

SUMMIT ACADEMY OIC COURSE CATALOG 2025–2026



SUMMIT
ACADEMY OIC

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About Summit Academy OIC

History

Born out of the civil rights movement and led by Reverend Dr. Leon Howard Sullivan, the Opportunities Industrialization Centers (OIC) were established in 1964 in response to the lack of employment and job training programs in African American communities. Since 1967, Summit Academy OIC (and its predecessor, Twin Cities OIC) has been part of a national network of OICs, working to equip individuals with the education, skills, and networks required to overcome barriers to economic opportunity, and advocating for economic, social, and political justice for all people.

Mission

We exist to assist individuals in developing their ability to earn and to become contributing citizens in their community.

Vision

Summit Academy OIC will be recognized as a regional leader in accelerated training and workforce solutions that prepare individuals for career-advancing occupations leading to economic mobility & prosperity.

The Spirit of Summit

Leadership

We strive to be and to create the community leaders necessary to achieve equity in employment. We establish bold visions that challenge systemic injustice. We take risks and reframe challenges as opportunities. We identify solutions and take positive action. We act urgently, strategically, and resourcefully to achieve our mission.

Transformation

We believe in exceptional human potential. We provide high quality, in-demand training, individualized support, and career services that are life-changing for our students, their families, and their communities. We seek to transform social services, workforce training, recruitment, and employment systems to improve equal access to jobs and economic stability.

Tenacity

We do not accept defeat. We challenge cynicism, despair, despondency, and the status quo. Our campus community is dedicated to working alongside our students to overcome barriers to success. We have faith in one another and in our students. We believe in positive change and actively work to achieve it.

Results

We do not make excuses. Our students' success matters more than anything else. We constantly evaluate and seek to improve our effectiveness, measure our success, and tailor services to meet our students' needs.

Respect

Every individual has a unique story. We value the strengths, experiences, and perspectives of our students and others. We recognize that our collective impact as a campus community is made stronger by our diversity and our networks. We are committed to strong partnerships with community organizations, organized labor, government, and employers to ensure our students' success.

Legacy

We honor the legacy of civil rights leader Reverend Dr. Leon Sullivan: we support economic, social, and political justice, including equal work opportunities for **all** people. We believe that true empowerment comes from providing individuals with the training and opportunities they need to improve their own lives and communities. We work with purpose and determination to ensure that each day, Summit Academy OIC and our community are better than the day before.



Summit Academy OIC Leadership

Leroy West, president & chief executive officer

Alex Tittle, vice president of workforce partnerships

Sarah Armstrong, chief development officer

Marc Carrier, chief financial officer

Hope Patterson, chief operating officer

Steps to Enroll: All Students

1. Prospects are strongly encouraged to attend an information session on Wednesdays at 10:00 am.
2. Complete the Summit Academy OIC (SAOIC) application of admission.
3. Bring a valid State ID, driver's license, or other government issued ID to testing and meetings with admissions staff.
4. Pass the entrance exam.
 - Requirements vary per program.
 - SAOIC may connect those who did not pass entrance exams with tutoring opportunities
5. Enrollment staff will provide information regarding any additional program specific requirements.*

Additional Requirements for Career and Technical Education Students:

- Students are required to have earned a high school diploma or GED, which must be presented if requested.
- Complete a Free Application for Federal Student Aid (FAFSA) to determine your eligibility at <http://www.studentaid.gov> three business days prior to your financial aid appointment.
- Attend an admissions and financial aid appointment. Call **612-377-0150** to schedule.

Learning Environment and Course Hours:

- Courses will be offered in-person.
- Hours in class are scheduled from 8:30AM to 2:50 PM for Construction, Financial Services, Healthcare and IT programs.
- GED classes are 9:30 AM to 2:50 PM Monday through Friday, with a break for lunch.
- Evening and Weekend CTE courses are scheduled from 5:00 PM – 8:50 PM Monday – Thursday and Saturday from 8:30 AM – 2:50 PM.
- Evening and weekend GED courses are scheduled from 4:30 PM – 8:30 PM and online Saturdays from 8:30 AM – 12:30 PM.
- See individual programs for specifics.
- Students may not engage in external employment during scheduled class hours.

*Prospective students with criminal backgrounds applying for the healthcare, financial services or information technology programs may have limited employment opportunities.

Consumer Information

Upon request, the school will provide the following:

- Information on the school.
- The institution's completion or graduation rates.
- Information on financial assistance available to enrolled students.
- Information about a student's rights under Family Educational Rights and Privacy Act (FERPA).
- Notice about the availability of the institution's annual campus security report to include:
 - campus crime statistics,
 - school policies concerning campus security and the relationship with State and local police,
 - emergency response and evacuation procedures.

This information can be requested through:

- <https://saoic.org/reports-finances/>
- In writing:
 - Attn: Consumer Information
 - Summit Academy OIC
 - 935 Olson Memorial Hwy.
 - Minneapolis, MN 55405
- In person at Summit Academy's front desk



Summit Academy OIC is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Minnesota Office of Higher Education, 1450 Energy Park Dr. Suite #350, St. Paul, MN 55108



Summit Academy OIC is accredited by the Commission of the Council on Occupational Education (COE)
7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.
Phone: 770-396-3898 | Fax 770-396-3790 | www.council.org

Summit Academy OIC's Construction department offers classroom space, a fully-equipped carpentry shop, an outdoor carpentry yard, and an electrician lab. Summit Academy's healthcare programs are equipped with large classrooms and a computer lab. The Information Technology (IT) program offers fully equipped classrooms, including the use of computers and other technology. SAOIC also offers academic and general-use computer resource rooms as well as a dining facility.

Summit Academy OIC is located at 935 Olson Memorial Hwy in Minneapolis.

Tuition & Financial Aid for Career and Technical Education Students

Tuition Rate: \$274.00 per credit

Tuition is charged to the student's account at the beginning of each term.

Tuition includes use of books, activities, and lab fees.

Financial Aid

Federal and state student aid is available for students enrolled in eligible programs at approved schools. SAOIC participates in five financial aid programs:

- The Federal Pell Grant program,
- Federal Supplemental Educational Opportunity Grant (FSEOG),

- The Minnesota State Grant program,
- The Federal Work-Study program, and
- The Minnesota State Work-Study program.

Both federal and state grants are financial aid that does not have to be repaid. The grant amounts are based on need, cost of attendance, and enrollment status. The work-study program allows students to earn money for educational expenses while enrolled in school.

The following are some of the eligibility requirements for federal and state financial aid:

- Students must be a U.S. citizen or eligible non-citizen with a valid social security number; and
- Students must have a high school diploma or General Education Development (GED) certificate.

To apply for federal and/or state financial aid, students must submit a completed Free Application for Federal Student Aid (FAFSA), which can be found online at fafsa.ed.gov, and be prepared to know/provide the following:

- Social Security Number,
- Alien Registration Card or Passport/Visa (for eligible non-citizens), and
- Current-year tax forms.

GI Bill Student Protection from Fees & Penalties Due to VA Payment Delay

Summit Academy OIC will not penalize or prohibit a GI Bill student who submits a COE (Certificate of Eligibility), verifying eligibility under chapter 31 or 33, from attending or participating in courses while awaiting Veteran’s Administration (VA) payment. A GI Bill student awaiting VA payment will not be required to utilize his or her Federal and or State financial aid, or other sources of payment for tuition/fees while awaiting VA payments. Although not required, GI Bill students may request to utilize their federal financial aid, or any sort of aid for tuition/fees the while awaiting VA payment.

Summit Academy OIC State Mandated Refund Policy

Refund Policy/Buyer’s Right to Cancel: *This refund policy applies to all Career Technical Education programs*

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five (5) business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program.

If you withdraw after the start of your program and it has been more than five days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last date of attendance. You will be provided a prorated refund of tuition, fees, and other charges minus your initial

application fees, up to \$50, and minus the less of 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX).

If you withdraw from your program after 75.00% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand-delivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official.

Summit Academy OIC is an attendance taking school. If you do not withdraw in writing or contact the school about your absence, and you have not attended your program or contacted your school about your absence for 3 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

There is a tuition cost to attend SAOIC and all candidates planning to attend must agree to complete all necessary paperwork for tuition expenses.

Student Return of Financial Aid Funds Policy

In accordance with federal and state regulations, when a financial aid recipient withdraws from all classes during a term, Summit Academy OIC will use the last date of attendance as the withdrawal date and amount of grants and/or assistance that the student earned will be calculated accordingly. If the student received more financial aid than they earned, the unearned funds must be returned by the school and/or the student to the appropriate aid program. A letter advising the student of withdrawal and refunds is sent when a withdrawal is determined.

Types of Withdrawal

Official Withdrawal

A student is considered officially withdrawn if a school official is notified by the student of their intent to withdraw. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is postmarked if sent by mail. The withdrawal date is the date received if hand-delivered to a school official, or sent via electronic mail or fax. Notice of withdrawal may also be given verbally, including a voicemail, to a school official. The date of determination is the date the student provides official notification or begins the withdrawal process, whichever is earlier.

Termination (Unofficial Withdrawal)

If a student fails to attend classes without providing official notification, the withdrawal date will be the last date of attendance. This date will be determined by the student advisors. The withdrawal date is the date that is reported as the last date of attendance by a faculty member on a class roster, grade roster/sheet, or other documented source (e.g., grade book). Documentation of the last date of attendance will be maintained in the student's academic file. The date that SAOIC becomes aware that the student has stopped attending will be the date of determination. This date will be identified no later than 30 days after the end of a term.

Calculation of Title IV Funds

The amount of Title IV federal aid grants earned by the student is determined on a pro-rata basis up to the end of 60% of the term. For example, if the student completed 30% of a term, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a term, all awarded aid has been earned.

If a refund calculation results in a credit due to the student, said credit payment will be mailed, to the address on record for the student, within 14 days following the calculation.

Work Study funds are not included in the calculation.

Calculation of Non-Title IV Funds

The amount of State program funding is calculated in compliance with the Minnesota Office of Higher Education requirements. All refunds to state programs are calculated using the Minnesota Office of Higher Education Refund Calculation Worksheet, Appendix 13, of the Minnesota State Grant manual. The Minnesota State Grant refund policy is aligned with Minnesota Statutes Chapter 136A.827.

Post-Withdrawal Disbursements

If any eligible student receives less Federal Student Aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV Aid. The student will be notified in writing if any post-withdrawal disbursements are made.

Return of Unearned Funds

If the total amount of Title IV and State grant and/or assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the appropriate program(s) and no further disbursements will be made.

If a student has received excess funds, the institution must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.
- The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew:
 - Federal Pell Grants, then
 - Federal Supplemental Educational Opportunity Grants (FSEOG).

Both the school's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

The return of Title IV funds is separate from the school's tuition refund policy. Students are not required to pay any outstanding tuition balance resulting from a withdrawal calculation.

The following provides an example of the treatment of a withdrawal from SAOIC tuition refund and return of Title IV and State funds.

Example of a Refund of Tuition and Return of Financial Aid

Example of Return of Title IV Aid Calculation

Step 1:	Federal aid awarded	
	Pell Grant	\$1,000
	SEOG Grant	\$250
	Total aid	\$1,250
Step 2:	Percentage of Title IV aid earned:	40%
Step 3:	Amount of Title IV aid earned: $(\$1,000 + \$250) \times .4 =$	\$500
Step 4:	Amount of Title IV aid to be returned: $\$1,250 - \$500 =$	\$750
Step 5:	Amount of Unearned Title IV Aid Due from the School	\$750

Credit Transfer Policy

FROM OTHER SCHOOLS: SAOIC will accept the transfer of credits from other institutions if the following conditions are met:

- Student must meet all admissions requirements;
- Course credits for transfer must be from an accredited post-secondary institution as recognized by the U.S. Department of Education's Office of Postsecondary Education (OPE) and listed in the Database of Accredited Postsecondary Institutions and Programs (DAPIP) which can be found at <https://ope.ed.gov/dapip/#/home> or documentation from an accrediting agency recognized by the OPE;
- Course credits for transfer must be generally earned within the previous five years with a grade of "C" or better;
- Courses considered for transfer must be similar in content to, and for equal or greater credits than, SAOIC courses.

SAOIC students must have an official transcript from their previous school brought or sent to the Registrar's Office by the Thursday of the first week of class. The student must also submit course descriptions and number of hours per credit directly to the registrar. Unofficial transcripts can be used to evaluate the transferability of courses prior to requesting an official transcript; however, credits will not be added until an official transcript is received. To be eligible for a certificate, a student must earn a minimum of one-third of required credits directly from SAOIC.

CREDIT TRANSFERS TO OTHER SCHOOLS: The number of credits which may be transferred is determined by the receiving institution; it is not determined by SAOIC.

Formal Complaint/Grievance Procedure

Summit Academy OIC is committed to a learning environment in which all individuals are treated with respect and dignity. Each individual has the right to learn in a professional atmosphere that promotes individual development and growth without discrimination or harassment. A student who wishes to file a formal complaint or grievance with SAOIC due to a violation of this right may do so by following the steps below to ensure that any issues are properly addressed. A grievance is defined as a cause for distress, significant enough to be considered as grounds for a formal complaint, against a perceived injustice or unfair act.

1. Speak with the staff person directly involved if you have a grievance or disagreement with programs, personnel, or student treatment to see if the issue can be addressed.
2. Speak to the staff person's supervisor or department manager if you do not feel comfortable speaking to the involved staff person or if the issue persists. (The student success specialist will be a back-up contact to the training manager, if the training manager is unavailable, and will notify the appropriate party.)
3. Discuss the issue with the director of education and training if you feel it has not been resolved by the staff person's supervisor or the manager of the department.
4. Complete a Formal Complaint/Grievance form and submit to the director of education and training, or to the chief operating officer if the director of education and training is not appropriate, for review by the Grievance Committee. A written response indicating the Formal Complaint/Grievance form has been received and what the next steps in the process are will be made in writing within five business days.
5. When the Grievance Committee has reached a resolution, it will be delivered to the student. If the student does not agree with the resolution, they may escalate their formal complaint/grievance to the following:
 - a. The chief executive officer, then,
 - b. The SAOIC board of directors.
6. Grievances may also be escalated to Summit Academy OIC's accrediting body, the Council on Occupational Education, and/or the Minnesota Office of Higher Education:
 - **Council on Occupational Education**
7840 Roswell Rd., Building 300, Suite 325
Atlanta, GA 30350
770-396-3898 | FAX: 770-396-3790) www.council.org
 - **Minnesota Office of Higher Education**
1450 Energy Park Dr. Suite #350
St. Paul, MN 55108
651-642-0533 www.ohe.state.mn.us

General Education Development (GED) Program*

GED Program

The GED Program offers participants without a high school diploma or GED a structured pathway to obtain a GED and thus become eligible for postsecondary Construction, Healthcare, and Information Technology (IT) programs at Summit Academy OIC. Through focused and accelerated instruction, the GED programming is aligned to College and Career Readiness Standards (CCRS) in Adult Basic Education and is designed to build and strengthen the academic foundation needed to pass the GED 2014 Test. Students will enter the program as adult basic education students and will focus exclusively on GED preparation for the first 10-week term of the program.

Areas of Study

The four focus areas for the GED are:

- Reasoning through Language Arts,
- Mathematical Reasoning,
- Science, and
- Social Studies.
- Upon successful completion of the first term, and having met entrance test requirements, students will be eligible to take post-secondary courses, all the while continuing preparation to pass the GED.

Schedule and Attendance

Course hours are from 9:30 AM to 2:50 PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives

Summit Academy OIC follows state and national standards of education in the delivery of CCRS curriculum aligned to the GED indicators. This program will: educate students to pass all four GED subjects with a score of 145+, prepare students to transition to a vocational program matching their skills and interests, and develop students' work readiness skills to transition from academia to career.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Full-Time Faculty				
Vena	Jones	Master's Degree	19	St. Thomas University
Cody	Sanders	Master's Degree	10	University College Dublin, Ireland
Jenny	Hughes	Master's Degree	9	Minnesota State University, Mankato
Louis	Hartzog	Master's Degree	4	University of Iowa

* This program is not accredited by the Council on Occupational Education and does not qualify for Title IV financial aid assistance.

Business Solutions Department

Financial Services Program

This 20-week, accredited program will prepare and place individuals in the financial services field. The program provides training in fundamental skills necessary to succeed in the workplace. Students will gain a deeper understanding of financial processes and practices, with a strong emphasis on mortgage loan servicing, insurance, and customer experience.

Schedule and Attendance

Course hours are from 8:30 AM – 2:50 PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives

Students will be able to:

- Describe industry-related workflows and systems
- Identify ways of managing personal finances with a focus on strategies for budgeting and future wealth-building
- Demonstrate the skills and aptitude necessary for entry-level positions in the financial services industry
- Define the terminology used in the financial services industry related to industry operations, technologies, and products
- Develop and demonstrate an understanding of mortgage loan processing, insurance, and key concepts influencing the customer experience
- Apply knowledge of the securities industry to prepare for industry certification examinations

Information Technology Programs

Information Technology (IT) programs are designed to provide students with entry-level skills in the IT field through classroom and hands-on training completed in two 10-week terms

IT Specialist

An IT Specialist is responsible for providing resolutions to external and internal customers through expert problem identification, analysis and appropriate troubleshooting. They receive trouble tickets via email, ticketing system, or telephone, and are responsive and effective in creating tickets, resolving tickets and/or coordinating escalation for resolution. An IT support technician must have the ability to communicate effectively with both technical staff and end users, providing exceptional customer service.

Schedule and Attendance

In-person course hours are from 8:30AM to 2:50 PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives:

Upon completion of one of the IT programs, students will: Become well-rounded individuals to begin careers in the technology industry, primarily in entry-level service desk roles; Obtain foundational skill in both hardware and software; Apply soft business skills to communicate effectively both in writing and verbally to external and internal customers; Identify and analyze user needs as well as provide IT solutions in a clear and concise manner; Collaborate with others to accomplish tasks such as creating and modifying “how to” documentation in a consistent manner; Understand change management and service management, as well as best practices and standards related to the IT field; and Employ theory-to-practice through an IT work-based training experience.

Financial Services (2 Terms, 30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP200	3	Microsoft Office	<p>This course will use hands-on practice in learning the fundamentals of Outlook, Excel, Word, & PowerPoint. With the use of web- and software-based courseware, students will have the opportunity to understand the layout, tools, options, & enhancements of the programs, with support through practice exercises & assessment feedback.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate operational proficiency in critical workplace tools, including Microsoft Outlook, Excel, Word & PowerPoint. • Illustrate competence in workplace best practices including file management, email formation, and multisystem management.
COMM100	3	Professional Communications	<p>Professional Communications will focus on the skills and habits that make interactions with internal and external parties more effective. The course will use a combination of lecture, videos, presentations, and role-play</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain a fundamental understanding of the elements and the transactional nature of communication. • Demonstrate effective communication with colleagues and customers including customer service and problem resolution. • Model the essentials of grammar, sentence structure, and effective composition.
FIN101	3	Introduction to Finance	<p>This course provides an overview of the financial services industry, its components, and overall structure. Time will be spent on surveying entry-level job opportunities, as well as the future job paths for each. As a means to improve individual financial habits, and to prepare for customer needs, hands-on discovery of personal finance will be covered.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Define the major institutions of the financial industry including their interrelationship--- banking, investment, insurance and loan. • Identify different financial industry job types & their career pathways. • Demonstrate personal financial literacy including checking, credit, and budgeting.

Course ID	Credits	Course Name	Course Description
FIN150	3	Securities Essentials I	<p>This course will use lecture and case studies to explore foundational concepts of the financial industry. Students will work independently as well as in groups. Curriculum will be supported by materials and assessments from the Securities Industry Essentials (SIE) certification prep program.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain the fundamentals of finance including: managing capital; cash flow & cash flow forecasting; financial reporting; interest & return; risk & risk management. • Describe the securities market place including the variety of instruments and different investment strategies.
FIN200	4	Lending Principles	<p>This course provides an in-depth introduction to the mortgage industry, covering key concepts, processes, and regulations. Students will gain an understanding of loan origination, underwriting, servicing, and compliance requirements. The course also explores the roles of various industry professionals and the impact of economic factors on mortgage lending.</p>
FIN220	4	Insurance Essentials	<p>Through a combination of lecture and case studies, this course will cover the fundamentals of the insurance sector. The course will also employ research projects, group activities, and independent study to bolster a deeper immersion.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain the essential functions and practices of the insurance sector. • Demonstrate a proficiency in critical terminology. • Identify industry workflows and systems.
FIN250	3	Securities Essentials II	<p>The course will continue exploration of the securities begun in Phase I, and will emphasize content and assessments related to the Securities Industry Essentials (SIE) certification exam.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain the securities industry and securities products. • Demonstrate a knowledge of industry terminology, the structure and function of the markets, regulatory agencies, and regulated and prohibited practices.

Financial Services (Continued)

Course ID	Credits	Course Name	Course Description
FINCUS200	3	Customer Service Experience	<p>Through a combination of lecture and case studies, this course will cover the fundamentals of the industry sector. The course will also employ research projects, group activities, and independent study to bolster a deeper immersion.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Explain the essential functions and practices of customer success management. • Demonstrate a proficiency in critical terminology. • Identify industry workflows and systems.
FINMATH100	3	Math Essentials	<p>This course will use guided hands-on practice to instill proficiency in fundamental mathematical functions. It will also use examples, case studies, and group exercises to introduce an understanding of data presentation and their advantages.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate the foundational skills of addition, subtraction, multiplication and division. • Apply the concepts of decimals, percentages, and currencies. • Differentiate the ways data can be presented—spreadsheets, graphs, bar charts---and how to read them. • Demonstrate personal financial literacy including: checking, credit, & budgeting.
WORK100AA	1	Career Development	<p>This course will emphasize hands-on development of essential work readiness documents. It will also, through group activities and role-play, reinforce the importance of emotional intelligence in interviews, colleague interaction, and customer relationships. Will include mock interviews and a job fair.</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> • Provide knowledge of and practice in the creation of resumes, cover letters, online applications, and career/company search tools. • Demonstrate interview and “elevator pitch” skills. • Identify workplace expectations and professional behaviors.

IT Specialist (2 Terms, 30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP105	3	Microsoft Office and Typing	Students will have the ability to create, edit, and navigate the toolbars across multiple Microsoft Office applications. Training will focus on creating and constructing worksheets using basic formula and functions in Microsoft Excel, including inserting charts. Additionally, students will improve their touch-typing skills.
ITENG120	3	Technical Writing	Grammar essentials and mechanics, including paragraphing, punctuation, and spelling are covered in this course. Students will advance their writing skills appropriate to their audience and develop self-assessment skills.
ITLAB100	3	Computer Lab	This hands-on course gives students the opportunity to practice the tech skills taught in the IT Fundamentals I classroom. Skills include a general understanding of: hardware and peripherals; mobile devices; networking; and troubleshooting hardware and network connectivity issues.
ITNET105	3	Networking 1	Gives an overview of common entry-level IT workplace skills. Skills include a general understanding of: hardware and peripherals; mobile devices; networking; and troubleshooting hardware and network connectivity issues.
ITIL105	3	ITIL Essentials	ITIL v4 enables students to understand IT Service Management through a Service Value System (SVS), which provides a holistic end-to-end picture of what it really means to contribute to business value. It also integrates concepts from models such as Lean IT, Agile and DevOps.
ITAPL205	3	Certification Prep	Provides preparation for various CompTIA certification exams by developing test-taking skills, study practices, and hands-on experience in real life application of systems through projects designed specific to an IT Specialist.
ITCSP205	3	Computer Information Technology	Gives students a practical understanding of technologies and systems used to store, retrieve, process and transmit data. Utilize scripting languages to develop the thinking that computer scientists use and practice fundamental programming and automation concepts.
ITNET205	3	Networking 2	Examines logical and physical aspects of networking design and networking hardware systems through practical examples and case studies of LAN, WAN, MAN and SAN design. It also explores aspects of security and risk management of networking and data communications.

IT Specialist (Continued)

Course ID	Credits	Course Name	Course Description
ITSD205	3	Computer Science Principles	Gives students a practical understanding of operating systems (installation and configuration of various O/S), networking, security, cloud computing, mobile, and communications equipment.
WORK100AA	1	Career Development	Demonstrates career-based knowledge and learn to research careers and companies; understand the use of social media as part of the career-seeking process; understand interview skills and techniques that are applicable to various situations. Create work readiness documents including resumes, reference lists, thank-you letters, cover letters and more.

Business Solutions Faculty

All classes are taught by highly experienced professionals with technical and practical expertise.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Full-Time Faculty				
Lee	Stump	Master's Degree	24	Ashford University
Ian	Foster	Certificate	20	Brown College
Jeffrey	Leon	Bachelor's Degree	19	Minnesota School of Business
Adam	Bunkoske	High School Diploma / Series 6, 7, 63, 65 & SIE Certifications	11	Wayland Academy / Financial Industry Regulatory Authority
Nada	Hinton	Associate's Degree	11	Minnesota School of Business
Kurt	Grunzke	Master's Degree	10	Minnesota State University, Mankato
Karen	Kjos	Bachelor's Degree	9	Iowa State University
Part-Time Faculty				
Michael	Fuller	Associate's Degree	11	Dakota County Technical College
Ashley	Mason	Master's Degree	4	University of Minnesota, Mankato

Construction Department

Construction department programs are designed to provide students with job readiness skills in construction trades through classroom and hands-on training completed in two 10-week terms:

- Term I—general industry training, and
- Term II—hands-on training.

Training is administered by instructors with working construction industry experience

Carpentry

The Carpentry program focuses on skills necessary to become an entry-level carpenter, either with a union or a non-union employer.

Areas of Instruction

Items include floor and wall framing, metal studs, sheathing, sheet rocking, trim work, and roofing. The program ensures that students will have a solid foundation in construction math and basic print reading. Students will be able to identify the most important hand and power tools and learn how to use them safely. They will also be exposed to the variety of building materials and understand their applications. Term I of the program is approximately 80% classroom learning, while Term II is approximately 80% hands-on.

Schedule and Attendance

Course hours are from 8:30 AM to 2:50 PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives

Upon completion of the program, students will be able to: Understand and apply the materials and process in designing a building; Identify and use various tools and equipment in the construction field; Identify information found in building codes and zoning ordinances; Read plans for a single family residence; Perform basic math necessary on a work site, including reading a tape measure; Understand all required safety measures and identify safety hazards on a work site; Follow prints and frame a house and its foundation; and Reflect the positive attitude expected in the workforce.

Electrician

The Electrician program provides students with hands-on training in the electrical field.

Areas of Instruction

During the first term, students learn the basics of commercial and residential construction. In the second term, students will learn electrical safety, hand/power tools, print reading, basic electricity, electrical math and the specific skills of the electrical trade through hands-on projects.

Schedule and Attendance

Course hours are from 8:30 AM to 2:50 PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives

Upon completion of the program, students will be able to: Recognize appropriate Personal Protection Equipment (PPE) and safety equipment; Identify and demonstrate proper use of electrical tools and materials; Identify different electrical systems; Install breakers, fuses, outlets, switches and common electrical service equipment; Measure resistance, voltage and ampacity in a simple AC circuit; and demonstrate meter-base and service panel installation and wiring techniques.

Post-Graduation Union Requirements

To be eligible to join the International Brotherhood of Electrical Workers union upon completion of Summit Academy OIC's training, the union also requires completion of an Algebra course with a 'C' grade or higher, as documented on a high school or other transcript. Alternately, the National Joint Apprenticeship and Training Committee (NJATC) for the Electrical Industry course, which is offered online, may be completed. Students are responsible for the cost of the course and exam if the NJATC course is chosen.

Carpentry (2 Terms, 30 Credits)

Course ID	Credits	Course Name	Course Description
CPP100A2	3	Hand and Power Tools	Exposure to hand and power tools used in construction, including circular saws, reciprocating saws, saber saws, cordless and power drills, table saws, etc.
CPP100B*	3	Building Materials	Become familiar with types of lumber and plywood and proper uses for each. Introduction to builder's hardware and fasteners and the application of each.
CPP101	3	Introduction to Safety	Overview and working knowledge of construction standards, practices, career outlook, apprenticeships and job-site safety; Opportunity to obtain OSHA 10 certification. This course may also include a personal development component.
CPP100D*	3	Print Reading	An introduction to construction drawings, designed to help understand and interpret contract documents (also known as prints and specs) that are used in building construction. A basic understanding of how contract documents are created, organized and presented in a logical sequence is provided. The basic shapes and types of residential construction, and factors that influence building design are reviewed. Orthographic conventions of plans, elevations, sections, and details are covered. Construction methods will also be discussed to help visualize a 3D project on 2D prints. Ability to read and understand a set of contract documents will be demonstrated by preparing a bid proposal for a small residence as the final project.
CPPMATH100*	3	Construction Math	Learn basic addition, subtraction, multiplication, division, fractions, decimals and percentages. Understand geometry and algebraic formulas for specific construction applications.
CPP235	14	Framing and Special Projects	Learn residential and commercial framing and practices including rough and finish carpentry. The special project component is designed to challenge students with a higher degree of difficulty in finish carpentry execution.
WORK100AA	1	Career Development	Learn interpersonal communication skills, office etiquette, critical thinking, financial management, goal setting, career research and problem solving. Utilize resume writing and interview skills specific to the construction field.

* A comprehensive exam may be administered as a pass/fail option to earn credits if student previously completed course but did not earn a passing grade.

Electrician (2 Terms, 30 Credits)

Course ID	Credits	Course Name	Course Description
CPP100A2	3	Hand and Power Tools	Exposure to hand and power tools used in construction, including circular saws, reciprocating saws, saber saws, cordless and power drills, table saws, etc.
CPP100B*	3	Building Materials	Become familiar with types of lumber and plywood and proper uses for each. Introduction to builder's hardware and fasteners and the application of each.
CPP101	3	Introduction to Safety	Overview and working knowledge of construction standards, practices, career outlook, apprenticeships and job-site safety; Opportunity to obtain OSHA 10 certification. This course may also include a personal development component.
CPP100D	3	Print Reading	An introduction to construction drawings, designed to help understand and interpret contract documents (also known as prints and specs) that are used in building construction. A basic understanding of how contract documents are created, organized and presented in a logical sequence is provided. The basic shapes and types of residential construction, and factors that influence building design are reviewed. Orthographic conventions of plans, elevations, sections, and details are covered. Construction methods will also be discussed to help visualize a 3D project on 2D prints. Ability to read and understand a set of contract documents will be demonstrated by preparing a bid proposal for a small residence as the final project.
CPPMATH100*	3	Construction Math	Learn basic addition, subtraction, multiplication, division, fractions, decimals and percentages. Understand geometry and algebraic formulas for specific construction applications.
ELE200	14	Electrician Basics	See Electrician description on page 17.
WORK100AA	1	Career Development	Learn interpersonal communication skills, office etiquette, critical thinking, financial management, goal setting, career research and problem solving. Utilize resume writing and interview skills specific to the construction field.

* A comprehensive exam may be administered as a pass/fail option to earn credits if student previously completed course but did not earn a passing grade.

Construction Faculty

All classes are taught by highly experienced professionals with technical and practical expertise.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Full-Time Faculty				
Barry	Stranz	CDEI	53	Int'l Distance Education Cert. Center
Clay	Langer	Certificate	45	Saint Paul College
Spencer	Sanders	Journeyworker	45	Construction Laborers Training Center Local 563
John	Gannon	Master's Degree	41	Bethel University
Beth	Halverson	Associate's Degree	31	Alexandria Technical & Community College
Phyllis	Carter	Associate's Degree	26	North Hennepin Community College
Ricardo	Chatmon	Certificate	25	Twin Cities OIC
Samuel	Hinton	Diploma	25	Carver Area High School
Michael	Knighten	Associate's Degree	25	Minneapolis Community College
Mike	DeBoer	Associate's Degree	24	Anoka Ramsey Community College
Sayphet	Phabmisay	Associate's Degree	20	Century College
Willie	Lloyd	Associate's Degree	15	Delaware Technical Community College
Niyah	Wesley	Associate's Degree	10	Century College
Part-Time Faculty				
Michael	Fuller	Associate's Degree	11	Dakota County Technical College
Ashley	Mason	Master's Degree	4	University of Minnesota, Mankato
Adjunct Faculty				
Gerald	Jones	Associate's Degree Master Electrician	26	Dunwoody College of Technology State of Minnesota
Tommy	Reynolds, Jr.	Bachelor's Degree	6	Eastern Illinois University

Healthcare Department

Medical Administrative Assistant

The Medical Administrative Assistant works in a medical office and performs clerical duties to keep the office operating in an organized and efficient manner. They provide customer service, answer phone calls, schedule medical appointments, keep files up-to-date, and also do some light billing and coding.

Schedule and Attendance

Course hours are from 8:30 AM to 2:50 PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives

Upon completion of the program, students will: Show keyboarding and computer skills necessary to perform duties in a medical administrative role; Display effective and professional written communication skills; Understand key legal and ethical guidelines that dictate behaviors in a clinical setting; demonstrate knowledge of medical terminology and how it is applied in the healthcare field; Recognize and understand human anatomy and body systems; Develop competency in telephone techniques, customer service, scheduling, medical records management and communications; Gain a basic understanding of the health insurance industry including its history, programs, and terminology; Build fundamental skills of diagnostic and procedural coding necessary for insurance billing and claims processing; Develop interpersonal communication skills, critical thinking, and goal setting; and Exhibit basic office etiquette.

Unlicensed Dental Assistant

The unlicensed Dental Assistant works in a dental clinic or office and can perform work in both the front of the office or with patients. They can assist with placing and removing devices, articles, and topical medication while under the supervision of a dentist. Assistants also work in sterilizing and disinfecting instruments and equipment. In the front office, dental assistants can complete registrations and basic coding and insurance applications or update dental records.

Schedule and Attendance

Course hours are from 8:30AM to 2:50PM Monday through Friday. Attendance is mandatory during the entire scheduled day.

Objectives

Upon completion of the program, students will: gather accurate patient histories; display cultural competence while dealing with patients and staff; develop a procedure to take a patient's health history and record vital signs; chart the oral cavity with proper symbols and codes; identify and categorize all hand tools and rotary cutting instruments; demonstrate knowledge of specialty areas of dentistry and the procedures and materials required for each; prepare tray set ups with anesthetic and dental dam; understand microbiology and disease transmission and how it impacts patient care; identify causes, symptoms and transmission of oral diseases; describe the advantages and disadvantages for each sterilization method; demonstrate knowledge of general anatomy and physiology of the head and neck.

Medical Administrative Assistant (2 Terms, 30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP150	3	Microsoft Office 1	Students will develop basic alphabetic and numeric keyboarding techniques and skills. Students are introduced to the Microsoft Office Suite, including Word, Outlook, Excel, PowerPoint, and Publisher.
AAWP250	3	Microsoft Office 2	Students will develop basic Microsoft PowerPoint techniques to create slide presentations. They will also explore Microsoft Outlook as an email application; including a calendar, task manager, contact manager, and web browsing.
ENG150	3	Business English and Technical Writing	This course is designed to enhance students' ability to read and write documents and reports effectively. Emphasis will be on writing style, outlining, proofreading and editing, parts of speech, mechanics, composition, organization, and reading comprehension. Students will be expected to write daily, and to incorporate learned strategies and techniques into their documents and reports, as well as to exhibit understanding of material read.
HLTH180	4	Medical Terminology and Body Systems I	Students will learn how to decipher medical terms using the standard prefix-root-suffix method which allows students to continually add new medical terms to their vocabulary. A human body systems approach, based on human anatomy and physiology, is used. The student will also learn how to interpret and use medical abbreviations and symbols commonly used on forms and medical records in the field. Correct pronunciation and spelling are emphasized and used in grading of student's assignments and exams.
HLTH185	3	Medical Terminology and Body Systems II	Building on the knowledge obtained in HLTH 180, students will further develop their recognition and understanding of medical terms and their use in the medical field. Students will learn to decipher more medical terms using the standard prefix-root-suffix method which allows students to continually add new medical terms to their vocabulary. The same human body systems approach, based on human anatomy and physiology, will be used.
MEDAA110	2	Legal and Ethical Principles for the Medical Office Professional	This course emphasizes key legal and ethical principles that guide the work of the Medical Administrative Assistant (MAA). Students will learn about policies, confidentiality & privacy, the Health Insurance Portability and Accountability Act (HIPAA), liability, proper legal documentation, and cultural issues that can influence the legal and ethical responsibilities of an MAA.

Medical Administrative Assistant (Continued)

Course ID	Credits	Course Name	Course Description
MEDAA120	3	Medical Office Procedures and Management	Students will become familiar with the key functions and procedures necessary to operate a medical office environment effectively. Emphasis is placed on learning proper telephone techniques, customer service, scheduling, medical records management, medical managerial responsibilities, and communication. Students also learn the importance of HIPAA guidelines in a medical office environment.
MEDAA130	1	Introduction to Insurance	An overview of the health insurance industry including history, programs, and insurance terminology. Students will learn rules, government regulations, and third-party payor requirements regarding the reimbursement and revenue cycle.
MEDAA231	2	Professional Communication in the Workplace	Participants will learn to communicate professionally in all facets of the medical office environment. Focus is placed on the importance of perception and personality as it relates to verbal and non-verbal communication. Students will also learn effective communication and conflict-resolution strategies to help guide them in providing exceptional customer service.
MEDAA240	5	Medical Billing and Coding for Reimbursement	An introduction to diagnostic coding as well as procedural coding necessary for insurance billing and claims processing. Students will learn ICD-10, CPT, and HCPCS coding systems, to ensure that all diagnoses (conditions), services (e.g., office visit), and procedures (e.g., surgery, x-rays) documented in patient records are coded accurately for reimbursement, research, and statistical purposes.
WORK100AA	1	Career Development	Learn interpersonal communication skills, office etiquette, critical thinking, goal setting, career research and problem solving. Learn how to set up file systems and become familiar with business dress as well as resume writing and interviewing skills.

Unlicensed Dental Assistant (2 Terms, 30 Credits)

Course ID	Credits	Course Name	Course Description
DEN100	3	Introduction to Dental Science 1	Students will be provided with information about dental terminology and numbering systems of the teeth. Students will learn about oral histology, embryology, and morphology and how they pertain to the oral cavity.
DEN200	3	Introduction to Dental Science 2	Students will learn the basics of the makeup of the anatomy of the head and neck. Details about the muscular system, nervous system, and circulatory system will be covered.
DEN110	3	Chairside Assisting 1	The student will gain knowledge to assemble tray set- ups, and hands on oral evacuation and charting of the oral cavity. Students will learn concepts like dental supplies and the basics of dental instruments, handpieces, and accessories.
DEN210	5	Chairside Assisting 2	Students will develop skills in four-handed dental assisting. Dental specialties will be discussed. Students will learn and identify instruments used in the different specialties.
DEN120	3	Dental Practice Management 1	This course is designed to cover numerous aspects of the dental practice including history, ethics and jurisprudence, marketing, and ergonomics. General business skills and procedures are included.
DEN220	3	Dental Practice Management 2	Students will learn scheduling skills as well as how to complete financial and insurance forms while implementing HIPAA guidelines. Students will learn the importance of strong telephone techniques as well as patient reception. Diversity and cultural competence are also addressed.
DEN130	3	Dental Health Safety 1	Students will learn the importance of a patient's health history. Vital signs, medical emergencies, microbiology, disease transmission, and sterilization techniques will be covered.
DEN230	3	Dental Health Safety 2	Students will learn community dental health requirements and guidelines. Understanding the handling of materials such as chemicals, hazardous, and pharmaceutical waste is discussed. Students will earn an American Heart Association BLS CPR/AED certification card.

Unlicensed Dental Assistant (Continued)

Course ID	Credits	Course Name	Course Description
COMM110	3	Professional Communications	Participants will learn to communicate professionally in a dental office environment. Focus is placed on clear and precise communication. Students will also learn conflict-resolution strategies to help guide them in providing exceptional customer service.
WORK100AA	1	Career Development	Students will learn interpersonal communication skills, office etiquette, goal setting, and career research. They will learn how to set up file systems and become familiar with business dress as well as resume writing and interviewing skills.

Healthcare Faculty

All classes are taught by highly experienced professionals with technical and practical expertise.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Full-Time Faculty				
Kelli	Olson	Diploma	40	Hennepin Technical College
Ericka	Thorn	Associate's Degree	30	Lakeland Dental Academy
Brian	Trewartha	Master's Degree	25	St. Cloud State University
James	Plaisance	Master's Degree	20	University of Minnesota
Shanaye	Michelton	Certificate	14	Everest Institute & Summit Academy OIC
Bennie	Randall	Associate's Degree	10	Tuskegee University
Part-Time Faculty				
Michael	Fuller	Associate's Degree	11	Dakota County Technical College
Ashley	Mason	Master's Degree	4	University of Minnesota, Mankato