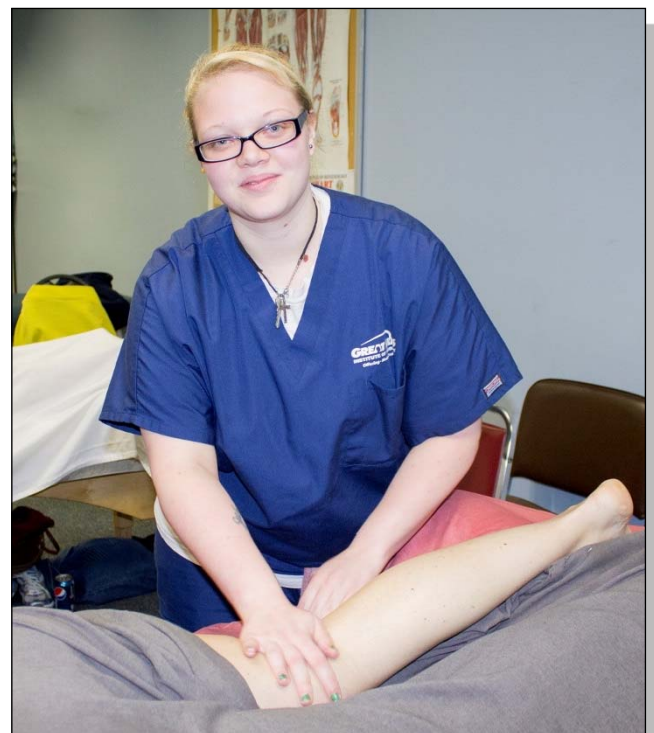
Class Size

At the main campus, the maximum number of students in a lecture class is 30 and lab class is 20, although the typical number is often much lower. The maximum number of students in a cosmetology class is 25. The maximum student-to-instructor ratio for Diagnostic Medical Sonographer is 18:1. The maximum student-to-instructor ratio for laboratory classes in Surgical Technology is 10:1. In an atypical situation, class sizes may exceed maximum numbers. All classes are subject to minimum enrollment.

Attendance Policy

Great Lakes Institute of Technology has a high expectation that students will attend all class sessions. Students who are absent or tardy from class bear the responsibility of notifying their instructor and keeping up with assignments according to the instructor provisions on the course syllabus.

Students who miss two consecutive weeks (14 consecutive calendar days) may be terminated from the program, unless under documented circumstances which may be deemed exceptional.



At the main campus, an Attendance Grade will be calculated at the conclusion of each course by dividing the total hours attended by the total hours scheduled. This grade will be weighted as 10% of the overall course grade. Attendance will be recorded each class period, rounded to the nearest 15 minute increment. Great Lakes does not distinguish between excused and unexcused absences, with the following exceptions.

- Students who are attending a school-sanctioned activity (i.e. field trip, job interview) will not be marked absent, provide the times are comparable.
- Students who are absent with jury duty or military orders will be marked absent, but the absences will be waived when calculating attendance percentages.
- All other absences will be counted in the Attendance Grade (i.e. medical, court dates, transportation, etc.)

Students who have an overall attendance rate below 80% at the main campus (or below 90% the TONI&GUY campus) during a marking period will be placed on Attendance Probation for the following marking period. Those students will be required to meet with a school official in order to discuss methods of improving their attendance and the consequences of continued poor attendance. Students who are on Attendance Probation three consecutive marking periods will be terminated at the conclusion of the third marking period, unless attendance improves to above the stated benchmark. Students who wish to return to school after being terminated for poor attendance must follow the school's re-entry procedures in order to be reinstated.

In the Cosmetology Operator program, students who began their students after September 1, 2014 will not be permitted to participate in the Student Clinic until 875 classroom hours have been attended. For the typical student, these hours should be met by the conclusion 25 weeks of instruction. If a student does not have 875 hours after 25 weeks of scheduled instruction, the student will be placed on Academic Suspension and will be required to make up hours until all 875 hours have been met. The student will be required to meet with the School Director and Instructors and create an Academic Plan and a schedule of makeup hours. The maximum time allowed for Academic Suspension is 5 weeks. If a student does not accumulate a total of 875 hours prior to the completion of this Academic Suspension period, the student will be terminated, unless extenuating circumstances can be documented. Once a student completes 875 hours, the student will be removed from Academic Suspension. The student will then be eligible to move into the clinical aspect of the program and will be scheduled for the final 11 weeks of training in the Student Clinic.

Make-Up Work

All missed exams can be made up but must be completed within a predetermined number days upon returning to school or the missing grades will be recorded as 0% when calculating course grades. In the event of an absence, students are permitted to make up all class work but it must be done outside of regular class hours and at the convenience of the instructor or other administrator. Class work or hands-on practical labs missed because of an absence may or may not be made up, and the decision will be made on a case-by-case basis. There is no

additional cost for make-up work. The Veterans Administration does not permit make up of hours for Veterans Benefits.

Attire

The school has found that having a dress code policy builds self-confidence, enhanced self-image, and an improved attitude toward obtaining career goals. Students must project a professional image at all times by complying with the dress code as outlined in the Student Handbook. In general, students at the main campus are expected to wear school-issued scrubs and appropriate shoes. Students at the TONI&GUY campus are expected to wear school-issued T-shirts or black tops and black pants. Jeans are not permitted. A current, detailed description of the dress code is available from the school Director. Failure to adhere to the dress code policy is considered a violation of the Code of Conduct.

Externship

Externships are included in select programs and are developed to provide the student with on-the-job experience. Externships are under the supervision of the Program Directors at the school and a clinical preceptor (or site supervisor) at the externship location. While on externship, students are required not only to abide by the policies as defined in this Academic Catalog, but also follow all policies and attendance guidelines provided by the externship site.

In order to provide students with better learning experiences, many externship assignments are located outside Erie County in the Diagnostic Medical Sonographer and Surgical Technologist programs. Students who choose not to attend an externship that has been set up on their behalf are ineligible for graduation and may be withdrawn from the program. Although the school does guarantee externship placement in a timely manner, the school does not guarantee local availability of externship sites. All costs associated with externship such as travel and housing are the sole responsibility of the student. Students on externship must attend full time.

Vaccinations

The school requires immunizations by all students enrolled in the allied health program at the main campus, prior to the student sitting in any laboratory classes, attending any job shadows or field trips, or attending externship. All students must also prove immunization to tuberculosis (TB) and receive a first dose of Hepatitis B within the first few weeks of the program. This is for the safety of the student, fellow classmates, and employees. Please see the student handbook for additional immunization requirements.

Code of Conduct

In order to provide the student with the best education possible, the Code of Conduct has been designed to protect the rights, integrity, safety, property, and health of all members of the school as well as to promote the orderly operation of the facility. This Code is based on the principle that each student assumes his or her individual responsibility in abiding. In addition to maintaining good academic standing,

the school expects students to be law-abiding citizens, to respect the rights of others, and to refrain from behavior that could impair the school's purpose or its reputation in the community. Students who fail to follow this Code of Conduct will be disciplined up to and including termination. Specifically, students are expected to refrain from:

1. Disruptive behavior that interferes with the education process or could cause harm to another individual or school property.
2. Verbal, written, or physical abuse or threats, including via social media.
3. Conduct that constitutes sexual harassment, abuse, or assault.
4. Refusing to comply with school policies.
5. Falsifying records, including misrepresentation regarding any criminal record.
6. Academic dishonesty, including but not limited to cheating, fabrication, plagiarizing, or helping to attempt an academically dishonest act.
7. Theft or vandalism of school property.
8. Unauthorized use or possession of any chemical, weapons, or explosives on school property.
9. Unauthorized possession, distribution, use, or consumption of alcohol, illegal drugs, or controlled substances, including evidence of any substance revealed by a urinalyses screen without a physician's orders, or refusal to submit to urinalysis screening.
10. Unauthorized or improper use of school property, facilities, or equipment, including electronic resources, computers, Internet access, or laboratory equipment.
11. Copyright infringement including unauthorized peer-to-peer file sharing.

Other behavior may be equally inconsistent with the standard of conduct expected of a student enrolled at Great Lakes Institute of Technology. The school reserves the right to terminate any student whose conduct is deemed unsatisfactory.

Graduation Requirements

In order to graduate, all students must achieve the following.

- Grade of 70% or higher in all of the required courses as described in the Academic Catalog.
- Completion of all required program hours (Cosmetology only)
- Successful completion of the externship program (where applicable).
- Fulfillment of all financial obligations.

Additional Information

The information in this catalog represents the most up to date version at the time of printing. For additional or updated information, please contact the admissions department at the main campus.



IF THERE IS NO STRUGGLE, THERE IS NO PROGRESS. — FREDERICK DOUGLASS

Additional Information

Consumer Disclosures

Included in the Consumer Information Guide are the disclosures required as part of the requirements under the Higher Education Act. These include the Campus Crime Statistics, and Policies and Procedures for Reporting Crimes, Drug and Alcohol School and Workplace Statement, Gainful Employment Disclosures, Copyright Infringement Policies and Sanctions, student body diversity statistics, retention rates, job placement information, Immunization Policy, as well as other related information. Copies of the Guide are provided to applicants during orientation and are also available by request at the main campus. The Guide can also be downloaded at the school's web site at www.GLIT.edu/disclosures.

Cancellation and School Closing

In order to ensure a uniform method of informing students of a school closure or cancellation due to emergencies or inclement weather, Great Lakes will post cancellation information on Erietvnews.com web site and on the school's Facebook page. All classes cancelled must be made up. For clock hour programs, all hours missed due to school cancellation must be made up.

In the event of a permanent school closure, all enrolled students shall be entitled to a full refund of all monies paid.

Complaint Resolution

If a student feels he or she has a concern or complaint, the student should first attempt to resolve the complaint with the proper school official. Students should observe the following steps to seek resolution.

1. The student should first bring the complaint to the attention of the instructor, in private, for resolution.
2. If the instructor is unable to resolve the complaint to the student's satisfaction, the student should bring the concern to the attention of the Program Director.
3. If the Program Director is unable to satisfactorily resolve the concern, the student should bring the concern to the Director of Education, in writing. The Director of Education will attempt to resolve the concern and notify the student within 7 days of receiving the written complaint.
4. If the Director of Education is unable to satisfactorily resolve the concern, the student should address the concern with the Executive Director. The Executive Director will provide the student with a resolution within 14 days of receiving the written complaint.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the State Board of Private Licensed Schools (PLS), PA Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17026-0333. Ohio residents are welcome to contact the State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215. Phone: (614) 466-2752.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Mr. Piccirillo, Executive Director, or online at www.accsc.org.

Cell Phone Policy

The use of cell phones, smart phones, tablets or other communication devices will not be permitted during in-session classes at Great Lakes. In certain situations, cell phones may be allowed by your instructor to be set to "silent" or "vibrate" and used only for emergencies. In the event a student is caught using an electronic device of any nature during exams, quizzes, or other confidential circumstances, the student will receive a zero grade for that portion of the coursework. Under no circumstances will a student be permitted to text message during class time. When a student is on break or lunch, please refrain from using your cell phones in the halls, as it can be distracting to other classes. Cell phones are permitted in the student lounge only.

Children on Campus

Great Lakes is primarily an academic institute, and as a general rule, students and employees are not permitted to bring minor children with them to work or to class or to any area of the school where their presence may interfere with the learning or work environment. When visiting the school, a parent, legal guardian or responsible adult must supervise children at all times. Children may be allowed in the classroom during scheduled pediatric training periods, but only with permission by the Instructor and the Director of Education, and not on a recurring basis.

Nondiscrimination

Great Lakes Institute of Technology does not discriminate against any person because of race, color, religion, sex, disabilities, age, national/ethnic origin, sexual orientation, or ancestry regarding admission, job placement, or employment activities. Great Lakes fully supports the academic endeavors by pregnant and parenting students. When necessary, the school will make adjustments to the regular program that are reasonable and responsive to the student's temporary pregnancy status. The school will excuse a student's absence due to pregnancy and recovery from childbirth for as long as the student's doctor deems the absences to be medically necessary. When the student returns to school, she will be reinstated to the status she held when the leave began and will be given the opportunity to make up any work missed.

Reasonable Accommodations

Reasonable accommodations will be made on an individual basis for persons with disabilities. However, it is the responsibility of that person to seek available assistance and to make his or her needs available to the school prior to applying or being accepted into the program. Documentation to support the disability must be provided to the school at the time of the request. Information pertaining to an applicant's disability is voluntary and will be kept confidential.

Policy Regarding Changes

In keeping with Great Lakes Institute of Technology's philosophy of an immediate response to the needs of the students, prospective employers, and community, and to carry out the purposes and objectives of the Institute, the school reserves the right to make modifications in the school policy, course content and structure, schedules, faculty and staff, educational materials and equipment, and in any other requirement at any time within the student's period of study. Such changes will not affect the integrity or continuity of programs being offered. Changes in tuition will not affect any currently enrolled student or student on an official Leave of Absence.

Comparable Program Information

Prospective students may contact the ACCSC for comparable program information related to tuition, fees, and program length at: Accrediting Commission of Career Schools and College, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone (703) 247-4212, FAX (703) 247-4533



THE HARDER THE CONFLICT, THE MORE GLORIOUS THE TRIUMPH.—THOMAS PAINE

Academic Calendar

Students at the main campus observe the following block schedule. One term is two consecutive blocks. The term ends on the Friday following the last date of class in the block.

Main Campus Day Schedule

Block Start Date	Block End Date
Mon, Jan 12, 2015	Wed, Feb 11, 2015
Mon, Feb 16, 2015	Mon, Mar 23, 2015*
Tue, Mar 24, 2015	Wed, Apr 22, 2015*
Mon, Apr 27, 2015	Wed, May 27, 2015
Mon, Jun 1, 2015	Tue, Jun 30, 2015
Mon, Jul 13, 2015	Tue, Aug 11, 2015
Mon, Aug 17, 2015	Wed, Sep 16, 2015
Mon, Sep 21, 2015	Tue, Oct 20, 2015
Mon, Oct 26, 2015	Tue, Nov 24, 2015
Mon, Nov 30, 2015	Wed, Jan 6, 2016

Evening Schedule (For students starting prior to 2015)

Block Start	Block End
Mon, Dec 15, 2014	Tue, Feb 10, 2015
Mon, Feb 16, 2015	Wed, Apr 1, 2015
Mon, Apr 6, 2015	Wed, May 20, 2015
Mon, Jun 1, 2015	Tue, Jul 21, 2015
Mon, Jul 27, 2015	Thu, Sep 10, 2015
Mon, Sep 14, 2015	Thu, Oct 29, 2015
Mon, Nov 2, 2015	Wed, Dec 16, 2015
Mon, Jan 4, 2016	Thu, Feb 18, 2016

Evening Schedule (For students starting in 2015)

Term Start	Term End
Mon, Feb 16, 2015	Thu, May 28, 2015
Mon, Jun 1, 2015	Thu, Sep 10, 2015
Mon, Sep 14, 2015	Thu, Jan 7, 2016

Students at the main campus observe the following holiday schedule, during which no classes are held.

Main Campus Holidays

New Year's Day	Thu, Jan 1, 2015
MLK Day	Mon, Jan 19, 2015
Good Friday	Fri, Apr 3, 2015
Memorial Day	Mon, May 25, 2015
Summer Break	Jul 1-9, 2015
Labor Day	Mon, Sep 7, 2015
Thanksgiving	Thu, Nov 26, 2015
Black Friday	Fri, Nov 27, 2015
Winter Break	Dec 24-Jan 1, 2016

Satellite Campus Schedule

Block Start Date	Block End Date
Tues, Nov 18, 2014	Sat, Jan 03, 2015
Tues, Jan 06, 2015	Sat, Feb 07, 2015
Tues, Feb 10, 2015	Sat, Mar 14, 2015
Tues, Mar 17, 2015	Sat, Apr 18, 2015
Tues, Apr 21, 2015	Fri, May 22, 2015
Tues, May 26, 2015	Fri, July 03, 2015
Tues, Jul 07, 2015	Sat, Aug 08, 2015
Tues, Aug 11, 2015	Sat, Sep 12, 2015
Tues, Sep 15, 2015	Sat, Oct 17, 2015
Tues, Oct 20, 2015	Wed, Nov 25, 2015
Tues, Dec 01, 2015	Sat, Jan 16, 2016

Students at the TONI&GUY campus observe the following holiday schedule during which no classes are scheduled.

Satellite Campus Holidays

Winter Break	Dec 24-Jan 1, 2015
MLK Observation	Tue, Jan 20, 2015
Good Friday	Fri/Sat, Apr 3/4, 2015
Memorial Day	Sat, May 23, 2015
Independence Day	Sat, Jul 4, 2015
Labor Day	Sep 5-8, 2015
Thanksgiving Break	Nov 26-28, 2015
Winter Break	Dec 24, 2015—Jan 1, 2016



Note: Dates subject to change without notice. Please see the Catalog addenda for an updated list of dates. *Changes made to the academic calendar due to snow days.

IF YOU DREAM IT, YOU CAN ACHIEVE IT. — LOU TICE

Programs of Study

Great Lakes offers the following programs of study at the main campus.

Program	Program Type	Award	Length*	Class Hours	Outside Hours	Credits	Weeks (day)	Weeks (evening)
Dental Assistant	Credit	Diploma	9 months	1,095	198	61	40	110
Diagnostic Medical Sonographer	Credit	AST Degree	19 months	2,500	297	111	80	N/A
Health Information Technology	Credit	AST Degree	17 months	1,920	396	116	70	N/A
Massage Therapist	Clock Hour	Diploma	40 weeks	1,080	N/A	N/A	40	90
Medical Assistant	Credit	Diploma	9 months	1,095	231	64	40	110
Medical Office Assistant/Coder	Credit	Diploma	9 months	1,095	231	64	40	N/A
Medical Office Assistant	Credit	Diploma	8 months	855	165	48	31	N/A
Pharmacy Technician	Credit	Diploma	8 months	855	165	51	31	N/A
Surgical Technologist	Credit	AST Degree	17 months	2,085	363	112	70	N/A
Veterinary Assistant	Credit	Diploma	8 months	855	165	48	31	81

TONI&GUY Hairdressing Academy offers the following programs of study at the satellite campus.

Program	Program Type	Award	Length*	Class Hours	Outside Hours	Credits
Cosmetology Operator	Clock Hour	Diploma	36 weeks	1,250	N/A	N/A
Cosmetology Teacher	Clock Hour	Diploma	18 weeks	600	N/A	N/A

*Indicates instructional time when enrolled full time and does not include holidays and breaks.



LOVE OF BEAUTY IS TASTE. THE CREATION OF BEAUTY IS ART. — RALPH WALDO EMERSON



Cosmetology Operator

Location: Satellite Campus
Award: Diploma

Objective

The Cosmetology Operator program is designed to introduce and guide the student in the areas of modern haircutting, coloring, and hairdressing as well as esthetics and manicuring. The program is designed to prepare the student to sit for the examination required to obtain the license necessary to work as an entry-level cosmetologist.

Program Information

This program is a total of 1,250 hours of training over a 36-week period for full-time day students. Classes are held Tuesday through Saturday from 8:00 a.m. to 3:30 p.m. The program is taught in 5 week modules, covering the following minimum state requirements as well as the TONI&GUY approved curriculum.

Professional Practices, 50 hours

This course is designed to provide the student with the knowledge of the professional practices in the cosmetology field, with a focus on Pennsylvania licensure and regulation. Topics include bacteriology, sterilization, sanitation, professional attitude, business practices, and PA beauty culture law.

Sciences, 200 hours

This course is designed to provide the student the knowledge and hands-on skills relating to the science of cosmetology. Topics include histology of skin, trichology of hair, chemistry, physiology, cosmetic dermatology, and electricity.

Cosmetology Skills – Cognitive and Manipulative, 1,000 hours

This course provides the students with the basic cosmetology skills as set by the Pennsylvania State Board of Cosmetology. Students train to become a licensed cosmetologist including shampooing hair, haircutting, hairstyling, permanent waving, hair straightening, skin care, manicuring, temporary hair removal, scalp treatments, and care of all hair types and textures.

2015 Cosmetology Operator Schedule

<u>Start Date</u>	<u>Anticipated Completion Date</u>
Tue, Jan 6, 2015	Tue, Sep 22, 2015
Tue, Feb 10, 2015	Sat, Oct 24, 2015
Tue, Mar 17, 2015	Thu, Dec 3, 2015
Tue, Apr 21, 2015	Fri, Jan 15, 2016
Tue, May 26, 2015	Thu, Feb 18, 2016
Tue, Jul 7, 2015	Thu, Mar 31, 2016
Tue, Aug 11, 2015	Thu, May 5, 2016
Tue, Sep 15, 2015	Thu, Jun 9, 2016
Tue, Oct 20, 2015	Fri, Jul 15, 2016
Tue, Dec 1, 2015	Tue, Aug 23, 2016

Cosmetology Teacher

Location: Satellite Campus
Award: Diploma

Objective

The Cosmetology Teacher program is designed to prepare the cosmetology operator graduate to take the examination required to obtain the license necessary to work as a cosmetology teacher.

Program Information

This program is a total of 600 hours of training over 18-weeks for full-time day students. Day classes are held Tuesday through Saturday from 8:00 a.m. to 3:30 p.m. See the Catalog Insert/Addenda for an up-to-date schedule of start and completion dates.

Teaching Techniques, 300 hours

This course is designed to provide the student with an overview of basic teaching techniques as they are related to subjects in cosmetology education. Topics include classroom management techniques, grading methods, achieving learner results, teaching to diverse learning styles, presentation techniques, and what/when to grade.

Student Teaching, 175 hours

This course is designed to provide the student with the practical experience in an actual teaching situation. Students participate in classroom observation, clinic supervision, lesson planning, and curriculum development.

Professional Practices, 50 hours

This course is designed to provide the Cosmetology Teacher student with the knowledge of the professional practices in the cosmetology education field, with a focus on Pennsylvania licensure and regulation. Topics include beauty culture law, professional attitude business practice, sanitation, bacteriology, and sterilization.

Salon Management Theory, 75 Hours

This course provides the student with the skills necessary for salon management. Topics include salon business practices, management, inventory, clinic operations, and career development.

Please call the Satellite Campus for a complete list of starting dates for the Cosmetology Teacher program.

IF YOU WANT TO REACH A GOAL, YOU MUST 'SEE THE REACHING' IN YOUR OWN MIND BEFORE YOU
ACTUALLY ARRIVE AT YOUR GOAL.—ZIG ZIGLAR



About TONI&GUY Hairdressing Academy Brand Education

The TONI&GUY® journey started in Clapham, England with a single family owned and family run salon back in 1963. In 1990, TONI&GUY opened its first official learning facility in the United States. Backed by TONI&GUY's rich history and unwavering mission to deliver cutting-edge cosmetology education, our beauty schools turn talented students into industry-ready hairstylists. We are proud to have become an iconic international brand over the years that recently celebrated over 25 years of beauty school success in the United States.

At TONI&GUY Hairdressing Academies, our cosmetology programs do so much more than simply prepare you to pass your state licensing exam. We provide you with a unique student experience that is more like working in a high-end salon than attending beauty school. Over the course of our cosmetology program, you learn not only how to create fabulous hairstyles for your clients but how to think on your feet. We put a spotlight on you to ensure every step of your education generates the kind of excitement and passion for which TONI&GUY has become known in our nearly five decades influencing the beauty industry. With an emphasis on career building, we don't just produce highly-skilled hairdressers; our beauty schools produce entrepreneurs who are in control of their careers.

The philosophy of our academies is simple; we are guided by four core principles.

Educational Excellence. We will always strive to offer our students the strongest education and curriculum available, with the right tools, motivated instructors, latest advancements, and the most hands-on experience possible. Our commitment is to our students' success through the excellence of their educational experience, and our goal is to constantly raise the bar.

Consistent Quality. Across everything we do - from courses to operations, equipment to products - we strive for the highest quality throughout our academies. Quality creates an environment where people can learn and want to work. It also instills an ethic and an expectation that our students carry with them throughout their careers.

Commitment to Culture. Though we operate at the leading edge of fashion and glamour, our roots remain centered. We treat students as family. We know them by name. We care about them as people. It is because of this culture that our graduates have become our greatest advocates. It is through this culture that we are most rewarded. Hear what the students have to say in their own words.

Customer Service. Our customers are our students and our clientele. We strive to make them happy by offering exceptional outcomes to both. It is through the diversity of our student body and our client base that we learn and improve. It is through outstanding customer service that we continue to exist.



Photographs on this page are TONI&GUY models

Source: www.toniguy.edu

IF YOU DON'T LIKE SOMETHING, CHANGE IT. IF YOU CAN'T CHANGE IT, CHANGE YOUR ATTITUDE.— MAYA ANGELOU

Dental Assistant

Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Dental Assistant program is designed to provide the student with the knowledge and hands-on skills necessary to prepare for a successful career as a competent entry-level, chairside dental assistant within the healthcare community. The program prepares the student to work in both the clinic and administrative areas of the field.

Program Overview

The Dental Assistant program provides the student with the knowledge and hands-on practice in working along with a dentist in delivering care to the patient. The student is provided with the opportunity to prepare tray setups and work with dental instruments and materials. Students also learn the basics of x-ray filming, oral health care, dental lab techniques, and other chairside assisting techniques. Students are also given the opportunity to obtain skills working in an administrative capacity within the dental office. The program concludes with an externship to a local dental facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

Course Schedule

This program is a total of 1,095 hours of training over a 40-week period for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. See the Academic Catalog Addenda for an up-to-date schedule of program dates. All students are required to complete a full-time, 150-hour externship that will be scheduled during the last 5 weeks of the program. Typical hours of the externship will be Monday through Friday, and will vary by site. Hours may include days, evenings, or weekends.

Certification Opportunities

The certification exam offered to the Dental Assistant students is the Radiation Health and Safety and Infection control exam through the Dental Assisting National Board (DANB). Certification is not a graduation requirement; however, in order for a Dental Assistant to take x-rays in Pennsylvania, the graduate must pass this exam.

Required Courses, effective 9/1/2013		Hrs	Crs
Term 1			
GE110	Career Success Strategies	45	3
DA120	Dental Assisting Terminology	45	3
DA130	Anatomy of the Head and Neck	45	3
DA140	Foundations of Dental Assisting	45	3
DA144	Foundations of Dental Assisting Lab	45	2
DA210	Infection Control and Safety in Dentistry	45	3
Term 2			
DA250	Dental Radiology / Materials	90	6
DA255	Dental Radiology / Materials Lab	90	4
DA225	Dental Office Procedures and Insurance	90	6
Term 3			
DA260	Dental Specialties	90	6
DA265	Dental Specialties Lab	90	4
DA220	Dental Patient Assessment and Care	45	3
GE150	Career and Professional Development	45	3
Term 4			
DA170	Assisting in Restorative Dental Care	45	3
DA174	Assisting in Restorative Dental Care Lab	45	2
DA270	Dental Assistant Certification Review	45	2
DA280	Dental Assistant Externship	150	5



SUCCESS IS NOT FINAL, FAILURE IS NOT FATAL: IT IS THE COURAGE TO CONTINUE THAT COUNTS.—WINSTON CHURCHILL

Diagnostic Medical Sonographer

Location: Great Lakes Main Campus

Award: Associate Degree in Specialized Technology

Educational Objective

The Diagnostic Medical Sonographer program is designed to provide the student with the opportunity to develop the skills and knowledge necessary to gain employment as an entry-level ultrasound technician. This will be accomplished by preparing graduates in the cognitive, psychomotor, and affective learning domains. The program prepares the student to work as a general sonographer in a physician's office, mobile medical unit, hospital, or outpatient medical facility.



Program Overview

This general sonography program provides the opportunity for students to learn to apply the principles of sonography to produce images of organs, tissues, and small parts of the body using a variety of ultrasound techniques. Students learn to identify subtle differences between healthy and pathological areas of the body in order to work collaboratively with physicians, ensuring images are satisfactory for diagnosis. The program exceeds the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography. The program is designed for the student with no prior experience in the field.

Course Schedule

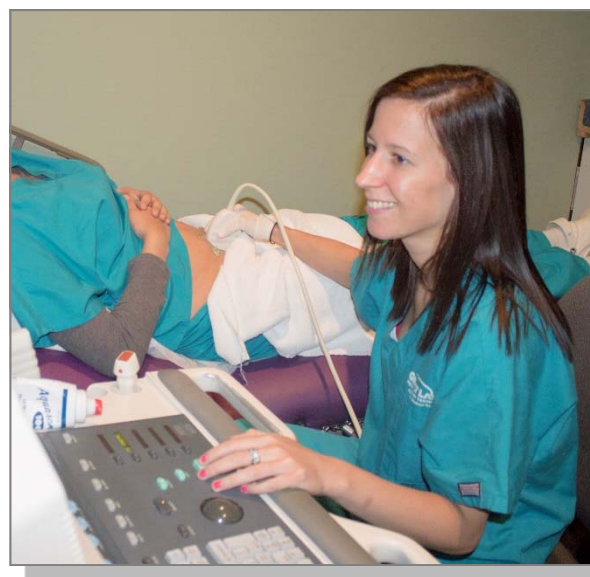
The Diagnostic Medical Sonographer program is a total of 2,500 hours of training over an 80-week period for the typical full-time student. Classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. All students are required to complete a full-time externship during the last 35 weeks of the program. The hours of the externship vary by site and may include evenings and weekends. Students will be placed at an externship outside the local Erie area. See the DMS Externship Handbook for a list of clinical and externship sites.

Required Courses, effective 3/1/2012

		Hrs.	Crs
Term 1			
GE110	Career Success Strategies	45	3
MD120	Medical Terminology Essentials	45	3
EN125	Business Communication	45	2
MD125	Anatomy & Physiology Essentials	45	3
CS220	Microsoft Word	45	3
DMS100	Introduction to Sonography	45	2
Term 2			
DMS161	Abdominal Ultrasound I	90	6
DMS162	Abdominal Ultrasound I Lab	90	4
MD110	Medical Law and Ethics	45	3
GE225	Human Behavior in Healthcare	45	2
Term 3			
DMS135	Ultrasound Physics and Instrumentation I	90	6
DMS171	Abdominal Ultrasound II	90	6
DMS172	Abdominal Ultrasound II Lab	90	4
DMS150	Ultrasound Physics and Instrumentation II	45	3
Term 4			
DMS262	Obstetric /Reproductive Ultrasound I	90	6
DMS266	Obstetric /Reproductive Ultrasound I Lab	90	4
GE150	Career and Professional Development	45	3
Term 5			
DMS271	Obstetric /Reproductive Ultrasound II	45	3
DMS275	Obstetric /Reproductive Ultrasound II Lab	45	2
DMS299	Ultrasound Registry Review	45	2
DMS291	Ultrasound Externship I	160	5
Term 6			
DMS293	Ultrasound Externship II	375	12
Term 7			
DMS295	Ultrasound Externship III	375	12
Term 8			

Accreditation

The Diagnostic Medical Sonographer program is accredited by the Commission on Accreditation of Allied Health Education Programs, (CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, www.caahep.org), upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, 6021 University Boulevard, Suite 500, Ellicott City, MD 21043.)



Note: Applied General Education course sequence subject to change

IN ORDER TO SUCCEED, WE MUST FIRST BELIEVE THAT WE CAN.—NIKOS KAZANTZAKIS

Health Information Technology

Location: Great Lakes Main Campus

Award: Associate Degree in Specialized Technology

Educational Objective

The Health Information Technology program is designed to provide the knowledge and hands on skills necessary to obtain entry level employment in the health care field in areas of health information technology, medical billing and coding, medical records, and medical office administration.

Program Overview

The Health information Technology program provides the students with the opportunity to learn the basics of health information technology, including medical billing and coding, assembling and auditing patient health-care information, and collecting and analyzing data to improve patient care. Students will also learn to use computerized billing software and electronic health records. Students will also learn the methods of collecting patient data, calculating common healthcare statistics, and assisting in the management of a health care records department. The program concludes with an externship to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

<u>Required Courses, Effective 12/2/13</u>		<u>Hrs</u>	<u>Cr</u>
Term 1			
MD132	Medical Terminology Essentials I	45	3
MD137	Medical Terminology Essentials II	45	3
MOP110	Comprehensive Medical Office Procedures	90	6
GE110	Career Success Strategies	45	3
CS105	Keyboarding	45	2
Term 2			
MD143	Anatomy & Physiology Essentials I	45	3
MD148	Anatomy & Physiology Essentials II	45	3
HIT150	Comprehensive Health Insurance	90	6
CS220	Microsoft Word	45	3
CS240	Microsoft Excel	45	3
Term 3			
MED182	Pathology for Allied Health Professionals	90	6
MB110	Medical Billing and Reimbursement	45	3
HIT250	Healthcare Statistics	45	3
GE170	Mathematics for the Health Care Professional	45	3
GE120	Customer Service	45	3
Term 4			
HIT135	Medical Coding I	90	6
MO214	Electronic Medical Records	45	2
MO220	Computerized Medical Office Management	45	3
GE220	Human Behavior for the Healthcare Professional	45	3
MO230	Medical Reports	45	3
Term 5			
HIT136	Medical Coding II	90	6
HIT225	Health Information Management I	90	6
MD160	Pharmacology Essentials	45	3
GE150	Career and Professional Development	45	3
Term 6			
EN120	Business Communication	45	3
HIT140	Advanced Medical Coding	90	6
HIT235	Health Information Management II	90	6
HIT290	Health Info. Tech. Certification Review	45	3
Term 6			
HIT295	Health Information Technology Externship	300	10

Course Schedule

The Health Information Technology program is a total of 1,920 hours of training over a 70-week period for the typical full-time student. Classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. All students are required to complete a full-time externship during the last 10 weeks of the program. Typical hours of the externship will be Monday through Friday from 8 a.m. to 5 p.m., but will vary by site and may include days, evenings, or weekends.

Certification Options

Graduates of the Health Information Technology program are eligible to sit for the Insurance and Coding Specialist exam offered by NCCT. This test is held at Great Lakes and offered to all students during the final weeks of the program. Certification is not a requirement for graduation. Graduates are also eligible to sit for the Certified Professional Coder (CPC) examination through AAPC, although it is recommended graduates first obtain work experience. *Note: Graduates are not eligible to sit for the RHIT exam.*



Note: Applied General Education course sequence subject to change

IF YOU CAN DREAM IT, YOU CAN DO IT. — WALT DISNEY

Massage Therapist



Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Massage Therapist program is designed to provide the student the knowledge and hands-on skills necessary to begin a successful career as a competent entry-level therapeutic massage therapist within the healthcare community. The program prepares the student to work in a variety of traditional and non-traditional medical facilities.

Program Overview

The Massage Therapist program offers a well-rounded curriculum that blends knowledge of therapeutic massage with the knowledge of the structure and function of the human body. The program focuses on practical experience offered in a fully equipped clinical setting and introduces a variety of specialized modalities, including Swedish massage, sports massage, shiatsu, neuromuscular techniques, and massage for special needs populations. The program also includes the business skills necessary for the student to enter the field as an independent practitioner. The program is designed for the student with little or no prior experience.

Course Schedule

The Massage Therapist program is 1,080 hours of training over a 40-week period for typical full-time students. Classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. for the first 20 weeks, and 8:00 a.m. to 1:20 p.m. for the last 20 weeks. During the last 20 weeks, students are also required to attend clinical rotations. Students are also required to attend off-site chair massage events. Clinical and offsite hours vary based on the number of enrolled students and will include afternoons, evenings, and weekends.

Pennsylvania Licensure

The Massage Therapist program is designed to prepare the student for the Massage and Bodywork Licensing Examination (MBLEx). Passing this exam is part of the requirements for licensure and employment in Pennsylvania. Applicants to the Massage Therapist program who wish to relocate are encouraged to research out-of-state licensure requirements prior to enrolling. *Students who wish to apply for licensure in New York and other states may require additional coursework.*

Required Courses, effective 12/1/12

Hrs

Term 1

GE-01	Career Success Strategies	45
MT-01	Introduction to Massage Therapy	45
MT-02	Medical Terminology Essentials	45
MT-03	Ethics for Massage Therapy	45
MT-04	Anatomy & Physiology I	45
MT-11	Swedish Massage I	45

Term 2

MT-05	Anatomy & Physiology II	45
MT-06	Myology I	45
MT-09	Pathology for Massage Therapists	45
MT-12	Swedish Massage II	45
MT-14	Massage Modalities	45
MT-16	Sports Massage	45

Term 3

MT-08	Kinesiology	45
MT-07	Myology II	45
MT-17	Nutrition and Safety	45
MT-19	Neurologic Techniques in Massage Therapy	45
MT-21	Massage Therapy Clinic I	45
MT-22	Massage Therapy Clinic II	45

Term 4

MT-15	Modalities for Special Needs Clients	45
MT-18	Shiatsu	45
MT-20	Massage Business Practices/Career Dev.	45
MT-26	Massage Therapy Certification Review	45
MT-23	Massage Therapy Clinic III	45
MT-24	Massage Therapy Clinic IV	45



IT IS NOT IN THE STARS TO HOLD OUR DESTINY BUT IN OURSELVES.—WILLIAM SHAKESPEARE

Medical Assistant

Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Medical Assistant program is designed to prepare the student with the knowledge and hands-on skills necessary to build a successful career as a competent entry-level medical assistant or patient care assistant within the healthcare community. The program prepares the student to work in both the clinic and administrative areas in a physician's office, hospital, or personal health care facility.

Program Overview

This Medical Assistant program provides the student with training necessary to work with physicians and other medical personnel in delivering quality healthcare in a fast-paced environment. Students have the opportunity to practice clinical procedures, laboratory techniques, and administrative responsibilities in a realistic setting. Students also learn medical terminology, office accounting practices, medical record keeping and other health care administration topics. The clinical and lab areas are equipped with exam tables, EKG machines, phlebotomy chairs, and other typical medical office equipment, allow students to develop their skills in various patient procedures and clinical tests. The program concludes with an externship to a local medical facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

Course Schedule

This program is a total of 1,095 hours of training in 40-weeks for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. The program is also offered in the evenings, Monday through Thursday from 6:30 p.m. to 9:50 p.m. All day and evening students are required to complete a 5– week, 150 hour externship at the conclusion of the program. Typical hours of the externship will vary by site, and may include days, evenings, and weekends.

Certification Opportunities

Medical Assistant students will be given the opportunity to sit for the National Certified Medical Assistant (NCMA) examination through the National Center for Competency Testing (NCCT) during their last few weeks of externship. Students take the exam at Great Lakes under the supervision of a proctor. Certification is not a requirement for graduation or employment in Pennsylvania.

Required Courses, Effective 4/2015

		Hrs	Cr
Term 1			
GE110	Career Success Strategies	45	3
CS220	Word Processing	45	3
MD132	Medical Terminology I	45	3
MA215	Clinical Procedures I	45	3
MD137	Medical Terminology II	45	3
MO112	Medical Office Procedures I	45	3
Term 2			
MD143	Anatomy and Physiology Essentials I	45	3
MO114	Medical Office Procedures II	45	3
MA225	Clinical Procedures II	45	3
MD148	Anatomy and Physiology Essentials II	45	3
MA235	Clinical Procedures III	45	3
MO214	Electronic Medical Records	45	2
Term 3			
MD182	Disease Process	45	3
MD160	Pharmacology Essentials	45	3
GE150	Career and Professional Development	45	3
MA230	Laboratory Procedures	45	3
PC110	Patient Care Essentials	45	2
PB220	Phlebotomy I	45	2
Term 4			
PB225	Phlebotomy II	45	2
MA240	ECG Essentials for Medical Assistants	45	3
MA280	Medical Assistant Certification Review	45	3
MA295	Medical Assistant Externship	150	5



THE SECRET OF GETTING AHEAD IS GETTING STARTED.—MARK TWAIN

Medical Office Assistant/Coder

Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Medical Office Assistant/Coder program is designed to provide the student the knowledge and hands-on skills necessary to build a successful career as a competent entry-level medical professional within the healthcare community. The program prepares the student to work in the front office, the medical records department, or inpatient facility office in a variety of health care settings.

Program Overview

Students in the Medical Office Assistant/Coder program learn all aspects of the front office in a medical facility. Students learn to complete and submit insurance claims to assist the physician or hospital in obtaining payment for services. Students will also learn to perform medical coding as it relates to HCPCS codes, ICD-9-CM codes, and CPT codes. Students learn to perform the accounts receivable functions relating to patient billing and collections, through both a manual and electronic system. Students will also have the skills necessary to accept positions such as Medical Office Assistant or Medical Secretary, where the primary responsibility is billing, coding, or record keeping or in a hospital as a Ward Clerk. The program concludes with an externship to a local medical facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

Course Schedule

This program is a total of 1,095 hours of training over a 40-week period for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. All students are required to complete a full-time externship that will be scheduled during the last 5 weeks of the program. Typical hours of the externship will be Monday through Friday from 8 a.m. to 5 p.m., but will vary by site and may include days, evenings, or weekends.

Certification Opportunity

Medical Office Assistant/Coder students will be given the opportunity to sit for the National Certified Insurance and Coding Specialist (NCICS) examination through the National Center for Competency Testing (NCCT) during their last few weeks of externship. Students take the exam at Great Lakes under the supervision of a proctor. Certification is not a requirement for graduation or employment in Pennsylvania.

Required Courses, Effective 2/17/2014

		Hrs	Cr
Term 1			
GE110	Career Success Strategies	45	3
CS111	Keyboarding and Word Processing	45	2
MD132	Medical Terminology I	45	3
MD137	Medical Terminology II	45	3
MOP110	Comprehensive Medical Office Procedures	90	6
Term 2			
MD110	Medical Law and Ethics	45	3
MD143	Anatomy and Physiology Essentials I	45	3
MD148	Anatomy and Physiology Essentials II	45	3
MB110	Medical Billing and Reimbursement	45	3
HIT150	Comprehensive Health Insurance	90	6
Term 3			
MD182	Disease Process	45	3
MO235	Medical Transcription	45	2
MO150	Health Unit Coordinator I	45	3
GE150	Career and Professional Development	45	3
HIT130	Comprehensive Medical Coding	90	6
Term 4			
MD160	Pharmacology Essentials	45	3
MO214	Electronic Medical Records	45	2
MB190	Insurance/Coding Certification Review	45	2
MB290	Medical Billing/Coding Externship	150	5



THE BIGGEST ADVENTURE YOU CAN TAKE IS TO LIVE THE LIFE OF YOUR DREAMS.—OPRAH WINFREY

Medical Office Assistant

Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Medical Office Assistant program is designed to provide the student with the knowledge and hands-on skills necessary to build a successful career as a competent entry-level medical office assistant within the healthcare community.

Program Overview

The Medical Office Assistant program is designed to prepare students to become an entry-level medical administrative assistant with the necessary computer skills to be successful in today's job market. Students are introduced and provided an opportunity to practice their skills in various administrative and general office responsibilities including appointment scheduling, telephone techniques, proofreading, transcribing orders, billing and coding, patient charting, patient reception, mail handling, and accounting procedures. Graduates will be prepared for positions in physician offices, hospitals, nursing homes, or other health facilities. The program concludes with an externship to a local medical facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

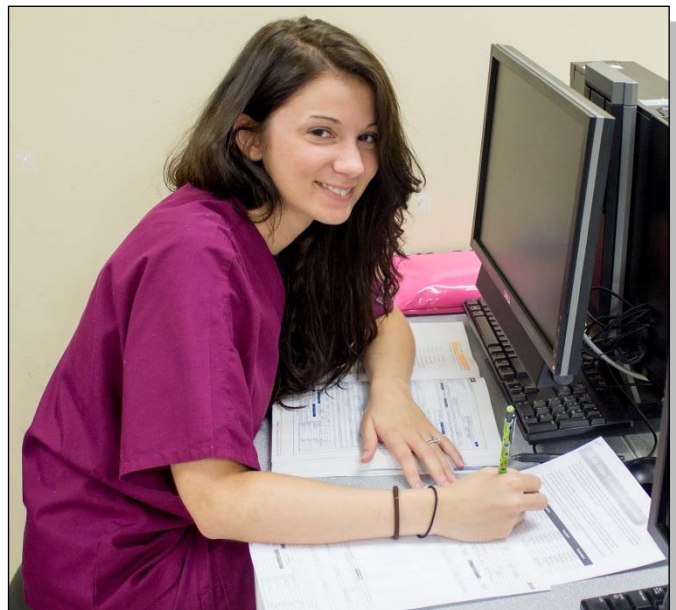
Course Schedule

This program is a total of 855 hours of training over a 31-week period for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. Typical hours of the externship will be Monday through Friday from 8 a.m. to 5 p.m., but will vary by site and may include days, evenings, or weekends.

Certification Opportunity

Medical Office Assistant students will be given the opportunity to sit for the National Certified Medical Office Assistant (NCMOA) examination through the National Center for Competency Testing (NCCT) during their last few weeks of externship. Students take the exam at Great Lakes under the supervision of a proctor. Certification is not a requirement for graduation or employment in Pennsylvania.

Required Courses, Effective 1/2015		Hrs	Cr
Term 1			
GE110	Career Success Strategies	45	3
MD132	Medical Terminology I	45	3
MD137	Medical Terminology II	45	3
EN120	Business Communication	45	3
CS105	Keyboarding	45	2
CS220	Microsoft Word	45	3
Term 2			
MOP110	Comprehensive Medical Office Procedures	90	6
MD143	Anatomy and Physiology Essentials I	45	3
MD148	Anatomy and Physiology Essentials II	45	3
MO214	Electronic Medical Records	45	2
GE150	Career and Professional Development	45	3
Term 3			
MO230	Medical Reports	45	3
MO150	Health Unit Coordinator I	45	3
MO190	MOA Certification Review	45	3
MO295	Medical Office Assistant Externship	180	6



COURAGE IS BEING SCARED TO DEATH... AND SADDLING UP ANYWAY.—JOHN WAYNE

Pharmacy Technician

Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Pharmacy Technician program is designed to provide the student the knowledge and hands-on skills necessary to build a successful career as a competent entry-level pharmacy technician within the healthcare community. The program prepares the student to perform the technical distributive functions in pharmacies and pharmacy-related industries.

Program Overview

The Pharmacy Technician program will provide the student with the skills necessary to perform the functions of pharmacy practice under the direct supervision of a Pharmacist. Students receive classroom, laboratory, and practical experience to demonstrate appropriate knowledge and understanding of the pharmacy's role in healthcare. Students learn to receive prescriptions from patients and doctors, retrieve, count, weigh, and measure medications, calculate dosages, maintain inventory, package and label medications, and assist in preparing insurance claims. The program concludes with an externship to a local pharmacy or hospital to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

Course Schedule

This program is a total of 855 hours of training over a 31-week period for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. Typical hours of the externship will be Monday through Friday from 8 a.m. to 5 p.m., but will vary by site and may include days, evenings, or weekends.

Certification Opportunity

Upon completion of the program, students are encouraged to take the exam to become Nationally Certified Pharmacy Technicians (CPHT). Certification is not a requirement for graduation or employment in Pennsylvania.

Required Courses, Effective 8/2014		Hr	Cr
Term 1			
GE110	Career Success Strategies	45	3
PT140	Pharmacy Terminology	45	3
PT130	Anatomy & Physiology Essentials	45	3
PT120	Introduction to Pharmacy	45	3
PT210	Pharmacy Principles and Procedures I	45	3
PT110	Pharmacy Law and Ethics	45	3
Term 2			
PT215	Pharmacy Principles and Procedures II	45	3
PT190	Pharmacy Calculations I	45	3
PT150	Pharmacology I	45	3
PT160	Pharmacology II	45	3
PT195	Pharmacy Calculations II	45	3
PT220	Insurance and Billing for the Pharm Tech	45	3
Term 3			
PT170	Pharmacology III	45	3
PT270	Pharmacy Technician Certification Review	45	3
GE150	Career and Professional Development	45	3
PT295	Pharmacy Technician Externship	180	6



I ATTRIBUTE MY SUCCESS TO THIS: I NEVER GAVE OR TOOK ANY EXCUSE. –FLORENCE NIGHTINGALE

Surgical Technologist



Location: Great Lakes Main Campus

Award: Associate Degree in Specialized Technology

Educational Objective

The Surgical Technologist program is designed to provide the student with the opportunity to develop the skills and knowledge necessary to gain employment as an entry-level surgical technologist and become a contributing member of the healthcare team. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains. The program prepares the student to work in a hospital, ambulatory surgical center, or outpatient medical facility.

Program Overview

The Surgical Technologist program will provide the student with an understanding of various surgical procedures necessary to anticipate the needs of the operating room team members. Students will learn to apply the principles of sterilization, disinfection, and aseptic and sterile techniques in preparation and use of all supplies and equipment. This knowledge will be demonstrated by the ability to position patients and to prepare instrumentation, equipment, and supplies appropriate for surgical intervention. The program concludes with an externship to a hospital or ambulatory center to provide hands-on working experience. The program exceeds the criteria set forth in the current CAAHEP Standards and guidelines for the Accreditation of Educational Programs in Surgical Technology. The program is designed for the student with little or no prior experience in the field.

Course Schedule

This program is a total of 2,085 hours of training over a 70-week period for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. All students are required to complete a full-time externship that will be scheduled during the last 15 weeks of the program. Typical hours of the externship will be Monday through Friday from 6 a.m. to 3 p.m., but will vary by site and include days, evenings, or weekends. The student may be placed on an externship outside the local area.

Required Courses, Effective 9/2014			Hr	Cr
Term 1				
GE110	Career Success Strategies		45	3
CS220	Microsoft Word		45	3
MED125	Medical Terminology		90	6
MED140	Anatomy & Physiology I		90	6
Term 2				
SGT123	Introduction to Surgical Technology		90	6
MED150	Anatomy & Physiology II		90	6
MED182	Pathology for the Allied Health Professional		90	6
Term 3				
SGT210	Surgical Procedures I		90	6
SGT211	Surgical Procedures		90	4
GE170	Math for Healthcare Professionals		45	3
SGT180	Pharmacology for Surgical Technology		45	3
Term 4				
SGT220	Surgical Procedures II		90	6
SGT221	Surgical Procedures II Lab		90	4
MED130	Patient Interaction		45	3
MD110	Medical Law and Ethics		45	3
Term 5				
SGT230	Surgical Procedures III		90	6
SGT231	Surgical Procedures III Lab		90	4
GE220	Human Behavior for Healthcare Professionals		45	3
SGT170	Microbiology for Surgical Technologists		45	3
Term 6				
SGT291	CST Certification Review		45	3
EN120	Business Communication		45	3
GE150	Career and Professional Development		45	3
SGT295	Surgical Technology Externship I		200	6
Term 7				
SGT298	Surgical Technology Externship II		400	13

Program Accreditation and Certification

The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on education in Surgical Technology/Surgical Assisting (ARC-ST/SA). All students must sit for the Certified Surgical Technician (CST) exam prior to graduation. Obtaining CST certification is not mandatory for graduation or employment in Pennsylvania.



Note: Applied General Education course sequence subject to change

I AM NOT A PRODUCT OF MY CIRCUMSTANCES. I AM A PRODUCT OF MY DECISIONS. –STEPHEN COVEY

Veterinary Assistant

Location: Great Lakes Main Campus

Award: Diploma

Educational Objective

The Veterinary Assistant program is designed to provide the student the knowledge and hands-on skills necessary to build a successful career as a competent entry-level veterinary assistant. The program prepares the student to work in a veterinary hospital, private practice, nature center, zoo, research facility, or veterinary clinic

Program Overview

The Veterinary Assistant program provides the student with the knowledge of proper restraint and control of animals, collecting and recording medical histories, performing vital signs, receiving hospital patients, and assisting the veterinarian with the treatment of patients. The student will also learn to prepare animals and instruments for surgery, perform inventories, assist with filling prescriptions, perform laboratory tests, and obtain lab specimens. The student will also learn to position animals to obtain x-rays, administer medications, and apply bandages. The program concludes with an externship to a local veterinary facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

Course Schedule

This program is a total of 855 hours of training over a 31-week period for typical full-time day students. Day classes are held Monday through Thursday from 8:00 a.m. to 3:50 p.m. Typical hours of the externship will be Monday through Friday from 8 a.m. to 5 p.m., but will vary by site and may include days, evenings, or weekends.

Required Courses, Effective 12/1/12		Hr	Cr
Term 1			
GE110	Career Success Strategies	45	3
VA105	Introduction to the Veterinary Practice	45	3
VA140	Veterinary Anatomy and Physiology I	45	3
VA145	Veterinary Anatomy and Physiology II	45	3
VA170	Veterinary Clinical Procedures I	45	3
VA175	Animal ID., Health, and Production	45	3
Term 2			
VA180	Veterinary Clinical Procedures II	45	3
VA183	Veterinary Clinical Procedures II Lab	45	2
VA120	Veterinary Office Practices	45	3
VA160	Veterinary Pharmacology	45	3
VA190	Veterinary Clinical Procedures III	45	3
VA193	Veterinary Clinical Procedures III Lab	45	2
Term 3			
VA200	Veterinary Clinical Procedures IV	45	3
VA203	Veterinary Clinical Procedures IV Lab	45	2
GE150	Career and Professional Development	45	3
VA290	Veterinary Assistant Externship	180	6



A PERSON WHO NEVER MADE A MISTAKE NEVER TRIED ANYTHING NEW. – ALBERT EINSTEIN

Course Descriptions

Please see program descriptions for a complete list of required courses for each program. Course descriptions subject to change without prior notification. Students enrolled in credit hour courses are required to complete a maximum of 5 hours of additional outside work for every 20 hours of in-school instruction. Specific outside work assignments can be found on the course syllabus provided to the student on the first day of each course.

Dental Assistant

DA120 Dental Assisting Terminology 45 hours, 3 credits

This course is designed to provide the student with an overview of the language of dentistry. The course presents terms specifically related to the science of dentistry, grouped according to specialty or area of interest. Prefixes, suffixes, and combining forms are used to explain the composition of dental terms.

DA130 Anatomy of the Head & Neck 45 hours, 3 credits

This course is designed to provide the student with an overview of the anatomy of the head and neck, including the bones, muscles, and nerves. This course will introduce the student to the composition, formation, and eruption of the teeth. The landmarks of the face and oral cavity are explained. The course concludes with a discussion of the names, locations, and lifecycle of the various teeth in the human dentition.

DA140 Foundations of Dental Assisting 45 hours, 3 credits

This course is designed to introduce the student to delivering dental care to patients. Students learn the principles of team positioning, operating zones, and instrument transfer. Extensive time is spent on dental instrument, handpiece, and accessory identification and use. Students are also introduced to methods of oral evacuation systems and dental dams. Methods of anesthesia and pain control are also introduced. This course is taught in conjunction with DA145 Foundations of Dental Assisting Lab

DA144 Foundations of Dental Assisting Lab 45 hours, 2 credits

This course is designed to emphasize the foundations of delivering dental care to patients. Students are introduced to basic patient communications and care. Students learn to handle and pass dental instruments, use the dental mirror, perform mouth rinses, and prepare dental dams. Students also get hands on practice in techniques related to anesthesia and pain control. This course is in conjunction with DA140 Foundations of Dental Assisting.

DA210 Infection Control & Safety in Dentistry 45 hours, 3 credits

This course is designed to provide the student with an overview of basic microbiology, disease transmission, and infection control in the dental

office. Guidelines for infection control and OSHA Bloodborne Pathogens Standards are discussed. Principles of disinfection and instrument sterilization are included. The course also includes an overview of the regulatory and advisory agencies that govern the dental field including chemical and waste management.

DA225 Dental Office Procedures and Insurance 90 hours, 6 credits

This course is designed to introduce the student to the business aspects of dental office including communication skills, telephone techniques, letter writing, and patient relations. Students learn the types of filing systems, inventory, and methods of patient scheduling. Students are introduced to dental insurance procedures, coding, claims submission, reimbursement, and eligibility. The student will have an overview including bookkeeping systems, money management, and fees collection. Emphasis is placed on the legal responsibilities of the dental team and the importance of ethical conduct and confidentiality.

DA250 Dental Radiology / Materials 90 hours, 6 credits

This course is designed to provide the student with the knowledge of dental radiography and dental materials. Students gain an understanding of the theoretical concepts of radiation basics and the biological effects of radiation and radiation protection. Students also learn the types and properties of restorative and esthetic materials, as well as bonding systems, cements, and impression materials. Emphasis is placed on the uses and variables affecting each material used in various applications. This course is offered in conjunction with Dental Radiology/ Materials Lab.

DA255 Dental Radiology / Materials Lab 45 hours, 2 credits

This course is designed to provide the student with the hands on practice in the field of dental radiology and the preparation of dental materials. Students gain the intraoral techniques necessary to produce and interpret diagnostic-quality radiographs in both film and digital format. Students also learn to prepare the patient and assemble the instruments. Students also gain hands on practice in preparing and using dental amalgam, resins, cements, and plasters. Students will also have an opportunity to prepare dental impressions and models in the lab. Focus is on using correct materials and techniques in each. This course is taught in

conjunction with the lecture course, Dental Radiology / Materials.

DA170 Assisting in Restorative Dental Care 45 hours, 3 credits

This course introduces the student to comprehensive dental restorative care. Students will learn the basics of cavity preparation, as well as permanent, complex, and intermediate restorations. Students also learn the types and uses of matrix systems in restorative dentistry. Permanent and temporary dental crowns and bridges are discussed. Students are also introduced to the dental assistant's role in removable partial and full dentures. Dental implants are discussed. This course is taught in conjunction with Assisting in Restorative Care Lab.

DA174 Assisting in Restorative Dental Care Lab 45 hours, 2 credits

This course provides the student with the opportunity to gain hands-on experience in various methods of restorative dental care. Students will learn to assist in restorations and placement of veneers. Students also learn to assemble, place, and remove a matrix band. Students will learn to assist in a crown and bridge restoration as well as cementation of cast restorations, as well as assisting in the delivery of partial and full dentures. This course is taught in conjunction with Assisting in Restorative Dental care

DA260 Dental Specialties 90 hours, 6 credits

This course introduces the student to the role of the dental assistant in specialty dentistry, including endodontic (root canals), pediatric (children), periodontics (gum diseases), orthodontics (braces), and oral surgery. The course concentrates on the diagnostic testing, types of procedures, materials and instruments, treatment, and patient care involved in each of these specialties, focusing on the role of the dental assistant in the specialty office. This course is offered in conjunction with DA265 Dental Specialties Lab.

DA265 Dental Specialties Lab 90 hours, 4 credits

This course is designed to provide the students with the hands-on laboratory experience assisting in the dental specialties, including tray set-up, instrumentation, obtaining patient comfort, and providing post-operative care. Emphasis is placed on effective patient communication, assisting, and documentation. This

course is offered in conjunction with DA260 Dental Specialties.

DA220 Dental Patient Assessment and Care 45 hours, 3 credits

This course is designed to provide the student with the knowledge and hands on practice in various patient care and assessment techniques. Students will be able to obtain a medical-dental health history, complete chart entries, and register new patients. Students will learn to take a patient's pulse, temperature, and blood pressure. Principles of pharmacology are introduced. Students also learn to assist in a medical emergency and have an opportunity to become certified in CPR.

DA270 Dental Assistant Certification Review 45 hours, 2 credits

This course is designed to serve as a capstone course to the program and begins with a review of basic test-taking skills and study habits. Each of the major sections of the program is reviewed, with a focus on the learning objectives identified in the exams given through the Dental Assisting National Board (DANB). Certification is not a requirement for successful completion of this course.

DA280 Dental Assistant Externship 150 hours, 5 credits

Upon successful completion of all courses, the student must complete a 5-week externship designed to enable the student to practice on-the-job skills in a dental practice or clinical environment, under the direct supervision of a clinical site coordinator. While on externship, the student will be evaluated in hands-on abilities, professional behavior, and knowledge of the field. The externship must be successfully completed before a diploma is awarded.

Diagnostic Medical Sonographer

DMS110 Introduction to Sonography 45 hours, 2 credits

This course is designed to familiarize the student with the building block of ultrasound. Students will learn the foundations of patient care, physical findings, physiology, laboratory data and relationships within the body cavity. The basic ultrasound principles, scanning techniques, transducers, Doppler principles, and artifacts will be introduced. The course also touches on ergonomics, privacy issues, and medical ethics. An overview of other imaging modalities will also be presented.

DMS161 Abdominal Ultrasound I 90 hr/6 cr

This course includes an in-depth study of the anatomy and physiology of the vascular system, liver, biliary system, pancreas, gastrointestinal tract and spleen. The student will be introduced to the normal and abnormal sonographic

appearances along with their prenatal development and variants. Instruction will include cross sectional and relational anatomy. Pathology, pathophysiology, lab values, clinical findings and causes of various disease processes will also be discussed. Basic scanning techniques and Doppler specific to each system will be discussed along with comparison to other imaging modalities. Classroom instruction is coordinated with lab activities in DMS 162.

DMS162 Abdominal Ultrasound I Lab 90 hr/4 cr

This lab course represents the hands-on clinical component of the student experience. Lab activities are designed to develop the student's scanning skills relating to the vascular system, liver, biliary system, pancreas, gastrointestinal tract and spleen. Topics include basic instrumentation, knobology, and scanning related to these structures. Scanning instruction will include normal and abnormal ultrasound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams, and present their images.

DMS135 Ultrasound Physics and Instrumentation I 90 hr/6 cr

This course is an introduction to physics as it relates to ultrasound. It begins with a study of mathematical concepts, characteristics of the sound wave, and the interaction of sound in tissue. It continues with an in-depth study of the ultrasound transducer, sound beam characteristics, Doppler, hemodynamics and artifacts seen on the ultrasound exam.

DMS171 Abdominal Ultrasound II 90 hr/6 cr

This course includes an in-depth study of the anatomy and physiology of the urinary system, peritoneal and retroperitoneal cavity, abdominal wall, thyroid, neck, breast, scrotum, prostate, and musculoskeletal system. The student will be introduced to the normal and abnormal sonographic appearances along with their prenatal development and variants. Instruction will include cross sectional and relational anatomy. Pathology, pathophysiology, lab values, clinical findings and causes of various disease processes will also be discussed. Basic scanning techniques and Doppler specific to each system will be discussed along with comparison to other imaging modalities. Classroom instruction is coordinated with lab activities in DMS 172.

DMS172 Abdominal Ultrasound II Lab 90 hr/4 cr

This lab course represents the hands-on clinical component of the student experience. Lab activities are designed to develop the student's scanning skills relating to the normal and abnormal appearance of the urinary system, peritoneal and retroperitoneal cavity, abdominal wall, thyroid, neck, breast, scrotum and prostate and musculoskeletal system. Scanning instruction will include normal and abnormal ultra-



sound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams and present their images.

DMS150 Ultrasound Physics and Instrumentation II
45 hr/3 cr

This course continues to explore the instrumentation and physics used in ultrasound. Topics include how the beam is formed, processed and displayed. Included are performance and safety issues related to ultrasound and the care and maintenance of the ultrasound equipment. There is also a review component for the physics registry exam.

DMS192 Introduction to Vascular Ultrasound
45 hr/2 cr

This course will introduce the students to vascular sonography. Course instruction will include anatomy and physiology of the carotid arteries and the lower extremity venous system. Instruction will include demonstration of sonographic imaging of these systems along with normal and abnormal findings associated with various vascular disease processes. Student will be required to show competency in imaging these vascular structures.

DMS262 Obstetric/Reproductive Ultrasound I
90 hr/6 cr

This course begins with an in-depth study of the anatomy, physiology, pathology, and pathophysiology and cross sectional anatomy of the female pelvis and adjacent structures and the first and second trimesters of the pregnant female. Topics also include Doppler evaluation of the female pelvis and the role of ultrasound in evaluating female infertility. The physiology of pregnancy, embryology, and the development of the fetus in the first trimester, high risk pregnancy, congenital anomalies, and 3D/4D evaluation of the fetus are also discussed. Classroom instruction is coordinated with lab activities in DMS266.

DMS266 Obstetric/Reproductive Ultrasound I Lab
90 hr/4 cr

This lab course represents the hands on clinical component of the student's learning experience. Lab activities and clinical procedures are designed to develop student scanning skills related to the female pelvis and first and second trimester pregnancy. Scanning instruction will include normal and abnormal ultrasound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams and present their images.

DMS271 Obstetric/Reproductive Ultrasound II
45 hr/3 cr

This course begins with an in-depth study of the anatomy, physiology, pathology, and pathophysiology and cross sectional anatomy of the development of the placenta, umbilical cord, and abnormalities of the amniotic fluid. Topics also include the normal and abnormal anatomy and development of the fetal face, neck, neural axis, thorax, abdomen, urogenital and skeletal sys-

tems. Classroom instruction is coordinated with lab activities in DMS275

DMS275 Obstetric/Reproductive Ultrasound II Lab
45 hr/2 cr

This lab course represents the hands on clinical component of the student's learning experience. Lab activities and clinical procedures are designed to develop student scanning skills related to the third trimester of pregnancy, amniotic fluid, umbilical cord, placenta, urogenital and skeletal systems. Scanning instruction will include normal and abnormal ultrasound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams and present their images.

DMS299 Ultrasound Registry Review
45 hr/2 cr

This course will serve as a review of basic knowledge from previous courses and is designed to assist in preparing students to take the American Registry for Diagnostic Medical Sonography (ARDMS) registry examination. The course focuses on a review of ultrasound physics and instrumentation, abdominal ultrasound, and obstetric/gynecologic ultrasound. Mock registry review exams and interactive classroom discussions will be used to reassess the student's understanding of the subjects.

DMS291 Ultrasound Externship I
160 hr/5 cr

This course begins the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. This final externship experience may be located outside the local area.

DMS293 Ultrasound Externship II
375 hr/12 cr

This course continues the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. This final externship experience may be located outside the local area.

DMS295 Ultrasound Externship III
375 hr/12 cr

This course continues the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge

learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. This final externship experience may be located outside the local area.

DMS297 Ultrasound Externship IV
375 hr/12 cr

This course concludes the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. By the completion of DMS297, all students must pass all required competencies in order to be eligible for graduation. This final externship experience may be located outside the local area.

Health Information Technology

MOP110 Comprehensive Medical Office Procedures
90 hours, 6 credits

This course is designed to provide the student with the comprehensive knowledge and hands-on skills necessary to perform administrative functions in a physicians' office. Students are introduced to the types of medical practices, HIPAA and OSHA regulations, and patient communication. Students learn to manage correspondence, maintain patient records, use effective telephone techniques, and schedule appointments. The course also focuses on the financial responsibilities of a physicians' office. Students learn the basics of health insurance billing procedures, medical coding, patient billing and collections. Students also are introduced to the basics of accounting in a medical office. Effective communication and patient education is stressed throughout the course.

HIT150 Comprehensive Health Insurance
90 hours, 6 credits

This course provides the overview of essential insurance procedures for the allied health student. Students are provided with the basic understanding of insurance procedures and HIPAA compliance. The course focuses on health care payers such as private insurance plans, managed care systems, Medicare, Medicaid, TRICARE, CHAMPVA, workers compensation, and disability programs. The student is also introduced to the basics of hospital billing. The course includes an overview of diagnostic and procedure coding and completion of insurance claim forms. Students also learn the importance of medical documentation and records management. Students receive hands on practice in problem solving insurance claims and collection strategies.

HIT135 Medical Coding I

This course is designed to provide the student with an overview of ICD outpatient coding and reporting guidelines. Students will understand why accurate coding is necessary, understand the basics of the health record, and fully understand the rules, guidelines, and the functions of ICD-9-CM coding. The course uses a systematic approach, with in-depth coverage of diagnostic coding relating to the body systems.

HIT136 Medical Coding II

This course is a continuation of HIT135 and focuses on procedural coding and the associated modifiers. The course uses a systematic approach, with in-depth coverage of procedural coding relating to the body systems. Guidelines for outpatient coding are addressed.

MO214 Electronic Medical Records

45 hours, 2 credits

This course introduces students to the common administrative procedures in medical practices through the use of electronic health records with regard to patient charts as well as insurance billing, scheduling appointments and running financial records. Students will learn to input patient demographic and insurance information accurately and have an understanding of the privacy, and the standards, of sharing electronic information within the industry. This course also provides the student with in-depth practical training on common electronic health records software.

MO220 Computerized Medical Office Management

45 hours, 3 credits

This course introduces the student to the common computerized administrative procedures performed in both small and large medical practices. Students learn to input patient information, bill insurance companies, and schedule appointments electronically using the Medisoft program. Students learn to run common financial reports associated with the medical practice.

MO230 Medical Reports

45 hours, 3 credits

This course is designed to provide the student with knowledge of confidential inpatient and outpatient medical reports. Students learn about the content and format for reports and learn to transcribe the medical reports using transcription equipment.

MB110 Medical Billing and Reimbursement

45 hours, 3 credits

This course is designed to provide the student with a basic understanding of various aspects of medical billing and reimbursement. Topics included are the hospital regulatory environment, structure and function of hospitals, patient accounts and data flow, the billing and accounts receivable process, claim forms, payers, reimbursement and HIPAA.

HIT140 Advanced Medical Coding

90 hours, 6 credits

This course is designed to provide the student with the opportunity to practice and learn the advanced CPT and ICD-9 coding. The course provides the student with intense and challenging coding examples and cases to solve. Prerequisite: HIT135, HIT136

HIT225 Health Information Management I

90 hours, 6 credits

This course is designed to provide the student with the knowledge necessary to begin the study of Health Information Management. Students are introduced to basic health care delivery systems, health informatics, and the HIM profession. Public and private initiatives toward the development of nationwide health information networks are discussed. The course also presents a variety of data elements required and collected in the health care industry. The course also addresses the user needs in data systems and the role of the HIM professional in data collection. A discussion on health care informatics covers various information technologies and their uses in health care environment. Information Systems Life Cycles are discussed at length, along with the management of electronic health records.

HIT235 Health Information Management II

90 hours, 6 credits

This course is a continuation in the study of Health Information Management. The course begins with a review of computing, organizing, and displaying health care statistics. The course also provides the student with the knowledge necessary to understand epidemiology with application specific to health information management. The course emphasizes the crucial role of the HIM professionals in assessing and improving the quality of services in the health care system. The course also provides a pragmatic view of how data is used in healthcare and the legal issues surrounding health information management. This course also provides the student with an overview of human resources management, operational management, the revenue cycle, and financial management. Students will be exposed to the basic system approach to management as it relates to the health information technology field.

Prerequisite: HIT225

HIT255 Calculating and Reporting

Healthcare Statistics

90 hours, 6 credits

This course is designed to provide the student with knowledge of the basics terms, definitions, and formulas used in computing healthcare statistics. Primary emphasis is on inpatient health care data and statistical computations. Topics include statistical terminology, data collection, calculating statistical rates, as well as a review of basic mathematical functions. Students are also introduced to statistical reporting using creating tables, charts and graphs in Microsoft Excel. Prerequisite: HIT235, CS240

HIT290 Health Information Technology Certification Review

45 hours, 3 credits

This course is designed to serve as a capstone course to the program and begins with a review of basic test-taking skills and study habits. Each of the major sections of the course is reviewed, with a focus on the learning objectives identified in the Certified Professional Coder (CPC) exam and the Certified Professional Health Information Technology Certification (CPHIT) exam. Certification is not a requirement for successful completion of this course.

HIT295 Health Information Technology

Externship

300 hours, 10 credits

This course is a culmination of the student's training and is designed to provide the student with experience in selected health care facilities. While on externship, the student will have an opportunity to apply classroom knowledge to real-world applications, while interacting with doctors, insurance specialists, patients, and colleagues. Students are required to complete 300 hours over a 10-week period. The course is the final phase of the program and is a requirement for graduation.

Massage Therapist

MT-01 Introduction to Massage Therapy

45 clock hours

This course provides the student with an introduction to the wide range of bodywork professions. Topics covered will include progression of massage therapy in society, overviews of the massage field, the benefits of massage, the laws governing massage therapy, as well as the knowledge and skills needed to provide a safe nurturing environment. Students are also introduced to draping and positioning clients, overview of physical assessments, and basic massage manipulation techniques.

MT-02 Medical Terminology Essentials

45 clock hours

This course is designed to provide the student with knowledge of medical terminology and commonly used abbreviations to enable the student to have an improved communication system common to those used involved in the healthcare industry. The focus will involve utilization of word parts, medical abbreviation, and medical term recognition, pronunciation, and proper spelling of medical terms.

MT-03 Ethics for Massage Therapy

45 clock hours

This course will discuss the importance of professionalism and ethics in the field of Massage Therapy. The objectives are designed to promote professionalism and educate the therapists about psychological concepts that impact massage therapy. The course covers legal, professional, and personal areas of the ethical decision making process. The course is designed to assist students in developing appropriate therapeutic behavior and professional boundaries.

MT-04 Anatomy & Physiology I

45 clock hours

This course is designed to provide the student with an understanding of the relationship of anatomy and physiology to the body as a whole. The following systems of the body will be covered: skeletal, muscular, endocrine system, central and peripheral nervous system.

MT-05 Anatomy & Physiology II**45 clock hours**

This course is a continuation of the overview of anatomy and physiology in the relationship to the body as a whole. The cardiovascular, nervous, lymphatic, respiratory, digestive, urinary, and reproductive systems will be covered.

MT-11 Swedish Massage I**45 clock hours**

This course includes an overview of Swedish Massage techniques. This class covers the history, theory and practice of therapeutic massage, as well as the dynamics of mind/body interactions in massage. The basic Swedish massage strokes and joint mobilization techniques are covered in this hands-on class.

MT-06 Myology I**45 clock hours**

This course provides an in-depth view of the muscular system in the human body as it relates to the art and science of manual palpation. This is part one of a two-part course in which the student will learn the muscle origins, muscle insertions, muscle actions, nerve innervations and muscle palpation. The course begins with an introduction to basic palpation and massage strokes as well as upper, axial, and extremity bone palpation and ligaments. Students learn the palpation techniques of the muscles of the head, neck, and shoulders.

MT-09 Pathology for Massage Therapists**45 clock hours**

This course is designed to assist the massage therapist student in understanding the relationship of pathologies to massage and bodywork. Common diseases and abnormalities of the various body systems are studied in terms of their signs and symptoms and their relationship with massage therapy.

MT-12 Swedish Massage II**45 clock hours**

This course is a continuation of MT211, and students are given the opportunity to practice their personal techniques in relaxation massage. The course emphasizes introduction to touch, energy exchange and the importance of body mechanics for career longevity. Body mechanics, timing, and variation of massage routines are practiced. Prerequisite: MT211

MT-14 Massage Modalities**45 clock hours**

This course will include the study of aromatherapy, reflexology, spa treatments, and various forms of energy work. The student will learn how to blend and use the essential oils for use in massage treatments. Reflexology will include knowledge of the points on both the hands and

feet to effectively treat common ailments. Students are also provided with an overview of basic energy work which focuses on the belief that the human body contains energy levels that will promote overall health and well-being.

MT-16 Sports Massage**45 clock hours**

This course is designed to provide the massage therapy student with the specific skills necessary to address the needs of athletes, both pre- and post-event. Techniques for warm-up, to help improve flexibility, range of motion, and to aid in mental clarity are included. Treatment techniques of commonly identified sports injuries will be addressed in this course as well.

MT-07 Myology II**45 clock hours**

This course provides an in-depth view of the muscular system in the human body as it relates to the art and science of manual palpation. This is part two of a two-part course in which the student will learn the muscle origins, muscle insertions, muscle actions, nerve innervations and muscle palpation. Students learn the palpation techniques of the muscles of the arm, forearm, hand, trunk, pelvis, leg, thigh, and feet. Prerequisite: MT150

MT-08 Kinesiology**45 clock hours**

This course is designed to provide the student with an understanding of the movement of the body and how and where muscles, bones, tendons, and ligaments interact to create movement. Students are introduced to the classification of muscles, joints and planes of motion. Stretching and therapeutic exercises will be included in this course.

MT-19 Neurologic Techniques in Massage Therapy**45 clock hours**

This course is designed to provide the student with intermediate training relating to the nervous system. The cranial nerves, spinal nerves, and brain will be studied in relationship to movement. Discussions include the body's reaction both from the sympathetic and parasympathetic nervous system as it relates to muscular intervention and reaction to stimulus. This course will also explore myofascial trigger point therapy, providing the student with an overview of the restrictions caused by trigger points. Students will learn and practice releasing the most common trigger point areas.

MT15 Massage Modalities for Special Needs Clients**45 clock hours**

This course is designed to prepare the student to identify and access, and serve clients and patients with special needs. Modalities include infant/child massage, neonatal massage, and geriatric massage. Students are also presented with the various techniques used when massaging the chronically or terminally ill and the physically or psychologically challenged.

MT-17 Nutrition and Safety**45 clock hours**

This course will introduce the student to basic nutrition as well as various vitamins, minerals, and herbs necessary in maintaining a healthy mind and body. Students are also introduced to the uses, effects, and chemical ingredients of powders, lotions, oils and other products used in massage therapy. Sanitation will also be included in this class. The course also touches on the preparedness for emergencies that may occur, and the knowledge and skills necessary to assess, intervene, and assist a victim in an emergency situation. Students will learn how to assess, implement basic emergency procedures and administer CPR. The student will also learn how to recognize abused or neglected patients and clients.

MT-18 Shiatsu**45 clock hours**

This course will provide the student with the knowledge and hands-on practice in the ancient art of shiatsu, a form of Japanese massage. Students will be guided through demonstrations and practice sessions in order to gain the skills necessary to provide a full-body traditional Shiatsu treatment. Proper Shiatsu protocols, techniques, body mechanics, pressure points, and basic energetic flow patterns are stressed. Continual emphasis will be on proper body mechanics and energy conservation to better facilitate balance and well-being. Students are also introduced to gentle stretching, yoga, and guided meditation.

MT-20 Massage Business Practices/Career Development**45 clock hours**

This class is designed to provide the student with a clear understanding of the business and legal aspect of massage therapy, including state licensure requirements. Course topics will include creating a business plan, identifying financial needs, setting achievable goals, and creating marketing materials. Students will also understand the need for effective marketing and networking strategies in order to build a successful clientele. Students will also be introduced to job seeking techniques, including resume development and interviewing skills.

MT-26 Massage Therapy Certification Review**45 clock hours**

This course is designed to provide the Massage student with the knowledge and training necessary to take the MBLEx licensure exam required for licensure in Pennsylvania. Passing the certification exam is not part of the course requirements.

MT-21 Massage Therapy Clinic I**45 clock hours**

This course is one of four courses designed to provide the student with the opportunity for the practical application of massage techniques in the student clinic. The student will learn to access the client during intake, form a treatment plan, write SOAP notes, and identify contraindicated. Client confidentiality will also be emphasized. The

student will apply all of their acquired skills and techniques, client interaction, and business procedures in the student clinic, under the supervision of a massage instructor. During Clinic I, students should be able to provide Swedish massage, aromatherapy, and reflexology to the general and special needs populations of clients.

MT-22 Massage Therapy Clinic II

45 clock hours

This course is one of four courses designed to provide the student with the opportunity for the practical application of massage techniques in the student clinic. The student will apply all of their acquired skills and techniques, client interaction, and business procedures in the student clinic, under the supervision of a massage instructor. During Clinic II, students should be able to provide Swedish massage, aromatherapy, and reflexology to the general and special needs populations of clients, including athletes.

MT-23 Massage Therapy Clinic III

45 clock hours

This course is one of four courses designed to provide the student with the opportunity for the practical application of massage techniques in the student clinic. The student will apply all of their acquired skills and techniques, client interaction, and business procedures in the student clinic, under the supervision of a massage instructor. During Clinic III, students should be able to provide Swedish massage, aromatherapy, reflexology to all populations of clients, including athletes.

MT-24 Massage Therapy Clinic IV

45 clock hours

This course is one of four courses designed to provide the student with the opportunity for the practical application of massage techniques in the student clinic. The student will apply all of their acquired skills and techniques, client interaction, and business procedures in the student clinic, under the supervision of a massage instructor. During Clinic IV, students should be able to provide massage to all populations, including all learned modalities, neurologic techniques Swedish massage, and Shiatsu.

Medical Assistant

MO112 Medical Office Procedures I

This course is designed to provide the student with the comprehensive knowledge and hands-on skills necessary to perform administrative functions in a physicians' office. Students are introduced to the types of medical practices, HIPAA and OSHA regulations, and patient communication. Students learn to manage correspondence, maintain patient records, use effective telephone techniques, and schedule appointments.

MO114 Medical Office Procedures II

The course is a continuation of Medical Office Procedures I and focuses on the financial respon-

sibilities of a physicians' office. Students learn the basics of health insurance billing procedures, medical coding, patient billing and collections. Students also are introduced to the basics of accounting in a medical office. Effective communication and patient education is stressed throughout the course.

MO214 Electronic Medical Records

45 hours, 2 credits

This course introduces students to the common administrative procedures in medical practices through the use of electronic health records with regard to patient charts as well as insurance billing, scheduling appointments and running financial records. Students will learn to input patient demographic and insurance information accurately and have an understanding of the privacy, and the standards, of sharing electronic information within the industry. This course also provides the student with in-depth practical training on common electronic health records software.

MA215 Clinical Procedures I

45 hours, 3 credits

This course is designed to provide the student with an introduction to the basic patient care necessary for a medical assistant. Students receive hands on training in taking vital signs and measurements and assisting in complete physical exams. Focus is placed on following practices of safety and cleanliness. Students are introduced to the physical foundations of psychology and emotional development, as a method of understanding patient behavior.

MA225 Clinical Procedures II

45 hours, 3 credits

This course is a continuation of the clinical training as a medical assistant. Students are provided with the knowledge and hands-on skills necessary to assist with medical emergencies, wound care, and procedures in the specialty physicians office. Students also are introduced to basic surgical supplies and instruments, aseptic techniques, and assisting with minor surgical procedures. Students continue with their study in basic psychology, focusing on the personality traits and behaviors necessary for a caregiver.

Prerequisite: MA225

MA235 Clinical Procedures III

45 hours, 3 credits

This course is a continuation of the clinical training as a medical assistant in the specialty offices. Students learn to assist in obstetrics, pediatrics, and geriatrics. Students also learn the basics of performing an electrocardiograph and to assist in diagnostic imaging procedures. Students continue with their study of psychology, focusing on coping mechanisms of grief, psychological disorders, and substances related disorders.

Prerequisite: MA225

PC110 Patient Care Essentials

45 hours, 2 credits

This course provides the student with the knowledge and hands-on skills necessary to assist patients with protection and comfort needs. The



roles of assistive personnel, work ethic, and communication are stressed. Body mechanics are discussed and students are exposed to the proper techniques for lifting, positioning, and moving patients. Students are also introduced to proper procedures for bed making and assisting in personal hygiene, grooming, and comfort needs.

MA230 Laboratory Procedures

45 hours, 3 credits

This course is designed to introduce the student to the basic concepts and techniques of laboratory medicine. The student will learn the procedures for collection, preservation, labeling, and performing common laboratory tests to obtain accurate results. Students learn procedures for urinalysis testing and microscopic examination of urine. Students also learn the procedures for administering various types of injections.

MA240 ECG for the Medical Assistant

45 hours, 3 credits

Students will identify components of the electrocardiogram wave form and employ the correct procedural steps to obtain an ECG. The course addresses the common artifacts, dysrhythmias, and patient management strategies. Medical and legal ethics as they relate to the ECG service are also discussed.

PB220 Phlebotomy I

45 hours, 2 credits

This is course begins with an introduction to phlebotomy. Students will learn infection control, patient preparation, and site selection techniques. Students learn proper collection tools and specimen handling. Students will learn and perform safe and correct blood capillary draws and perform the procedures for various specimen testing. Medical and legal ethics as they relate to phlebotomy services are also addressed.

PB225 Phlebotomy II

45 hours, 2 credits

Students will learn how to safely and competently perform blood draws from the veins located in the arm and hand. They will learn techniques for identifying the best vein for draw, patient preparation, and order of draw. Students will perform centrifugation of a blood tube specimen. Proper procedures and safety protocols are stressed.

MA280 Medical Assistant Certification Review

45 hours, 3 credits

This course is a capstone to the Medical Assistant program and provides the student with a comprehensive review of the key competencies of the Medical Assisting program. The course is divided into two parts: theory review and self-evaluation. The course helps to prepare students to take the NCMA Medical Assistant certification exams. Obtaining certification is not a course requirement.

MA295 Medical Assistant Externship

150 hours, 5 credits

During the final phase of the program, the medical assistant student is required to participate in a 5-week externship at a medical facility. During this phase, the student is given the opportunity to experience on-the-job training under the direct supervision of a physician or other senior member of the medical office team. Successful completion of the Medical Assistant Externship is a requirement for graduation.

Medical Office

MOP110 Comprehensive Medical Office

Procedures

90 hours, 6 credits

This course is designed to provide the student with the comprehensive knowledge and hands-on skills necessary to perform administrative functions in a physicians' office. Students are introduced to the types of medical practices, HIPAA and OSHA regulations, and patient communication. Students learn to manage correspondence, maintain patient records, use effective telephone techniques, and schedule appointments. The course also focuses on the financial responsibilities of a physicians' office. Students learn the basics of health insurance billing procedures, medical coding, patient billing and collections. Students also are introduced to the basics of accounting in a medical office. Effective communication and patient education is stressed throughout the course.

HIT130 Comprehensive Medical Coding

90 hours, 6 credits

This course is designed to provide the student with a comprehensive overview of diagnostic and procedural coding typical performed in a physician's office. Students will understand why accurate procedural coding is necessary, understand the basics of the health record, and fully understand the rules, guidelines, and the functions of ICD-9-CM coding. The course also touches on the background and purpose for CPT coding, including symbols, punctuation, differences in the coding system (CPT and ICD-9-CM), and coding guidelines.

HIT150 Comprehensive Health Insurance

90 hours, 6 credits

This course provides the overview of essential insurance procedures for the allied health student. Students are provided with the basic understanding of insurance procedures and HIPAA compliance. The course focuses on health care payers such as private insurance plans, managed care systems, Medicare, Medicaid, TRICARE, CHAMPVA, workers compensation, and disability programs. The student is also introduced to the basics of hospital billing. The course includes an overview of diagnostic and procedure coding and completion of insurance claim forms. Students also learn the importance of medical documentation and records management. Students receive hands on practice in problem solving insurance claims and collection strategies.

MO214 Electronic Medical Records

45 hours, 2 credits

This course introduces students to the common administrative procedures in medical practices through the use of electronic health records with regard to patient charts as well as insurance billing, scheduling appointments and running financial records. Students will learn to input patient demographic and insurance information accurately and have an understanding of the privacy, and the standards, of sharing electronic information within the industry. This course also provides the student with in-depth practical training on common electronic health records software.

MB110 Medical Billing and Reimbursement

45 hours, 3 credits

This course is designed to provide the student with a basic understanding of various aspects of medical billing and reimbursement. Topics included are the hospital regulatory environment, structure and function of hospitals, patient accounts and data flow, the billing and accounts receivable process, claim forms, payers, reimbursement and HIPAA.

MO150 Health Unit Coordinator I

45 hours, 3 credits

This course is designed to provide the student with an introduction and overview of the clerical office procedures within a hospital or other health unit. The course provides the student with the knowledge relating to the health unit coordinator and the health care team. Students are introduced to patient care delivery systems, ancillary departments, support services, hospital administration, and supplies and services. The course concludes with an introduction to health and safety issues.

MO230 Medical Reports

45 hours, 3 credits

This course is designed to provide the student with knowledge of confidential inpatient and outpatient medical reports. Students learn about the content and format for reports and learn to transcribe the medical reports using transcription equipment.

MO235 Medical Transcription

45 hours, 2 credits

This course is designed to provide the allied health student with the essentials of the transcription of medical reports and documents, using correct terminology, punctuation, and format. Students are monitored for quality and productivity.

MB190 Insurance/Coding Certification Review

45 hours, 2 credits

This course is a capstone to the Medical Assistant program and provides the student with a comprehensive review of the key competencies of the Medical Assisting program. The course is divided into two parts: theory review and self-evaluation. The course helps to prepare students to take the NCMA Medical Assistant certification

exams. Obtaining certification is not a course requirement.

MA280 Medical Office Certification Review

This course is a capstone to the Medical Office Assistant program and provides the student with a comprehensive review of the key competencies of the program. The course is divided into two parts: theory review and self-evaluation. The course helps to prepare students to take the NCCT certification exams. Obtaining certification is not a course requirement.

MB290 Medical Billing/Coding Externship

150 hours, 5 credits

This course is a culmination of the student's training and is designed to provide the student with experience in selected health care facilities. While on externship, the student will have an opportunity to apply classroom knowledge to real-world applications, while interacting with doctors, insurance specialists, patients, and colleagues. Students are required to complete 150 hours over a 5-week period. The course is the final phase of the program and is a requirement for graduation.

MO295 Medical Office Assistant Externship

180 hours, 6 credits

During the final phase of the program, the medical office assistant student is required to participate in an externship at a medical facility. During this phase, the student is given the opportunity to experience on-the-job training under the direct supervision of a physician or other senior member of the medical office team. Successful completion of the Medical Office Assistant Externship is a requirement for graduation.

Pharmacy Technician

PT130 Anatomy & Physiology Essentials

45 hours, 3 credits

This course is designed to provide the Pharmacy Technician student with an overview of the anatomy, structure and function of each body system as well as common conditions which afflict these systems. Medications used to treat these conditions are also discussed. Body systems include the endocrine, nervous, respiratory, visual/auditory, gastrointestinal, urinary, cardiovascular, and reproductive systems. Prerequisite: PT140

PT140 Pharmacy Terminology

45 hours, 3 credits

This course is designed to provide the student with an overview of the pharmacy and medical language, with emphasis on basic essential terminology. Students learn how to analyze words by dividing them into their component parts. Students will be exposed to roots, suffixes, and prefixes and learn how to combine them into medical terms, in a systemic approach. Terms relating to the different body systems will be discussed, as well as, terms used in everyday pharmacy practice.

PT120 Introduction to Pharmacy

45 hours, 3 credits

This course is designed to provide the student with a basic introduction to general pharmacy practices. Students are introduced to the history of medicine and the law and ethics of pharmacy. Dosage forms, abbreviations, and routes of administration are introduced. Students will also have a basic understanding of references as well as the competencies necessary for pharmacy technicians.

PT210 Pharmacy Principles and Procedures I

45 hours, 3 credits

This course is designed to provide the pharmacy technician with the principles and hands on practice in processing prescriptions in both inpatient and outpatient settings. Students learn the basics of over-the-counter medication as well as complementary alternative medicine. Students learn aseptic techniques, IV therapy preparation, repackaging, and compounding techniques common to pharmacies.

PT215 Pharmacy Principles and Procedures II

45 hours, 3 credits

This course is a continuation in the study of principles and hands on practices of a pharmacy technician. Students learn the basics of pharmacy stock and billing as well as psychopharmacology. Students are also introduced to various classifications of drugs, including anti-infective, anti-inflammatory, vitamins and minerals, vaccines, and oncology agents. Students are provided with an introduction to microbiology and chemistry concepts necessary for a pharmacy technician. Prerequisite: PT210

PT110 Pharmacy Law and Ethics

45 hours, 3 credits

This course is designed to provide the student with an overview and a general understanding of laws and regulations pertaining to the field of pharmacy. Both federal and state laws are covered, with specific emphasis on laws related to controlled substances, codes of conduct, HIPAA, and workplace safety.

PT150 Pharmacology I

45 hours, 3 credits

This course is designed to provide the student with a strong foundation in pharmacology. The principles of pharmacology are introduced as well as applications to daily activities within the pharmacy setting. An overview of common disorders of each body system is described as well as the medication used for treatment. Topics include an introduction to pharmacology and pharmacodynamics as well as drug interactions and medication errors. Body systems covered in Pharmacology I include drugs affecting the nervous system. While an overview of all medications is provided, focus will be on the "Top 200" drugs.

PT160 Pharmacology II

45 hours, 3 credits

This course is a continuation of Pharmacology I and designed to provide the student with a strong foundation in pharmacology. The principles of pharmacology are introduced as well as applications to daily activities within the pharmacy setting. An overview of common disorders of each body system is described as well as the medication used for treatment. Body systems covered in Pharmacology II include drugs affecting the ophthalmic and otic systems, the cardiovascular system, the gastrointestinal system, and the respiratory system. While an overview of all medications is provided, focus will be on the "Top 200" drugs. Prerequisite: PT150

PT170 Pharmacology III

45 hours, 3 credits

This course is a continuation of Pharmacology II and designed to provide the student with a strong foundation in pharmacology. The principles of pharmacology are introduced as well as applications to daily activities within the pharmacy setting. An overview of common disorders of each body system is described as well as the medication used for treatment. Body systems covered in Pharmacology III include drugs affecting the urinary system, endocrine system, immunological system, and integumentary system. While an overview of all medications is provided, focus will be on the "Top 200" drugs. Prerequisite: PT160

PT190 Pharmacy Calculations I

This course is designed to provide the student with essential mathematical concepts and skills. Basic skills in mathematics are taught with the assumption that many students will require refreshing of the concepts. The course provides mathematics required for understanding, calculating, and preparing drug doses, and reviews fractions and percent.

PT195 Pharmacy Calculations II

The course provides mathematics required for understanding, calculating, and preparing drug doses, and reviews fractions and percent. Moreover, the course will emphasize intensive practice in pharmacy math calculations, conversions, measurements, and applications of equations, including math calculations required for realistic dose and solution preparations as well as lessons in business math pertaining to the pharmacy.

PT220 Insurance and Billing for the Pharmacy Technician

45 hours, 3 credits

This course is designed to provide the pharmacy technician student with an overview of medical insurance and billing of prescriptions in the community pharmacy setting. Students will be able to understand and work with prescription charges and the billing process. Students are also introduced to Visual SuperScript, a pharmacy management software, providing the students with hands-on practice in completing essential tasks encountered in the pharmacy setting. Prerequisite: PT215

PT270 Pharmacy Technician Certification Review

45 hours, 3 credits

This course is designed to provide the student with a comprehensive review of the program in preparation for the national certification examination given through the Pharmacy Technician Certification Board. The students review the information necessary for certification through topic review quizzes with questions, practice exams, and a practical review. Note: successful completion of this course does not guarantee certification.

PT295 Pharmacy Technician Externship
180 hours, 6 credits

This course is designed to provide the student with the opportunity to apply their knowledge and hands-on skills in a pharmacy setting under the direct supervision of a pharmacist. This externship will enable the student to focus interests in the pharmacy technician profession in a practical setting. The externship site supervisor will be evaluating personal qualities as well as hands-on skills.

Surgical Technologist

SGT120 Introduction to Surgical Technology
45 hours, 3 credits

This course is designed to provide the student with an overview of the role of the surgical technologist in the operating room. Students will learn proper OR protocol, governing agencies for the profession, fundamentals of aseptic technique, and universal precautions. Surgical scrubbing, gowning and gloving techniques are also introduced and practiced.

MED130 Patient Interaction
45 hours, 3 credits

This course will introduce the student to basic patient care and interaction skills desirable in the healthcare field. The course instruction will include routine monitoring of the patient, response to common emergencies, and patient transfer and movement methods. The student will be instructed on how to assist patients with medical equipment and patients with special needs. Patient communication skills will also be discussed. Instruction will include infection control and aseptic techniques.

SGT210 Surgical Procedures I
90 hours, 6 credits

This course provides an introduction to the role of the surgical technologist in selected basic and intermediate surgical procedures. Surgical applications in general procedures relating to abdomino-pelvic surgical interventions are presented. Emphasis is placed on the theoretical knowledge of related anatomy, pathology, and surgical procedures, basic and laparoscopic instrumentation, supplies, and equipment. Prerequisite: SGT120

SGT211 Surgical Procedures I Lab
90 hours, 4 credits

This course will provide hands-on lab experience of mock surgical procedures covered in the

lecture course SGT 210. Emphasis is placed on the practical application of general surgical procedures both open and minimally invasive, patient positioning, patient prepping, draping, and instrumentation while in the school's mock operating room. This lab course must be taken concurrently with SGT210

SGT170 Microbiology for Surgical Technologists
45 hours, 3 credits

This course is designed to introduce students to the principles of microbiology as it applies to the surgical technologist. Students will learn the implications of bacterial cells, antigens, microorganisms, mycology, virology and parasitology. Students will understand the relationship between asepsis and microbial contaminants. Students learn hands-on applications dealing with universal precautions, safety protocols, and microbial testing. Prerequisite: MED150

SGT220 Surgical Procedures II
90 hours, 6 credits

This course will introduce the students to surgical interventions relating to the reproductive and H-ENT systems. Particular emphasis is placed on patient positioning modalities, lasers, draping techniques, and specialty instrumentation for these procedures. Students will be expected to demonstrate competency in general surgical dissection techniques to be applied to these subspecialties. Prerequisite: SGT210

SGT221 Surgical Procedures II Lab
90 hours, 4 credits

This course is designed to introduce the student to the practical application of positioning, prepping, draping, and executing surgical procedures covered in SGT220. Assembly, application, and utilization of specialty instrumentation will be stressed. Combinational procedures will also be introduced to the student in lab to expose them to the role of autonomous multi-tasking as it relates to higher level surgical sub-specialties. This lab course must be taken concurrently with SGT220. Prerequisite: SGT211

SGT230 Surgical Procedures III
90 hours, 6 credits

This course is designed to teach the student the surgical applications in sub-specialties of cardiothoracic/vascular, orthopedic, and neurosurgery. Emphasis is placed on the theoretical knowledge of related specialty instrumentation and monitoring equipment. Surgical procedures, instrumentation, perfusion, grafts, scopes, drills, orthopedic implants, and shunts are explored Prerequisite: SGT220

SGT231 Surgical Procedures III Lab
90 hours, 4 credits

This course is designed to apply the theoretical base of SGT230 in the lab setting. Procedures of high complexity and dexterity relating to cardiothoracic/vascular, orthopedic, and neurosurgery will be presented. This course also encompasses the culmination and mastery of skills sets previously mastered in SGT211 and SGT221. A capstone experience will be incorporated in this course as a final measure of mastery of advanced

surgical techniques, encompassing SGT 211, SGT221, and SG231. This lab course must be taken concurrently with SGT230. Prerequisite: SGT221

SGT180 Pharmacology for Surgical Technology
45 hours, 3 credits

This course is designed to introduce surgical technologist students to basic pharmacological principles including absorption, elimination, distribution, and routes and techniques of administration. Drug classification and dosage calculations will also be taught. Areas of concentration will be emphasized on local anesthetic preparations, antibiotic solutions, irrigation solutions, anesthesia and related complications.

SGT291 CST Certification Review
45 hours, 3 credits

This course is designed to serve as a capstone course to the program and is to be completed prior to the student attending an externship. The course begins with a review of basic test-taking skills and study habits. Each of the major sections of the course are reviewed, with a focus on the learning objectives identified in the Certified Surgical Technologist (CST) certification exam. Although students will be taking practice certification tests as part of the course requirements, CST certification is not a requirement for successful completion of the course. Prerequisites: SGT230, MED150

SGT295 Surgical Technology Externship I
200 hours, 6 credits

Upon successful completion of all courses, the student is required to complete an externship designed to enable the student to practice on-the-job skills in a hospital or clinical environment. The externship will provide the students with the opportunity to use their skills in an on-the-job setting under the direct supervision of a clinical site supervisor or preceptor. While on externship, the student will be evaluated on hands-on abilities and professional behavior. The Externship must be satisfactorily completed before a diploma is awarded. Note: The externship may be outside of the area, and the student will be responsible for all transportation or living expenses incurred.

SGT298 Surgical Technology Externship II
400 hours, 13 credits

This is a continuation of SGT300, providing the student with additional hands-on experience in a hospital or clinical environment. Both SGT300 and SGT310 must be satisfactorily completed before a diploma is awarded. Note: The externship may be outside of the area, and the student will be responsible for all transportation or living expenses incurred. Prerequisite: SGT300

Veterinary Assistant

VA105 Introduction to the Veterinary Practice
45 hours, 3 credits

This course provides the student with an overview of the veterinary practice including common

veterinary terminology. Students learn to manage records, schedule appointments, and interact appropriately with clients, with a focus on effective interpersonal communication skills. Students will also gain an understanding of professional behavior and the legal obligations of the veterinary profession.

VA140 Veterinary Anatomy and Physiology I
45 hours, 3 credits

This course is designed to provide students with a foundation in the language of veterinary medicine as well as a basic knowledge of the structure and function of the animal body. Specific examples of anatomy and physiology will be given and how it applies to the understanding of the job of the veterinary assistant. Instruction and presentation of medical terms and abbreviations are included.

VA145 Veterinary Anatomy and Physiology II
45 hours, 3 credits

This course is a continuation of Anatomy and Physiology I. Students will continue to learn more about the animal body and the specific functions and how it applies to the job as a veterinary assistant. Student will continue to learn various medical terms and abbreviations to be able to properly communicate in the veterinary field.

Prerequisite: VA140

VA160 Veterinary Pharmacology
45 hours, 3 credits

This course introduces the student to the subject of medications, its sources, and uses in veterinary medicine. Drug classifications, characteristics of typical drugs, purposes, side effects, cautions, and interactions will be presented.

VA120 Veterinary Office Practices
45 hours, 3 credits

This course is designed to educate the student with routine and innovative uses of computers in veterinary medicine. The course will be limited to a basic understanding of the computer applications commonly utilized in private veterinary practices.

VA170 Veterinary Clinical Procedures I
45 hours, 3 credits

This course is designed to provide the student with an introduction to the clinical procedures performed by a Veterinary Assistant. Students learn various animal behaviors as well as restraint and handling procedures for small and large animals. Safety hazards, OSHA guidelines, sanitation, and aseptic techniques are discussed. Students also learn to perform a physical exam, take a patient history, and perform venipuncture.

Prerequisite: VA105.

VA175 Animal Identification, Health and Production
45 hours, 3 credits

This course is designed to introduce the student to the basic needs of animals most commonly cared for within a veterinary office or hospital. Students learn the biology, breed identification, nutrition, behavior, handling, and grooming of small animals. Students are also introduced to the techniques used in reproduction and breeding as well

as preventative care. The course focuses on dogs, cats, birds, rabbits, and pocket pets, but also touches on wildlife and farm animals.

VA 180 Veterinary Clinical Procedures II
45 hours, 3 credits

This course is a continuation of the clinical procedures performed by a Veterinary Assistant, with a focus on hospitalized patients and laboratory procedures. Students learn the procedures used in a hospital and emergency situation, including preparation, grooming, and follow up care. Common laboratory and radiologic procedures are discussed. This didactic course is taken in conjunction with the lab course, VA183. Prerequisite: VA170

VA183 Veterinary Clinical Procedures II Lab
45 hours, 2 credits

This laboratory course is taken in conjunction with VA180 and includes the hands-on training in the lab. Competencies include administering and discharging a hospitalized patient, wound and emergency care, grooming procedures, dental care, preparing and administering injections, preparing IVs, fecal analysis, blood and urine collection and testing, and radiologic procedures. Students will also continue to apply the skills learned in VA170. Prerequisites: VA170

VA 190 Veterinary Clinical Procedures III
45 hours, 3 credits

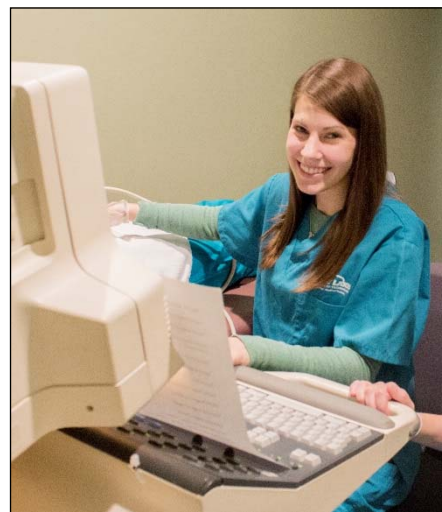
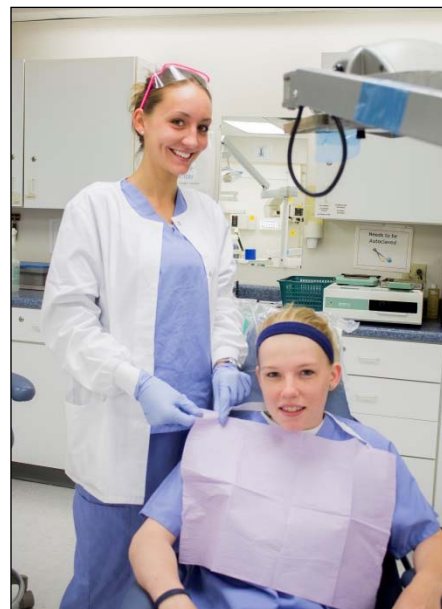
This course is a continuation of the clinical procedures performed by a Veterinary Assistant, with a focus on microbiology, parasitology, and pathology. Students learn about the various microorganisms and parasites that contribute to disease process in small and large animals. Students will be able to identify microorganisms as well as describing various vaccinations used in preventative health. This didactic course is taken in conjunction with the lab course, VA195. Prerequisite: VA180 and VA185

VA193 Veterinary Clinical Procedures III Lab
45 hours, 2 credits

This laboratory course is taken in conjunction with VA190 and provides the hands-on training in the veterinary lab. Students are able to describe proper handling and preparation of blood, urine, and feces for testing, as well as using various types of diagnostic equipment used in the lab. Competencies include microscopic examination of fecal, urine, and blood samples, using analysis equipment, and growing cultures. Proper laboratory techniques are emphasized. Students will also continue to apply the skills learned in VA175 and VA 183. Prerequisites: VA180 and VA183

VA200 Veterinary Clinical Procedures IV
45 hours, 3 credits

This course is a continuation of the clinical procedures performed by a Veterinary Assistant, with a focus on assisting before, during, and after small animal surgical procedures. Students will understand the general principles of surgical preparation, operating room setup, aseptic techniques, instrumentation, intubation and anesthesia. This didactic course is taken in conjunction with the lab course, VA203. Prerequisite: VA190 and VA193



VA203 Veterinary Clinical Procedures IV Lab

45 hours, 2 credits

This laboratory course is taken in conjunction with VA200 and provides the hands-on training in the veterinary lab. Competencies include restraint, surgical pack and drape preparation, gowning and gloving, surgical assisting, and pre-, intra-, and post-operative care. Students are also familiarized with the care, cleaning, packing, and sterilization of surgical instruments. Students will also continue to apply the skills learned in VA175, VA 183, and VA193. Prerequisites: VA190 and VA193

VA290 Veterinary Assistant Externship

180 hours, 6 credits

This course will enable the student to focus interests in the veterinary assistant profession in a practical setting. This course will provide the student with the opportunity to apply skills under the supervision of a veterinarian and/or veterinary technician in an on-the-job setting. The externship site supervisor will be evaluating personal qualities, as well as classroom skills. The externship assignment must be satisfactorily completed before a diploma is awarded.

Medical Sciences

MD120 Medical Terminology Essentials

45 hours, 3 credits

This course is designed to provide the student with a brief overview of medical terminology and commonly used abbreviations to enable the student to have an improved communication system common to those used involved in the healthcare industry. The focus will involve unitization of word parts, medical abbreviations, and medical term recognition, pronunciation, and proper spelling of medical terms.

MD132 Medical Terminology Essentials I

45 hours, 3 credits

This course is designed to provide the student with a brief overview of medical terminology and commonly used abbreviations to enable the student to have an improved communication system common to those used involved in the healthcare industry. The focus will involve unitization of word parts, medical abbreviations, and medical term recognition, pronunciation, and proper spelling of medical terms.

MD137 Medical Terminology Essentials II

45 hours, 3 credits

This course is a continuation of an overview of medical terminology and abbreviations. Students continue in the study of word parts, term recognition, and spelling.

MED125 Medical Terminology

90 hours, 6 credits

This course will encompass terms and combining structures in the language of healthcare particularly to the operative environment. Emphasis will be placed on spelling, pronunciation, and utilization of prefix/suffix application. Special consider-

ation will be made to the knowledge of abbreviations and terms, particularly as they apply to the surgical environment, procedures, and surgical schedule.

MD125 Anatomy & Physiology Essentials

45 hours, 3 credits

This course is designed to provide the allied health student with an overview of human anatomy and physiology. Students are introduced to the basic structures related to the body as well as an overview of each of the main body systems.

MD143 Anatomy & Physiology Essentials I

45 hours, 3 credits

This course is designed to provide the allied health student with the essentials of human anatomy and physiology in an effort to communicate with physicians, patients, and colleagues. Students are introduced to the basic structures related to the body as well as the cardiovascular, respiratory, circulatory, lymphatic/immune, musculoskeletal, and digestive systems.

MD148 Anatomy & Physiology Essentials II

45 hours, 3 credits

This course is a continuation of the study of the essentials of human anatomy and physiology. Body systems covered include the integumentary, nervous, endocrine, sense organs, reproductive and urinary systems.

MED140 Anatomy & Physiology I

90 hours, 6 credits

This course is designed to provide the student with a knowledge of principles of human anatomy and physiology. Students will learn the structure and function of cells, tissues, major organs and selected organ systems. Students will understand the relationship between the building blocks of structures that serves as a hierarchy system of the body. The integrating principle of homeostasis is used to show the common interaction among structures. Body systems covered include cells, nervous, cardiovascular, respiratory, digestive/hepatic, and endocrine systems.

MED150 Anatomy & Physiology II

90 hours, 6 credits

This course is designed to be a continuation of MED140. Students continue to learn the structure and function of additional systems such as special senses, urinary/renal, reproductive, musculoskeletal, and the integumentary systems. Students will understand the relationship between the building blocks of structures that serves as a hierarchy system of the body. Upon completion of this course, students will have a fundamental understanding of the necessity for proper anatomical structure to support proper function of the body.

Prerequisite: MED140

MD160 Pharmacology Essentials

45 hours, 3 credits

This course is designed to provide the student with a basic understanding of drugs as preventive, diagnostic, and therapeutic agents. Topics include the mechanism of action, side effects,

drug interactions, and contraindications of a wide spectrum of drugs used in primary care practice.

MD182 Disease Process

45 hours, 3 credits

This course provides a basic understanding of human diseases and offers students the opportunity to understand the patient care that is required for major body system disease.

MED182 Pathology for Allied Health Profession

90 hours, 6 credits

This course is designed to provide the student the fundamental knowledge of the biological basis of disease as they apply to the surgical candidate. Organic and induced pathologies will be covered as they relate each physiological system. Pathophysiological areas that will be covered will include: special senses, dermatological, endocrine, urinary, and gynecological, neurological, musculoskeletal, cardiovascular, thoracic, digestive system, and pathophysiology of trauma.

Applied General Education

MD110 Medical Law and Ethics

45 hours, 3 credits

This course is designed to provide the student with an overview and an understanding of the various roles in a medical field. Students are introduced to the concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

EN120 Business Communications

45 hours, 3 credits

This course covers core verbal and nonverbal communication practices found in the routine office. The course begins with a review of grammar and proper writing techniques. Students learn to develop letters and memos, write positive, informative, negative, and persuasive messages, and prepare informal and formal reports. Proofreading and career skills are emphasized.

EN140 Principles of Public Speaking

45 hours, 3 credits

This course will provide the student with the introductory knowledge and skills necessary to research, organize, prepare, and deliver informational and persuasive speeches. The course focuses on building confidence, speaking in real-world situations, conducting and evaluating research, and building critical thinking skills to help students achieve success when delivering speeches in their workplace and community.

EN145 Principles of Public Speaking

45 hours, 2 credits

This course will provide the student with the introductory knowledge and skills necessary to research, organize, prepare, and deliver informational and persuasive speeches. The course focuses on building confidence, speaking in real-

world situations, conducting and evaluating research, and building critical thinking skills to help students achieve success when delivering speeches in their workplace and community.

CS105 Keyboarding

45 hours, 2 credits

This course is designed to provide the student with the opportunity to learn touch-type keyboarding skills (keying without looking at your hands) at a productive rate of speed and accuracy. These skills will be developed on the personal computer using the Keyboarding Pro software.

CS111 Keyboarding and Word Processing

45 hours, 2 credits

This course is designed to provide the student with the hands on skills and practice using the basic keyboard for data entry. Speed and accuracy will be emphasized throughout. In addition, the course introduces the student to the uses of word processing in a medical, clinical, and hospital setting.

CS220 Microsoft Word

45 hours, 3 credits

This course is designed specifically for allied health students, and will prepare the students for the routine tasks relating to word processing in the medical office. Topics include creating, editing, and formatting text as well as creating tables and merging documents. Students will learn to create memos, information sheets, newsletters, forms, reports, and other documents used in a medical or office setting.

CS240 Microsoft Excel

45 hours, 3 credits

This course will provide the student with the knowledge and introductory skills necessary to effectively use Microsoft Excel in the business setting. Students will learn how to create, edit, and maintain a spreadsheet using. Statistical functions and charts are introduced.

GE170 Math for the Health Care Professional

45 hours, 3 credits

This course is designed to provide the health care student with the basic and intermediate math skills that may be used in the field. The courses begins with a basic introduction to arithmetic, fractions and decimals, ratios and proportions, percents, algebra basics and problem solving. The course also includes an introduction to reading drug labels and calculations relating to pharmaceutical dosages.

GE120 Customer Service

This course presents the foundations for working effectively with both internal and external customers including customer behavior, use of technology, diversity in customers, how to encourage customer loyalty, effective listening, and verbal versus non-verbal communication.

GE220 Human Behavior for the Health Care Professional

45 hours, 3 credits

This course is designed to provide students in healthcare with the knowledge of the basic principles of human behavior as a basis for improved interpersonal relationships with patients and clients. Various influences on human behavior are discussed as well as the emotional and physical effects of diverse experiences. Emphasis is placed on effective interactions with patients and helping patients cope with the mental and emotional effects of illness or injury.

GE225 Human Behavior for the Health Care Professional

45 hours, 2 credits

This course is designed to provide students in healthcare with the knowledge of the basic principles of human behavior as a basis for improved interpersonal relationships with patients and clients. Various influences on human behavior are discussed as well as the emotional and physical effects of diverse experiences. Emphasis is placed on effective interactions with patients and helping patients cope with the mental and emotional effects of illness or injury.

GE-01 Career Success Strategies

45 clock hours

This course provides the student with the framework necessary for success in school and life. The course is presented from a self-discovery perspective, allowing students to discover and integrate personal skills and characteristics sought after by employers, such as time management, goal setting, handling change, multitasking, and critical thinking. Students also learn how to negotiate conflict and develop a personal values system. While the course focuses career success, college-success skills are also introduced, such as learning styles, note-taking skills, study skills, and overcoming test anxiety.

GE110 Career Success Strategies

45 hours, 3 credits

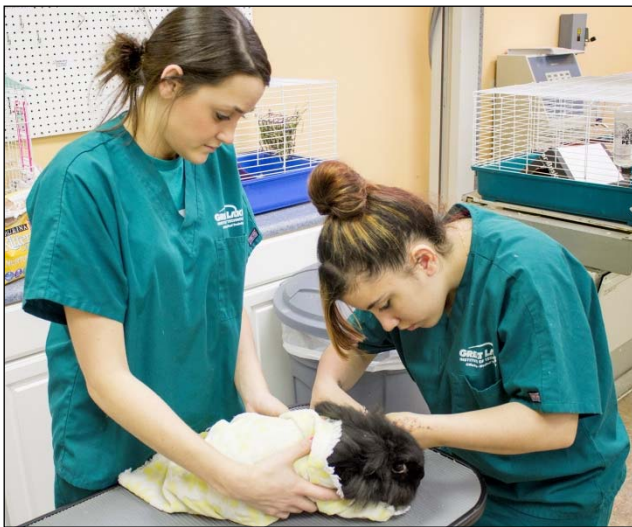
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GE150 Career and Professional Development

45 hours, 3 credits

This course focuses on providing the opportunity for students to learn and adopt methods and attitudes necessary to be a successful employee. Students learn job success strategies, including positive career attitudes, personal and professional poise, business ethics, and professional dress and grooming. Job search techniques, resume writing, interviewing skills, and internet job searches are also presented and discussed. Students are introduced to the job placement assistance provide at the school.





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