



{2017-2018}

Course Catalog

Summit Academy OIC

935 Olson Memorial Highway, Minneapolis, MN 55405 • [www.saoic.org](http://www.saoic.org) • 612.377.0150

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## Summit Academy OIC Mission Statement

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

## Steps to Enroll: Items for All Students

1. Attend our Free Information sessions:
  - Summit Academy OIC (SAOIC) in Minneapolis: Wednesdays at 10:00 a.m.
2. Complete the SAOIC application of admission
3. Bring the following items with you to enroll:
  - Valid State ID or driver's license
4. Pass the entrance exam:
  - Potential students must successfully pass the two-part exam; SAOIC may connect those who did not pass with tutoring opportunities

### Additional Items for Adult Education Students:

- Students are required to have earned a high school diploma or GED which must be made available if requested.
- Complete a Free Application for Federal Student Aid (FAFSA) to determine your eligibility at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (3 business days prior to your financial aid appointment)
- Attend a financial aid appointment. Call 612-377-0150 to schedule.

### For Post-Secondary Enrollment Options (PSEO) Students:

- Completed PSEO application (obtain an application from your high school counselor or call 612-377-0150)

## Consumer Information

### Upon request, the school will provide the following:

- Information on financial assistance available to student enrolled in the school
- Information on the school
- 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
- The institution's completion or graduation rates

### This information can be requested through:

- <http://www.saoic.org/admissions/consumer-information/>
- In writing:
  - Attn: Consumer Information
  - Summit Academy OIC
  - 935 Olson Memorial Hwy.
  - Minneapolis, MN 55405
- In person at the 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.

Summit Academy is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Phone: 800.917.2081  
[www.council.org](http://www.council.org)



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

Gainful employment disclosures for all programs can be found at  
<https://www.saoic.org/admissions/consumer-information/>

Summit Academy's carpentry department offers classroom space, a fully-equipped carpentry shop, an outdoor carpentry yard, and a Heavy Equipment simulator lab. On the healthcare side, Summit is equipped with large classrooms, a computer lab, and a healthcare laboratory. Summit also offers academic and general use computer resource rooms as well as a dining facility.



## Tuition & Financial Aid

**Tuition Rate:** \$198.00 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
- 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 is a list of 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
- Students must have a high school diploma or General Education Development (GED) certificate
- Male students must have registered for the selective services (federal programs only)

**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 [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and be prepared to know/provide the following:**

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

## Summit Academy OIC Refund Policy

### Refund Policy/Buyer's Right to Cancel:

Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice.

This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to the completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where the notice is hand-carried, it shall occur on the date the notice is delivered to the school.

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 quarter, Summit Academy must determine the withdrawal date and amount of grants and/or assistance that the student earned. 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.

## **Types of Withdrawal**

*Official Withdrawal:* A student is considered officially withdrawn if the registrar is notified by the student in writing of their intent to withdraw. If a student completes a withdrawal, the withdrawal date is the date the student submits a completed form to the office. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic, or fax mail. 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 without providing official notification, the withdrawal date will be the last date of attendance. This date will be determined by the admissions counselor. 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 Summit Academy 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 quarter.

## **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 quarter. For example, if the student completed 30% of a quarter, 30% of the aid originally scheduled to be received would have been earned. Once a student has completed more than 60% of a quarter, all awarded aid has been earned.

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
  - 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

## Transfer Policy

**FROM OTHER SCHOOLS:** Summit Academy OIC will accept the transfer of students 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. A grade of "C" or better is required for transfer. All credits transferred in must be directly related to SAOIC courses. The student must have an official transcript from the previous school brought or sent to our Registrar's office by the Thursday of week one. The student must also submit course descriptions and number of hours per credit directly to our Registrar. To be eligible for a certificate, a student must earn a minimum of 1/3 of the credits directly from SAOIC.

# Summit Academy OIC 2017 Academic Calendar

Printfree.com

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1 Wk 6	2 OFF	3	4	5	6	7				1	2	3	4				1	2	3	4
8 Wk 7	9	10	11	12	13	14	5 Wk 1	6 17-02	7	8	9	10	11	5 Wk 5	6	7	8	9	10	11
15 Wk 8	16 OFF	17	18	19	20	21	12 Wk 48	13	14	15	16	17	18	12 Wk 6	13	14 OFF	15	16	17	18
22 Wk 9	23	24	25	26	27	28	19 Wk 49	20	21	22	23	24	25	19 Wk 7	20	21	22	23	24	25
29 Wk 10	30	31					26 Wk 50	27	28					26 Wk 8	27	28	29	30	31	
30 Wk 47							26 Wk 4													

  

April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1												1	2	3	
2 Wk 9	3	4	5	6	7	8	7 Wk 2	8	9	10	11	12	13	4 Wk 7	5	6 OFF	7	8	9	10	
9 Wk 10	10	11	12	13	14 OFF	15	14 Wk 3	15	16	17	18	19	20	11 Wk 8	12	13	14	15	16	17	
16	17	18	19	20	21	22	21 Wk 4	22	23	24	25	26	27	18 Wk 9	19	20	21	22	23	24	
23 Wk 1	24	25	26	27	28	29	28 Wk 5	29	30	31				25 Wk 10	26	27	28	29	30		
30	17-04						28 Wk 6	29 OFF													
		Spring Break																			

  

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1														1	2
2 Wk 1	3 OFF	4 OFF	5 17-07	6	7	8	6 Wk 5	7	8	9	10	11	12	3 Wk 10	4 OFF	5	6	7	8	9	
9 Wk 2	10	11	12	13	14	15	13 Wk 6	14	15 OFF	16	17	18	19	10 Wk 1	11 17-09	12	13	14	15	16	
16 Wk 3	17	18	19	20	21	22	20 Wk 7	21	22	23	24	25	26	17 Wk 2	18	19	20	21	22	23	
23 Wk 4	24	25	26	27	28	29	27 Wk 8	28	29	30	31			24 Wk 3	25	26	27	28	29	30	
30	31																				

  

October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1 Wk 4	2	3	4	5	6	7				1	2	3	4							1	2
8 Wk 5	9	10	11	12	13	14	5 Wk 9	6	7	8	9	10	11	3 Wk 3	4	5 OFF	6	7	8	9	
15 Wk 6	16	17 OFF	18	19	20	21	12 Wk 10	13	14	15	16	17	18	10 Wk 4	11	12	13	14	15	16	
22 Wk 7	23	24	25	26	27	28	19 Wk 1	20	21	22	23 OFF	24 OFF	25	17 Wk 5	18	19	20	21	22	23	
29 Wk 8	30	31	Day Program Evening & Weekend Program					26 Wk 2	27	28	29	30			24 Wk 5	25	26	27	28	29	30
														31	Winter Break						

# Summit Academy OIC 2018 Academic Calendar

2018

Printfree.com [Yearly Calendars](#)

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
Wk 6	OFF																			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
Wk 7							Wk 1	Class starts						Wk 5						
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
Wk 8	OFF						Wk 2							Wk 6						
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
Wk 9							Wk 3							Wk 7						
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31
Wk 10							Wk 4							Wk 8						

  

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
Wk 9																				
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
Wk 10							Wk 3							Wk 7						
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
		Spring Break					Wk 4							Wk 8						
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
Wk 1	Class starts						Wk 5							Wk 9						
29	30						27	28	29	30	31			24	25	26	27	28	29	30
Wk 2							Wk 6	OFF						Wk 10						

  

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1
Wk 1	Class starts		OFF																	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
Wk 2							Wk 6							Wk 10	OFF					
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
Wk 3							Wk 7							Wk 1	Class starts					
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
Wk 4							Wk 8							Wk 2						
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
Wk 5							Wk 9							Wk 3						

  

October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1	
Wk 4																					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
Wk 5							Wk 9							Wk 3							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
Wk 6							Wk 10							Wk 4							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
Wk 7							Wk 1	Class starts			OFF	OFF		Wk 5							
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
Wk 8							Wk 2							Wk 30	Winter Break						



## General Education Development (GED)\*

### Contextualized GED Program

The Contextualized 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 and healthcare programs at Summit Academy. Through focused and accelerated instruction, the Contextualized GED programming is aligned to Common Core Standards 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 quarter of the program. The four areas of focus for the GED are: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Upon successful completion of the first quarter, and having met entrance test requirements, students will be eligible to take post-secondary courses in construction or healthcare, all the while continuing preparation to pass the GED. Upon passing the GED, students who successfully complete the full 30 week program will also earn a certificate in their area of specialization.

### Contextualized GED Faculty

All classes are taught by highly experienced professionals.

First	Last	Education Completed	Total Years of Industry Experience	Conferring Institution
Don	Kemp	Doctoral Degree	30	Bethel University
Nancy	Marino	Master's Degree	16	University of Bridgeport

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

# Construction Program - 100 Hard Hats

## CORE PROGRAM

### Pre-Apprentice Carpentry

The Pre-Apprentice Carpentry Program is designed to provide students with job readiness skills in the construction trade through classroom and hands-on training completed in two 10-week phases: Phase I (general industry training) and Phase II (hands-on training). Training is administered by carpentry instructors with working construction industry experience.

#### SPECIALTIES

##### Concrete Form Carpenter (Seasonal):

The Concrete Form Carpenter specialty program gives the student information about, as well as hands-on practice in, the construction of concrete forms. At the end of the program, the student will understand the fundamentals of concrete types and characteristics, footing and foundation types and construction methods, and possess hands-on experience in the construction of wood and metal concrete forms.

##### Electrician:

The Pre-Apprentice Electrician program is a course to provide students with hands-on training in the electrical field. During Phase I, students learn the basics of commercial and residential construction. In Phase II, 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. In order 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.

## Phase I: Construction Certification

### Core Program (first 10 week quarter) – 15 Credits

Course ID	Credits	Course Name	Course Description
CPPMATH100*	3	Carpentry Math	Learn basic addition, subtraction, multiplication, division, fractions, decimals and percentages. Understand geometry and algebra formulas for specific construction applications. (75 clock hour equivalent.)
CPP101	3	Introduction to Carpentry/Safety	Overview and working knowledge of construction standards, practices, career outlook, apprenticeships and job-site safety; Taught by OSHA 500 certified instructor. (75 clock hour equivalent.)
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. (75 clock hour equivalent.)
CPP100D*	3	Blueprint Reading	Overview and working knowledge of how to read and comprehend blueprints. (75 clock hour equivalent.)
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. (75 clock hour equivalent.)
PERSDEV	No Credit	Personal Development	This course provides students with an understanding of the responsibilities of effective parenting and personal development.

\* 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.

## Phase II: Specialized Training

Construction (second 10 week quarter) – 15 Credits – *Select One Specialty*

*Specialties offered during selected starts*

Course ID	Credits	Course Name	Course Description
WORK100AA	No Credit	Basics in Working for Business Success	Learn interpersonal communication skills, office etiquette, critical thinking, financial management, goal setting, career research and problem solving. Learn resume writing and interview skills specific to the construction field. (Component of all construction specialty programs.)
FINANCE	No Credit	Personal Finance	Students learn about credit building, financial management, savings and checking, budgeting, repairing file systems and business dress (appropriate to the field of work. Component of all construction specialty programs).
<b>Pre-Apprentice Carpenter</b>			
CPP300	7	Framing- Wall and Floor	Learn residential and commercial framing and practices including rough and finish carpentry. (175 clock hour equivalent.)
CPP305	8	Special Projects in Carpentry	Designed to challenge students with a higher degree of difficulty in carpentry execution. May also include a Commercial Driver's License (CDL) Class B component. (200 clock hour equivalent.)
<b>Concrete Form Carpenter</b>			
CONC300	15	Concrete Form Carpenter	See Concrete Form Carpenter description on page 9. (375 clock hour equivalent).
<b>Electrician</b>			
ELE101IB	15	Electrician Basics with IBEW	See Residential Electrician description on page 9. (375 clock hour equivalent.)

## Pre-Apprentice Construction Training Partners

### *International Brotherhood of Electrical Workers (IBEW)*

Joint Apprenticeship Training Center  
13100 Frankfort Parkway, St. Michael, MN 55376  
(763) 497-0072

### *International Union of Painters and Allied Trades (IUPAT)*

Minnesota Finishing Trades Training Facility  
32025 Country Dr, Little Canada, MN 55117  
(651) 224-5480

### *North Central States Regional Council of Carpenters (NCSRCC)*

Twin Cities Training Center 740 Olive Street, Saint Paul, MN 55130  
(651) 646-7337

## 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
Bill	Strader	High School	50	
Clay	Langer	Certificate	38	Saint Paul College
Spencer	Sanders	High School	38	
John	Gannon	Master's Degree	34	Bethel University
Amber	Burton	High School	28	
Terry	Patterson	High School	27	
Beth	Halverson	Associate's Degree	24	Alexandria Technical & Community College
Chris	Hinton	High School	20	
Ricardo	Chatmon	Certificate	18	Twin Cities OIC
Sayphet	Phabmisay	Associate's Degree	13	Century College
Willie	Lloyd	Associate's Degree	8	
Phyllis	Carter			
Randall	Schaefer			

# Healthcare Programs

## CORE PROGRAMS

### Community Health Worker – 28 credits

The Community Health Worker (CHW) works at the grassroots level to build the trusting and vital relationships that make them effective communicators between the community and systems of care. They educate the community with healthcare knowledge and bridge the gap between cultures and healthcare systems to improve healthcare outcomes.

#### COMMUNITY HEALTH WORKER SPECIALTIES

### Certified Nursing Assistant Option\* - 28 credits

The Certified Nursing Assistant (CNA) assists nursing staff to ensure optimal patient care and assists the healthcare team to provide and maintain a safe and clean environment for patients. Work includes direct patient care, nutrition, observation, documentation and transportation of patients. \*The CNA program is seasonal and is only offered as an option after completing the first 16 weeks in the CHW program.

### Senior Care CNA/CHW\* - 30 credits

The Senior Care CNA/CHW program focuses on all of the core components of our traditional Community Health Worker (CHW) program with additional emphasis on the physical, emotional and developmental needs of the aging population. In combination with the CHW training certificate, students will be trained as a Certified Nursing Assistant (CNA) through the Red Cross. Upon completion of the Senior Care CNA/CHW program, students will be equipped with the skills to work as a Community Health Worker or Certified Nursing Assistant. \*The Senior Care CNA/CHW program is seasonal and is only offered as an option after completing the first 14 weeks in the CHW program.

### Medical Administrative Assistant – 30 credits

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.

## Community Health Worker

### Core Courses for all Specialties – 12 Credits

Course ID	Credits	Course Name	Course Description
AAWP 130	3	Basic Keyboarding and Microsoft Office	This course focuses to develop basic alphabetic, numeric, keyboarding techniques, and skills. Also learn how to build speed and accuracy. Introduction to Microsoft Office Suite, including Word, Outlook, Excel, PowerPoint and Publisher. (75 clock hour equivalent.)
CHW 111	1	Communication Skills and Cultural Competency	The goal of this course is to provide students with the necessary skills to communicate effectively within diverse settings. In this course students learn culturally appropriate information about disease prevention and health promotion so that they are able to support clients and healthcare providers in translating health information. Within this course students demonstrate culturally appropriate non-verbal and verbal skills while interviewing. At the end of this course, students are able to recognize the resulting implications of community culture on the health of their clients and communicate health information in a manner that is specific to the context they are working within. (25 clock hour equivalent.)

## Core Courses for all Specialties – (Continued)

Course ID	Credits	Course Name	Course Description
CHW 130	3	Core Concepts in Health and Disease Management 1	These courses focus on the knowledge and skills necessary for a CHW to educate clients on living a healthy lifestyle. Emphasis is placed on social and environmental factors that contribute to disease, as well as the management of these risk factors. (75 clock hour equivalent per course.)
CHW 213	2	Documentation, Interviewing and Reporting	The goal of this course is teach students how to integrate the communication and listening skills they learn while interviewing with accurate legal documentation. This course focuses heavily on learning medical terminology for proper translation and documentation of client information. In this course students not only learn medical terminology, they also learn how to gather necessary information from the client, as well as the format in which to document the information obtained from the client. At the end of this course students will be able to demonstrate the ability to translate medical terminology, aid clients in filling out forms correctly, document client information in a legal manner, and follow through with clients from the initial contact to the close of their case. (50 clock hour equivalent.)
ENG 110	2	English for Healthcare	Learn the fundamentals of English grammar and mechanics. This course also features a strong focus on reading comprehension and analysis. (50 clock hour equivalent.)
WORK100AA	1	Basics in Working for Business Success	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. (25 clock hour equivalent.)

## Community Health Worker (with Internship or CNA Option) - (Core Courses + 16 Credits)

AAWP 131	3	Microsoft Office: Publisher and PowerPoint	This course focuses on developing basic Microsoft PowerPoint techniques to create slide presentations, as well as learning how to create business cards and brochures in Microsoft Publisher. (75 clock hour equivalent.)
CHW 113	2	Legal and Ethical Principles	This course emphasizes key legal and ethical guidelines that dictate behavior in a clinical setting. Students learn HIPAA guidelines and procedures as well as mandated reporting and code of ethics. Furthermore, students learn to operate within the boundaries and scope of the CHW position. (50 clock hour equivalent.)
CHW 135	3	Core Concepts in Health and Disease Management 2	Students will understand symptoms and treatment of disease so they are further equipped to educate clients that have been diagnosed by their provider. The goal of this course is to educate communities and clients on disease prevention and living healthier lifestyles. (75 clock hour equivalent per course.)

## Community Health Worker (with Internship or CNA Option) (continued)

CHW 115	1	Organization and Resources: Community and Personal Strategies	This course focuses on the CHW's knowledge of the community and the ability to prioritize and organize work. Emphasis is on the use and critical analysis of resources and problem solving. (25 clock hour equivalent.)
CHW 212	2	Teaching and Capacity Building in Diverse Settings	This course focuses on building individual and community capacity through education. In this course students will focus on perception, self-awareness, personality, verbal communication, and non-verbal communication to help foster personal growth and awareness. Additionally, students learn various teaching strategies to assist in building individual and community capacity through education. (50 clock hour equivalent.)
ENG 111	1	English for Healthcare 2	This includes highlighting parts of speech, learning reading strategies, making inferences and drawing conclusions, exploring fact and opinion, understanding vocabulary-context clues, and comprehending perspective. (25 clock hour equivalent.)
INT 100	4**	Internship and Practice Competencies	Each student will participate in an off-site internship provided that they complete all coursework with a passing grade and pass a background check through the Department of Human Services. The goal of the internship is for students to integrate and apply course content in an agency that utilizes the core competencies of the Community Health Work curriculum. Internship placements are provided by the Healthcare Department Manager based on student interest and an overall good fit between the organization and the personality of the student. Students are expected to attend 6 brown bag sessions as a preparation for their work in the field (4 hours). Additionally, students are required to complete 90 hours of work at the internship site and complete 15 journals describing their learning experience (9 hrs/week). (120 clock hour equivalent.)
<b>OR</b>			
Certified Nursing Assistant (CNA) Available during selected starts CNA 100 replaces INT 100: Internship and Practice Competencies)			
CNA 100ARC	4**	Certified Nursing Assistant	The Certified Nursing Assistant program consists of three weeks of classes and lab work completed at a partner site, where students learn basic nursing skills including how to read and record vital signs, and how to care for individuals in long-term care facilities. After successful completion of the classroom and laboratory practice portion of the program, students are required to complete 2-3 day clinical experience at a nursing home or other residential care facility, supervised by a Registered Nurse, where they get practical experience and an opportunity to demonstrate their mastery of skills. (100 clock hour equivalent.)

\*\*total credits for this class may vary

## Senior Care CNA/CHW (Core Courses + 1 Quarter, 18 credits)

Course ID	Credits	Course Name	Course Description
AAWP 132	1	Microsoft Office: Publisher and PowerPoint	This course focuses on developing basic Microsoft PowerPoint techniques to create slide presentations, as well as learning how to create business cards and brochures in Microsoft Publisher.
CHW 113	1	Legal and Ethical Principles	This course emphasizes key legal and ethical guidelines that dictate behavior in a clinical setting. Students learn HIPAA guidelines and procedures as well as mandated reporting and code of ethics. Furthermore, students learn to operate within the boundaries and scope of the CHW position. (25 clock hour equivalent.)
CHW 135	2	Core Concepts in Health and Disease Management 2	Students will understand symptoms and treatment of disease so they are further equipped to educate clients that have been diagnosed by their provider. The goal of this course is to educate communities and clients on disease prevention and living healthier lifestyles. (75 clock hour equivalent per course.)
CHW 140	2	Communication and Health in Senior Care	The goal of this course is to provide students with the necessary skills to communicate effectively in senior care settings. This course discusses how cognition and health may affect the perception and communication of aging adults. In addition, the course will emphasize the physical, emotional, and developmental needs of older adults. Upon completion of this course students will be equipped with the knowledge and tools to assess the client's needs and communicate appropriately. (50 clock hour equivalent)
CHW 211	1	Teaching and Capacity Building in Diverse Settings	This course focuses on building individual and community capacity through education. In this course students will focus on perception, self-awareness, personality, verbal communication, and non-verbal communication to help foster personal growth and awareness. Additionally, students learn various teaching strategies to assist in building individual and community capacity through education. (25 clock hour equivalent.)
CHW 230	2	Health Topics and Chronic Disease Management in the Aging Population	The focus of this course is to provide students with knowledge specific to diseases that more commonly affect seniors, including but not limited to, Dementia, ALS, and Parkinson's. In this course students will discuss medical terminology, symptoms, progression, prognosis, treatment and prevention as it relates to each specific disease. Students will also discuss approaches to disease management and service delivery in various settings. (50 clock hour equivalent)



## Senior Care CNA/CHW (continued)

Course ID	Credits	Course Name	Course Description
CNA 100ARC	5	Certified Nursing Assistant	The Certified Nursing Assistant program consists of three weeks of classes and lab work completed at a partner site, where students learn basic nursing skills including how to read and record vital signs, and how to care for individuals in long-term care facilities. After successful completion of the classroom and laboratory practice portion of the program, students are required to complete 2-3 day clinical experience at a nursing home or other residential care facility, supervised by a Registered Nurse, where they get practical experience and an opportunity to demonstrate their mastery of skills. (125 clock hour equivalent.)
INT 100	4	Internship and Practice Competencies	Each student will participate in an off-site internship provided that they complete all coursework with a passing grade and pass a background check through the Department of Human Services. The goal of the internship is for students to integrate and apply course content in an agency that utilizes the core competencies of the Community Health Work curriculum. Internship placements are provided by the Healthcare Department Manager based on student interest and an overall good fit between the organization and the personality of the student. Students are expected to attend 6 brown bag sessions as a preparation for their work in the field (4 hours). Additionally, students are required to complete 90 hours of work at the internship site and complete 15 journals describing their learning experience (9 hrs/week). (120 clock hour equivalent.)

## Medical Administrative Assistant (2 Quarters, 30 Credits)

Course ID	Credits	Course Name	Course Description
AAWP 150	3	Microsoft Office 1	This course focuses to develop basic alphabetic, numeric, keyboarding techniques, and skills. Also, this course will have the following components: Introduction to Microsoft Office Suite, including Word, Outlook, Excel, PowerPoint, and Publisher. (75 clock hour equivalent.)
AAWP 250	3	Microsoft Office 2	This course focuses on developing basic Microsoft PowerPoint techniques to create slide presentations, as well as learning how to create business cards and brochures in Microsoft Publisher. (75 clock hour equivalent.)
ENG 150	3	Business English and Technical Writing	This course will enhance students' abilities 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 read material. (75 clock hour equivalent.)
HLTH 180	4	Medical Terminology and Body Systems I	This course focuses on the recognition and understanding of medical terms and their use in the medical field. Students will learn 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. (100 clock hour equivalent.)
HLTH 185	3	Medical Terminology and Body Systems II	This course is continuation of Medical Terminology & Body Systems I. Recognition and understanding of medical terms and their use in the medical field will be continued. 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. (75 clock hour equivalent.)

## Medical Administrative Assistant (Continued)

Course ID	Credits	Course Name	Course Description
MEDAA 110	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). In this course, the MAA student will specifically learn about policies, confidentiality & privacy, Health Insurance Portability and Accountability Act (HIPAA), liability, proper legal documentation, and cultural issues that can influence legal and ethical responsibilities of an MAA. (50 clock hour equivalent.)
MEDAA 120	3	Medical Office Procedures and Management	This course focuses on the key functions and procedures necessary to operate a medical office environment effectively. In this course, 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. (75 clock hour equivalent.)
MEDAA 130	1	Introduction to Insurance	This course gives the student an overview of the health insurance industry including history, programs, and insurance terminology. Additionally, students will learn rules, government regulations, and third-party payer requirements regarding the reimbursement and revenue cycle.
MEDAA 231	2	Professional Communication in the Workplace	The purpose of this course is to learn how to communicate professionally in all facets of the medical office environment. This course will focus on the importance of perception and personality as it relates to verbal and non-verbal communication. In addition, students will learn effective communication and conflict resolution strategies to help guide them in providing exceptional customer service. (50 clock hour equivalent.)
MEDAA 240	5	Medical Billing and Coding for Reimbursement	This course teaches the fundamentals of 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. (125 clock hour equivalent.)
WORK100AA	1	Basics in Working for Business Success	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. (25 clock hour equivalent.)

## Healthcare Training Partners

### American Red Cross-Northern Minnesota Region

1201 W River Parkway, Minneapolis, MN 55454

(612) 871-7676

St. Paul Classrooms

176 South Robert Street, St. Paul MN 55104

## 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
Brian	Trewartha	Master's Degree	18	St. Cloud State University
Katie	Swenson	Bachelor's Degree	16	University of North Dakota
Ann-Marie	Landin	Bachelor's Degree	16	St. Mary's University - Minneapolis
James	Plaisance	Master's Degree	13	University of Minnesota
Will	Smith	Associate's Degree	6	Minnesota School of Business
Julia	Egan	Master's Degree	6	University of Wisconsin-Madison