



Dorsey Schools

The Career Connection™



**ALLIED HEALTH / PRACTICAL NURSE / CULINARY ARTS / COSMETOLOGY
SKILLED TRADES / BUSINESS SUPPORT SPECIALTIES**



Dearborn ▪ Detroit

18660 Ford Road, Detroit, MI 48228
Phone 313.982.3730 • Fax 313.982.3749
Email adminDD@dorsey.edu



Southgate

15755 Northline Road, Southgate, MI 48195
Phone 734.285.5400 • Fax 734.285.8877
Email AdminSG@dorsey.edu



Wayne ▪ Westland

35005 Michigan Avenue, Wayne, MI 48184
Phone 734.595.1540 • Fax 734.595.6010
Email AdminWY@dorsey.edu



Madison Heights

31739 John R. Road, Madison Heights, MI 48071
Phone 248.588.9660 • Fax 248.583.4153
Email AdminMH@dorsey.edu



Lansing

6250 S. Cedar, Suite 9, Lansing, MI 48911
Phone 517.272.4018 • Fax 517.272.5071
Email AdminLA@dorsey.edu



Lansing ▪ School of Beauty

6250 S. Cedar, Suite 7, Lansing, MI 48911
Phone 517.272.4826 • Fax 517.272.4975
Email AdminLA@dorsey.edu



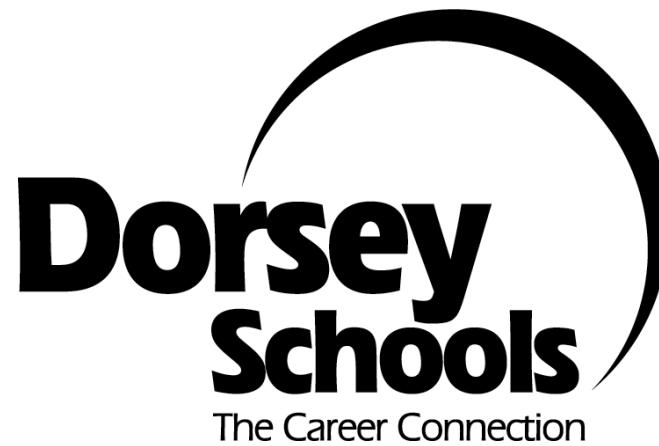
Saginaw

4390 Bay Road, Saginaw, MI 48603
Phone 989.249.1926 • Fax 989.249.1878
Email AdminSW@dorsey.edu

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DORSEY SCHOOLS CORPORATE OFFICE

31799 John R. Road
Madison Heights, MI 48071
(248) 585-9200 phone (248) 585-3774 fax

Email: info@dorsey.edu

Website: www.dorsey.edu

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WELCOME TO DORSEY SCHOOLS

A MESSAGE FROM THE PRESIDENT

Each member of the Dorsey Schools team is focused on providing you with a positive learning environment that includes smaller classes taught by credentialed instructors with real-world experience.

At Dorsey Schools, our training is hands-on and performance based, using simulated work environments to ensure you are equipped with the practical skills needed to meet the demands of your chosen career field. We truly care and encourage you to be the very best that you can be in academic, business, professional, and personal endeavors. It is our goal to provide the best education possible and ensure that each graduate is prepared for the world of work.

Classroom and laboratory training is capped by an externship in most programs, where students go on-site to a doctor's office, clinic, hospital, or hospitality/culinary arts facility to gain real life industry experience. We want you to graduate and leave Dorsey Schools with the knowledge, skills, attitude, and work ethic that will make you a success in your chosen field.

We look forward to seeing you walk across the stage at graduation with pride in your accomplishments and the skills and knowledge you have gained to start your new career.

Sincerely,



John Barnes

President and CEO

ACCREDITATIONS AND APPROVALS

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey Schools, meets or exceeds an acceptable level of quality. Dorsey School of Business, Inc. is institutionally accredited to award diplomas and certificates by:

Accrediting Council for Independent Colleges
and Schools
750 First Street, N.E., Suite 980,
Washington, D.C. 20002-4241
Telephone: (202) 336-6780



The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Dorsey School's Culinary Arts programs are accredited by:

American Culinary Federation
Education Foundation's
Accrediting Commission
180 Center Place Way
St. Augustine, FL 32095
Telephone: (800) 624 - 9458



Dorsey School's Medical Assistant programs are accredited by:

Accrediting Bureau of Health Education
Schools
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
Telephone: (703) 917 - 9503



Dorsey Schools are licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Schools and Licensing Section
P.O. Box 30018, Lansing, MI 48909
(517) 241-9221

Dorsey Schools Practical Nurse program is approved by the Michigan Board of Nursing and Dorsey Schools Massage Therapy programs are approved education programs by the Michigan Board of Massage Therapy. The Michigan Board of Nursing and the Michigan Board of Massage Therapy are located at:

Bureau of Professional Licensing
611 W. Ottawa, PO Box 30670
Lansing, MI 48909-8170
Telephone: (517) 335 - 0918

Dorsey Schools Enhanced Nurse Aide program is approved in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
611 W. Ottawa Street, P. O. Box 30664
Lansing, MI 48909
Telephone: (517) 241 - 9592

Approved for the training of veterans and other eligible persons for VA Educational Programs by:

Michigan Department of Licensing and Regulatory Affairs,
Bureau of Workforce Transformation, Veterans Service Division
Victor Office Center, 5th Floor, 201 North Washington Square
Lansing, Michigan 48913
Telephone (517) 373-4219

HISTORY

Started in 1934 as the Calculating and Secretarial Institute and later renamed The Dorsey School by its owner, Ruth Dorsey, the school specialized in providing comptometer and secretarial training. Keeping abreast with changing technology, today, Dorsey Schools offers comprehensive career training in the fields of allied health, practical nursing, culinary arts, cosmetology, and specialty trades. Dorsey Schools is owned by Dorsey School of Business Holdings, Inc. and is registered as a Michigan corporation. Dorsey Schools is represented with several suburban Detroit and mid-Michigan locations and continues the heritage of Ruth Dorsey by providing comprehensive, quality career training. Now in operation for over eighty years, Dorsey Schools has continued to be a mark of educational distinction with thousands of Dorsey Schools' graduates enjoying successful careers throughout the country.

MISSION

The entire staff of Dorsey Schools strives to prepare men and women for the best possible career opportunities in various fields. We are committed to providing quality career education and positive reinforcement to enable the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates coupled with an obligation to the communities in which they live and work.

OBJECTIVES

In support of our mission, the following measurable objectives have been developed:

- Continually update the curriculum to provide programs that meet the needs of the community.
- Offer students the opportunity to develop a foundation of skills and abilities that satisfy the performance requirements of employers.
- Develop each student's self-confidence and interpersonal skills.
- Provide a pleasant and professional atmosphere conducive to learning that provides experience in operating equipment and software typical of that currently being used in the workplace.
- Provide a dedicated, competent, and caring faculty and staff.
- Offer community involvement activities designed to stimulate student involvement in the community.
- Assist students to secure training-related employment.

ADMISSIONS INFORMATION

REGISTRATION DATES

Subject to availability, new students may register for classes at any time up to four days following the start of a new training module.

APPLICATION PROCEDURES

Admissions inquiries may be directed to a Dorsey Schools campus convenient to you or by visiting our website at www.dorsey.edu.

Applications for admission may be completed online or by contacting Dorsey Schools to arrange a convenient appointment with an admissions representative. A career planning session will be scheduled to review Dorsey Schools' career programs and the applicant's attitude, motivation, and commitment to training. The enrollment process is complete when the applicant commences training.

ADMISSIONS REQUIREMENTS

Requirements for admission to Dorsey Schools are:

- 1) High school diploma or its equivalent (for example, a General Education Development "GED" High School Equivalency Certificate), as evidenced by an attestation signed by the student,
- 2) A career planning session with a Dorsey Schools admissions representative, and
- 3) The desire, interest and motivation to succeed. If Dorsey Schools or an outside agency has a concern about the validity of a high school diploma or GED, the student has 30 days to obtain an official high school transcript or GED document which will be used to determine eligibility. Students determined ineligible will be dismissed from school.

ADDITIONAL PROGRAMMATIC ADMISSION REQUIREMENTS

CRIMINAL BACKGROUND CHECK

The following program applicants are required to submit to a criminal background check. Continued enrollment in these programs is contingent upon the results of the background check.

- Patient care technician
- Practical nurse
- Pharmacy technician
- Enhanced nurse aide
- Dialysis patient care technician

A criminal background investigation and/or drug testing may be required by an externship site or prospective employer. A history of a criminal background and/or drug abuse may be cause to deny a student entrance into any program.

PATIENT CARE TECHNICIAN AND ENHANCED NURSE AIDE

For patient safety during the clinical assignment, patient care technician and enhanced nurse aide students must be free of any lifting or activity restrictions.

LICENSURE REQUIREMENTS

Good moral character and documentation of high school credential earned is required for licensure by the Michigan Bureau of Professional Licensing, and therefore gainful employment, in the State of Michigan. Continued enrollment in the following programs is contingent upon validation of high school diploma or GED, in accordance with State of Michigan licensure eligibility requirements.

- Pharmacy technician
- Cosmetology
- Massage therapy
- Practical nurse

An exception to the Admissions Requirements may be made when Dorsey Schools accommodates students associated with a "Teach-Out Agreement" between Dorsey Schools and the closing school.

PRACTICAL NURSE PROGRAM

Additional admission requirements related to the practical nurse program are located on the **PRACTICAL NURSE CAREER PROGRAM** page.

DORSEY SCHOOL OF BEAUTY

The State of Michigan Board of Cosmetology requires cosmetology students to be at least 17 years of age.

PROGRAM AVAILABILITY

Program availability varies by campus; admissions representatives can provide applicants information on enrollment availability of programs currently offered.

ENROLLMENT AGREEMENT

The enrollment agreement signed by each student reflects the current program offerings and fees and is an addendum to this catalog.

ALLIED HEALTH CAREER PROGRAMS

MEDICAL ADMINISTRATION AND BILLING

(Available at all Campuses)

PROGRAM OVERVIEW

The medical administration and billing diploma program is well-suited for those interested in an administrative role within the medical field. This comprehensive training includes the medical terminology and insurance coding necessary to accurately bill patients and insurance companies. The student will practice efficiently performing mathematical and accounting operations and practice utilizing several computerized medical billing programs. Students will also study hospital and institutional coding and billing to prepare them for employment in institutional environments. A six-week externship offers an opportunity to gain confidence, industry experience and professional exposure.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. ME191, Medical Administration and Billing Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students **MUST** follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Completion of this program is designed to prepare students to challenge a national certification exam. Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools' graduates are encouraged to sit for applicable certification examinations. Dorsey Schools will pay the cost one time for medical administration and billing program graduates to challenge a certification examination as selected by Dorsey Schools, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our tuition, graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
A101	Principles of Accounting Lab I	3
E102	Business Communications	3
C108	Spreadsheet Applications Lab	3
C111	Word Processing Applications Lab	3
MG106	Interpersonal Skills	3
ME101	Medical Terminology	3
ME110	Medical Insurance and Electronic Health Records Lab	3
MA110	Anatomy and Physiology: Musculoskeletal, Integumentary, Nervous Systems and Mechanisms of Disease	3
MA111	Anatomy and Physiology: Digestive, Urinary, Reproductive, Endocrine and Cardiovascular Systems and Growth and Development of the Human Body	3
MA112	Medical Office Administration	3
ME120	Medical Insurance Software Applications	3
ME130	Advanced Medical Coding and Billing	3
ME135	Hospital and Institutional Coding and Billing	3
ME191	Medical Administration and Billing Externship	6
Total Quarter Credits Required for Graduation		48



MEDICAL ASSISTANT

(Available at all Campuses)

PROGRAM OVERVIEW

The medical assistant diploma program provides dual skills training in both administrative and clinical areas, in preparation for national certification examination. Medical assistant administrative skills are taught including electronic health records, document processing, and medical insurance processing. The clinical components of the program include first aid, CPR, taking vital signs, administration of medication, pharmacology, and phlebotomy. Routine patient care clinical duties include preparation, assisting, and follow-up of patients for medical examinations and treatments, specimen collection, and basic office diagnostic procedures. Additionally, this comprehensive program includes training in patient education, working with the geriatric population, nutrition and cultural diversity. A six-week externship offers an opportunity to gain confidence, industry experience and professional exposure in a medical facility. Completion of this program is designed to prepare students to challenge a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related clinical and administrative experience in a medical facility. Students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. MA114, Medical Assistant Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Individual externship sites may require any or all of the following: health physical, negative TB skin test, proof of immunity against communicable diseases, hepatitis B vaccinations or declination thereof, health insurance, and forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools' graduates are encouraged to sit for applicable certification examinations. Dorsey Schools will pay the cost one time for medical assistant program graduates to challenge a certification examination as selected by Dorsey Schools, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAMMATIC ACCREDITATION

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey Schools, meets or exceeds an acceptable level of quality. Dorsey Schools' medical assistant programs are accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is recognized by the U.S. Secretary of Education and specializes in health education accreditation. Benefits of graduating from an ABHES accredited program include academic recognition by such credentialing agencies as the American Association of Medical Assistants (AAMA), the American Medical Technologists (AMT), the National Center for Competency Testing (NCCT) and the National Healthcareer Association (NHA), proven curriculum and greater opportunities for employment.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications	3
MG106	Interpersonal Skills	3
ME101	Medical Terminology	3
ME110	Medical Insurance and Electronic Health Records Lab	3
MA110	Anatomy and Physiology: Musculoskeletal, Integumentary, Nervous Systems and Mechanisms of Disease	3
MA111	Anatomy and Physiology: Digestive, Urinary, Reproductive, Endocrine and Cardiovascular Systems and Growth and Development of the Human Body	3
MA112	Medical Office Administration	3
MA114	Medical Assistant Externship	6
MA115	Excelling in Today's Medical Environment	3
MA106	Health History and Physical Measurements Lab	3
MA107	Surgical Asepsis and Pharmacology Lab	3
MA108	Urinalysis, Venipuncture and Hematology Lab	3
MA109	Electrocardiography, Radiology, First Aid and CPR Lab	3
MA120	Specialty Examinations / Procedures, Venipuncture and Blood Chemistry Lab	3
Total Quarter Credits Required for Graduation		48

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our tuition, graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

DENTAL ASSISTANT

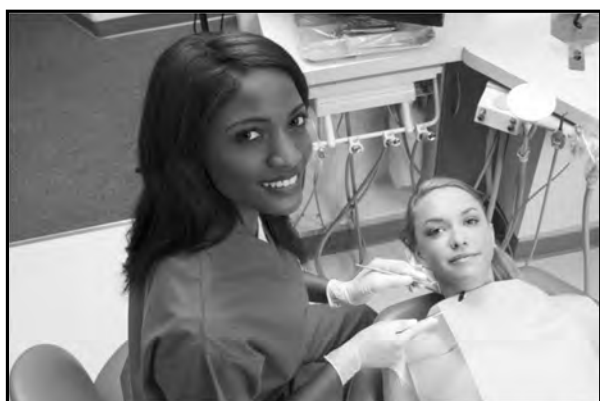
(Available at the Roseville and Dearborn-Detroit Campuses)

PROGRAM OVERVIEW

The dental assistant diploma program is designed to prepare students to become a professional member of the dental health care team and provide dental care to patients under the direct supervision of a licensed dentist. This program includes administrative dental office procedures, electronic health records, dental anatomy and physiology, terminology, dental materials, preventative oral care, two-handed and four-handed chairside assisting, radiography, sterilization, instrumentation, pharmacology, dental specialties and laboratory procedures. Dental assistants are employed in a variety of dental practice settings including solo and group practices, specialty practices, hospital dental practices, dental schools, and public health clinics. Completion of this program is designed to prepare students to challenge two components of a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related clinical experience. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. DA121, Dental Assistant Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students **MUST** follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.



PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools' graduates are encouraged to sit for applicable certification examinations. Dorsey Schools will pay the cost one time for dental assistant program graduates to challenge the Radiation Health and Safety (RHS) and the Infection Control (ICE) certification exams, which are two components of the Dental Assisting National Board (DANB) Certified Dental Assistant (CDA) exam, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

Graduates of this program may complete the third exam component necessary for DANB's CDA credential, which is challenged after completing "a minimum of 3,500 hours' work experience as a dental assistant, accrued over a period of at least two years (24 months, if employed full-time) to a maximum of four years (48 months, if employed part-time) which employment must be verified by a licensed dentist."

NOTE: The Michigan Department of Community Health, Bureau of Health Professions and the Board of Dentistry, are responsible for the licensing of individuals who want to practice dentistry, dental hygiene and advanced levels of dental assisting. Students attending a course in dental assisting that is offered by a licensed proprietary school that is not accredited by the American Dental Association are not eligible for licensure by the State of Michigan. Dorsey Schools is classified as a licensed proprietary school and is not accredited by the American Dental Association's Commission on Dental Accreditation.

Graduates of this program are not eligible for licensure as a Registered Dental Assistant; however, graduates of this program may challenge a certification exam offered by the Dental Assisting National Board, Inc. after completing 3,500 hours of dental work experience.

PROGRAM CURRICULUM

<u>Course Number</u>	<u>Course Name</u>	<u>Quarter Credits</u>
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications	3
DA101	Introduction to Dental Assisting	3
DA102	Infection Control in Dentistry	3
DA103	Dental Anatomy, Morphology, and Dentitions	3
DA104	Oral Health and Prevention of Dental Disease	3
DA105	Dental Materials Lab	3
DA106	Administrative Dental Office Procedures	3
DA110	Dental Assisting Lab I	3
DA111	Dental Assisting Lab II	3
DA112	Dental Assisting Lab III	3
DA113	Dental Specialties Lab	3
DA114	Introduction to Radiology*	3
DA120	Dental Assistant Capstone	3
DA121	Dental Assistant Externship	6
Total Quarter Credits Required for Graduation		48

*This course follows the Michigan Dental Association approved radiography training program.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PATIENT CARE TECHNICIAN

(Available at the Southgate, Roseville, Madison Heights, Wayne, Waterford-Pontiac, and Dearborn-Detroit Campuses)

PROGRAM OVERVIEW

The patient care technician diploma program offers a broad foundation of skills expanding the traditional role of the nursing assistant while providing skills for entry-level positions in the health care industry. Skills developed include patient hygiene and comfort, patient safety, obtaining lab samples, drawing blood, and performing ECGs. The patient care technician program also includes training in assisting with clinical procedures, the follow-up of patient care for medical examinations and treatments, and basic health diagnostic procedures. Completion of this program is designed to prepare students to challenge a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship assignments in hospitals are generally during day shifts from as early as 6:30 a.m. for forty (40) hours per week for a six-week period of time. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. PC105, Patient Care Technician V Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students should contact their clinical instructor for direction.

Individual externship sites require the following: health physical with no restrictions, negative TB skin test, proof of immunity against communicable diseases, hepatitis B vaccinations or declination. Additionally, patient care technician externships require, as a condition of participation in an externship, that students submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening may be ineligible for externship.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools' graduates are encouraged to sit for applicable certification examinations. Dorsey Schools will pay the cost one time for patient care technician program graduates to challenge a certification

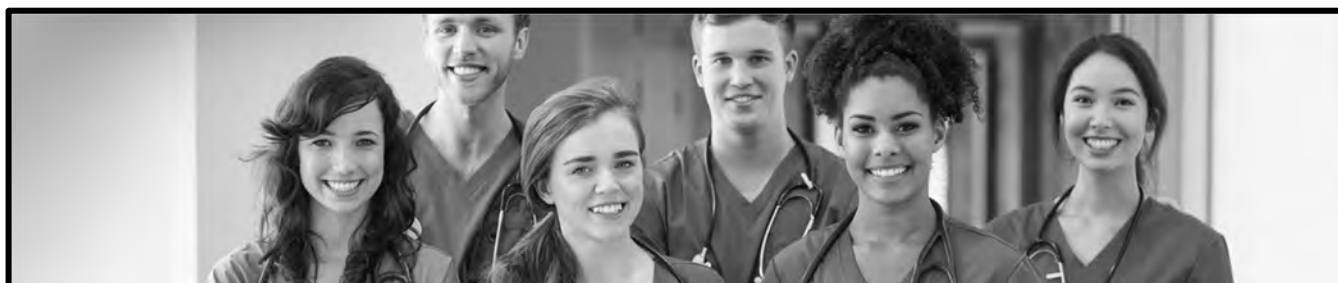
examination as selected by Dorsey Schools, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications	3
MG106	Interpersonal Skills	3
ME101	Medical Terminology	3
MA106	Health History and Physical Measurements Lab	3
MA107	Surgical Asepsis and Pharmacology Lab	3
MA108	Urinalysis, Venipuncture and Hematology	3
MA109	Electrocardiography, Radiology, First Aid and CPR	3
MA110	Anatomy and Physiology: Musculoskeletal, Integumentary, Nervous Systems and Mechanisms of Disease	3
MA111	Anatomy and Physiology: Digestive, Urinary, Reproductive, Endocrine, and Cardiovascular Systems and Growth and Development of the Human Body	3
PC102	Patient Care Technician II	3
PC103	Patient Care Technician III	3
PC104	Patient Care Technician IV	3
PC105	Patient Care Technician V Externship	6
PC111	The Sensitive Care Provider	3
Total Quarter Credits Required for Graduation		48



DIALYSIS PATIENT CARE TECHNICIAN
(Available at the Wayne Campus Only)

PROGRAM OVERVIEW

The dialysis patient care technician (DPCT) diploma program is designed to prepare graduates to work as a dialysis technician in dialysis facilities and hospitals. As part of an integral team, the DPCT is involved in the direct care of the patient before, during, and after their kidney dialysis procedure; the DPCT operates, monitors, and disinfects, kidney dialysis equipment and machines observing facility policies and procedures and Federal and State Regulations. Students have the opportunity to develop communication, medical and basic clinical skills required for the care of patients with acute/chronic renal disease undergoing dialysis treatment and will perform direct patient care skills including observation, education, taking vitals, injections, blood draws, ECGs, and monitoring patient comfort and safety. This comprehensive program includes training to safely operate kidney dialysis equipment and machines. Completion of this program prepares students to challenge a national certification exam.

EXTERNSHIP

The dialysis patient care technician program includes an elective externship course option. Elective course options include the Medical Assistant Externship, the Patient Care Technician Externship or the Dialysis Patient Care Technician Externship. Externship course and site selection are dependent on externship site availability and therefore will be determined by Dorsey Schools.

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. The elected externship course is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Individual externship sites require the following: health physical with no restrictions, negative TB skin test, proof of immunity against communicable diseases, hepatitis B vaccinations or declination. Additionally, many externships require, as a condition of participation in an externship, that students submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening may be ineligible for externship.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Centers for Medicare and Medicaid require dialysis patient care technicians to become certified within 18 months of employment in the field of dialysis. Therefore, Dorsey Schools' graduates are encouraged to sit for applicable certification examinations. Dorsey Schools will pay the cost one time for dialysis patient care technician program graduates to challenge a

certification examination as selected by Dorsey Schools, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C101	Computer Applications for Allied Health Professionals	3
E102	Business Communications	3
ME101	Medical Terminology	3
MA106	Health History and Physical Measurements Lab	3
MA107	Surgical Asepsis and Pharmacology Lab	3
MA108	Urinalysis, Venipuncture and Hematology Lab	3
MA109	Electrocardiography, Radiology, First Aid and CPR Lab	3
MA110	Anatomy and Physiology: Musculoskeletal, Integumentary, Nervous Systems and Mechanisms of Disease	3
MA111	Anatomy and Physiology: Digestive, Urinary, Reproductive, Endocrine and Cardiovascular Systems and Growth and Development of the Human Body	3
PC102	Patient Care Technician II	3
PC103	Patient Care Technician III	3
PC104	Patient Care Technician IV	3
PC107	Introduction to Dialysis Patient Care	3
PC108	Nephrology and the Patient	3
PC109	Dialysis Technology	3
PC111	The Sensitive Care Provider	3
	Elective	6
	Total Quarter Credits Required for Graduation	54
Elective (choose one depending on externship availability)		
PC105	Patient Care Technician V Externship	6
PC110	Dialysis Patient Care Technician Externship	6
MA114	Medical Assistant Externship	6

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

MASSAGE THERAPY

(Available at the Madison Heights and Saginaw Campuses)

PROGRAM OVERVIEW

The massage therapy diploma program is designed to provide a solid foundation in anatomy, physiology and pathophysiology which form the basis for training in specific massage techniques. Hands-on techniques include Swedish massage, deep tissue, neuromuscular therapy, sports massage, and supervised clinical practice. Graduates of this diploma program, once licensed, may pursue a variety of positions including private practice, athletic team massage therapist, massage therapist in a hospital, on-site massage therapist, massage therapist in a spa or salon, assistant to physical therapists or chiropractors, and massage therapist on cruise ships. Successful completion of this program meets the approved curriculum requirement needed to apply for licensure in Michigan. The curriculum is also geared to prepare students to challenge the Massage & Bodywork Licensing Examination (MBLEx) certification exam.



LICENSURE

Massage therapists are required to obtain a license to work in the State of Michigan. All applicants for a massage therapist license must have completed a supervised curriculum in massage therapy that has been approved by the Michigan Board of Massage Therapy. Dorsey Schools massage therapy program is an approved supervised curriculum by Michigan Board of Massage Therapy.

Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan. All applicants for a health profession license in Michigan, such as Massage Therapist, are required to submit fingerprints and undergo a criminal background check as part of the application for licensure; as well as submitting passing exam scores from the MBLEx. Dorsey Schools will pay the cost one time for massage therapy program graduates to challenge the MBLEx certification examination, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools encourages all students to challenge an approved certification exam, however, makes no promise or guarantee of a graduate's successful outcome of such examination.

MASSAGE THERAPY CLINIC

Unpaid clinic participation is required of students as part of the massage therapy curriculum and training and may be held outside of

traditional class hours and may include evening and/or Saturday participation. During this supervised clinic training, students will provide massage services to the public who may be charged for the services rendered by students.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

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PROGRAM CURRICULUM

Course Number	Course Name	Clock Hours
MT101	Introduction to Massage Therapy	90
MT105	Introduction to Anatomy for Massage Therapy	60
MT110	Upper Body Palpation	90
MT115	Advanced Anatomy	60
MT120	Lower Body Palpation	90
MT125	Kinesiology	60
MT130	Chair Massage/Sports Massage	90
MT135	Pathology for the Massage Therapist	60
MT140	Spa Applications and Eastern Modalities	90
MT145	Business Applications and Ethics for Massage Therapists	60
MT150	Massage Clinic	90
MT155	Massage Capstone	60
Total Program Clock Hours		900

STAY UP TO DATE WITH THE LATEST MASSAGE THERAPY NEWS!

Visit the State of Michigan Massage Therapy Website at www.michigan.gov/lara and type "massage therapy" in the search box

Visit Certification Information at the National Certification Board for Therapeutic Massage & Bodywork www.ncbtmb.org/

ENHANCED NURSE AIDE

(Available at the Madison Heights, Waterford-Pontiac, Dearborn-Detroit, Lansing and Saginaw Campuses)

PROGRAM OVERVIEW

The enhanced nurse aide diploma program is designed to prepare students to challenge the State of Michigan Certified Nurse Aide Competency Evaluation. Additionally, the program provides comprehensive training in high-demand specialty skills valuable to the nurse aide professional, including CPR and basic first aid skills. Training includes basic home health aide procedures, caring for patients with divergent needs including geriatric patients, mentally ill and disabled patients, as well as appropriate methods of providing restorative care. Specialty home care skills including maternal, pediatric and infant care are also covered. Program training is designed to prepare students to provide palliative and hospice care with sensitivity and awareness of cultural considerations.

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: physical, negative TB skin test, proof of immunity against communicable diseases, hepatitis B vaccinations or declination thereof, health insurance, and forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality. Additionally, as a condition of participation in a clinical setting, individual clinical sites require students to submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening is ineligible for clinical site placement. Enhanced nurse aide students receive supervised work experience in the long term care setting during the clinical portion of PC114 Nurse Aide. Enhanced nurse aide students must be free of any lifting or activity restrictions.

During the PC114 Nurse Aide course, students must receive all federally-mandated classroom, clinical and laboratory content. Therefore, all missed course time must be made up. Students will be provided make-up opportunities for up to two total classroom/laboratory days. There are no make-up opportunities for the two clinical days. Students failing to make-up classes and labs will not be permitted to graduate. Students exceeding two missed classroom days will fail. Lecture/ lab skill remediation will be determined at the discretion of the primary instructor.



PROFESSIONAL CERTIFICATION

Registration with the State of Michigan is required of nurse aides providing nursing-related services to residents in a long term care facility. Certification is necessary for registration, and therefore employment in this field; program graduates are encouraged to sit for applicable certification examinations. Students are responsible, after program completion, to schedule the State of Michigan Certified Nurse Aide Competency Examination. Dorsey Schools will pay the cost one time for enhanced nurse aide program graduates to challenge a certification examination as selected by Dorsey Schools, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

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PROGRAM CURRICULUM

<u>Course Number</u>	<u>Course Name</u>	<u>Quarter Credits</u>
C101	Computer Applications for Allied Health Professionals	3
ME101	Medical Terminology	3
E102	Business Communications	3
MG106	Interpersonal Skills	3
MA106	Health History and Physical Measurements Lab	3
MA110	Anatomy and Physiology: Musculoskeletal, Integumentary, Nervous Systems and Mechanisms of Disease	3
MA111	Anatomy and Physiology: Digestive, Urinary, Reproductive, Endocrine, and Cardiovascular Systems and Growth and Development of the Human Body	3
PC111	The Sensitive Care Provider	3
PC114	Nurse Aide	6
	Total Quarter Credits Required for Graduation	30

STAY UP TO DATE WITH THE LATEST NURSE AIDE NEWS!

Visit the State of Michigan Website at www.michigan.gov/lara and type "nurse aide registry" in the search box

PHARMACY TECHNICIAN

(Available at the Saginaw, Southgate, Wayne, Roseville, Dearborn-Detroit and Lansing Campuses)

PROGRAM OVERVIEW

The pharmacy technician diploma program is designed to prepare students to work in an ambulatory pharmacy providing critical support to the pharmacist, assisting in the filling of prescriptions, assisting in the dispensing of medications, billing insurance companies, preparing medications, maintaining inventory, and providing excellent customer service. Students participate in an externship during the last module of training, providing industry experience and professional exposure. Completion of this program is designed to prepare students to challenge a national certification exam.

EXTERNSHIP

Students participate in an externship during the last module of training, providing professional exposure and unpaid work-related experience. Externship students must complete 210 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. PHT107, Pharmacy Technician Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

Pharmacy technician externships require, as a condition of participation in an externship, that students submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening may be ineligible for externship. Additionally, individual externship sites may require any or all of the following: physical, negative TB skin test, proof of immunity against communicable diseases, hepatitis B vaccinations or declination thereof, health insurance, and forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality.



Southgate Campus

LICENSURE

Pharmacy technicians are required to obtain a license to work in the State of Michigan. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan. All applicants for a health profession license in Michigan, such as Pharmacy Technician, are required to submit fingerprints and undergo a criminal background check as part of the application for licensure; as well as submitting passing certification examination scores from the Pharmacy Technician Certification Board or the National Healthcareer Association. Dorsey Schools will pay the cost one time for pharmacy technician program graduates to challenge a certification examination as selected by Dorsey Schools, contingent upon the graduate meeting Dorsey School's exam preparation requirements. Dorsey Schools encourages all students to challenge an approved certification exam, however, makes no promise or guarantee of a graduate's successful outcome of such examination.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

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PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
KT101	Computer Keyboarding Lab	3
ME065	Medical Workplace Skills	3
ME101	Medical Terminology	3
PHT101	Pharmacology I	3
PHT102	Pharmacology II	3
PHT103	Pharmacy Calculations	3
PHT104	Today's Pharmacy: Practice and Technology	3
PHT107	Pharmacy Technician Externship	7
Total Quarter Credits Required for Graduation		28

STAY UP TO DATE WITH THE LATEST PHARMACY TECHNICIAN NEWS!

Visit the State of Michigan Website at www.michigan.gov/lara and type "pharmacy" in the search box

Visit Certification Information at

- (1) The Pharmacy Technician Certification Board at www.ptcb.org or
- (2) The National Healthcareer Association at www.nhanow.com

PRACTICAL NURSE CAREER PROGRAM

PRACTICAL NURSE

(Available at the Madison Heights Campus Only)

PROGRAM OVERVIEW

The practical nurse program is designed to prepare students in the cognitive, psychomotor and behavior learning domains for a career as a practical nurse. Upon successful completion of the program, provided all requirements for graduation are met, the graduate will receive a certificate in practical nursing and be eligible to sit for the PN-NCLEX Exam. The curriculum is designed to challenge students to problem solve, develop critical thinking skills, and to understand legal, ethical, moral and cultural issues of today's health care communities. The practical nurse works under the direction of the physician or registered nurse to provide patient care, to assist with patient education, manage team nursing patient care delivery, and supervise unlicensed assistive personnel.

CLINICAL TRAINING

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following: physical, negative TB skin test, proof of immunity against communicable diseases, hepatitis B vaccinations or declination thereof, health insurance, and forms documenting compliance with universal precautions, compliance with policy and procedures, and confidentiality. Additionally, as a condition of participation in a clinical setting, individual clinical sites require students to submit to criminal background investigation and drug screening. Any student who fails the criminal background investigation or drug screening is ineligible for clinical site placement.

Practical nurse students are placed in a variety of clinical settings throughout their academic program which provides students with a range of experiences with diverse populations, organizations, and agencies. Cooperating agencies are located in both urban and suburban settings throughout Metropolitan Detroit and Southeastern Michigan. Clinical site placement consists of a weekly, eight-hour shift. Assignments at clinical sites typically are limited to weekday, day-time schedules (as early as 6:30 a.m.) but may include afternoon, midnight or weekend shifts as determined necessary by the director of nursing. If classes are cancelled at a Dorsey Schools campus, students on in clinical courses should still report, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

LICENSURE

Licensure as a practical nurse is required for employment in this field. Dorsey Schools encourages all students to challenge the NCLEX exam for practical nurses in order to become licensed in the State of Michigan. Dorsey Schools will send the required "Michigan Nursing School Certification" to the Michigan Department of Licensing and Regulatory Affairs - Board of Nursing once a graduate has received the "green light" from virtual ATI.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

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Madison Heights Campus

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C104	Computer Applications for Nursing	2.5
BIO101	Medical Terminology/Anatomy and Physiology I	2.5
BIO102	Medical Terminology/Anatomy and Physiology II	2.5
NUR151	Practical Nursing Fundamentals I	2.0
NUR152	Practical Nursing Fundamentals I Clinical	1.5
NUR153	Practical Nursing Health Assessment	2.0
NUR154	Practical Nursing Health Assessment Clinical	1.5
NUR105	Practical Nursing Fundamentals II	2.0
NUR106	Practical Nursing Fundamentals II Clinical	1.5
NUR107	Applied Math for Nursing/Dosages and Calculations	2.5
NUR108	Pharmacology/Medication Delivery	2.5
NUR109	Geriatric Nursing	2.0
NUR110	Geriatric Nursing Clinical	1.5
NUR111	Medical/Surgical Nursing I	2.0
NUR112	Medical/Surgical Nursing I Clinical	1.5
NUR113	Medical/Surgical Nursing II	2.0
NUR114	Medical/Surgical Nursing II Clinical	1.5
NUR115	Maternal/Newborn Nursing	2.0
NUR116	Maternal/Newborn Nursing Clinical	1.5
NUR117	Pediatric Nursing	2.0
NUR118	Pediatric Nursing Clinical	1.5
PSY102	Mental Health Concepts	2.5
E106	Professionalism in Nursing	2.5
NUR120	Practical Nursing Capstone (Leadership)	2.5
Total Quarter Credits Required for Graduation		48

ADDITIONAL ADMISSION POLICIES, PRACTICAL NURSE PROGRAM

Dorsey Schools utilizes a progressive admissions process for the practical nurse program. Prospective students must successfully complete each step in the process before moving on to the next step.

PRACTICAL NURSE ENROLLMENT PROCESS

Dorsey Schools utilizes a progressive admissions process for the practical nurse program. Prospective students must successfully complete each step in the process before moving on to the next step. All individuals interested in enrolling into the practical nurse program must:

1. Attend a Practical Nurse Program Informational Meeting. Individuals interested in enrolling in the practical nurse program will be invited to attend an informational meeting to receive information about the steps in the admissions process and requirements for the program.
2. Challenge the ATI TEAS V test. Prospective students will pay a \$60 nonrefundable testing fee to register for and challenge the exam as scheduled by the campus. A minimum score of 42 must be achieved on the TEAS test¹.
3. Submit a 500 word essay. The essay will be in APA format responding to five (5) questions. The completed essay must be submitted on the day that the prospective student challenges the TEAS test.
4. References: Provide three (3) references. Two (2) must be healthcare-related and one (1) professional. Students may submit other documents that demonstrate related merit or experience the student believes should be considered in the admissions process.
5. Meet with the nursing admissions panel for a personal interview. Students passing the TEAS test with a minimum score of 42 and

who have submitted required documentation for admission may be eligible for admission and will be contacted.

6. Meet with financial aid to complete required paperwork. After successful completion of the interview with the director of nursing, students will be notified to schedule an appointment with the financial aid advisor to complete required paperwork.
7. Meet with an admission's representative. At this initial meeting, the prospective student will be given instructions for completion of the criminal background check and drug screen. The prospective student will be required to pay a nonrefundable enrollment fee of \$200.
8. Sign a criminal back ground check authorization form. Results must be negative.
9. Submit to a drug screen conducted at an off-site location. Results must be negative.

ADDITIONAL REQUIREMENTS FOR ADMISSION

10. Documentation that all health requirements have been met. This includes: updated immunizations, a recent and negative TB test, and a statement of good health from a qualified physician. Please see Dorsey Schools PN Program Health Requirements form.
11. Documentation of current CPR/BLS certification.
12. Status as high school graduate or its equivalent (GED). Official transcripts will be requested to verify this information.

PRACTICAL NURSE ADMISSIONS – FINAL STEP

13. Acceptance into the practical nurse program at Dorsey Schools. The nursing admissions panel will review all applicants and will select those students who will be admitted into the program. Letters of acceptance will be mailed to students approximately two weeks prior to the start of classes.



Dorsey Schools Graduation Ceremony

¹ Prospective students scoring less than 42 on the TEAS exam may re-take the exam no more than three times.

CULINARY ARTS CAREER PROGRAMS

CULINARY ARTS

(Available at the Roseville Culinary Academy and Waterford-Pontiac Culinary Academy)

PROGRAM OVERVIEW

The culinary arts diploma program is designed to prepare students to work in professional food serving facilities in both the public and private sectors. Students “learn by doing” the practical side of professional food preparation. Areas of study include: professionalism, sanitation, knife skills, mise en place, butchering, cooking techniques, food preparation, food purchasing/specifications, healthy cooking/nutrition, baking, menu planning/costing, kitchen management, inventory control, catering, and production of regional and international cuisines. Education occurs in both kitchen and classroom settings. Students of this program will have the opportunity to learn skills needed to gain the competitive and creative edge in the development of their culinary career.

EXTERNSHIP

Students participate in an externship during the last quarter of training, which assimilates the knowledge acquired in the program into practical application. Externship students must complete 360 externship hours, as required by the U.S. Department of Education to earn course credit, during the twelve-week term. CA110, Culinary Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools’ students are encouraged to sit for applicable certification examinations, and reimbursement of the following certification exams (as selected by Dorsey Schools) is included in the tuition of the culinary arts program. Upon successful completion of CA101, students will take the National Restaurant Association’s ServSafe certification test. Upon successful completion of CA104, students will take the National Restaurant Association Educational Foundation’s (NRAEF) Nutrition certification test. Dorsey Schools, however, makes no promise or guarantee of a graduate’s successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

PROGRAMMATIC ACCREDITATION

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey Schools, meets or exceeds an acceptable level of quality. Dorsey Schools’ culinary arts program is proud to have achieved programmatic accreditation through the American Culinary Federation Education Foundation’s (ACFEF) Accrediting Commission. ACFEF’s Accrediting Commission is recognized by the Council on Higher Education Accreditation.

Student benefits of attending an ACFEF accredited program include the opportunity to become active members of the American Culinary Federation (ACF) as a **Student Culinarian**. ACF student members are eligible to receive an ACF designation of **Certified Culinarian** after graduation and completing one year of full time employment in the field.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

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PROGRAM CURRICULUM

<u>Course Number</u>	<u>Course Name</u>	<u>Quarter Credits</u>
CA101	Culinary Fundamentals	3
CA102	Culinary Skills	9
CA104	Nutrition and Purchasing Fundamentals	3
CA105	Culinary Specialties: Bakeshop and Healthy Cooking	9
CA107	Food Service Operations	3
CA108	Culinary Specialties: Catering, Regional and International Cooking	9
CA110	Culinary Externship	12
Total Quarter Credits Required for Graduation		48



HOTEL AND RESTAURANT MANAGEMENT

(Available at the Roseville Campus Only)

PROGRAM OVERVIEW

The hotel and restaurant management diploma program is designed to prepare students to work in the hospitality and tourism industry. The hospitality and tourism industry is vast and diverse offering careers in recreation and leisure, lodging and food services, restaurants, and businesses offering conference services, expositions and entertainment. This program introduces the student to hotel operations, restaurant management, human resources, organizational behavior, quality customer service strategies, marketing and the MEEC (Meetings, Expositions, Events and Conventions) Industry.

EXTERNSHIP

Students participate in an externship during the last module of training, allowing students to incorporate the knowledge acquired in the program into practical application. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. HOS110, Hospitality and Tourism Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools' students are encouraged to sit for applicable certification examinations, and during the course of the program, students will challenge the National Restaurant Association Educational Foundation's (NRAEF) ServSafe Alcohol certification test, the NRAEF's Restaurant Management certification test, the ManageFirst® Competency Exam for Controlling Foodservice Costs, the NRAEF's ServSafe certification exam, and the NRAEF's Human Resource Management certification test. Upon successful completion of all of the NRAEF certification exams, as well as 800 hours of industry work experience, the student is eligible to earn the NRAEF ManageFirst Professional™ (MFP™) credential. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

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PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
A101	Principles of Accounting Lab I	3
C102	Introduction to Computers	3
C103	Introduction to Software: Word Processing and Spreadsheets	3
HOS101	Discovering Hospitality and Tourism	3
HOS102	Professional Foodservice	3
HOS103	Managing Hotel Operations	3
HOS104	Restaurant Management	3
HOS105	Foodservice Cost Control and Sanitation	3
HOS106	The MEEC Industry	3
HOS110	Hospitality and Tourism Externship	6
MG106	Interpersonal Skills	3
MG111	Introduction to Marketing	3
MG114	Human Resources in the Hospitality Industry	3
E102	Business Communications	3
E105	Professional Communications	3
Total Quarter Credits Required for Graduation		48



Roseville Campus

BUSINESS SUPPORT SPECIALTIES

COMPUTER SOFTWARE SPECIALIST

(Available at the Southgate, Waterford-Pontiac, Dearborn and Lansing Campuses)

PROGRAM OVERVIEW

The computer software specialist diploma program is ideal for individuals interested in advancing their computer software skills in order to thrive in various office and administrative positions in today's dynamic business environment. Over the years, technology and computer applications have transformed the way we do business and live our lives, so the computer software specialist program is designed to provide training to students in preparation for four certification exams for in-demand software programs commonly used in the office setting. Additionally, competencies in professionalism are integrated into the entire program. The comprehensive training in this program exposes students to computer software applications, and also affords each student training designed to enhance business communication, writing, and interpersonal skills while reinforcing professionalism.

OCCUPATIONAL READINESS

Students will participate in three occupational readiness courses that will be assigned based on each individual student's assessment outcomes, aptitude, enrollment interview, and career training interests. Included in these readiness courses is the option of externship participation, which provides students the opportunity to apply classroom training in a professional environment towards the end of the program.

EXTERNSHIP

Student externship during the last portion of training is geared to incorporate knowledge acquired in the program into practical application while gaining industry experience. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. Externship students must complete 90 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. C125 Computer Software Specialist Externship I and C126 Computer Software Specialist Externship II are not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students **MUST** follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.



PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools' students are encouraged to sit for applicable certification examinations, and reimbursement for two (2) of the following Microsoft Office Specialist certification exams (as selected by Dorsey Schools) is included in the computer software specialist program: Word, Excel, PowerPoint, and Outlook. Students in the program may also have the opportunity to train for a fifth certification in either Intuit Quick Books (during C124 QuickBooks) or Microsoft Access (during C119 Advanced Database Management Lab). Dorsey Schools will pay the fee associated for a student to challenge two exams (re-testing / re-certification fees, not included).

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C108	Spreadsheet Applications Lab	3
C111	Word Processing Applications Lab	3
C112	Computer Graphics Lab	3
C118	Advanced Microsoft Excel	3
C121	Advanced Word Processing Applications Lab	3
C123	Microsoft Outlook and Windows	3
E110	English for the Office Professional	3
E102	Business Communications	3
KT102	Computer Document Processing Lab II	3
Varies	Three (3) Occupational Readiness Courses	9
Total Quarter Credits Required for Graduation		36

Occupational Readiness Course Options

A101	Principles of Accounting Lab I	3
C109	Database Management Lab	3
C119	Advanced Database Management Lab	3
C124	QuickBooks	3
KT101	Computer Keyboarding Lab	3
KT103	Specialized Computer Document Processing Lab III	3
C125	Computer Software Specialist Externship I	3
C126	Computer Software Specialist Externship II	3

SKILLED TRADES CAREER PROGRAMS

HVAC SYSTEMS TECHNICIAN

(Available at the Wayne Campus Only)

PROGRAM OVERVIEW

The HVAC systems technician diploma program is designed to prepare students to work in the heating, ventilation, air conditioning and refrigeration industry. The HVAC industry offers a broad range of opportunities working in residential, commercial, construction and industrial settings. Work typically performed includes services such as maintenance, inspection, troubleshooting, repair and/or replacement of HVAC equipment. This program also introduces the student to the environmentally friendly “green” activities of weatherization, sustainable building applications and EPA Section 608 universal certification testing.

EXTERNSHIP

Students participate in an externship during the last module of training, which incorporates knowledge acquired in the program into practical application while gaining industry experience. Externship schedules will vary and may include morning or afternoon shifts, weekends, weekdays, and/or holidays. Externship students must complete 180 externship hours, as required by the U.S. Department of Education to earn course credit, during the six-week module. HVAC120, HVAC Externship, is not deemed completed until the required number of hours have been achieved and documented; and therefore students are required to abide by a strict attendance policy as set by each individual externship site. It is a U.S. Department of Education requirement that externship students MUST follow the regular school calendar. As such, externship extensions will be granted only in extremely rare instances, pending approval of documented mitigating circumstances. If classes are cancelled at a Dorsey Schools campus, students on externship should still report to their externship site, if it is open. Externship students may wish to call their site in advance to verify that the site is open for business.

PROFESSIONAL CERTIFICATION

Professional certifications enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, Dorsey Schools’ students are encouraged to sit for applicable certification examinations, and reimbursement of the following certification exams (as selected by Dorsey Schools) is included in the curriculum of the HVAC systems technician program. During the course of the HVAC systems technician program, students will challenge the EPA section 608 Type 2 certification, which is generally required to work in the heating, ventilation and air conditioning industry.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PROGRAM CURRICULUM

Course Number	Course Name	Quarter Credits
C107	Navigating Computers, Job Search and Math for the Trades	3
HVAC101	Fundamentals of HVAC	3
HVAC102	Electricity	3
HVAC104	Controls	3
HVAC106	Refrigeration	3
HVAC108	Residential Systems	3
HVAC110	Commercial Systems	3
HVAC114	Blueprinting, Weatherization and Sustainability	3
HVAC115	System Design, Sizing and Layout	3
HVAC118	EPA Standards, System Troubleshooting and Schematics	3
HVAC120	HVAC Externship	6
Total Quarter Credits Required for Graduation		36



ELECTRICAL TECHNICIAN

(Available at the Dearborn-Detroit and Wayne Campuses)

PROGRAM OVERVIEW

The electrical technician diploma program is designed to prepare students to work in industrial, residential, construction, commercial, municipal or the utilities industry to install, repair, replace or maintain a variety of electrical wiring, fixtures and system equipment. Employers today cite a shortage of qualified skilled trade workers; students in this program have the opportunity to learn technical electrical skills to meet this employer demand. This program includes the application of technical skills through hands-on training and development of work habits required for obtaining an entry-level position in the electrical field. Students acquire knowledge and skills in the fundamentals of electricity and its practical applications including blueprint reading, electrical grounding/circuitry, electrical safety and theory, branch circuit distribution, advanced control systems and exposure to the National Electrical Code, which provide a necessary foundation to work in this skilled trade.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on our graduation rates, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PROGRAM CURRICULUM

<u>Course Number</u>	<u>Course Name</u>	<u>Quarter Credits</u>
EL100	Electrical Fundamentals and Safety	3
EL105	Electrical Theory	3
EL110	Introduction to Construction Drawings	3
EL115	Electrical Mathematics I	3
EL120	National Electrical Code	3
EL125	Applications of Raceways	3
EL135	Electrical Test Equipment	3
EL140	Electrical Mathematics II	3
EL145	Wiring Methods	3
EL150	Lighting and Grounding Circuits	3
EL155	Basic Control Systems	3
EL160	Distribution Systems	3
EL165	Advanced Control Systems	3
EL170	Motor Circuit Applications	3
EL175	Programmable Logic Controllers	3
C107	Navigating Computers, Job Search and Math for the Trades	3

Total Quarter Credits Required for Graduation 48

DORSEY SCHOOL OF BEAUTY CAREER PROGRAMS

COSMETOLOGY

(Available at the Roseville, Madison Heights and Lansing Campuses)

PROGRAM OVERVIEW

The cosmetology diploma program provides training of 1,500 hours, during which the student is taught a basic knowledge of all phases of cosmetology, and attains a working knowledge of shop management, good ethics and the importance of good grooming. Upon graduation students will have had the opportunity to gain a thorough knowledge of art principles, hair styling, hair cutting and shaping, hair coloring, thermal waving and curling, permanent waving, chemical relaxing, shampooing, manicuring, scalp and facial treatments and once licensed may work as an entry level Cosmetologist under numerous job descriptions. The cosmetology program consists of 1,500 clock hours.

DORSEY SCHOOL OF BEAUTY CLINIC

Unpaid clinic participation is required of students as part of the cosmetology curriculum. During this supervised clinic training, students will provide services to the public who will be charged for the services rendered by students.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

For more information on the Cosmetology program, refer to the Gainful Employment Disclosure section in the back of this catalog or visit our website at www.dorsey.edu/disclosures.php.

PROGRAM CURRICULUM

<u>Course Number</u>	<u>Course Name</u>	<u>Clock Hours</u>
COS101	Introduction to Cosmetology	450
COS102	Cosmetology I	450
COS103	Cosmetology II	300
COS104	Cosmetology III	300

Total Program Hours Required for Graduation 1,500

SCHOOL OF BEAUTY POLICIES

For information on policies specific to Dorsey School of Beauty programs, please refer to the **DORSEY SCHOOL OF BEAUTY POLICIES** section.

COSMETOLOGY PROGRAM KIT EQUIPMENT AND BOOKS

The school will furnish all necessary materials and supplies to senior students who perform work on patrons. All equipment, materials and supplies not included in student kit is property of the school.

The following equipment and textbooks are furnished to all students (note kit content may be substituted based on circumstances such as product availability):

Dorsey Wheeled Duffle Bag w/Logo	Female Caucasian mannequin w/ holder	Smooth Rollers, 8 dozen long, 4 dozen short	Bamboo 5 pc. Synthetic Cosmetic Brush Set
7" Marceling Comb (3)	Female Haircutting Mannequin	4 1/2" Carbon Clips, 4 pack	Tint bowl kit
7" Styling Comb (3)	Female African mannequin	Wide butterfly clamps: 12	Roller zip bag
7 1/2" Styling Comb (3)	10 Piece Professional Comb Kit	10 oz. Hair Coloring Bottle	Shear and Razor Kit
8 1/4" Cutting Comb (3)	EZ Flow Long White Perm Rods	Dual Purpose Curl Clips: 80 ct.	1" titanium straightening iron
7 piece ceramic brush set w/ bag	Professional Corded Clipper & Trimmer /Bag	Single Prong Pin Curl Clips: 80 ct.	Titanium Professional 1875 Watt Hair Dryer
7 row nylon brush	EZ Flow Long White Perm Rods	All purpose duckbill clips: 12pk	3/4" marcel iron
State board nail polish kit	Milady book bundle	12 oz. Spray bottle	Makeup collection
6 pc. Manicure kit	Deluxe practice manicure hand	Manicure bowl	6" picture mirror
Manicure nail brush	Michigan Cosmetology Law Book	Shampoo cape, Styling Cape: black	Color testing kit swatches

DORSEY SCHOOL OF BEAUTY POLICIES

COSMETOLOGY STUDENT LEVEL DEFINITION

Dorsey Schools defines a "Junior" student as a cosmetology student who has completed less than 350 clock hours of instruction and is not yet permitted to work on the general public. Dorsey Schools defines a "Senior" student as a cosmetology student who has completed 350 hours of instruction in both theory and practical and is permitted to begin to practice on the general public in the clinic. Per the State of Michigan Board of Cosmetology, under no circumstances may a cosmetology student practice on the public until completing at least 350 hours of instruction in the general cosmetology curriculum, including both theory and practical hours.

CLASSROOM EXPECTATIONS

Dorsey School of Beauty students must attend all scheduled theory and demonstration classes, and bring pencil, paper, and text to class. Cosmetology and cosmetology instructor are clock-hour programs, and each hour must be used for meaningful learning activities. Free time between clients during practical hours will be used for studying only materials related to cosmetology or mannequin practice. Students not using optional time productively will be required to "clock" out using the time clock system.

LOCKER SPACE

Locker space is provided for temporary storage of personal effects for each clock-hour student in attendance. School property must not be stored in a student locker at any time. The lockers remain the property of Dorsey School of Beauty, and therefore should be offered for inspection upon request of the managing director. Lack of cooperation on the student's part does not relinquish school right to locker access.

DORSEY SCHOOL OF BEAUTY STUDENT AND STATE OF MICHIGAN

LICENSEE PROHIBITIONS

Per the State of Michigan Board of Cosmetology Administrative Rules, Part 7. R 338.2179g, Rule 79g(1), a student, apprentice, or licensee shall not do any of the following, and a licensee shall not allow another to do any of the following:

(a) Use or possess methyl methacrylate monomers.

- (b) Abrade, roughen, buff, or file the nail plate to the extent that the nail bed is exposed or that deeply filed trenches or ridges in the nail plate are created.
- (c) Use a nail white pencil.
- (d) Use lump alum or a styptic pencil to stop bleeding.
- (e) Carry any equipment, tools, implements, or supplies in the pocket of a uniform.
- (f) Use the same powder puffs, makeup brushes, or cosmetic pencils on more than 1 patron.
- (g) Use an ultraviolet ray electrical sanitizer, unless the items placed in the sanitizer have been sanitized according to the rules promulgated by the department.
- (h) Use or possess a blade in the practice of manicuring or pedicuring.
- (i) Provide services that require a license without posting a current, unexpired, and valid license or permit for that person in the establishment where cosmetology services are being rendered.
- (j) Fail to provide proof of identity with a picture I.D. or alternative acceptable to the department at the time of an inspection, if requested by a department representative performing an inspection of the licensed establishment.

Standards for all programs are outlined at orientation. Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from school.

Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or manicuring on the public outside of school may render student ineligible to take the state board examination. Good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

LICENSURE

Licensure by the Michigan Board of Cosmetology is required for employment in cosmetology and cosmetology instruction in the State of Michigan. **Felony conviction, misdemeanor conviction with the possibility of jail time, or practicing cosmetology or manicuring on the public outside of school** may render a student ineligible to take the state board examination. Student is aware of that good moral character is required for licensure, and therefore gainful employment, in the State of Michigan.

ACADEMIC CALENDARS AND SCHEDULES

ACADEMIC CALENDAR	2016	2017	Other Schedule Information
Winter A Begins	January 11	January 9	Classes are generally scheduled Monday through Thursday; Massage therapy and cosmetology courses may also be scheduled on Friday and/or Saturday. Students should refer to their individual schedules.
*Martin Luther King Jr. Day	January 18 <i>make-up class scheduled Friday Jan 22</i>	January 16 <i>make-up class scheduled Friday Jan 20</i>	
Winter A Ends	February 18	February 16	
Winter B Begins	February 22	February 20	Students on externships and/or clinical assignments schedule will vary by site.
Winter B Ends	March 31	March 30	
Spring A Begins	April 4	April 3	Morning classes begin at 8:00 a.m. and are dismissed at 1:00 p.m. Mid-day classes begin at 10:30 a.m. and are dismissed at 3:30 p.m. Afternoon classes begin at 1:00 p.m. and are dismissed at 6:00 p.m. Evening classes begin at 6:00 p.m. and are dismissed at 11:00 p.m.
*Spring Break	March 25 – March 27	April 14 – April 16	
*All Faculty In-Service	May 6	<i>tbd</i>	
Spring A Ends	May 12	May 11	
Spring B Begins	May 16	May 15	
*Memorial Day Holiday	May 28 – May 30	May 27 – May 29	
Spring B Ends	June 23	June 22	
Summer A Begins	June 27	June 26	Student breaks are scheduled as follows, or may occur at an appropriate time during instruction: Morning classes 10:20 a.m. – 10:35 a.m. Mid-day classes 12:50 a.m. – 1:00 p.m. Afternoon classes 3:20 p.m. – 3:35 p.m. Evening classes 7:50 p.m. – 8:10 p.m.
*Independence Day	July 2- July 4 <i>make-up class scheduled Friday July 8</i>	July 4 <i>make-up class scheduled Friday July 7</i>	
Summer A Ends	August 4	August 3	
*Summer Break	August 5 – August 14	August 4 – August 13	
Summer B Begins	August 15	August 14	
*Labor Day	September 3 – September 5 <i>make-up class scheduled Friday Sep 9</i>	September 2 – September 4 <i>make-up class scheduled Friday Sep 8</i>	Module end dates do not apply to Dorsey School of Beauty as they are scheduled on a perpetual term (clock hour). *Dates in italics with "*" indicate no class held; make-up class date included below In the event of a class cancellation due to an emergency such as a power outage or snow day, mandatory make-up dates will be scheduled either on a day between modules or on a Friday or Saturday.
Summer B Ends	September 22	September 21	
Fall A Begins	October 3	October 2	
Fall A Ends	November 10	November 9	
Fall B Begins	November 14	November 13	
*Thanksgiving Holiday	November 24 – November 27 <i>make-up class scheduled Friday Nov 18</i>	November 23 – November 26 <i>make-up class scheduled Friday Nov 17</i>	
Fall B Ends	December 22	December 21	



ACADEMIC INFORMATION

COURSE NUMBERING SYSTEM

Dorsey's course numbering system reflects a prefix which identifies the field and a numbering system that is assigned to each course. Under each course description the course prerequisite identifies classes required before the class is attempted. The course co-requisite identifies classes required either before the class is attempted or at the same time the course is attempted. The numbering system is independent and does not reflect prerequisites and co-requisites.

GRADING SCALE

All records pertaining to a student's progress, training, and attendance are kept in the school office and may be reviewed by the student at any time.

ALL CREDIT-HOUR PROGRAMS AND MASSAGE THERAPY

- Students withdrawing from any course after the conclusion of the fifth week of the module or the tenth week of a quarter, will receive a final letter grade that is calculated and reported on the transcript.
- Withdraw Passing (WP) - Indicates when a student withdrew from a course in which he/she was progressing satisfactorily.
- Withdraw Failing (WF) - Indicates when a student withdrew from a course in which he/she was not progressing satisfactorily.
- Grades of Withdraw Passing (WP) and Withdraw Failing (WF) are not calculated in the student's grade point average, but do count as classes attempted and are included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- Incomplete (IN) - Issued for a maximum period of two weeks when a student has not completed all required coursework. The student shall be permitted two weeks following the close of the module or quarter to complete and submit all required coursework; a final grade shall be calculated accordingly.
- Transfer Credit (TC) - Transfer credits or hours do not count toward a student's cumulative grade point average, but are included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- Cumulative grade point average is calculated as an average of all grades earned for the program of study including applicable courses that were challenged in a different program of study.
- In the event a student repeats a class, the failing grade will remain as a class attempted and is included in the calculation of maximum time frame as part of satisfactory academic progress determination; however, only the most recent posted grade is included in the calculation of a student's grade point average.



CREDIT-HOUR GRADING SCALE (EXCLUDES PRACTICAL NURSE)

The following represents Dorsey Schools' grading system and equivalency:

<u>VALUE</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
A	90.00-100%	4.00
B	80.00-89.99%	3.00
C	70.00-79.99%	2.00
D	60.00-69.99%	1.00
F	00.00 - 59.99%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

In addition to earning a passing grade based on the above scale, students must maintain a programmatic cumulative grade point average of 2.0 or greater. A, B, C, or D grades are required upon completion of all courses to receive academic credit. If a grade of "failing" (F) or "incomplete" (IN) is earned in any course, the student must meet with a designated member of the academic team.

PRACTICAL NURSE GRADING SCALE

The following represents the Practical Nurse grading system and equivalency:

<u>VALUE</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
A	93.00 – 100%	4.00
B	83.00 – 92.99%	3.00
C	75.00 – 82.99%	2.00
F	Below 74.99%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00

Students in the Practical Nurse program are required to pass classes with a grade of C or better and maintain a programmatic cumulative grade point average of 2.5 or greater. Students are also required to challenge an ATI exam four times during the course of the program.

MASSAGE THERAPY GRADING SCALE

The following represents Dorsey Schools' grading system and equivalency:

<u>VALUE</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
A	90.00-100%	4.00
B	80.00-89.99%	3.00
C	70.00-79.99%	2.00
F	00.00 - 69.99%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

Massage therapy students must complete the required course work with a 70% average or better; 69.99% and below will result in a failing grade of F. In addition to earning a passing grade based on the above scale, students must maintain a programmatic cumulative grade point average of 2.0 or greater. A, B, or C, grades

are required upon completion of all courses to receive academic credit. If a grade of “failing” (F) or “incomplete” (IN) is earned in any course, the student must meet with a designated member of the academic team.

DORSEY SCHOOL OF BEAUTY GRADING SCALE

Course grades are assigned according to the scale below:

<u>PERCENTAGE</u>	<u>GRADE</u>
80.00-100%	Passing
Below 80.00%	Failure
Transfer Hours	TH
Course Withdraw	W

- Final course grade is determined by calculating the cumulative average score earned on all theory tests and minimum practical applications (“MPA’s”).
- Students are expected to work toward completion of the State of Michigan mandated minimum practical applications required for program completion and will receive a grade for each service or application.
- Students must maintain an 80% average theory grade. Theory grades are based on tests taken for each unit of study in the course. If a student scores below an 80% on any given exam, the student is remediated with an instructor and is required to retake the exam until a minimum of 80% is met.
- Students must maintain an 80% average MPA skills (lab) grade. If a student scores below an 80% on any given service or application skill, the student is remediated with an instructor and is required to re-perform the skill until a minimum of 80% is met.
- Course Withdraw (W) – Indicates when a student withdrew from a course in progress. Withdraw grades are not calculated in the student’s grade point average, but do count as classes attempted and are included in the calculation of maximum time frame as part of the satisfactory academic progress determination.
- Transfer hours accepted by the school and confirmed by the State of Michigan Board of Cosmetology affidavit are reflected in the student’s academic record as TH. Transfer hours do not count towards a student’s cumulative grade point average, but are included in the calculation of maximum time frame as part of satisfactory academic progress determination.

ACADEMIC CREDIT HOUR DEFINITION

Dorsey Schools defines an academic credit hour in accordance with the federal government’s definition under 34 CFR §600.2. A ratio of twenty-five (25) clock hours to one (1) credit hour is earned for successful completion of a lecture course or lab which includes twenty (20) hours of classroom instruction and five (5) hours of documented, graded outside of class student work. All work completed during these 25 hours, including the 5 hours of documented, graded outside of class student work, is used to evaluate a student’s academic achievement in accordance with the published grading scale. Externship courses require a ratio of thirty (30) clock hours to one (1) credit hour for successful completion.

COURSE REPETITION POLICY

When a course is repeated, credit is only granted once. The latest grade and credits earned for a repeated class are used in computing a student’s grade point average and for awarding course credit applicable for a program of study, even if lower than the previous grade. A final grade of WP or WF will not replace a previous grade or credit for a course.

All attempts to take a course will be recorded on a student’s transcript, regardless of the last grade and credits awarded. Credits attempted in repeated classes will be included in the cumulative

credits attempted. Repeating courses may affect satisfactory academic progress (SAP). Registration into a course for a second (or third) attempt is subject to availability and is not guaranteed.

Credit hour students repeating courses from which they previously withdrew or failed may be eligible for financial aid and will be charged the current cost of the course(s). Students repeating previously-passed courses may be eligible for financial aid, and will be charged the current cost of the course. Dorsey Schools allows massage therapy students to repeat one (1) course at no charge. The student bears financial responsibility for the cost any subsequent course re-take.

ALL PROGRAMS (EXCLUDING PRACTICAL NURSE AND MESSAGE THERAPY)

No student may retake a failed (“F”) course more than two (2) times.

PRACTICAL NURSE AND MESSAGE THERAPY PROGRAMS

No student may retake a failed (“F”) course more than one (1) time.

COURSE SUBSTITUTION

CREDIT-HOUR PROGRAMS

A student may be allowed to substitute one course for another approved course and as approved by the managing director and/or campus educational management; the student will be required to (1) Sign a course substitution form, and (2) Challenge and pass (defined as 85% or higher) our standardized final exam for the course and any skills assessment/proficiencies for the course as defined in the course outline. Other course substitutions may be allowed if educationally appropriate and as outlined in Dorsey School’s Course Substitution Procedure or as approved by the director of education. Students may substitute up to 25% of program courses. Credits earned in the substituted course will be reflected in the student’s academic record with the grade the student earns in the course and will count in the student’s cumulative grade point average. No adjustment to tuition will be made.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Dorsey Schools applies the same programmatic satisfactory academic standards to all students, part-time or full-time. Satisfactory Academic Progress must be maintained to meet both the institution’s academic policy and for eligibility of Federal Title IV financial aid. Students must meet grade-based and maximum time frame standards to be considered as meeting satisfactory academic progress. Credit-hour and massage therapy students must maintain the programmatic minimum cumulative grade point average (CGPA) and progress at a pace to ensure completion within the maximum timeframe. A clock-hour student must maintain the minimum cumulative percentage and progress at a pace to ensure completion within the maximum timeframe. Both requirements are assessed at the end of each academic period on a programmatic basis as defined below.

Note that all periods of a student’s enrollment count when assessing satisfactory academic progress, even periods in which the student does not receive Federal Student Aid (FSA) funds, and for students that do not receive FSA funds.

For students who change programs or seek to earn additional credentials, all credits attempted and grades earned which count toward the student’s new program of study are included in the determination of the student’s satisfactory academic progress standing.

ACADEMIC PERIOD DEFINITION

Credit-Hour Programs

An academic period for credit-hour programs is defined as a quarter which is one twelve-week period comprised of two consecutive six-week modules (except for the culinary arts program which only delivers courses in quarters, and not modules).

Clock-Hour Programs

An academic period for clock-hour programs is defined per program and based on the number of hours completed per the chart below.

PROGRAM	ACADEMIC PERIOD: No. of Hours Completed
Cosmetology	0-450
	451-900
	901-1200
Massage Therapy	0-450

MAXIMUM TIME FRAME SAP REQUIREMENT

Each program is designed to be completed in a specific period of time depending on specific course requirements. **The maximum time frame for completion of any program is 1.5 times the standard program length.**

Credit-Hour Programs

For example, a maximum of 72 credits can be attempted to complete a 48 credit-hour program (48 credits * 1.5 = 72 credits). The following chart outlines the maximum number of credits that can be attempted by length of program.

Length of Program in Credits	Maximum Time Frame in Credits Attempted
28	42
36	54
48	72
54	81

- a. Maximum time frame is evaluated for every student at the end of the academic period by dividing the number of credits earned by the number of credits attempted. If the result is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.
- b. All credits attempted by a student that are required for the student’s current program of study count toward the maximum number of allowable credits.
- c. Course Repetition – In the event a student repeats a class, the original class (failed or passed) will remain as a class attempted and is included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- d. Withdraw Passing (WP) and Withdraw Failing (WF) grades are not calculated in the student’s grade point average, but do count as classes attempted and are included in the calculation of maximum time frame as part of satisfactory academic progress determination.
- e. Transfer credits accepted from other institutions by Dorsey Schools do not count toward a students’ CGPA, but are included in the calculation of maximum timeframe as part of the SAP determination. However, credits transferred between programs at any Dorsey location will be included when calculating both maximum time frame and CGPA.

f. Program/Campus Changes - If a student changes programs or Dorsey campus location, the academic credits that are transferred from one program to another, count towards the new program’s SAP (both CGPA and maximum timeframe). Other, non-transferrable credits do not.

g. Incomplete Grade or Grade Changes - An incomplete (IN) grade is issued when a student has not completed all required coursework. Incomplete (IN) grades must be changed to a final letter grade within two weeks of the course end date. At that time, a final letter grade is issued and utilized in the SAP calculation. Students also have two weeks following the course end date to request a grade change or submit missing coursework. A final grade will be calculated accordingly. If there is a grade change, SAP is recalculated using the new grade.

Clock-Hour Programs

For example, a maximum of 2250 hours can be scheduled to complete a 1500 clock hour program (1500 hours * 1.5 = 2250 hours). The following chart outlines the maximum number of hours that can be scheduled by program.

PROGRAM	Total Program Clock Hours	Maximum Time-Frame in Hours Scheduled
Cosmetology	1500	2250
Massage Therapy	900	1350

- a. Maximum time frame is evaluated for every student at the end of the academic period based on 67% of actual attendance (hours completed) evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.
- b. Note that Dorsey School of Beauty students must also abide by Dorsey School of Beauty’s attendance policy; therefore students falling below 75% attendance are subject to termination.

GRADE-BASED SAP REQUIREMENT

The minimum cumulative grade point average or minimum cumulative percentage is programmatically define in the **GRADING SCALE** section of this catalog and is summarized below:

Students in all programs are required to maintain a programmatic overall grade point average of 2.0 or greater except as outlined below.
Practical Nurse students are required to maintain a programmatic overall grade point average of 2.5 or greater.
Dorsey School of Beauty students are required to maintain an 80% average theory grade and an 80% average MPA skills (lab) grade.

SAP WARNING - ALL PROGRAMS

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic (SAP) Warning for the next academic period. Academic (SAP) Warning status will be determined based on (a) Failure to meet the minimum cumulative grade point average or minimum cumulative percentage (see **GRADE-BASED SAP REQUIREMENT** above), and/or (b) Failure to meet the minimum number of credits or hours earned used to evaluate the student’s pace of completion (see **MAXIMUM TIME FRAME SAP REQUIREMENT** above).

At the end of the Academic (SAP) Warning period, the managing director will notify the student of the outcome by providing the student with either a letter notifying the student of successful

completion of the Academic (SAP) Warning period or a Notice of Termination from Dorsey Schools. This determination may be appealed.

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

A student who does not meet satisfactory academic progress requirements due to special or extenuating circumstances may appeal. All appeals must be in writing and include appropriate supporting documentation explaining the reasons for the unsatisfactory academic performance, and what circumstances have changed to allow the student to meet satisfactory academic progress in the future. A committee will review each appeal and make decisions on a case-by-case basis. During the appeal process, federal aid will be suspended. The submission of an appeal does not guarantee reinstatement of financial aid. All appeals shall be forwarded to the vice president, education and career services. A second appeal for the same case is not permitted.

ACADEMIC (SAP) PROBATION – ALL PROGRAMS

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility may be placed on Probation for one academic period. If appeal is granted the student is placed on Probation and may be subject to an Academic Plan.

Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards. Students that comply with this satisfactory academic progress policy will remain eligible for financial aid. If the student is not able to maintain the requirements of his/her Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting this requirement will also not be eligible for financial aid.

At the end of the Academic (SAP) Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with either a letter notifying the student of successful completion of the Academic (SAP) Probation period or a Notice of Termination from Dorsey Schools. A second appeal for the same case is not permitted.

ACADEMIC REVIEW

A student questioning the accuracy of his/her grade point average, or subsequent termination of training, may request a review of the matter by the school's managing director or designated member of the academic team. Upon review, a determination will be made as to the legitimacy of the student's concern and appropriate action will be taken. If the student is dissatisfied with the determination, he/she may make an appeal to the vice president, education and career services, who shall render a final determination.

RE-ADMISSION OF WITHDRAWN STUDENTS

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey Schools will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress status as outlined above. Students permitted to readmit are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** detailed above.

All student re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return. A withdrawn student may re-admit into Dorsey Schools a maximum of two times.

CREDIT HOUR PROGRAMS AND MESSAGE THERAPY

All failed courses, and all courses with earned grades of WF or WP, must be repeated. Re-admitted students may also be required to retake a course that was previously taken with a passing grade to ensure the student's success at Dorsey Schools and in their future careers, as determined by the managing director.

DORSEY SCHOOL OF BEAUTY PROGRAMS

Students who are re-admitted to any Dorsey School of Beauty program after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school and hours previously earned. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student resuming attendance at Dorsey School of Beauty.

RE-ADMISSION FOR MILITARY SERVICE MEMBERS

A re-admitting student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-admitting within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-admitting students will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and credit hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-admit.

ATTENDANCE POLICIES

Dorsey Schools "are dedicated to preparing individuals for promising career opportunities," and as stated in our mission statement, "reinforcing the development of self-esteem, self-reliance, discipline, and confidence in all graduates." Because of the fast-paced environment and hands-on design of our courses, Dorsey Schools has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Students with a pattern of absenteeism will have difficulty completing course requirements. Dorsey School's classroom instruction is necessary to complete course requirements, particularly in courses which require the observation and verification of skills in order to earn a passing grade. Class time assigned to verification of skill proficiency is defined by the instructor and is limited to time available; absent students should not expect to detract from other students' learning experience to make up topics/skills addressed during their period of absence. It is the student's responsibility to identify work missed during an absence and to take the necessary steps, as outlined by the instructor, to make up the work. This identification will occur before or after scheduled class time.

MAKE-UP WORK

All work missed during an absence, including tests (excluding final exams), must be made up according to the syllabus and/or campus policy.

EXCUSED ABSENCES

When appropriately documented, Dorsey Schools will grant excused absences for the following reasons: jury duty, military duty, and subpoenaed court appearance. Additionally, a student who initially enrolls after the start date, will be given an “excused absence” for the days missed. Excused absences do not count against a student’s maximum allowable hours absent; however, the school’s records will show that the student was not in attendance on those dates.

MAXIMUM CONSECUTIVE DAYS ABSENT

A student who is absent for 10 consecutive calendar days in a module, including weekends, holidays and breaks, will be automatically dismissed from school².

SCHOOL CLOSURE

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, Dorsey Schools has established the following set of resources to keep students informed:

1. Students can check for school closure information with the major local television stations in their area.
2. School closures will also be posted on www.dorsey.edu (in the Events box on the homepage) and on the main Dorsey Schools Facebook page: www.facebook.com/DorseySchools.
3. Dorsey Schools will update its “Emergency Alert Hotline.” Students may call (855) 630-1012 to receive updates on school closures.

We ask students to consult these resources prior to calling one of our campus locations or reaching out to us via social media. We will make every effort to respond to individual student inquiries, but we ask students to utilize one of the resources above as a “first line of defense.”

When school is closed, Dorsey Schools’ students on externship should report to their externship site, if it is open. It is recommended that externship students call the externship site in advance to verify if it is open. Externship students and practical nurse students should contact their clinical instructor for direction.

The decision to cancel classes or close a campus is one that is given tremendous thought and consideration throughout our organization and we take a number of factors into account when making such decisions. Please also be advised that in the event of a class cancellation due to an emergency such as a power outage or snow day, mandatory make-up dates will be scheduled either on a day between modules or on a Friday or Saturday.

PROGRAMMATIC, COURSE SPECIFIC ATTENDANCE POLICIES

CREDIT-HOUR PROGRAMS (NON-NURSING)

Students are expected to attend 100% of scheduled course contact hours. Absences in excess of 40% will result in automatic failure of the course².

Punctuality

Attendance is recorded hourly in each course. A student’s arrival, or departure, of more than fifteen minutes during class shall result in an absence for one hour. The absence is incorporated into the total attendance calculation programmatically defined below.

Tardiness

Tardiness is defined as arriving for class between 1 to 15 minutes late or departing from class up to 15 minutes early. Four instances of being tardy are equal to one hour of absence.

ENHANCED NURSE AID PROGRAM

During the Nurse Aide PC114 course, students must receive all federally-mandated classroom, clinical and laboratory content. Therefore, all missed course time must be made up. Students will be provided make-up opportunities for up to two total classroom/laboratory days. There are no make-up opportunities for the two clinical days. Students failing to make-up classes and labs will not be permitted to graduate. Students exceeding two missed classroom days will fail. Lecture/laboratory skill remediation will be determined at the discretion of the primary instructor.

PRACTICAL NURSE PROGRAM

Classroom Lecture/Lab Courses

Students must attend a minimum of 90% of scheduled course contact hours to earn a passing grade. Absences in excess of 10% will result in a written warning and additional coursework. Students with additional absences will be required to meet with the Director of Nursing and/or the managing director, and may be terminated from the program.

Clinical Rotations

Students are required to complete ALL clinical practical hours and are required to make up any missed hours. Arrangements to make up these hours must be done with the Director of Nursing and will require the student to complete their hours on weekends, during school breaks, or on second or third shifts depending on the availability of a clinical instructor and clinical site. Failure to make up the missed time will result in failure of the course. Clinical absences exceeding eight hours will require a meeting with the Director of Nursing and may result in termination from the program.

MASSAGE THERAPY PROGRAM

In order to successfully pass a course in the massage therapy program, a student must complete the required course work with a 70% average or better and attend at least 90% of scheduled course hours. Absences in excess of 10% of scheduled course hours are to be completed as outlined below.

Excused Absence Policy

Absences are excused for up to 10% of scheduled course hours. A student’s excused absences may not exceed 10% of scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused.

- It is expected that a student who is absent will make up hours at the next available make-up session. The dates and times for make-up sessions will be posted at the campus.
- Students can only make up hours previously missed and total attended hours cannot exceed total scheduled course hours.
- A grade of “F” will be posted if the student does not complete the required course hours.
- Students attending make-up hours must meet dress code and other Dorsey policies.

CULINARY ARTS PROGRAM

Students are expected to attend 100% of scheduled course contact hours. Absences in excess of 40% of lecture courses and 33% of laboratory (kitchen) courses will result in automatic failure of the course².

DORSEY SCHOOL OF BEAUTY

1. Upon enrollment student schedules are assigned; class sizes are limited by state law and Dorsey Schools insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must “clock” in using the time clock

² Pending documentation of mitigating circumstances approved by the managing director or appropriate program director.

system each morning and “clock” out when leaving for the day. Hours missed due to absence for any reason must be made up.

2. Students not actively engaged in classwork while in attendance may be “clocked-out” as approved by the managing director or Associate Director of Cosmetology.
3. Excessive absenteeism (being absent for more than 25% of scheduled hours) will result in attendance warning, for which the student will be notified in writing. Any student whose cumulative attendance falls below 67% at the end of an academic period will be placed on Academic (SAP) Warning as defined in the **SATISFACTORY ACADEMIC PROGRESS** policy.
4. Michigan State Board of Cosmetology regulations limit a student’s attendance to no more than 7 hours per day, and no more than 40 hours per week. Attending more than the scheduled hours (“over attendance”) most weeks should be avoided. Over attendance may impact a student’s financial aid. A discussion with a financial aid representative should take place prior to over attending.

Make-up work is associated with any missed or failed assignments. All written, theory and practical work should be made up following an absence. Students absent on the day of an exam will be permitted to make up the exam if the student provides written documentation of the absence to the managing director or lead instructor and is approved. If approved the student will get full credit for the exam grade; students without approved documentation will receive a zero. Students that have failed exam grades are permitted to make up the exam on the scheduled make-up work day within the current module or within one week of the following module start date.



EXTERNSHIP INFORMATION

An externship is a continuation of a student’s training and serves as an unpaid opportunity to gain industry experience, following successful completion of all other academic requirements. Random drug testing and/or criminal background checks may be required by an externship site or prospective employer at any time during an externship assignment or employment in these fields. Any student who fails any such random criminal background investigation or drug screening may be ineligible to continue in any Dorsey Schools’ externship. Externship sites will vary and will be determined by Dorsey Schools. Each student must sign an externship document acknowledging the obligations of the student, school, and work-site. Program-specific externship information is included on the program overview page included in this catalog.

INSTRUCTIONAL TOOLS AND EQUIPMENT

The cost of tuition includes the use of all books, workbooks, and instructional equipment for all classes. Additional educational items, such as tablets, stethoscopes or other program specific equipment, are detailed on each program enrollment agreement.

Students must be in good academic and financial aid standing to be eligible to receive HVAC tool kits, electronic technician tool kits and culinary arts knife kits. All other instructional supplies are the responsibility of the student.

PROGRAM CHANGES AND IMPROVEMENTS

Dorsey Schools consistently strives to improve and update our programs to keep current with changes in industries in which we train. We use two primary methods to effect curriculum changes: 1) Program advisory boards, which are made up of employers and experts from the industry, are consulted periodically and participate in an annual advisory board meeting. These board members give feedback and recommendations for updates to programs that the school considers for implementation; and 2) Curriculum review meetings are conducted periodically; curriculum review committees are comprised of program-specific instructors and the corporate education department. When planned changes or updates occur, they are published in a Catalog Addendum that is distributed to students at orientation and then included in the next printed version of the catalog. Please contact the Corporate Director of Education for more information on upcoming changes or updates to programs.

GRADUATION REQUIREMENTS

Students verified as meeting all graduation requirements and meeting financial aid obligations will be issued a diploma or certificate (as appropriate) approximately 8-10 weeks after graduation.

CREDIT-HOUR PROGRAMS

A Dorsey Schools diploma is awarded to a student successfully completing all required courses and achieves a CGPA of 2.0 or higher. A Dorsey Schools certificate is awarded to a student successfully completing all required courses in the practical nurse program and achieving a CGPA of 2.5 or higher.

MASSAGE THERAPY

A Dorsey Schools diploma is awarded to a student successfully completing all required courses and program hours, and achieves a CGPA of 2.0 or higher.

DORSEY SCHOOL OF BEAUTY

A Dorsey School of Beauty diploma is awarded to a student successfully completing all required program hours, passing tests on each subject plus the final examination over all subjects with a grade of at least 80% required on each, and completion of all MPAs according to the MPA Schedule. Upon receipt of their diploma, the graduate may file an application to the State Board of Cosmetology for permission to take the State licensing examination.

GRADUATION CEREMONIES

Commencement ceremonies are generally held twice per year and are announced when scheduled.



FINANCIAL AID INFORMATION ³

SCHOLARSHIPS

MEMORIAL SCHOLARSHIPS

Dorsey Schools awards memorial scholarships to high school graduates each year. Graduates must complete a high school scholarship application and meet its requirements. Applicants must also provide a letter of recommendation and an application essay with the completed scholarship application. Awards made for each of the two memorial scholarship programs are listed below.

RUTH DORSEY MEMORIAL SCHOLARSHIP

This scholarship is offered in memory of Ruth Dorsey, founder of Dorsey Schools. Dorsey Schools awards one (1) full scholarship for any career training program of the student's choice, up to \$16,000. (Full scholarship, after application of Federal Pell Grant, will be awarded on a quarterly basis.)

KAREN CORTIS MEMORIAL SCHOLARSHIP

This scholarship is offered in memory of Karen Cortis, a long-time Director of Education at Dorsey Schools. One (1) half-scholarship per campus will be awarded for any career training program of the student's choice, up to \$8,000. (Half scholarship, after application of Federal Pell Grant, will be awarded on a quarterly basis.)

MEMORIAL SCHOLARSHIP APPLICATION REQUIREMENTS

To be eligible, applicants must:

- Be scheduled to graduate or have passed the test of General Educational Development (GED) any time during the scholarship period.⁴
- Possess a minimum cumulative grade point average (CGPA) of 2.0 through his/her junior and senior years of high school or GED equivalent.
- Complete a scholarship application, signed by a representative of Dorsey Schools, and submit a copy of the high school diploma or GED no later than October 15th.
- Provide evidence of acceptance to any of Dorsey Schools' training programs of 28 or more credit-hours or 1,500 or more clock-hours.

A maximum of one (1) scholarship may be awarded to any single applicant. The scholarship award period is October 1st – September 30th. Recipients of scholarships must commence training within a maximum of six (6) months of the determination of the award.

MILITARY AWARD SCHOLARSHIP

Dorsey Schools will offer two (2) annual scholarships per campus to any active duty member or honorably discharged veteran of any United States military service branch for attendance at that campus. The value of this scholarship is \$1,000, and awards will be made by the Dorsey Scholarship Committee. The purpose of the Military Award Scholarship is to help those with military service receive a career education and make the transition from military to civilian life. A maximum of one (1) scholarship may be awarded to any single applicant.

MILITARY SCHOLARSHIP APPLICATION REQUIREMENTS

To be eligible, applicants must:

- Be admitted to a certification program at Dorsey Schools;
- Be a member of the United States Armed Forces or an Honorably Discharged Veteran;
- Maintain satisfactory academic progress at Dorsey Schools.

GRANTS AND WORK STUDY

FEDERAL PELL GRANT

The Pell Grant is provided by the federal government to eligible students. Eligibility is determined by the student's financial need and is for the purpose of defraying educational costs. Generally, Federal Pell Grant funds do not have to be repaid. The maximum Pell Grant award for the 2015-2016 award year (July 1, 2015 to June 30, 2016) that an eligible student may receive is \$5,775 per year. To apply, students must complete the Free Application for Federal Student Aid (FAFSA on the Web), which is located through the U.S. Department of Education website.

Students who receive a Pell Grant are subject to a life-time aggregate that they cannot exceed. As of 7/1/12, the aggregate limit is 600% of the student's total Pell Grant eligibility; students can monitor their aggregate balance on the NSLDS website at http://www.nsls.ed.gov/nsls_SA. Also, see information about Unusual Enrollment History (UEH), on the next page.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Federal SEOG is an award made by the school (Campus-Based Aid) from limited funds provided by the U.S. Department of Education. The SEOG must be awarded to students with exceptional financial need (that is, students with the lowest expected family contribution (EFC)) and gives priority to students who receive Federal Pell Grants. Generally, the SEOG does not have to be repaid. Dorsey Schools has established SEOG awards that may range between an annual maximum of \$2,000 and a minimum of \$400.

FEDERAL WORK STUDY

The Federal Work Study program is an award made by the school (Campus-Based Aid) from limited funds provided by the federal government. The award is given to eligible students that are employed under the Federal Work Study program by the school in which the student is enrolled (on campus). Federal Work Study recipients may also be employed off campus by federal, state, or local public agencies, or certain private nonprofit or for-profit organizations. Not all Dorsey Schools campus locations may offer the Federal Work Study program, see your campus financial aid office for more information.

DORSEY SCHOOLS GRANT

Effective July 11, 2014, the Dorsey Schools Grant is awarded based on the following criteria: Students must first apply for Federal Student Aid funds using the FAFSA on the Web application. Students that are not eligible for a Pell Grant may be eligible to receive the Dorsey Schools Grant. Request for approval under special circumstances must be submitted to the corporate Financial Aid office by the relevant campus.

The Dorsey Schools Grant is awarded by the campus (Institutional Aid) from limited funds, and will be awarded to eligible students until the allocation for the year has been met. The Grant is awarded by payment periods, up to a maximum amount based on the total number of credit or clock hours in the Dorsey career program the student is enrolled in, as follows:

<u>Credit Hour Program</u>	<u>Maximum Award Amount</u>
54 credits	\$2,500
48 credits	\$2,000
Less than 48 credits	not eligible
<u>Clock Hour programs</u>	<u>Maximum award Amount</u>
All programs	\$1,000

³ Information in the scholarships, grants, loans and tuition financing summaries do not apply to the individual cooking class programs, due to the

short nature of these programs. However, students in all programs have the option of securing private funding.

⁴ Refer to the scholarship application for exact dates.

This institutional grant is intended to help students reduce or eliminate the need to utilize a private loan, including the Dorsey Institutional Loan. To remain eligible, students must be in an active school status. The Dorsey Schools Grant can only be used to cover direct cost incurred by the student (e.g. tuition, fees); it cannot be used to cover other educationally related expenses that a student may have (e.g. travel, room & board, etc.).

The Dorsey Grant will only be offered as long as there are available funds. Usually in February each year, the annual allocation is set, once the allocation has been utilized, no additional awards will be available for that fiscal year.



FEDERAL STAFFORD LOAN PROGRAM

Effective July 1, 2013, interest rates will be established each year for Direct Subsidized, Direct Unsubsidized, and Direct PLUS loans for which the first disbursement is on or after July 1 through the following June 30. The rate will be the sum of a uniform “index rate” plus an “add-on” that varies depending on the type of loan (Subsidized/Unsubsidized or PLUS) and the borrower’s grade level (undergraduate or graduate/ professional). Thus, interest rates will be the same for Direct Subsidized Loans and Direct Unsubsidized Loans taken out by an undergraduate student. The interest rate for a loan, once established, will apply for the life of the loan – that is, the loan will be a fixed-rate loan.

For Subsidized and Unsubsidized loans first disbursed on or after July 1, 2015 the interest rate is 4.29%. Borrowers with other outstanding loans may be eligible to consolidate eligible loans into one consolidated payment. Students should refer to their Loan Entrance counseling package for additional information.

DIRECT SUBSIDIZED STAFFORD LOAN

The Subsidized Stafford Loan program provides low interest loans through the U.S. Department of Education’s Direct Loan Program. The maximum annual loan amount for the first academic year is \$3,500 for undergraduate students, less origination and other fees (if applicable). The federal government pays the interest while the borrower is in school at least half-time. Borrowers of subsidized Stafford Loans first disbursed on or after July 1, 2014 are once again eligible for an interest subsidy during the 6-month grace period. Interest does not begin to accrue until the student leaves school or anytime that their enrollment drops below a halftime status, and after the grace period has ended. Subsidized Federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

For first time borrowers after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that a student can receive Direct Subsidized Loans. In general, students

may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the “maximum eligibility period”. Students can find the published length of their program of study in the school’s catalog. After a student has received Direct Subsidized Loans for the maximum eligibility period, they are no longer eligible to receive additional Direct Subsidized Loans. However, the student may continue to receive Direct Unsubsidized Loans. Students may also lose interest subsidy on previously received loans.

DIRECT UNSUBSIDIZED STAFFORD LOAN

If a student does not qualify for a full or partial Subsidized Stafford Loan based on financial need, or needs additional loan funding, they may qualify for an Unsubsidized Stafford Loan through the U.S. Department of Education’s Direct Loan Program. The federal government does not pay the interest on unsubsidized loans while the student is in school. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during the grace period, and any deferment periods. Students may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school, or six months after a student elects to attend less than half time.

Independent students can borrow up to \$9,500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year.

DIRECT PLUS LOAN (FOR PARENTS)

The Direct PLUS loan is available to parents who wish to apply for additional assistance for their dependent child’s education. A parent’s decision not to apply for a PLUS loan does not guarantee the dependent student may receive additional financial aid assistance. The amount of the PLUS loan cannot exceed the student’s cost of attendance less other student aid awarded. PLUS loans through the Federal Direct Loan Program disbursed on or after July 1, 2015 will have a fixed rate of 6.84%. Loan repayment begins immediately after the final loan disbursement for the loan period is made; however parents may apply for a deferment. Payments will include both principal and the interest that accumulates.

See the summary of loan information below; students should contact their Financial Aid Administrator to receive further information regarding the maximum Federal Stafford annual loan amounts for second or subsequent academic years.

FEDERAL STAFFORD LOAN PROGRAM SUMMARY

Direct Subsidized Stafford Loan

The federal government pays the interest on a subsidized student loan during: in-school status of at least half-time, the grace period and authorized deferment periods. Prior to 7/1/14, some borrowers may be responsible for the interest during the grace period.

Loan Limits:

- First Year - \$3500
- Second Year – \$4500
- Third or Fourth Year - \$5500

Additional Direct Unsubsidized Stafford Loan (Dependent Students whose parents were not denied a PLUS loan)

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

Loan Limits

- First Year - \$2000
- Second Year - \$2000
- Third or Fourth Year - \$2000

Direct Unsubsidized Stafford Loan (Independent Students and Dependent Students whose parents were denied a PLUS loan)

The student is responsible for interest charged during all periods, including while attending school, during grace period and deferment period.

Loan Limits

- First Year - \$6000
- Second Year - \$6000
- Third or Fourth Year - \$7000

AGGREGATE LIMITS FOR SUBSIDIZED/UNSUBSIDIZED LOANS

Type of Loan	Subsidized Limit	Aggregate Limits (Subsidized and Unsubsidized)
Dependent Undergraduate <i>(Excludes students whose parents cannot borrow PLUS)</i>	\$23,000	\$31,000
Independent Undergraduate <i>(Includes dependent students whose parents cannot borrow PLUS)</i>	\$23,000	\$57,500
Direct Plus Loan – Eligibility based on approved credit check, cost of attendance and other financial aid awarded.		Cost of Attendance less other financial aid awarded.

UNUSUAL ENROLLMENT HISTORY (UEH)

In an effort to prevent fraud and abuse in the Federal Student Aid programs, beginning in the 2013-14 award year the U.S. Department of Education implemented the Unusual Enrollment History (UEH), to monitor the enrollment history of recipients of Pell grant program funds. Effective for the 2015-16 award year, this monitoring is now extended to also include recipients of the Direct Stafford Loan program funds. Students with unusual enrollment (UEH) histories may be flagged during the application for Federal Student Aid process. Some students may have legitimate reasons for their unusual enrollment history, so institutions are required to request documentation from students, to determine if there are valid reasons for the unusual enrollment history. This UEH flag needs to be resolved before students can receive additional Federal Student Aid.

ADDITIONAL LOAN OPTIONS

PRIVATE EDUCATIONAL LOANS

Students have a variety of options if they choose to apply for private loans. Dorsey Schools does not use a preferred lender list; we provide students with a list of private education loan lenders that have offered private loans to our students over the past four years. Students should select a private lender of their choice; they are not required to use any of the lenders we have listed. Dorsey Schools will promptly process the application for any lender that is selected by students. Students and parents should first apply for Federal Student Aid before resorting to private educational loans.

DORSEY INSTITUTIONAL LOAN

Dorsey Schools also offers a private institutional loan to eligible students that have a gap in their Federal Student Aid and the amount of their institutional tuition and fees. This institutional loan can only be used to cover direct cost incurred by the student (e.g. tuition, fees); it cannot be used to cover other educationally related expenses that a student may have (e.g. travel, room & board, etc.). Students should contact their financial aid office for additional information.

OTHER BENEFITS AND JOB TRAINING OPPORTUNITIES

TUITION REIMBURSEMENT

Dorsey Schools will accommodate any student eligible for employer or employee-related benefits to secure the benefits by completing required forms and submitting required performance reports or other documentation. The student is responsible, however, for all tuition charges incurred with training in the event reimbursement requests are not honored as expected.

MICHIGAN REHABILITATION SERVICES (MRS)

This State agency provides vocational rehabilitation services to Michigan citizens that are physically or mentally impaired. MRS may arrange, provide, or purchase the services necessary to achieve an individual’s employment plan. Further information can be obtained through Dorsey Schools or Michigan Rehabilitation Services at 1-800-605-6722.

MICHIGAN MERIT AWARD

Eligibility for the Michigan Merit Award has now expired for all students unless they have served or are currently serving in the military. Students serving in the military should contact the Student Scholarships and Grants Division at 1-888-4-GRANTS (1-888-447-2687), for information on claiming this award. Additional information on the Michigan Merit Award is available at <http://www.michigan.gov/mistudentaid/>.

VETERANS EDUCATION BENEFITS

If a student has veteran’s education benefits (Montgomery GI Bill®, Post 911, etc.), specified Dorsey Schools locations are approved as a US Department of Veterans Affairs (VA) educational facility for the training of veterans and eligible persons. For more information and to find out which locations are approved, contact Dorsey Schools or the US Department of Veterans Affairs directly at 1-888-442-4551 (www.gibill.va.gov). Please note that approved programs may vary between campuses. ®GI Bill is a registered trademark of the US Department of Veterans Affairs. More information about education benefits offered by VA is available at the official US government website at www.benefits.va.gov/gibill.

WORKFORCE INVESTMENT ACT (WIA)

If you are "unemployed" or "underemployed," you may be eligible to receive a training fund voucher (ITA) to reduce your educational costs. For information, contact a Dorsey School for directions to your local Workforce Development Board office.

UAW TUITION ASSISTANCE PLAN

Dorsey Schools is approved to participate in the tuition assistance and scholarship programs provided by UAW-Chrysler, UAW-Ford, and UAW-GM for employees, retirees, and their eligible dependent children.

FINANCIAL AID OFFICES AND STAFF

Each campus of Dorsey Schools has a financial aid office with a financial aid advisor available during regular school hours. The financial aid staff is prepared to advise students and their families on the availability of aid, determine eligibility, and guide applicants through the entire process. The application, processing, awarding, and refunding of financial aid can be confusing; therefore, we invite students to call on our staff for assistance.

PREVENTION OF FINANCIAL AID/SCHOLARSHIP FRAUD

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid

fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected to receive a 'scholarship' in a contest you never entered.

To file a complaint, or for free information, students or parents should contact the Federal Trade Commission student response center at 1.877.FTC.HELP (1.877.382.4357) or visit: WWW.FTC.GOV/SCHOLARSHIPSCAMS.

ACADEMIC YEAR DEFINITION

For purposes of processing Federal Student Aid, Dorsey Schools programs' academic year is defined as follows:

- Quarter credit hour programs defined as 36 credits and 36 weeks (day and evening shift)
- Cosmetology clock hour program defined as 900 hours and 30 weeks (day shift)
- Cosmetology clock hour program defined as 900 hours and 38 weeks (evening shift)
- Massage therapy clock hour program defined as 900 hours and 36 weeks (day and evening shift)

PAYMENT PERIODS

Financial aid funds are disbursed to students throughout their enrollment in school by payment periods. For standard term programs, the payment period is the quarter or term.

For non-standard term programs, the payment period for Direct Loans is the period of time it takes a student to complete both half the number of credits and half the number of weeks of the academic year. For grants, the payment period is the quarter or term.

For clock hour programs, the payment period is the period of time it takes a student to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

As an exception, Federal Work Study funds is paid to employed students through the Dorsey payroll system, in the form of direct deposit or paper checks on a bi-weekly basis.

REFUND POLICY

Dorsey Schools' policy adheres to the refund policies of applicable state, federal, and accrediting agencies.

INSTITUTIONAL CANCELLATION AND REFUND POLICY

Dorsey Schools applies the following institutional cancellation and refund policy to all applicants:

- (1) If the applicant is rejected by the school before enrollment, all tuition and fees paid by the applicant will be returned within 30 days.
- (2) If the applicant terminates the enrollment contract with the school within three (3) business days after signing the contract, all tuition and fees paid by the applicant will be returned within 30 days.

INSTITUTIONAL WITHDRAWAL FROM TRAINING REFUND POLICIES

The following applies to all students who withdraw, or are dismissed, after the beginning of the program and becomes effective following the expiration of three (3) business days after signing the enrollment agreement. If a student withdraws from enrollment after beginning training, any refund owed will be paid to the student within 45 days of the earlier of any notice of withdrawal or a determination by the school that the student is withdrawn.

Credit-Hour Programs

Charges will be calculated based on the number of credits scheduled for the 12-week term in which the student withdraws.

1. **For withdrawal or dismissal during the first week of the term***, the school retains 10% of the scheduled credit hour charges for the term.
2. **For withdrawal or dismissal during the second or third week of the term**, the school retains 25% of the scheduled credit hour charges for the term.
3. **For withdrawal or dismissal during the fourth week of the term**, the school retains 50% of the scheduled credit hour charges for the term.
4. **For withdrawal or dismissal after the fourth week of the term**, the school retains 100% of the scheduled credit hour charges for the term.
5. When a student is scheduled for a period of less than the standard 12-week term, charges will be based on the number of credits scheduled for that period and the above institutional refund policy will apply.

*The first week of a term is defined as seven consecutive calendar days starting on the date a term of instruction begins; all subsequent weeks follow thereafter.



Clock-Hour Programs, Dorsey School of Beauty and Massage Therapy

The following applies to all students who withdraw, or are dismissed, after the beginning of the program and becomes effective following the expiration of three (3) business days after signing the enrollment agreement. Tuition charges will be calculated based on the percentage of actual program hours attended by the student at the last date of attendance, according to the following schedule:

% OF ACTUAL PROGRAM HOURS ATTENDED	% OF TUITION BILLED	
	RETAINED BY SCHOOL	REFUNDED TO STUDENT
0.01 to 4.9%	20%	80%
5.0 to 9.9%	30%	70%
10.0 to 14.9%	40%	60%
15.0 to 24.9%	45%	55%
25.0 to 49.9%	70%	30%
50.0% & Over	100%	0%

Documented mitigating circumstances may be considered by management when deemed appropriate. Students are responsible for any balances due to the school for unpaid institutional charges.

Students not receiving Federal Title IV Financial Aid

Refunds are calculated solely in accordance with Dorsey Schools' institutional Refund Policies described above.

Students receiving Federal Title IV Financial Aid

Federal regulations require the school to calculate institutional charges to determine both (1) student refund, and (2) Return of Title IV funds using the means described below.

The school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of tuition paid to Dorsey Schools for the quarter. If the student received financial assistance from a source outside the family, a portion of the refund may be returned to that or other sources from which assistance was received. Any funds in excess of those (1) returned to Title IV aid, or (2) due and payable to Dorsey Schools shall be used to repay other private sources and the student in proportion to the amount received from each non-federal source.

RETURN TO TITLE IV FUNDS POLICY

Students considering withdrawing from school should contact the Financial Aid Office to determine the amount of federal student assistance funds, if any, that must be returned on the student's behalf. Any student electing to withdraw from school is responsible for any balance due and payable to the school as a result of the Return to Title IV calculation.

The U.S. Department of Education requires schools to determine the amount of federal student aid the student earned if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

A student's withdrawal date is the last date of academic attendance as determined by the attendance records. This date is used for all students that cease attendance and those that officially withdraw.

The amount of funds earned is based on the amount of time the student completes during the payment period of their program; see the Payment Period section of this catalog for definitions.

If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned.

The Return to Title IV calculation is determined on a pro rata basis. For example, if a student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Students completing 60% of the payment period or period of enrollment, earn all the assistance that

they were scheduled to receive for that period. This process must be completed no later than 45 days after it is determined that the student withdrew.

If the student does not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, we (the school) need permission from the student to use the post-withdrawal grant disbursement for all other school charges (if any). It may be in the best interest of the student to allow the school to use the funds to reduce the debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws, because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and they have not completed the first 30 days of their program prior to withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

The School is required to return any required excess funds. The amount of the excess funds the school returns is the lesser of the:

- Institutional charges multiplied by the unearned percentage of the funds, or
- Entire amount of the excess funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student (or the student's parent for a PLUS loan) must return, the student repays as regular monthly loan payments in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.

Title IV funds are returned to the program from which the student received aid during the payment period, in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal Supplementary Educational Opportunity Grants
- Iraq and Afghanistan Service Grant

Any amount of unearned grant funds that a student must return is called an overpayment. In the event of a grant overpayment, the maximum required for the student to repay is 50% of the grant received, or were scheduled to receive. In addition, regulations clarify that students are not required to repay grant overpayments which are \$50 or less. Students responsible for a grant overpayment must make arrangements with the School or US Department of Education to repay the funds. Failure by the student to repay the required overpayment will result in a loss of future Federal Student Aid (Title IV programs).

The Return to Title IV Funds policy is distinct and separate from the Institutional Refund policy. Students should refer to the Refund Policy section of this catalog for information regarding any additional refund calculations the school is required to perform. Students are responsible for any balances due to the school for unpaid institutional charges.

FINANCIAL AID WEBSITE

Additional financial aid information and resources are available on the Dorsey Schools Financial aid web page at <http://www.dorsey.edu/financial-aid.php>. The Dorsey Schools website also contains a copy of our Annual Notice – Availability of Consumer Information. Dorsey Schools provides a notice directly to all potential students during the enrollment process.

Dorsey Schools also provides an annual notice directly to all enrolled students describing the availability of the consumer information. This notice contains a brief description of the various disclosures and how to obtain the full disclosures. All disclosures are available on the exact electronic website listed in the notice. Students may also request a physical copy from the sources outlined in the notice.



GENERAL FINANCIAL INFORMATION

CREDIT HOUR DEFINITION

The credit hours awarded for Federal Student Aid purposes will be determined in accordance with U.S. Department of Education regulations. All programs include student assigned homework and/or clinical assignments that must be graded, based on the requirements for each program. For programs subject to clock to credit conversion, a ratio of twenty-five (25) clock hours to one (1) credit hour is earned for successful completion of a lecture course or lab which includes twenty (20) hours of classroom instruction and five (5) hours of documented, graded outside of class student work. Externship courses require a ratio of thirty (30) clock hours

to one (1) credit hour for successful completion. For more information, see **ACADEMIC CREDIT HOUR DEFINITION** under the **ACADEMIC INFORMATION** section of this catalog.

TUITION AND FEES

Current tuition and fees charged are outlined by program on Dorsey Schools' Enrollment Agreement and Application for Admission, and on Dorsey Schools' website at www.dorsey.edu. Textbook costs are included in tuition for all programs. For the student's information, individual textbook costs and the Consumer Information Supplement are also posted on Dorsey Schools' website. Each applicant is accepted with the understanding that he/she has registered for the entire program of study.

COURSE REPETITION FEE

The fee to repeat a course or externship is calculated by multiplying (1) the number of credits in the course or externship by (2) the cost per credit for that course or externship. Dorsey Schools allows massage therapy students to repeat one (1) course at no charge. The student bears financial responsibility for the cost of any subsequent course re-take. Registration into a course for a second attempt is subject to availability and is not guaranteed.

CASH PAYMENT POLICY

As a commitment to training, all Dorsey School students should be prepared to make cash payments towards their tuition cost. This payment will reduce the amount of loans that a student needs to borrow. We recommend a minimum payment of \$500. A one-time cash payment may be made. Arrangements can also be made for financing tuition at no additional cost; Dorsey Schools will accommodate students with a tuition balance by allowing monthly payments. These payments are due in accordance with arrangements made in advance with the school's financial aid office.

FINANCIAL OBLIGATIONS

Training and educational services are suspended when financial obligations are not satisfied, including, but not limited to, tuition payments, financial aid documents, returned check charges, and late payment fees. Schedules, grade reports, official and unofficial academic transcripts, diplomas, employment services, and additional documents and services are withheld and will not be released to any institution or individual until all financial obligations have been met.

STUDENT SERVICES

Students are encouraged to take advantage of all services offered to enhance learning in their program of choice. Individual campus locations may have further student services available; please contact the campus managing director for further information.

CAREER SERVICES

Career services coordinators assist graduates in establishing and accomplishing personal employment goals, polishing resumes, and providing job search and interview techniques, in support of Dorsey School's objective to "assist students to secure training-related employment." Dorsey Schools' career services coordinators can be reached at each campus or online at www.dorsey.edu.

Dorsey Schools maintains an impressive graduate employment ("placement") rate, serving as its hallmark. Dorsey Schools calculates its placement rate according to the requirements of its institutional accreditor, ACICS. Placement rate information is published by program within the gainful employment disclosure in this catalog, and by campus and program on its website under

"Student Consumer Information." Thousands of graduates from Dorsey Schools have launched new, exciting, and rewarding careers with many of Michigan's leading employers. These graduates fulfill Dorsey Schools' objective to educate students who are well prepared to enter the workplace, and assume the tasks and challenges associated with their new careers and satisfy the performance requirements of employers. Employment assistance is available only to those students who have successfully completed all requirements of their training program and are in good financial standing with the school. Licensure, certification or registry must be obtained from the State of Michigan to work in the field of practical nursing, massage therapy, cosmetology, or as a pharmacy technician or enhanced nurse aide.

Dorsey Schools does not guarantee job placement or starting salary. Dorsey Schools has developed and continues to develop long-term relationships with employers to enhance employment opportunities for our graduates. The following represent only a few of the leading companies that have hired Dorsey Schools' graduates:

Accretive Health
 Advanced Therapeutic Massage
 Basha Diagnostics
 Bay Primary Care
 Binson's Medical Equipment
 Black Lotus Brewing Company
 Bright Side Dental
 Children's Hospital
 Concentra
 Crittenton Hospital
 CRT Medical Systems
 CVS Pharmacy
 DaVita Dialysis
 Detroit Dental Specialists
 Detroit Fish Market
 Detroit Medical Center
 Detroit Yacht Club
 Dirty Dog Jazz Café
 Doctors Pharmacy
 Downriver Community Services
 Farmington Hills Pediatrics
 Fresenius Medical Center
 Garden City Medical Center
 Genesee Pediatrics
 Great Lakes Billing
 Great Lakes Medical Equipment
 Greektown Casino Hotel
 Harper Hospital
 Henry Ford Health Systems
 Ishya Massage
 Oakwood Hospital

RCI Electrical Contractors
 Independence Village
 Huron Valley Sinai Grace Hospital
 JC Penny Salon
 JB's Wharf Restaurant
 Kruse & Muer Restaurant
 Karmanos
 Kovalchick Lois DDS
 Kroger Pharmacy
 Oakland Hills Country Club
 Landra Prosthetics & Orthotics
 Lazy Bones Smokehouse
 Lux Beauty Salon
 Morley
 Leli's Restaurant
 Lenscrafters
 Deangelis Heating and Kooling
 Loon River café
 Macy's Lakeshore Grill
 Massage Green
 Massage LuXe
 Marriott Hotel Southfield
 McKesson
 Michigan Mechanical Ventures
 Shelby Nursing Center
 Medical Team
 Medilodge of Sterling Heights
 Meijer Pharmacy
 Infinity and Ovation Yacht Charters
 MGM Grand Casino
 Mt. Clemens Regional Medical Center

Pink and White Salon
 Providence Hospital
 Rainbow Rehabilitation Center
 Rattlesnake Club
 Relevar Home Care
 Reliant Renal Care
 Rite Aid Pharmacy
 Roostertail
 Shores Primary Care
 Red Smoke BBQ Restaurant
 Waterford Oaks Senior
 Sita Medical Clinic
 Reimbursement Specialist / CBPS
 Sodexho
 St Mary Hospital
 Solimon Medical Center
 St. Anthony's Primary Care
 St. John Hospital & Medical Center
 St. Mary's Billing LLC
 Visiting Nurse Special Services
 Physicians Medical Billing Service
 Technimed
 Kindred Hospital
 Universal Medical Group
 University of Mich. Hospital / Clinics
 Visiting Nurse Special Services
 Walgreens Pharmacy
 Walmart Pharmacy
 Waterford Surgical Centers
 Wayne State Univ. Physicians Group
 William Beaumont Hospital

DISABILITIES ACCOMMODATION

Dorsey Schools is readily accessible to disabled students and complies with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). Auxiliary aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY.

MY CULINARY LAB

MyCulinaryLab™ is available to all culinary arts students. MyCulinaryLab™ is a dynamic online tool, supports the many ways students learn. MyCulinaryLab™ enables the student to study and master the course-related content online on their own time and at their own pace. Media-rich personalized study plans are based on the student's performance using the site's interactive testing.

PERSONAL AND FAMILY PROBLEM REFERRAL INFORMATION

Information to assist students with personal and family problems such as referrals to mental health clinics, family counseling, homeless shelters, legal aid, etc. is available from the managing director at each Dorsey Schools campus. Note that community services available vary per campus location.

ENTRANCE AND EXIT LOAN COUNSELING

Dorsey Schools' financial aid department provides students with both entrance and exit loan counseling. If a student has any financial aid questions or concerns during their program, they are encouraged to meet with their campus financial aid representative.



STUDENT ORIENTATION

Dorsey Schools offers orientation to new and returning students to adapt the students to the institution. Included in the orientation is an informal introduction of key personnel, campus policies and procedures, and an opportunity to interact with peers.

STUDENT SUCCESS LAB

Students who are admitted to Dorsey School's credit-hour programs are given the opportunity to participate in improving their basic skill level through the Student Success Lab. As part of this process, all students who start a credit-hour program will be given an assessment (with the exception of practical nurse students, who take the TEAS test) using the Aztec Learning System Software. Once a student has completed the assessment, the student will be provided with a written diagnosis of any skills in which the student is deficient and will be given the opportunity to participate in the Student Success Lab to work in deficient skill areas. The Student Success Lab continues to be available to students throughout their entire program.

TUTORING AND CLINICAL WORKSHOPS

Dorsey Schools offers tutoring to assist students in meeting their educational objectives. Clinical workshops, designed to provide students the opportunity to practice skills learned during coursework, are also available. Notification of tutoring services and clinical workshops available may be posted at the campus location, or the managing director can be contacted for further information.

VIRTUAL ATI

Dorsey Schools provides each practical nurse student enrollment in ATI Nursing Education's Virtual ATI, an NCLEX-PN review course. This personalized, innovative online program assigns each student with a personal Virtual-ATI Coach, an experienced nurse educator, who works with them one-on-one and provides feedback and encouragement along the way. Students work towards receiving a "green light" from their Virtual-ATI coach, indicating when they're ready to challenge the NCLEX examination.

GENERAL INFORMATION

ACADEMIC RECORDS

All students receive a report card at the end of each module and a transcript and diploma upon graduation. All records pertaining to a student's progress, training, and attendance are kept in the school office and may be reviewed by the student at any time. Dorsey Schools maintains copies of all transcripts in our electronic student information system. Hard copies of transcripts for students enrolled prior to 1999 are maintained indefinitely.

Requests for academic transcripts, a duplicate diploma, or copies of a student's file must be (1) in writing with student's signature or accompanied by the student's signed release, and (2) accompanied with a money order in the amount of \$5 for each transcript and/or \$10 for a duplicate diploma or student file copy request. Dorsey Schools reserves the right to withhold release of any/all academic documents for students or graduates with unresolved financial obligations to the school, or who are in default of any student loans, until all financial obligations have been met.

ALCOHOL AND SUBSTANCE ABUSE POLICY

Unauthorized drugs or alcohol are strictly prohibited on school premises. For the safety of fellow students, administrators, clinic clients and prospective patients, students believed to be under the influence of drugs, alcohol, or other substances which could impair judgment, behaviors, and/or activities, may be required to take a drug test. Dorsey Schools reserves the right to suspend or dismiss any student soliciting illegal drugs.

Dorsey Schools prohibits the use of all illegal and illicit drugs by all students and employees while at school or at work. The campus and all associated campus and workplace areas are designated as "Drug-Free." The possession, sale, or the furnishing of alcohol or illegal or illicit drugs of any kind on campus is governed by the Student Code of Conduct found in this catalog. Students and employees are not allowed to bring alcohol, illicit or illegal drugs of any kind onto school premises, or be under the influence of alcohol, illicit or illegal drugs while on school premises. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Dorsey Schools can provide employees and students with information on outside resources available to help with problems

related to the misuse of alcohol and all forms of substance abuse for themselves or their family members. Contact the managing director for names of appropriate agencies, phone numbers, and additional information.

CONSUMPTION AND POSSESSION OF MARIJUANA

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act (MMMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. Dorsey Schools participates in federal grant programs which would be in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on Dorsey Schools' property or premises violates the Dorsey Schools' "Drug Free Schools Police Statement". Dorsey Schools will not allow the use, possession, or cultivation of marijuana on its property or premises or in / on Dorsey Schools' controlled environments, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to dispose of or remove marijuana from Dorsey Schools' property or premises immediately.

Further, as part of a student's program at Dorsey Schools, an externship or clinical experience may be required. The MMMA states that employers are not required to accommodate employees who use medical marijuana; therefore employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a clinical site, externship site, or prospective employer consistent with the laws of the State of Michigan, the requirements of potential employers, and the requirements of any facility where the clinical experience and/or externship participation occurs. Students should be aware that participation in a clinical or externship experience and/or employment depends upon the results of these drug tests. If a drug test(s) prevents a student from obtaining and/or participating in a clinical or externship program, the student may be unable to complete the educational program requirements of Dorsey Schools.

ATTENDANCE POLICIES

Please consult the **ACADEMIC INFORMATION** section of this catalog regarding Attendance Policies.

CAMPUS SAFETY PLAN

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, Dorsey Schools has a campus safety plan to alert students and staff in the event of an emergency. This safety plan is designed to keep the campus community informed regarding safety and security issues in the event that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurs on or in the vicinity of the campus.

CAMPUS SECURITY

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the institution maintains and administers the policies and procedures described in this document. In accordance with the Clery Act, all schools and colleges are required to publish and distribute standard procedures for reporting crime, educational programs for crime and sexual assault prevention, and certain crime rate statistics for the previous three calendar years to all potential applicants and employees, and to current students and employees.

This report also includes reported crimes occurring on-campus and on public property within or immediately adjacent to and accessible from the campus. A notice of the availability of the annual security report, including a link to report on the Dorsey Schools website, is distributed to students and staff annually. The report will be made available upon request to every student and employee, and every prospective student or employee. Prospective students and employees may find this information, and all other campus security related policy information, posted online at the Dorsey Schools website: <http://www.dorsey.edu/disclosures.php>.

CHILDREN

Dorsey Schools maintains an atmosphere conducive to learning and does not have provisions to accommodate children. It is the policy of the school that children may not be brought to orientation, classrooms, or labs, or left without parental supervision in lounges, offices, or any part of the school.

COMPUTER SYSTEMS AND NETWORKS (STUDENT USE OF)

Dorsey Schools' computer systems and networks are provided for student use as a part of their academic programs. All students have a responsibility to use Dorsey Schools' computer systems and networks in an ethical and lawful manner. Students found to have misused the school computer systems and networks may receive disciplinary action up to and including dismissal. Dorsey Schools will not tolerate any abuse of computer systems and networks. This is not an all-inclusive list. In the case of a dismissal, the student will be subject to the refund policy as outlined in the school catalog.

CONSUMER INFORMATION SUPPLEMENT

Dorsey Schools' Consumer Information Supplement is available on the school website at <http://dorsey.edu/disclosures.php> or upon request.

COPYRIGHT INFRINGEMENT

Copyright is a form of protection provided by the laws of the United States (title 17, US Code and 1976 Copyright Act) to authors of literary, dramatic, musical, artistic, and other intellectual works, both published and unpublished. The principle of "Fair Use" allows for the public to freely utilize portions of copyrighted material for purposes of commentary or criticism, including limited academic

use. Complete information about copyright may be obtained from the U.S. Copyright Office, or online at www.copyright.gov.

Dorsey Schools' students and employees are not permitted to engage in activities that violate US copyright laws, including the unlawful reproduction or distribution of copyrighted material through physical or electronic means. Those found to violate these regulations will be subject to negative consequences up to and including termination. Records and evidence of such actions may also be shared with proper legal authorities for prosecution. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing may be subject to civil and criminal liabilities. The penalties for violation may be found at www.copyright.gov.

ELECTRONIC COMMUNICATION DEVICE POLICY

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, Bluetooth headsets, etc.) in an educational and professional environment are expected as follows:

1. All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.
2. Text messaging should be used for emergencies only.
3. Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.
4. Pictures, videos or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
5. Social media should not be accessed during class time.

If you receive an emergency call that needs to be answered you may ask for permission to leave the room. While you are out of the classroom, you are considered absent according to classroom policy. If you must leave the school, quietly inform your instructor and the administrative assistant at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency.

FAMILIARITY WITH SCHOOL REGULATIONS

Upon or before commencement of training, each student is provided with Dorsey Schools' catalog and other various documents which set forth the policies and regulations under which Dorsey Schools operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not excuse noncompliance or infractions. Failure to comply with the policies of Dorsey Schools can be grounds for dismissal, pending investigation of circumstances involved.

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records. Students should contact the education office to determine the location of appropriate records and the procedure for reviewing such records. A student should submit to the campus managing director a written request that identifies the record(s) the student wishes to inspect. The managing director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that records believed to be inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA, be amended. The request should be submitted in writing to the Dorsey Schools official/office responsible for maintaining the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the request for change is denied, the student has a right to a hearing on the issue.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, Dorsey Schools must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations as listed below:

- Specified officials for audit or evaluation purposes;
- Representatives of the Secretary;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law, and
- School officials with legitimate educational interest.

A school official is a person employed by Dorsey Schools in an administrative, supervisory, academic, research, or support staff position; or a person serving on the board of trustees; a person or company with whom the school had contracted (such as an auditor, attorney or collection agency) or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Dorsey Schools.

4. Upon request, Dorsey Schools will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dorsey Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

6. The school may release information without the student's consent where the information is classified as "Directory Information." The following categories of information have been designated by Dorsey Schools as directory information:

- Name, Address
- Telephone listing
- Email address
- Photographs
- Diplomas, honors, awards received
- Major Field of Study

Students who do not want such information released without their consent should notify the Education office or managing director of their campus.

FOOD AND DRINKS

Eating is allowed only in the student lounge or designated areas. Please be courteous and consume food and beverages prior to entering the classroom. There is positively no eating, drinking, or smoking in any classroom, laboratory, clinic or restroom. Culinary arts students are not permitted to bring in any outside food or drink into the culinary classroom or kitchen.

LICENSING AND ACCREDITATION

A student may request to see approval letters and certifications from the Michigan Department of Licensing and Regulatory Affairs, Proprietary School Unit, the Michigan Board of Nursing, the Michigan Board of Cosmetology, the Accrediting Council for Independent Colleges and Schools, the Accrediting Bureau of Health Education Schools or the American Culinary Federation Education Foundation upon request to the school managing director.

LICENSURE REQUIREMENTS

Dorsey Schools encourages students to fulfill all requirements to obtain licensure in the State of Michigan in their chosen field. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome on licensing examinations or other requirements deemed necessary by the State of Michigan. Program-specific licensure requirements are included in the program overview section of this catalog.

MEDIATION AND ARBITRATION

If a dispute of any nature should arise or develop out of the student's enrollment and attendance at Dorsey Schools (including without limitation issues such as: unpaid tuition, student behavior, satisfactory academic progress, test scores, quality of education, accuracy of school advertisements and materials), no matter what issues are involved in the dispute and how either the student or the school might describe, state or plead the dispute, both the student and the school agree that, if they cannot resolve the dispute through their own negotiations, they shall first make a good faith effort to resolve the dispute by participating in a mediation process with a neutral mediator. The student and the school further agree that, if any dispute they have is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act. The following terms will apply to the mediation and the arbitration:

(a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community as the campus of the school which the student is attending (the "Local Community"). The mediation will only involve the dispute between the student and the school and not the disputes or concerns of any other students (current or former). The school shall pay all of the mediator's fees.

(b) If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list in accordance with AAA selection rules.

(c) The student may only present a claim in arbitration for his or her own dispute with the school, and may **not** present any claims of other students at the school (current or former) or attempt to act as a representative of a group or class of other students (current or former) of the school.

The student agrees that he or she may not, and will not, file any lawsuit against the school concerning his or her claims or the claims of any other student or group or class of students of the school (current or former) and that the student will not join as party in any lawsuit of any kind, including without limitation a class action, brought against the school by one or more other students.

(d) The student will be responsible for paying the portion of AAA arbitration fees, arbitrator's fees and facility fees ("Arbitration Costs") equal to the current amount of a filing fee for initiation of a civil lawsuit in a court situated within the Local Community ("Civil Filing Fee"), and all amounts of Arbitration Costs in excess of the Civil Filing Fee shall be paid by the school.

(e) If either the student or the school decides to hire a lawyer to provide assistance, then the party hiring the lawyer will be responsible for paying the lawyer's fees.

(f) All determinations as to the scope and enforceability of this arbitration agreement shall be made by the arbitrator and not by a court.

(g) The arbitrator's award shall be final and binding on both parties, and may be filed for enforcement by either the student or the school in any court having jurisdiction.

The school and the student acknowledge that they are: (i) voluntarily and irrevocably electing arbitration as the remedy for any unresolved dispute they may have and (ii) waiving any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to have their dispute heard and decided by either a judge or jury.

NATIONAL VOTER REGISTRATION ACT

Voter registration forms are available online at <https://webapps.sos.state.mi.us/mivote>.

PROFESSIONAL CERTIFICATION

Professional certifications and registry recognition enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, to encourage graduates to sit for applicable certification examinations, Dorsey Schools offers to pay for examination fees one-time for graduates meeting examination preparation requirements. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry. Program-specific certification information is included in the Program Overview section of this catalog.

SCHOOL CLOSURE

Please consult the **ACADEMIC INFORMATION** section of this catalog regarding school closure information.

SMOKING

All Dorsey Schools are "smoke-free." Dorsey Schools is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All Dorsey Schools employees, students, visitors, guests and contractors are required to comply with this policy, which shall remain in effect at all times.

In compliance with various regulations, to protect the health and safety of Dorsey Schools' faculty, staff, students and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.
2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA-approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Dorsey Schools without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco

use shall be prohibited within fifteen feet surrounding all entrances, ventilation systems and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Dorsey Schools only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during designated break times and are not permitted to leave class, laboratory or clinic to use tobacco products.

SOCIAL SECURITY NUMBER PRIVACY POLICY

Pursuant to Michigan's Social Security Number Privacy Act (the "Act"), Dorsey School of Business, Inc. will take measures reasonably necessary to ensure the confidentiality of its employees' and students' social security numbers and those collected from others in the ordinary course of the company's business. Neither the company nor any of its employees will unlawfully disclose social security numbers obtained during the ordinary course of business. The company will limit access to information or documents containing social security numbers to only those employees of the company whose job description requires the use of social security numbers. In addition, the company will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity.

The company will not use social security numbers, more than four consecutive numbers from a social security number, or a derivation of them as personal identifiers, permit numbers, license numbers, or primary account numbers or for similar uses unless required by law. The company may use a social security number to perform an administrative duty related to employment or student's financial aid, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate a claims, credit, criminal, or driving history; to enforce legal rights; or to administer benefits programs.

The company will retain an employee's social security number for the duration of the employee's employment and for two years following the employee's termination or for a longer period as required by law. Students' social security numbers are indefinitely maintained in a computer database per Department of Education regulations. The company will physically destroy documents that contain social security numbers but need to be discarded by shredding or another secure fashion. Social security numbers stored in a computer database that need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act.

STANDARDS OF PROFESSIONAL APPEARANCE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey Schools asks all students to maintain a healthy, clean, and well-groomed appearance and must have natural hair colors and avoid excessive, visible body piercings and tattoos. Students are expected to dress appropriately for the career program selected (program-specific items are listed below), with appropriate undergarments. Generally speaking, the school-supplied uniform or similar attire supplied by the student must be worn at all times. Hats, caps, and casual attire (sweatshirts, T-shirts, jeans, shorts, jogging suits, yoga pants, flip-flops, etc.) are not considered proper attire and are unacceptable. All attire must be clean and pressed. Clean, polished shoes appropriate for the chosen career field must

be worn. Appropriate dress for students attending Dorsey Schools is defined as follows:

ALLIED HEALTH STUDENTS

Students in these programs are required to wear a uniform that identifies them as a member of the health care team. This is generally a scrub set, with or without a coordinating lab coat. Shoes appropriate for a medical professional are to be worn. These shoes must cover the entire front and top of the foot (with no holes or perforations at the top) and be made of a material that will not allow fluid or needles to penetrate the surface of the shoe and reach the skin or material covering the skin of the foot. Nails must be kept clean and trimmed and no longer than $\frac{1}{4}$ inch in length beyond the fingertip. To promote infection control, colored nail polish, artificial nails, acrylics, tips, wraps, etc. are not permissible during labs or clinical rotations. During labs or clinical rotations, hair that is shoulder length or longer should be tied back; ornate jewelry, including hoop earrings, chains, etc., should not be worn. All nose rings, tongue and lip rings must be removed while in the classrooms, labs and during clinical rotations.

Pharmacy Technician Students: Students may wear scrubs or a white lab coat over business casual apparel.

Massage Therapy Students: Students must dress in comfortable attire which allows the movement necessary to practice massage. Medical scrubs or a polo type shirt with long pants such as khakis are preferable. Comfortable shoes such as tennis shoes are required. During clinic hours, students are required to wear polo shirts with khaki pants.

Practical Nurse: Students are required to be in scrubs in all classes and lab settings. Shoes must be white leather tennis shoes, leather tie-on or slip-on nurse's shoes (without logos). No clogs, crocks, open toes, or open heel shoes are allowed. The clinical uniform may change for maternal child and clinical rotations according to clinical agency policies and/or preference. Additional information specific to the practical nurse program may be found in the "Practical Nurse Student Handbook" which is distributed at orientation.

BUSINESS SUPPORT SPECIALTIES

Computer Software Specialist Students: Appropriate appearance is business casual which is defined as follows:

- Women: Dress suits, dresses, pant suits, or slacks with coordinating blouse, vest or sweater.
- Men: Slacks, dress shirts or polo shirts, which may include coordinated sweaters, vests, or sport coats and dress shoes and socks.

Hotel and Restaurant Management Students: Appropriate appearance is defined as a Dorsey Schools-embroidered or similar dress shirt with appropriate black pants, and solid black, non-skid work shoes.

Culinary Arts Students: Culinary academy students are required to abide by special dress, grooming and sanitary practices as follows:

- Long hair must be pinned up under the chef's hat. Beards and mustaches must be trimmed short and well-maintained or a personal beard guard will be required to be worn in the kitchens.
- Watches and wedding bands are the only permissible jewelry. Fingernails must be trimmed short and well-maintained.
- Artificial nails and nail polish are strictly prohibited.

Clean uniforms must be worn, including a white chef jacket; black chef pants; black, low-heeled, formal footwear with rubber grip sole; socks; a chef hat; and a white apron.

Dorsey School of Beauty Students: Students are required to dress in solid color shirts with sleeves and a medium-to-high neckline, and black slacks, capri pants, skirts that fall below the knee, or leggings

if accompanied by a shirt that falls well below the hips. Students must wear close-toed shoes with backs, along with socks or nylons. Students must wear their assigned smock with name tag. Students found out of uniform will be clocked out; three (3) clock-out violations per quarter will result in a one day suspension from school. Creative hair colors are allowed.

SKILLED TRADES

HVAC Systems Technician and Electrical Technician Students:

Appropriate appearance is defined as dressing in a manner that promotes safe working conditions, including OSHA-approved work shoes (rubber-soled shoes or boots), clean collared shirt (polo or button down), and work appropriate pants such as khaki pants or jeans (no holes, tears, frays, etc.). No loose fitting or baggie pants allowed. Beards and mustaches must be trimmed to conform to safe work practices. No jewelry is permissible while working in the demonstration room or while working on any equipment.

Note: Standards for all programs are outlined at orientation. Students in violation of these rules will be sent home and marked absent for the day. Repeated violations may result in termination from school.

STUDENT CODE OF CONDUCT

Dorsey Schools' graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all students.

PROFESSIONAL CONDUCT DEFINED

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, theft, and/or misuse of school or another's property.

Food and drink are allowed only in the student lounge or designated areas, unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom. Culinary academy students are not permitted to bring in any outside food or drink into the culinary classroom or kitchen. Culinary arts students must safely and securely store knives issued to them inside the knife kit. Knives may be removed from the knife kit only in the kitchen and only upon instruction to do so from the class instructor.

Dorsey School of Beauty students are responsible for keeping their work area clean including student station, cabinet, locker, kit, classroom practice area, shampoo area, and the removal of hair from the floor. Kits must be fully equipped and sanitized and ready for inspection at all times. Lunch and break time will be scheduled at instructors' discretion. Student may not chew gum, eat or drink during theory, mannequin practice or clinic classes.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey Schools reserve the right to suspend or dismiss any student any

time for misconduct or when such action is deemed to be in the best interest of the student or student body.

RESPECT OF SCHOOL PROPERTY

Dorsey Schools has the right to charge any student responsible for breakage, damage, or loss of equipment or materials.

STATEMENT OF NON-DISCRIMINATION AND NON-HARASSMENT

It is the policy of Dorsey Schools to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination or harassment by members of the School community against members of the School community is strictly not allowed based on the following: race, color, creed, gender, religion, national or ethnic origin, disability, age, sexual identity, veteran status, or citizenship status.

This non-discrimination and non-harassment policy encompasses the operation of the Schools' educational programs and activities including admissions policies, scholarship and loan programs and all other school-related activities. This also encompasses the employment of all personnel. Dorsey Schools is committed to ensuring that this non-discrimination and non-harassment policy is effectively observed in all of the Schools' endeavors.

Any student who feels that he/she is being discriminated against for ANY reason, may contact the managing director or may call the Dorsey Hotline and remain anonymous by contacting 866-526-1053. Additionally, any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in the GENERAL INFORMATION section of this catalog.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OCR), the State Division of Human Rights, or the Courts or other remedies allowable by law.



STUDENT GRIEVANCE POLICY

The purpose of the student grievance policy is to provide procedures to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. For course-specific academic concerns, a student whose views differ from those of an instructor should first try to resolve the difference with that instructor.
2. If a satisfactory solution cannot be achieved, the student may then request a review of the matter with the campus' Academic Dean, Program Director, or designated member of the academic team, as appropriate.
3. If a satisfactory solution cannot be achieved, or for a student with concerns of a non-academic nature, the student may consult with the campus' managing director, who will assist the student as

necessary. If a student is terminated from school, the student may apply to the campus for re-admittance (For more information on re-admittance, see **ACADEMIC INFORMATION, RE-ADMISSION OF WITHDRAWN STUDENTS** in this catalog).

4. Any resolution that is unsatisfactory to the student may be appealed in writing to the vice president, education and career services, whose decision in all matters will be final.

Dorsey Schools operate in accordance with standards established by the following:

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Schools and Licensing Section
P.O. Box 30018, Lansing, MI 48909
(517) 241-9221

Students can file a complaint with the State of Michigan online at www.michigan.gov/pss

Michigan Department of Licensing and Regulatory Affairs
Michigan State Board of Cosmetology
P.O. Box 30244
Lansing, MI 48909
Telephone: (517) 241-9262

The Michigan Board of Nursing, Bureau of Health Professions
611 W. Ottawa, PO Box 30670
Lansing, MI 48909-8170
Telephone: (517) 335 - 0918

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
Telephone: (202) 336-6780

American Culinary Federation Education Foundation
180 Center Place Way
St. Augustine, FL 32095
Telephone: (800) 624 - 9458

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
Telephone: (703) 917 - 9503

STUDENT TIME COMMITMENT

Successful program completion will require additional study and/or lab time in excess of scheduled program hours. A student should recognize that course work, while attending Dorsey Schools, will require a considerable amount of time outside the classroom, traditionally recommended at 2-3 hours for every hour in class. That ratio will vary by course, but the core principle will not.

ATTENDING A POST-SECONDARY SCHOOL IS A TIME-CONSUMING ACTIVITY. Any other commitments, while enrolled in courses at Dorsey Schools, should be balanced against the time required to attend classes, study, and complete assignments. This means that a full-time student enrolled in 6 credit hours should plan to dedicate an additional 12-18 hours per week to course-related work. That would represent a total recommended time commitment of 32-38 hours each week. Students in the School of Beauty or in the massage therapy program should plan at minimum, one additional hour of study each day. Students need to consider how many hours remain in the week after deducting time for family obligations, eating, sleeping, recreation, and other extracurricular activities. Students who work while going to school should balance their work-related activities and obligations at home against the hours needed

to study. Successful students utilize time management techniques such as those discussed at www.time-management-guide.com.

TRANSFER BETWEEN DORSEY CAMPUSES

Pending course availability, students may transfer within their enrolled program from one branch of Dorsey Schools to another, with full transfer of credits at the start of any new module or, for culinary students, the start of a new quarter.

TRANSFER OF CREDITS/HOURS TO OTHER INSTITUTIONS

Programs at Dorsey Schools are designed to prepare graduates for the best possible career opportunities in each student's field of choice without determination of transferability of credit earned. Transfer, recognition, or acceptance of academic credits or hours between institutions is always at the discretion of the receiving institution. Therefore, Dorsey Schools does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at Dorsey Schools to other educational institutions. It is the responsibility of the student to contact any other postsecondary institution where the student may be considering enrolling upon graduation from Dorsey Schools. The receiving institution will determine whether credits or hours earned at Dorsey Schools will be accepted as transferable to that institution.

Dorsey Schools has an articulation agreement with Blue Cliff College – Alexandria for select programs. Information on the current articulation agreement may be requested from Blue Cliff College at 1505 Metro Drive, Suite I, Alexandria, LA 71301 or at Blue Cliff College's website at www.bluecliffcollege.edu.

TRANSFER OF CREDIT AND CLOCK HOURS

Students accepted for enrollment into Dorsey Schools will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education (outside institutions) as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned and course descriptions from the outside institution.
2. The student must have earned at least a grade of "C" (70%, 2.0) for each course accepted for transfer credits and/or hours.
3. The course must have had course content and units of measurement similar to those in Dorsey Schools' program.
4. The student's last date of attendance at the outside institution must be within two years of enrollment at Dorsey Schools.
5. The student may transfer up to 50% of program courses/hours; exceptions may be made to this policy for students transferring from schools closing in the last twelve months as approved by the vice president, education and career services.
6. Transfer of courses is determined on a case-by-case basis by the managing director and as approved by corporate educational management.

For students meeting this criteria, credits will be reflected in the student's academic record as a transfer credit "TC" but will not count towards a student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

DORSEY SCHOOL OF BEAUTY

Students transferring from other institutions may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school and hours

earned as confirmed via affidavit from the State of Michigan Board of Cosmetology. Transfer hours granted and any tuition adjustment must be determined by the managing director prior to the student attending Dorsey School of Beauty.

VACCINATION POLICY

Dorsey Schools does not have a vaccination policy. However, certain vaccinations may be required by individual externship sites; please refer to the **EXTERNSHIP** heading in each program for details, where applicable.

WEAPONS POLICY

Dorsey Schools maintains a zero tolerance attitude towards firearms and other weapons on campus, the corporate offices and at sanctioned school events. In compliance with Michigan law (1931PA328 MCL750.227 and 1927PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried into any Dorsey School at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons does not exclude Dorsey School's classrooms (MCL28.425o(1)(h)), and by extension all common areas such as hallways, entryways, and sidewalks. This is a zero tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

Culinary arts students must safely and securely store knives issued to them inside the knife kit. Knives may be removed from the knife kit only in the kitchen and only upon instruction to do so from the class instructor.

OWNERSHIP AND CONTROL

Dorsey School of Business, doing business as Dorsey Schools, is owned by Dorsey School of Business, Inc., a Michigan corporation. Dorsey Schools' cosmetology programs are doing business as Dorsey School of Beauty. Dorsey School's Lansing programs (excluding the aforementioned cosmetology programs) also do business as Dorsey School of Healthcare.

The corporation is governed by a board of directors, which appoints the officers of the corporation. Dorsey Schools' current corporate officers are detailed below. Dorsey is owned by a holding company, Dorsey School of Business Holding, Inc. ("Dorsey Holding"), and the owners of Dorsey Holding are Quad Partners III, LLC and Gemini Investors III, LP. Any questions about the ownership and governance of Dorsey Schools should be directed to the president of the institution at the corporate offices of Dorsey Schools, which are located at 31799 John R Road, Madison Heights, Michigan 48071.

ORGANIZATION

The Dorsey Schools organization of institutions includes campuses in Southgate, Madison Heights, Saginaw, Waterford-Pontiac, Wayne, Dearborn-Detroit, Lansing and Roseville (which includes the Roseville Culinary campus). This catalog is specific to these locations. The Dorsey Schools Farmington Hills campus ACICS-approved teach-out is scheduled to be complete by December 31, 2016.

The Dorsey Schools family of institutions also includes nine additional locations, which publish campus-specific catalogs. Taylortown School of Beauty, which does business as Dorsey School of Beauty, is located in Taylor, Michigan. One international location, Trillium College, is located in Ottawa, Ontario, in Canada. Additionally, divisions of Dorsey Schools include Training Direct (locations in Bridgeport and Danbury Connecticut), Superior

Medical Education (located in Madison Heights, Michigan), Michigan Academy of Emergency Services and Allied Health (Michigan locations in New Boston and Jackson), and Valley Training Center (Michigan locations in Bay City and Mount Pleasant). Any questions about the ownership and governance of these divisions should also be directed to the president of the institution at the corporate offices of Dorsey Schools.

EXECUTIVE AND ADMINISTRATIVE STAFF

CORPORATE BOARD OF DIRECTORS

Basil Katsamakias, Secretary
James Rich, Treasurer
Pat Fischer, Board Member
John Barnes, Chief Executive Officer

CORPORATE ADMINISTRATIVE STAFF

John Barnes, President and CEO
Denise Bock, Chief Financial Officer
Richard Reed, Senior Vice President of Marketing and Admissions
Kim Peck, Senior Vice President of Operations and Compliance
Denise Fox Pratt, Vice President of Education and Career Services
Lance Craven, Vice President of School Operations and Program Expansion
John O'Sullivan, Vice President of Marketing
Jeannette Sant, Controller
Suzanne Cushing, Human Resources Manager
Thomas Biondo, Collections Manager
Victoria Harness, Director of IT
Michael Ludwig, IT Manager
Courtney Reed, Corporate Director of Admissions
Nicole Hawk, Director of Operations
Ann Thomas, Director of Compliance and Program Development
Jonathan Hockman, Accreditation Specialist
Joseph Belliotti, Director of Education
Christina Steele, Medical Programs Manager
Rajani Arunandhi, Director of Career Services
Eleanor Eason, Accounts Manager
Yvette Shoulders, Accountant
Victor Banica, Financial Analyst
Patricia Maguire, Executive Administrative Assistant
Gloria Brown, Human Resources Assistant
Dorian Obenauer, Administrative Assistant
Mary Johnson, Director of Nursing
Brenda Billman, Clinical Instructor
Kathleen Boyd, Clinical Instructor
Mary Lynn Gerow-Hackel, Clinical Instructor
Lukesha Ledbetter Lee, Clinical Instructor

STUDENT FINANCE

Caren Stewart, Vice President of Student Finance
Zena Skinner, Director of Fiscal Services
Sara Johnson, Corporate Director of Financial Aid
Jennifer Sfire, Corporate Financial Aid Manager
Jeffrey Laudicina, Corporate Financial Aid Manager
Joseph Augugliaro, Fiscal Services Coordinator
Tonya Taylor, Corporate Financial Aid Auditor
Michelle Hill De-Pofe, Senior Financial Aid Coordinator
Sarah Zizelman, Financial Aid Coordinator
TyAngela Beatty, Financial Aid Coordinator
Laniece Jones, Financial Aid Assistant

MADISON HEIGHTS STAFF

Vincent DeRita, Senior Managing Director
Amy Farmer, Academic Dean
Deborah Davis, Director of Nursing
James Armstrong, Director of Admissions

Debra Messing, Associate Director of Admissions
Shawn Gordon, Senior Admission Representative
Umica Owens, Senior Admission Representative
Marcus Beaurem, Admissions Representative
Simona Vasquez, Admission Representative
Delane McNulty, Associate Director of Financial Aid
Sneha Kosobudzki, Senior Financial Aid Advisor
Ryan Arena, Financial Aid Advisor
Sandy Benson, Financial Aid Advisor
Shanetta Dixon, Clinical Coordinator
Kimberly Knapp, Medical Coordinator/Interim Externship Coordinator
Stephanie Townsend, Career Services Coordinator
Rita Asfar, Career Service Coordinator
Ashley Yost, Senior Administrative Assistant
Salisha Davis, Administrative Assistant
Dennis Szymanski, Evening Administrative Assistant

DORSEY SCHOOL OF BEAUTY MADISON HEIGHTS STAFF

Sheri Pierce, Associate Director of Cosmetology
Annette Farr, Lead Instructor, Cosmetology
Tamika Anderson, Administrative Assistant

SOUTHGATE STAFF

Golda Szydlowski, Managing Director
Gregory Pope, Lead Instructor
Nicole Brown, Senior Admissions Representative
Shawna Jackson, Admissions Representative
Tara Smith, Admissions Representative
Stephanie Hahn, Financial Aid Advisor
Nicole Barber, Senior Financial Aid Advisor
Lana Sherwin, Medical Coordinator / Externship Coordinator
Pauline Wozniak, Career Services Coordinator
Kasey Fuchs, Senior Administrative Assistant
Hannah Blair, Evening Administrative Assistant

WAYNE STAFF

Wanesha Daniel, Managing Director
Michele Hixson, Academic Dean
Ann Noeyack, Externship Coordinator, Co-Medical Coordinator
Les Pullins, Associate Director, Skilled Trades
Kimberly Garbey, Senior Associate Director of Admissions
John Powe, Admissions Representative
Darlita Berry, Admissions Representative
Michele Stedman-Wiktor, Admissions Representative
Dawn Clark, Senior Financial Aid Advisor
Jean Owens, Financial Aid Advisor
Cheryl Middleditch, Administrative Assistant

ROSEVILLE STAFF

Todd Breadon, Senior Managing Director
Kelly Ruddle, Academic Dean
Latrice McClendon, Director of Admissions
Prettia Clark, Associate Director of Admissions
Theondrade Hawkins, Associate Director of Admissions
Douglas Martin, Senior Admissions Representative
Enjoli Johnson, Senior Admissions Representative
Mia Davis, Associate Director of Admissions
Patricia Stone, Admissions Representative
Jason Gamblin, Senior Admissions Representative
Melinda Tate, Admissions Representative
Demiesha Fambro, Admissions Representative
Edland Turner, Admissions Representative
Ruthie Aarons, Admissions Representative
Heather Hunter, Director of Financial Aid
Suzanne Brostek, Senior Financial Aid Advisor
Robert Fulgenzi, Financial Aid Advisor

Melina Sales, Financial Aid Advisor
Anthony DiSante, Financial Aid Advisor
Wendy McDaniel, Financial Aid Manager
Deanna Brown, Financial Aid Advisor
Christal Yono, Associate Director of Career Development
JoAnne Jamrog, Career Services Coordinator
Kristy Enoex, Career Services Coordinator
Dea Mason, Student Success Manager
Kristen Pica, Externship Coordinator
Jennifer Kania, Registrar
Katrin Foster, Registrar Assistant
Diane Kelly, Medical Coordinator
Vyktoria Williams, Evening Coordinator
Kiki Hunter, Administrative Assistant
Andrea Solomon, Administrative Assistant
Bianca Hunter, Administrative Assistant
Monique Guilley, Administrative Assistant

ROSEVILLE CULINARY ACADEMY STAFF

John Piazza, Culinary Arts Program Director
Jeremy Abbey, Associate Director, Culinary Arts
John Felczak, Catering Manager
John Adamski, Purchasing Agent
DeVoria Simmons, Externship Coordinator
Christopher Bonapace, Student Success Manager

DORSEY SCHOOL OF BEAUTY ROSEVILLE STAFF

Ozenia Cosey-Nolen, Associate Director, Cosmetology
Latonya St. Clair, Administrative Assistant
Stephanie Williams, Administrative Assistant

FARMINGTON HILLS STAFF

Rajani Arunandhi, Managing Director
Amanda Campbell, Lead Instructor
Benjamin Salyer, Medical Coordinator
Jessica Hart, Career Services Coordinator
Andree Redditt, Administrative Assistant

LANSING STAFF

Maribel Cintron, Managing Director
Ron Martin, Associate Director of Admissions
April Hubbert, Senior Admissions Representative II
Don Keeney, Senior Admissions Representative
Christopher Carnegie, Admissions Representative
Robert Evans, Senior Financial Aid Advisor
Christina Pena, Medical Coordinator/Externship Coordinator
Brandon Richardson, Career Services Coordinator
Kerri Vitale, Administrative Assistant
Alexandra Johnson, Evening Administrative Assistant

DORSEY SCHOOL OF BEAUTY LANSING STAFF

Michelle Lowden, Lead Cosmetology Instructor
Brandy Nicholas, Cosmetology Administrative Assistant
Ashlea Wilson, Cosmetology Evening Administrative Assistant

WATERFORD-PONTIAC STAFF

Benny Allen, Managing Director
Rebecca Lund, Academic Dean
Skylar McGhee, Senior Associate Director of Admissions
Myiesha Dowe, Senior Admissions Representative
Ebony Johnson, Admissions Representative
Lynda Knight, Admissions Representative
Raymond Parks, Admissions Representative
Debra Westman, Financial Aid Manager
Susanne Kennerly, Financial Aid Advisor
Kailey Goit, Financial Aid Advisor

Monica Cronk, Medical Coordinator
Thelma Scott, Career Services Coordinator
Maria Bertrand-Quarles, Externship Coordinator
NaShay Chambers, Administrative Assistant

WATERFORD-PONTIAC CULINARY ACADEMY STAFF

Matthew Schellig, Associate Director of Culinary Art, Career Services Coordinator
Rachel Thomas, Administrative Assistant

SAGINAW STAFF

Denise Gruener, Managing Director
Stephanie Sova, Academic Dean
Melody Liverett, Associate Director of Admissions
Jose Jimenez, Admissions Representative
Shontelle Scott, Admissions Representative
Tony Olgine, Financial Aid Advisor
Kim Van Paris, Associate Director of Financial Aid
Emily Brooks, Medical Coordinator
Jina Jimenez, Externship Coordinator
Cassandra Hubbard, Externship Coordinator
Mark Matuszewski, Career Services Coordinator
Lexi Welch, Career Services Coordinator
Sister Phyllis Klonowski, Pharmacy Tech. Externship Coordinator
Casie Horton, Administrative Assistant
Marcie Euper, Evening Administrative Assistant
Brandi Buck, Administrative Assistant, Massage Therapy Clinic

DEARBORN-DETROIT STAFF

Tiphany Pugh, Managing Director
Sheila Batts, Lead Instructor
Michelle Oliver, Student Success Manager
Roslyn White, Director of Admissions
Khalia Brown, Senior Admissions Representative
Monique Johnson, Senior Admissions Representative
Brian McDonald, Senior Admissions Representative
Maurice Wilson, Admissions Representative
Rochelle Buford, Associate Director of Financial Aid
Aeisha Fambro, Financial Aid Advisor
Tiffany Ivey, Financial Aid Advisor
Jessica Hart, Career Services Coordinator
Dina Williams, Externship Coordinator / Medical Coordinator
Ursula Williams, Administrative Assistant

INSTITUTIONAL, STAFF & FACULTY MEMBERSHIPS

American Association for Health Education (AAHE)
American Association of Medical Assistants (AAMA)
American Culinary Federation (ACF)
American Nurses Association (ANA)
American Health Information Management Association (AHIMA)
American Heart Association (AHA)
American Medical Technologists (AMT)
Association of Private Sector Colleges and Universities (APSCU)
Chambers of Commerce: Madison Heights, Oak Park, Royal Oak,
Michigan Association of Career Colleges and Schools (MACCS)
Michigan Chefs de Cuisine (MCCA)
Michigan Restaurant Association (MRA)
Michigan Student Financial Aid Association (MSFAA)
Midwest Association of Student Financial Aid Administrators (MASFAA)
National Association of Financial Aid Administrators (NASFAA)
National Certified Insurance & Coding Specialist (NCICS)
National Healthcareer Association (NHA)
National Restaurant Association (NRA)
National Center for Competency Testing (NCCT)
Pharmacy Technician Certification Board (PTCB)

DESCRIPTION OF COURSES

Prerequisites and co-requisites: The course prerequisite(s) identifies classes which require successful completion prior to the class being attempted. The course co-requisite(s) identifies classes which require successful completion prior to the course being attempted or concurrent enrollment in both classes.

ACCOUNTING

A101 PRINCIPLES OF ACCOUNTING LAB I - 3 credits

This course is designed to develop the student's knowledge of the fundamental accounting equation as it relates to general business practices. This includes analyzing and classifying asset, liability, owner's equity, revenue and expense transactions which directly affect a business. In addition, the three major financial statements are presented and applied (income statement, statement of owner's equity and balance sheet). Finally, business transactions are transferred to the general journal and posted to the general ledger(s) showing final account balances (including adjusting and closing balances). A101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

BIOLOGY

BIO101 MEDICAL TERMINOLOGY / ANATOMY AND PHYSIOLOGY I - 2.5 credits

This course presents anatomy and physiology along with medical terminology allowing the student to complete medical forms and documentation and communicate with medical personnel. The student will study prefixes, suffixes, word roots and medical terms concentrating on acquiring a solid base on which to build a large vocabulary. The student is also introduced to medical abbreviations. An introduction to the body with a view toward the structure and function of body parts, tissues, organs, and systems and their relationship to the whole body. The integumentary, skeletal and muscular systems are studied as well as the mechanisms of disease. B101 includes 50 hours of contact instruction plus 12.5 additional outside hours (OH) of course work. Prerequisite: None.

BIO102 MEDICAL TERMINOLOGY / ANATOMY AND PHYSIOLOGY II - 2.5 credits

This course is a continuation of BIO101, presenting the language of medicine as it applies to the anatomy, physiology, and common pathological conditions of the following body systems: nervous, special

senses, endocrine, cardiovascular, respiratory, lymphatic and immunity, urinary, digestive and reproductive. BIO102 includes 50 hours of contact instruction plus 12.5 additional outside hours (OH) of course work. Prerequisite: BIO101.

COMPUTER TECHNOLOGY

C101 COMPUTER APPLICATIONS FOR ALLIED HEALTH PROFESSIONALS - 3 credits

This course is designed to introduce computers to students in the allied health programs. Course includes basic keyboarding and word processing skills and concepts as well as reinforce existing skills and concepts. Keyboarding techniques will be practiced and improved upon throughout the course. Students will create and edit word processing documents frequently used in the medical field. Electronic charting and scheduling will be introduced using electronic health records software. C101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

C102 INTRODUCTION TO COMPUTERS - 3 credits

This computer lab course is designed to introduce computers to students. Course includes basic keyboarding and word processing skills and concepts and will reinforce and improve existing skills and concepts. Keyboarding techniques will be practiced and improved upon throughout the course. Students will create and edit basic word processing documents. Students will be introduced to Microsoft Outlook software. C102 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: None.

C103 INTRODUCTION TO SOFTWARE: WORD PROCESSING AND SPREADSHEETS - 3 credits

This computer lab course is designed to introduce Microsoft Word and Excel applications to students. Concepts and procedures are presented and reinforced with practical applications on computers. This lab class includes how to prepare, edit and enhance documents; build, edit, enhance, file, retrieve, and print a spreadsheet. Entering data, building formulas, querying a database, and producing graphs from a spreadsheet will

also be covered. C103 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: C102.

C104 COMPUTER APPLICATIONS FOR NURSING - 2.5 credits

Fundamental computer applications are presented with a review of keyboarding and utilization of word processing software. In addition, electronic health records software is included. C104 includes 50 hours of contact instruction plus 12.5 additional outside hours (OH) of course work. Prerequisite: None.

C107 NAVIGATING COMPUTERS, JOB SEARCH AND MATH FOR THE TRADES - 3 credits

This course is designed to provide students with the necessary tools to effectively navigate in a Windows environment. Students are introduced to the job search process in understanding networking, obtaining employment opportunities, interview skills, and in the creation of a cover letter, resume, and career portfolio. In addition, basic math concepts are introduced to further the student's mathematical application. This course includes 60 hours of contact instruction plus 15 additional hours of outside course work. Prerequisite: None.

C108 SPREADSHEET APPLICATIONS LAB - 3 credits

This course introduces students to utilize spreadsheet software in a Microsoft Excel environment. This includes learning how to build, edit, enhance, file, retrieve, and print a workbook. Entering data, building formulas, querying a database, and producing graphs from a spreadsheet will also be covered. This course covers introductory core competencies required to successfully challenge the Microsoft Office Specialist (MOS) examination. C108 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: None.

C109 DATABASE MANAGEMENT LAB - 3 credits

A lab class in which creating databases, locating and editing data, and organizing data is covered. Students are introduced to menus, record retrieval, updating and sorting. C109 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: None.

C111 WORD PROCESSING APPLICATIONS LAB- 3 credits

Develops competency in word processing software. Concepts and procedures are presented and reinforced with practical applications on computers. C111 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: KT101 or C101.

C112 COMPUTER GRAPHICS LAB – 3 credits

In a computer laboratory situation, this class introduces the student to the basic principles of presentation graphics. C112 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

C115 INTEGRATED OFFICE APPLICATIONS LAB - 3 credits

Students use advanced capabilities of word processing, database, spreadsheets, and graphics in a Windows environment to solve a variety of computer-related problems. C115 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: C108, C109, C111, C112.

C118 ADVANCED MICROSOFT EXCEL – 3 credits

This course is a continuation of Excel, including advanced functions, data analyses, specialized functions, data import, workbook management, web queries and XML. Advanced Excel includes 60 hours of contact instruction plus 15 additional hours of outside course work. This course includes core competencies required to successfully challenge the Microsoft Office Specialist (MOS) examination. C118 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: C108.

C119 ADVANCED DATABASE MANAGEMENT LAB – 3 credits

Advanced features of Microsoft Access are covered in this course. Students explore advanced forms and reports, and learn how to create macros and how to integrate Access with other applications. This course covers information included in the Microsoft Office Specialist (MOS) Certification Exam for Access. C119 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: C109.

C121 ADVANCED WORD PROCESSING APPLICATIONS LAB – 3 credits

This lab includes how to use advanced functions of Microsoft Word, including mail merge, master documents and advanced tables and graphics. Desktop

publishing and graphics, integrating applications and automating tasks using templates and macros is also covered. Customization features of Word using SkyDrive and Office Web applications will be presented. This course contains information included in the Microsoft Office Specialist (MOS) Certification Exam for Word. C121 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: C111.

C123 MICROSOFT OUTLOOK AND WINDOWS – 3 credits

This course is designed to introduce students to the basic operations of the Windows operating system. Included in this class are the parts of the computer, the desktop, and the manipulation of files and folders. Also included are the basics of the Internet and various search sites. This course includes how to utilize Microsoft Outlook including email, calendar, and managing contacts and groups. This course contains information included in the Microsoft Office Specialist (MOS) Certification Exam for Outlook. C123 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

C124 QUICKBOOKS – 3 credits

This course is designed to provide entry level skills in QuickBooks that includes journal entries, creating purchase orders, the ability to track sales and expenses, produce and manage invoices and monitor financial records and complete payroll. This course contains information included in the Intuit QuickBooks Certified User examination. This course includes 60 hours of contact instruction plus 15 outside hours (OH) of assignments. Prerequisite: None.

C125 COMPUTER SOFTWARE SPECIALIST EXTERNSHIP I – 3 credits

The student is assigned an externship site in an office setting. This experience allows the opportunity to practice skills and gain confidence through working in the business world under the direct supervision of a professional business person and his/her staff. Students are required to complete 90 hours of unpaid work related experience along with curriculum reinforcement. Corequisite: 21 credit hours.

C126 COMPUTER SOFTWARE SPECIALIST EXTERNSHIP II – 3 credits

The student is assigned an externship site in an office setting. This experience allows the opportunity to practice skills and gain confidence through working in the business world under the direct

supervision of a professional business person and his/her staff. Students are required to complete 90 hours of unpaid work related experience along with curriculum reinforcement. Corequisite: 21 credit hours.

CULINARY ARTS

CA101 CULINARY FUNDAMENTALS - 3 credits

This lecture course is designed to introduce the student to the occupational and educational goals of the Culinary Arts Program. The student will explore the cooking profession, the range of culinary careers, basic culinary vocabulary, principles of professionalism, personal hygiene and general kitchen safety. The course will introduce the student to various herbs, spices, fruits and vegetables, and the sensory world of food. Appearance and flavoring profiles will be discussed. Students will study the National Restaurant Association's ServSafe Course Book curriculum and will take the ServSafe Manager Certification exam. CA101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

CA102 CULINARY SKILLS - 9 credits

This laboratory (kitchen) course is an introduction to the ABCs of a professional kitchen that covers the basics from measuring, knife skills and equipment to proper mise en place and cooking techniques. This course allows students the opportunities of food handling and cooking along with how to display and serve prepared foods in an attractive and appetizing manner. Kitchen courses are a "hands on experience" without the pressure of kitchen deadlines. CA102 includes 180 hours of contact instruction plus 45 additional hours of outside hours (OH) course work. Prerequisite: None.

CA104 NUTRITION AND PURCHASING FUNDAMENTALS - 3 credits

This lecture course is designed to explore the basic relationship between nutrition and health. Current issues in nutrition will be discussed as well as sources of nutrients, U.S. Dietary guidelines/recommendations, and nutrition labeling. This course includes how to buy food and commodities for both restaurants and institutions. Food classifications, standards and grading systems will be introduced. Students will study the National Restaurant Association's Nutrition curriculum and will take the NRAEF Manage First Nutrition certification exam. CA104

includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: CA101 and CA102.

**CA105 CULINARY SPECIALTIES:
BAKESHOP AND HEALTHY COOKING - 9 credits**

This laboratory (kitchen) course is designed to give a practical understanding of baking and healthy cooking. Baking of breads, rolls, cakes, pies and pastries in quantity will be covered. The students will also explore the art of decorating cakes with borders, lettering, flowers and designs. Using color and form effectively to create a professional quality product is included. The course includes "hands-on" experience in cooking healthier food through product selection, flavor development and healthy cooking techniques. CA105 includes 180 hours of contact instruction plus 45 additional outside hours (OH) of course work. Prerequisites: CA101 and CA102.

CA107 FOOD SERVICE OPERATIONS - 3 credits

This lecture course is designed to present the foundation of food production management and the systems of supervising daily operations including recipe selection, cost controls and menu planning. The course includes ways to manage food production employees, menus, food product, kitchen labor costs and kitchen employee costs. Techniques to properly evaluate decisions and analyze outcomes are covered. Restaurant organization related to efficiency and profitability will also be covered. CA107 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: CA104 and CA105.

**CA108 CULINARY SPECIALTIES:
CATERING, REGIONAL AND
INTERNATIONAL COOKING - 9 credits**

Planning, cooking for and serving large numbers of people while controlling food quality and quantity is the primary focus of this laboratory (kitchen) course. This course includes how to work as a team in a busy commercial kitchen. Students will also explore how to plan an attractive presentation for catered affairs. Preparing, garnishing and serving hot and cold food for occasions such as parties, receptions and business conferences will be covered as well as the techniques of cooking "out of house" events. This course includes "real life" experience operating in a simulated restaurant. CA108 includes 180 hours of contact instruction plus 50 additional

outside hours (OH) of course work. Prerequisites: CA104 and CA105.

CA110 CULINARY EXTERNSHIP - 12 credits

This course provides the student with unpaid work experience in a supervised food service setting under the direct supervision of the chef and his/ her staff. The primary objective of externship is to insure that each student gains practical experience, knowledge, skills and insight into the food service occupation. It is a structured experience bringing together academic knowledge gained in the instructional kitchen and classroom with practical hands-on participation in various cooking tasks. This course allows the student to utilize the skills that they have obtained by executing one or more of the following: Garde Manger: Prepare salads and salad dressings; prepare appetizers, relishes and hors d'oeuvres; prepare cold meat dishes; prepare cold sauces, glazes, jellies etc.; utilize leftovers. Cook's Assistant: Measure and mix ingredients according to recipe; prepare vegetables and fruits; prepare stocks and sauces; fabricate meats and fish; cook food according to recipe; season food according to recipe and taste; carve or portion food on serving plates; arrange and garnish plates for serving. Baker: Measure and mix ingredients according to recipe; prepare breads, rolls, muffins or biscuits; prepare pastries; prepare fruit or other pies, tarts or cobblers; prepare cakes, cookies and puddings. Students are required to complete 360 hours of unpaid work related experience. Prerequisites: A minimum of 36 credits are required.

COSMETOLOGY

**COS101 INTRODUCTION TO
COSMETOLOGY - 450 Clock Hours Total;
200 Theory (lecture), 250 Practical (lab)**

The course begins with a brief history of cosmetology and takes the student through to the look of today's licensed cosmetologist. A road to success, both personally and professionally is highlighted. Michigan law is discussed in detail throughout this course. Students are introduced to all subjects within the cosmetology program, starting with infection control, including basic science concepts associated with the profession and up through all aspects of hair care, skin care and nail care. Prerequisite: None.

**COS102 COSMETOLOGY I - 450 Clock
Hour Total; 100 Theory (lecture), 350
Practical (lab)**

This course addresses the necessary objectives of a first level senior student. A hands-on approach is taken with continued theory concepts to reinforce best practices. Students enter the clinic floor and provide services and applications to the public with direct oversight of their instructor. Students will be presented with a continued emphasis on infection control and a thorough overview of manicuring and pedicuring. A major component of the course focuses on all aspects of hair care, from the principles of hair design through cleaning, cutting, styling, chemical treatment and coloring. Prerequisite: COS101.

**COS103 COSMETOLOGY II - 300 Clock
Hour Total; 75 Theory (lecture), 225
Practical (lab)**

This course provides students with the opportunity to hone their service and applications skills in the clinic. Special attention is given to building student confidence with skill competency and client interaction. Students will sit for their first of many mock state exams to prepare them for state licensure. Theory is a constant component of the course with skin care, including hair removal, facials and make-up, being looked at in detail. Chemical textures services, manicures and pedicures are also a major focus of the course. A continued emphasis is placed on infection control and refining individual techniques for hair cutting, hair coloring. Prerequisite: COS102.

**COS104 COSMETOLOGY III - 300 Clock
Hour Total; 50 Theory (lecture), 250
Practical (lab)**

The final course in the cosmetology program is focused on preparing students for state licensure. A thorough review of all theory is presented, culminating in a final theory test for the course and program. Instructors work with students to fine tune their application and service skills in the clinic. Students work toward completion of the minimum practical applications, as required by the state. This course prepares the student for employment and discusses the facets of the salon as a business. Prerequisite: COS103.

DENTAL ASSISTANT

**DA101 INTRODUCTION TO DENTAL
ASSISTING - 3 credits**

This course introduces the student to the Dental Assisting career and the professional dental industry. Students are introduced to the history of dentistry, the dental healthcare team, the dental

office environment, introduction to human anatomy and physiology as well as dental terminology. In addition, law and ethics as applied to dentistry are also covered. DA101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

DA102 INFECTION CONTROL IN DENTISTRY - 3 credits

In this course, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control. Topics include microbiology, disease transmission and infection Control as it applies to the dental environment. This course includes the principles and techniques of disinfection, processing and sterilization techniques of instruments and dental supplies, and blood borne pathogen standards. DA102 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

DA103 DENTAL ANATOMY, MORPHOLOGY, AND DENTITIONS - 3 credits

This course introduces the student to head and neck anatomy and oral cavity structures. This course includes a study of dentitions and tooth morphology as well as the Universal Tooth Numbering System and dental terminology related to tooth anatomy and oral structures. DA103 includes 60 hours of contact instruction plus 15 additional outside (OH) hours of course work. Prerequisite: None.

DA104 ORAL HEALTH AND PREVENTION OF DENTAL DISEASE - 3 credits

This course identifies infectious dental diseases and the measures that are effective in improving oral health and preventing oral disease. The course covers periodontal disease, oral pathology and patient education measures in preventing disease with nutrition and dental care. DA104 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None

DA105 DENTAL MATERIALS LAB- 3 credits

The clinical use of dental materials is an essential component of most dental procedures. In this course, the student will be exposed to dental materials, receive hands-on training in taking impressions and constructing study casts and master casts. This course provides a level of background knowledge and skill necessary to assist in safely and properly preparing various dental materials used by the dentist. DA105 includes 60 hours

of contact instruction plus 15 additional outside (OH) hours of course work. Prerequisite: None.

DA106 ADMINISTRATIVE DENTAL OFFICE PROCEDURES - 3 credits

This course introduces the administrative business side of the dental practice providing the student with the basic skills and knowledge necessary to work in a progressive dental practice. Included are components on controlled records management, effective appointment scheduling, communication skills, a basic foundation in bookkeeping and the application of HIPAA regulations as they apply to the dental practice. DA106 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

DA110 DENTAL ASSISTING LAB I - 3 credits

This course provides the student with the background knowledge and skills needed to gather patient information and obtain diagnostic information, perform assessment procedures, work with a medically compromised patient and assist with a team in a medical emergency. This course also includes vital signs, CPR and dental pharmacology. DA110 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: DA101.

DA111 DENTAL ASSISTING LAB II - 3 credits

This course introduces the student to chair-side assisting responsibilities and procedures practiced in general dentistry including four-handed dentistry, care and operation of equipment, and patient care. Included is how to handle and transfer dental instruments and place materials on models. DA111 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: DA101.

DA112 DENTAL ASSISTING LAB III - 3 credits

This course introduces the student to chair-side assisting responsibilities and procedures of prosthodontics, dental implants and endodontics including two-handed and four-handed dentistry, care and operation of equipment, and patient care. This course also includes how to handle and transfer dental instruments and place materials on models. DA112 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: DA105.

DA113 DENTAL SPECIALTIES LAB - 3 credits

In this course, the student will explore dental specialties including oral and maxillofacial surgery, pediatric dentistry, orthodontics, coronal polishing, and dental sealants. Students have the opportunity to practice and master entry level functions, review expanded functions, and demonstrate knowledge of instruments, materials, and equipment used in these areas of dentistry. DA113 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: DA105.

DA114 INTRODUCTION TO RADIOLOGY* - 3 credits

Dental radiology involves the use of x-radiation to create radiographs necessary to identify and diagnose conditions. Using manikins, this course covers how to expose and process dental images, manage the patient, maintain proper infection control and quality control, and always follow radiation safety procedures by producing diagnostic quality radiographs with minimal exposure. DA114 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: DA101.*This course follows the Michigan Dental Association approved radiography training program.

DA120 DENTAL ASSISTANT CAPSTONE - 3 credits

In this Capstone course, the students will have the opportunity to review and practice all clinical skills prior to externship. DA120 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: DA101, DA102, DA103, DA104, DA105, DA110, DA111, DA112, DA113, and DA114.

DA121 DENTAL ASSISTANT EXTERNSHIP - 6 credits

This course provides the student with actual work experience allowing them the opportunity to demonstrate their skills in the real world of dentistry under the direct supervision of the dentist and his/her staff. Students are given the opportunity to work in both the administrative and clinical sections of the office. Guidance and supervision are key to a successful externship experience. It is expected that the student will become an integral part of the office staff. Externship sites will be developed by the school and every effort will be made to meet the needs of the student and the office (location, hours, and specialty areas provided). Monitoring of externship sites and documentation of hours is required. Prerequisite: 42 program credits are required.

ELECTRICAL

EL100 ELECTRICAL FUNDAMENTALS AND SAFETY - 3 credits

This course provides an overview of the electrical trade and discusses career paths available to electrical technicians. Safety rules and regulations for electricians are also covered. Also included are the necessary precautions required for various electrical hazards found on the job, and the OSHA-mandated lockout/tagout standard. Specific applications and proper use of trade tools is provided, in addition to important safety and maintenance issues related to hand and power tools. EL100 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: None.

EL105 ELECTRICAL THEORY - 3 credits

This course will provide an introduction to Ohm's law, and the relationship of atomic theory, electromotive force, and resistance in alternating current and direct current circuits. In addition, the course covers Kirchhoff's voltage and current laws and power formulas. The course covers different circuits such as serials, parallel, and combination circuits. This course also includes how to use electrical testers such as non-contact testers, ground fault interrupt tester, clamp-on meter and multimeters. This course requires 60 contact hours of instruction plus 15 additional outside hours of course work. Prerequisite: None.

EL110 INTRODUCTION TO CONSTRUCTION DRAWINGS- 3 credits

This course focuses on electrical and construction prints, drawings, and symbols; this provides students with real life scenarios found on schematics, one-lines and wiring diagrams. The course also explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. This course also provides an introduction to construction math. The course reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions, and decimals, and explains their applications to the construction trades. EL110 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: None.

EL115 ELECTRICAL MATHEMATICS I - 3 credits

This course provides an introduction to electrical math and introduces the

fundamentals of using calculations in the electrical field. The course explains how to calculate branch circuit and feeder loads for various residential and commercial applications. The course covers the various factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop. EL115 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL105.

EL120 NATIONAL ELECTRICAL CODE - 3 credits

This course provides a navigational road map for using the National Electrical Code ("NEC") book. The module introduces the layout of the NEC and the types of information found within the code book, allowing students to practice finding information using easy-to-follow procedures. This module covers the components, installation considerations, and NEC requirements for various commercial electrical services. Additionally, the course describes the NEC requirements for selecting and installing equipment, enclosures, and devices in various special locations. This course requires 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL105.

EL125 APPLICATIONS OF RACEWAYS - 3 credits

This course will provide an overview of the types and applications of raceways, pull and junction boxes, and wiring methods. This course includes how to cut, ream, thread, connect, and bend conduit using hand, mechanical, and hydraulic benders. The course will explain how to select and size pull boxes, junction boxes, and hand holes. The hands on application will include setting up and installing cable tray in residential and industrial settings. Also emphasized during this course are appropriate NEC requirements. EL125 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL105.

EL135 ELECTRICAL TEST EQUIPMENT - 3 credits

This course provides an expanded the knowledge of electrical test equipment. It also covers different applications used in diagnoses and troubleshooting. How to use electrical testers such as Volt / Ohm Meter ("VOM"), Megger, phase meter, rotation meter, different tracing and multimeters are covered. This course includes basic First Aid, CPR, and AED

through video-based instruction and instructor-led demonstration that teaches critical skills needed to respond to first aid, choking or sudden cardiac arrest emergency. Students passing the CPR exam are issued a CPR card. EL135 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL105.

EL140 ELECTRICAL MATHEMATICS II - 3 credits

This course provides an expanded approach to electrical math, and explains how to size and select circuit breakers and fuses for various applications. It also covers short circuit calculations and troubleshooting. The topics include basic calculation procedures for commercial and residential applications. The course covers various heat tracing systems along with their applications and installation requirements. EL140 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL115.

EL145 WIRING METHODS – 3 credits

This course provides an overview of the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components. It covers NEC fill and pull requirements for devices, pull, and junction boxes under 100 cubic inches. The module provides a continuation of conduit bending and installation. This module emphasizes the appropriate NEC requirements for conductor and cable installation. EL145 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisites: EL115.

EL150 LIGHTING AND GROUNDING CIRCUITS - 3 credits

This class will introduce students to the world of lighting. This class covers incandescent, fluorescent, Tungsten-halogen, mercury vapor, metal halide, high-intensity discharge (HID), compact fluorescent (CFL), and light-emitting diode (LED). It will introduce students to circuit breakers and fuses and focuses on the purpose of grounding and bonding electrical circuits as required by the National Electrical Code. The practical lab will offer instruction in the installation of light applications, fixtures, differing bulbs and lighting requirements for residential, commercial and industrial settings. EL150 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL115.

EL155 BASIC CONTROL SYSTEMS – 3 credits

This class will introduce student to coils, ice-cube relay, solid-state relay, and overload relays, lighting contactor, industrial contactor, and motor starter contactors. This course includes learning to draw line diagrams, check relay and contactors using multimeter techniques to locate faults in different voltage systems. This course includes basic control and holding circuit, latching circuit, wiring lighting indicator and safety devices. EL155 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL115.

EL160 DISTRIBUTION SYSTEMS – 3 credits

This course will provide an overview of switchboards and switchgear, including installation, grounding, and maintenance requirements. In addition, this course will provide an overview of transformer types, construction, connections, protection, and grounding. This course covers the theory, operation, maintenance and testing of power transformers and supporting equipment. Safe and proper maintenance and testing procedures on pad-mounted, power transformers are also included. Larger power transformers used in utility applications are also covered along with cost estimation and control. EL160 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisites: EL125, EL145 and EL155.

EL165 ADVANCED CONTROL SYSTEMS - 3 credits

This class furthers student knowledge of control circuits by adding off-delay, on-delay timers relays, adjustable frequency drive, and reduced voltage motor starters. Also covered are advanced troubleshooting procedures. The course covers different types of fire alarm systems and wiring for initiating, notification appliances: hardwire, multiplex, and addressable systems as well as initiating and notification appliances. EL165 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL155.

EL170 MOTOR CIRCUIT APPLICATIONS - 3 credits

This course will provide students the latest industry practices in power and control motor circuits. How to read ladder and connection diagram, motor symbols, schematic diagrams, variable frequency drives, and how to build a motor are covered in this course. This course explains how to identify motor

faults and understand appropriate techniques for preventive maintenance using various meters and test equipment. This class also covers calculations required to size overload, conductors and feeder, controllers, short circuit and ground fault protection, and disconnect. EL170 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL155.

EL175 PROGRAMMABLE LOGIC CONTROLLERS - 3 credits

This course will introduce students to programmable logic controller (“PLC”) hardware and software. This course includes the different parts of the hardware and how they are connected in a closed loop system. In addition, it covers how to program logic in ladder logic format as well as discrete input/output, basic instruction, timers, counters, data tables, communication and troubleshooting procedures. EL175 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: EL155 and C106.

ENGLISH

E102 BUSINESS COMMUNICATIONS – 3 credits

This course is designed to provide students with the necessary tools to effectively communicate within a business environment. Professionalism, successful communication, and grammar are stressed, while students enhance verbal and written communication skills in completing office memorandums, various letter types, and electronic business messages. In addition, students are introduced to the job search process in understanding networking, obtaining employment opportunities, interview skills, and in the creation of a cover letter, resume, and career portfolio. E102 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

E105 PROFESSIONAL COMMUNICATIONS - 3 credits

This course illustrates how to make presentations, facilitate meetings, promote products and services, and express and elaborate their ideas. This course includes how to analyze, research, organize, word and deliver to an audience and develop transferable professional skills. This course presents the levels and elements of communication, speaking confidently, presentation tools, strategies of persuasion and delivering to the audience. E105 includes 60 hours of

contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

E106 PROFESSIONALISM IN NURSING - 2.5 credits

This course presents the responsibilities of the nursing professional in developing leadership skills, communication skills, and delegation skills to the unlicensed assistive personnel and accepting skills assigned by the registered nurse. Different health care settings where health care providers are employed will be explored; the process of finding employment, completing a cover letter, developing a resume and preparing to interview is covered. An emphasis to the legal and ethical issues and cultural diversity is also explored. E106 includes 50 hours of contact instruction plus 12.5 additional hours of outside course work. Prerequisite: None.

E110 ENGLISH FOR THE OFFICE PROFESSIONAL – 3 credits

This course helps prepare students for the expectations of an office professional by reviewing three critical English areas: writing, grammar and punctuation. Writing skills are honed through the practice of writing common business documents. Basic mechanics and fundamentals of grammar and punctuation are reviewed and sharpened using practice exercises. Basic proofreading and spelling skills are also reinforced. E110 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HOTEL AND RESTAURANT MANAGEMENT

HOS101 DISCOVERING HOSPITALITY AND TOURISM - 3 credits

This lecture course is designed to introduce the student to the travel-tourism-hospitality industry. The course presents basic information about travel and tourism, lodging and foodservices, and serving people who are away from home. HOS101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HOS102 PROFESSIONAL FOODSERVICE - 3 credits

Providing excellent guest service is the focus of this lecture course. The student will explore the historical context of service, the manager’s role in good service, and the various types of service in food service operations. This content explores current topics from taking

reservations, preparing the dining room, greeting and serving the guest, bar and beverage service, table etiquette to presenting the check. Current information on restaurant technology will also be explored. Upon completion of course material, students challenge the ManageFirst® Competency Exam for the ServSafe® Alcohol Certification. HOS102 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HOS103 MANAGING HOTEL OPERATIONS - 3 credits

This lecture course focuses on the hotel industry with emphasis on the history and structure of the industry, guest services, revenue cycles and technology in the industry. The student will have the opportunity to learn and use reservations software. HOS103 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HOS104 RESTAURANT MANAGEMENT - 3 credits

This introductory lecture course emphasizes key managerial concepts needed for leadership within a dynamic food service industry. Content includes skill development in communication, time and stress management, personnel management, and organizational goal setting. Ethical and regulatory factors affecting compensation and termination are introduced. Upon completion of course material, students challenge the ManageFirst® Competency Exam for Hospitality and Restaurant Management. HOS104 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HOS105 FOODSERVICE COST CONTROL AND SANITATION - 3 credits

This lecture course emphasizes the importance of understanding, implementing, and evaluating cost control and sanitation standards within the foodservice industry. Content includes cost control measures related to food, pricing, inventory control, service, production, sales, and labor. ServSafe training introduces the student to the basic information needed to serve safe food and understand the food safety risks faced by a foodservice operation. Upon completion of this course students challenge the ManageFirst® Competency Exam for Controlling Foodservice Costs and the National Restaurant Association's ServSafe Essentials certification exam. HOS105 includes 60 hours of contact instruction plus 15 additional outside

hours (OH) of course work. Prerequisite: None.

HOS106 THE MEEC INDUSTRY - 3 credits

This lecture course presents a broad overview of the Meetings, Expositions, Events, and Conventions (MEEC) industry as it continues to grow from the hospitality industry, colleges and universities, and communities. Students will be introduced to the Convention Industry Council (CIC), Accepted Practices Exchange (APEX), risk management, MEEC venues, special events planning and management, and Destination Management Companies (DMC). The course completes with a case study allowing the student the opportunity to put together an event utilizing the processes presented throughout the course. HOS106 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HOS110 HOSPITALITY AND TOURISM EXTERNSHIP - 6 credits

This course provides the student with actual work experience allowing them the opportunity to demonstrate their skills in the real world of hospitality under the direct supervision of the site manager and his/her staff. Guidance and supervision are the keys to a successful externship experience. It is expected that the student will become an integral part of the business staff. Externship sites will be developed by the school and every effort will be made to meet the needs of the student and the office (location, hours, and specialty areas provided). Monitoring of externship sites and documentation of hours is required. Prerequisites: A minimum of 42 credits are required.

HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION

HVAC101 FUNDAMENTALS OF HVAC - 3 credits

This course introduces the student to the heating, ventilation, air conditioning and refrigeration (HVAC/R) industry and profession. Students are introduced to the history of the HVAC/R industry, safety standards, the science behind HVAC systems, as well as the tools and equipment necessary to perform maintenance and testing on HVAC components. Student will also be introduced to measuring, servicing and testing equipment, meter calibration, piping and tubing, as well as brazing, soldering and welding techniques. HVAC101 includes 60 hours of contact

instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

HVAC102 ELECTRICITY - 3 credits

This course is designed to introduce the student to basic electricity, electrical power and circuits, motors, components and wiring diagrams as they apply to the HVAC industry. Through theory and application, the course covers such topics as alternate current (AC) and direct current (DC), Ohm's law, single and multi-phased motors, circuit testing and wiring schematics. HVAC102 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Co-requisite: HVAC101.

HVAC104 CONTROLS - 3 credits

This course will introduce the student to the various controls used in the HVAC industry. Topics include contactors/relays/overloads, thermostats, pressure switches, electronic/heating control devices and residential/commercial/industrial air conditioning control systems. HVAC104 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: HVAC101.

HVAC106 REFRIGERATION - 3 credits

This class introduces the student to the fundamental principles behind the refrigeration cycle. Concepts include the basic operation of domestic refrigerators, freezers, defrost mechanisms, and electrical circuits. Topics covered include Section 608 refrigerant certification, the laws of refrigeration, compression cycle, latent and sensible heat, methods of heat transfer, troubleshooting and servicing of domestic and light commercial refrigeration systems. HVAC106 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: HVAC101.

HVAC108 RESIDENTIAL SYSTEMS - 3 credits

This class introduces the student to residential and light commercial HVAC systems. Subjects covered are residential air conditioning; gas and oil fired heating systems, electric heat, heat pumps and troubleshooting of these systems. HVAC108 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: HVAC101.

HVAC110 COMMERCIAL SYSTEMS – 3 credits

This class introduces the student to commercial environmental and refrigeration systems. It covers application, installation and servicing of industrial air conditioning, control

systems, rooftop installation, air handler coils, hydronic heating systems, cooling towers and storage systems. This class also introduces the student to commercial refrigeration systems including systems, equipment and special components found in restaurants and supermarkets, in addition to food preservation. HVAC110 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: HVAC101.

HVAC114 BLUEPRINTING, WEATHERIZATION AND SUSTAINABILITY - 3 credits

This course will introduce the student to the basics of blueprint reading as it relates to the HVAC industry. Students will be introduced to weatherization procedures and sustainable building applications. Topics include the fundamentals of residential weatherization, various construction methods, thermal and moisture protection and insulation piping, ducts and water heaters. The course covers strategies for green building design preparing the student to contribute to the overall sustainability of HVAC design. Topics range from basic skills, such as basic mathematics, safety, various measurements and symbols, to freehand sketching and drafting, to reading and interpreting architectural plans, including ductwork and mechanical plans. HVAC114 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Co-requisite: HVAC101.

HVAC115 SYSTEM DESIGN, SIZING AND LAYOUT - 3 credits

This course will introduce the student to efficient system design, appropriate sizing and layout of HVAC systems. Topics include building construction, fans and duct systems, duct installation, zone control systems, testing/adjusting/balancing (TAB), indoor air quality (IAQ), filters and humidifiers and residential load calculations. HVAC115 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: HVAC101.

HVAC118 EPA STANDARDS, SYSTEM TROUBLESHOOTING AND SCHEMATICS - 3 credits

During the first three weeks of this course the students will prepare for and challenge the Section 608 EPA universal certification exam. This course includes proper refrigeration system recovery, evacuation and charging, as well as deep vacuum tests. Course time will be spent

reinforcing knowledge of electrical schematics and proper troubleshooting techniques. HVAC 118 includes 60 hours of contact instruction plus an additional 15 hours of outside hours (OH) of course work. Prerequisites: HVAC108 and HVAC110.

HVAC120 HVAC EXTERNSHIP - 6 credits

The student is assigned an externship site in a residential, commercial, construction or industrial setting. This experience allows the student the opportunity to practice skills and gain industry familiarity through hands-on participation in various HVAC tasks under direct supervision of an experienced industry professional. Students are required to complete 180 hours of unpaid work-related experience. Prerequisite: 30 program credits are required. Prerequisite: None.

KEYBOARDING TECHNOLOGY

KT101 COMPUTER KEYBOARDING LAB – 3 credits

Introduction to the keyboard using drill work to master the keyboard and develop good typing habits. Introduction of vertical and horizontal centering concepts. Keyboarding goal of 40 wpm is achieved upon course completion. KT101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

KT102 COMPUTER DOCUMENT PROCESSING LAB II – 3 credits

Letter formatting, tabulation, reports, and typing from rough drafts are covered. Concentrating on speed building to achieve a speed goal of 45 wpm. KT102 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: KT101 or test out.

KT103 SPECIALIZED COMPUTER DOCUMENT PROCESSING LAB III – 3 credits

Secretarial and manuscript keyboarding with an emphasis on production and high level of accuracy and speed with a stated goal of 50 wpm. KT103 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: KT102.

MANAGEMENT

MG106 INTERPERSONAL SKILLS - 3 credits

This course is designed to reinforce interpersonal skills (both personal and professional) regarding effective communication, personal perceptions, listening, emotional expression and

conflict as it relates to individuals, society and various cultures. Additionally, the course covers skills in understanding the importance of providing appropriate service for customers within program career fields. MG106 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: none.

MG111 INTRODUCTION TO MARKETING - 3 credits

This lecture course provides students with the basic concepts essential to marketing using an active-learning approach by presenting current marketing theories in the context of real-world, recognizable businesses. The marketing process, marketing opportunities, and consumer behavior are also covered. MG111 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: None.

MG114 HUMAN RESOURCES IN THE HOSPITALITY INDUSTRY - 3 credits

This lecture course introduces students to human resources in the hospitality industry. Topics include the legal environment of human resources, policies and procedures, recruitment, first impressions and ethical foundations, training programs, compensation programs, performance management and appraisal, and employee health and safety. The role of human resources in strategic planning, critical issues in human resources management and planning for global expansion are also covered. MG114 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisites: none.

MASSAGE THERAPY

MT101 INTRODUCTION TO MASSAGE THERAPY – 90 clock hours

This course provides an introduction to Swedish massage techniques which have become recognized as the fundamental basis for many other forms of massage therapy. Basic palpation techniques as well as proper body mechanics and draping, while having the availability to practice these skills in a lab setting are also covered. Prerequisites: none.

MT105 INTRODUCTION TO ANATOMY FOR MASSAGE THERAPY – 60 clock hours

This course serves as an introduction to anatomy and physiology for the massage therapies. Students will be introduced to the organization of the human body and basic body chemistry, laying a foundation to study the more complex systems of the

body. Specific aspects of these systems will be noted as to how each relates to massage therapy. Topographical contours and bony landmarks involved in massage therapy will be highlighted throughout the course. Prerequisite: None.

MT110 UPPER BODY PALPATION – 90 clock hours

This course provides an in depth look at massage therapy palpation techniques used throughout the upper body. Content includes how to identify various insertion and origin points and how to determine which muscle group should be addressed. This course will also cover various methods and modalities of treatment throughout the upper body including but not limited to trigger point therapy, stretching, active range of motion, myofascial release and many more. Prerequisite: MT101.

MT115 ADVANCED ANATOMY - 60 clock hours

This course is a continued study of anatomy and physiology as it applies to the massage therapies. The human body will be examined system by system, noting the individual components and how each system impacts the others. An in-depth look at the muscles and bony landmarks throughout the body will be emphasized as students become familiar with origin and insertion points throughout. Prerequisite: MT105.

MT120 LOWER BODY PALPATION - 90 clock hours

This course provides an in depth look at massage therapy palpation techniques used throughout the lower body. Insertion and origin points and how to determine which muscle group are addressed. This course will also cover various methods and modalities of treatment throughout the lower body including but not limited to trigger point therapy, stretching, active range of motion, myofascial release and many more. Prerequisite: MT101.

MT125 KINESIOLOGY – 60 clock hours

Students in this course are introduced to the body systems that are key components to motion. This course also covers how the structure and function of the various types of joints and discuss muscle tissue and the central and the autonomic nervous systems as they interact to produce movement. Essential terminology while being guided through a detailed study of the joints and muscles throughout the body are also covered. Prerequisite: MT105.

MT130 CHAIR MASSAGE/SPORTS MASSAGE – 90 clock hours

This course introduces students to two commonly used forms of massage therapy: the chair massage and sports massage. This course includes how to perform chair massage and both pre- and post-event sports massage in various public settings. This course will also expose students to different career paths within the massage therapy field. Prerequisite: MT101.

MT135 PATHOLOGY FOR THE MASSAGE THERAPIST – 60 clock hours

This course examines many of the human pathologies encountered in the massage therapy profession including dermatologic, musculoskeletal, neurologic, cardiovascular and lymphatic/immune pathologies and cancer. Various manifestations of pathologies and how to appropriately tailor treatment during massage practice are covered. Prerequisite: MT105.

MT140 SPA APPLICATIONS AND EASTERN MODALITIES – 90 clock hours

This course provides instruction in various spa methods and eastern modalities. This course includes modalities such as aromatherapy, facial rejuvenation, hot stone therapy, exfoliating and detoxification techniques and shiatsu techniques. Career opportunities utilizing these techniques will be introduced. Prerequisite: MT101.

MT145 BUSINESS APPLICATIONS AND ETHICS FOR MASSAGE THERAPISTS – 60 clock hours

This course provides a detailed examination of the business aspects of the massage therapy profession. The creation of a business plan for starting a massage therapy business is included. This course will also address the current legal and ethical landscape of massage. Prerequisite: MT105.

MT150 MASSAGE CLINIC – 90 clock hours

This course provides a supervised clinical experience in which students perform massage therapy services in a massage clinic. All clinics are supervised by a licensed massage therapist. Students will have the opportunity to practice massage modalities learned throughout the program on members of the public in a simulated work environment. This course will be supported by scheduled lectures to reinforce techniques used in the clinic and to address any questions or concerns that may arise. Prerequisite: MT101, MT110, MT120, MT130, and MT140.

MT155 MASSAGE CAPSTONE – 60 clock hours

This course helps to prepare students to challenge the Massage & Bodywork Licensing Examination (MBLEx), a nationally recognized exam required for licensing in the state of Michigan. This course covers a variety of concepts and strategies involved in assessing and treating clients and will review the essential modalities inclusive in the exam. Prerequisites: MT105, MT115, MT125, MT135, and MT145.

MATHEMATICS

M101 BUSINESS MATH - 3 credits

Review and or develop competency skills for the basic mathematical fundamentals of addition, subtraction, multiplication, division, decimals and fractions. Additionally, core abilities will be introduced in accordance with the following job related functions: percentages, purchasing and pricing, preparing payroll and calculating interest equations. M101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

MEDICAL

ME065 MEDICAL WORKPLACE SKILLS - 3 credits

This course is designed to present a combination of skills necessary to be successful in securing gainful employment. Basic math concepts will be reviewed to further the student's mathematical application. Students are taught to identify and describe key job skills and objectives, techniques for writing a simple resume and cover letter, how to search for jobs effectively, and techniques for improving interviewing skills and following up on job leads. ME065 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

ME101 MEDICAL TERMINOLOGY - 3 credits

The student will gain knowledge of the most commonly used terms in the medical profession and understand how the term is applied in a medical setting. To optimize students' retention and understanding, each term is broken down into its Latin or Greek word part or element. The importance of correct spelling and pronunciation of each word part, element and/or term is also stressed throughout this course. ME101 includes

60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

ME110 MEDICAL INSURANCE AND ELECTRONIC HEALTH RECORDS LAB – 3 credits

The students will be introduced to a practical approach for basic comprehension of medical insurance programs and coding procedures using the most current ICD and CPT manuals and billing procedures. The student will also be introduced to practice management and electronic health records. Advanced training software will be used for electronic charting, scheduling, reporting and inputting of basic insurance information. ME110 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Corequisite: ME101.

ME120 MEDICAL INSURANCE SOFTWARE APPLICATIONS – 3 credits

This course provides the student with the opportunity to learn and perform the duties of the medical biller using computerized practice management programs. The role computers play in the medical billing cycle is highlighted, along with the use of health information technology, electronic health records and HIPAA. Data entry such as patient account information and patient scheduling and how to enter patient charges, create claims and create reports are covered. ME120 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Corequisite: ME110.

ME130 ADVANCE MEDICAL CODING AND BILLING - 3 credits

This course is a continuation of ME110 providing the student with a comprehensive overview of private and government insurance plans, workers compensation. Students are introduced to legal and regulatory issues, coding for medical necessity and advanced coding for evaluation and management and by body systems. ME130 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: ME110.

ME135 HOSPITAL AND INSTITUTIONAL CODING AND BILLING - 3 credits

This course is designed to provide a basic understanding of various aspects of hospital and institutional coding and billing including the hospital regulatory environment, hospital departments and their functions, and patient accounts and data flow. Hospital billing processes, accounts receivable management, coding, claim forms, reimbursement and

HIPAA as it applies to the hospital environment are also covered. ME135 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: ME110.

ME191 MEDICAL ADMINISTRATION AND BILLING EXTERNSHIP - 6 credits

The student is assigned an externship site which permits him/her to perform the duties of a medical biller under the direct supervision of the medical office supervisor. Skills and knowledge base are enhanced by this experience and the student gains valuable work experience and self-confidence. Students are required to complete 180 hours of unpaid work-related experience. Prerequisite: 42 program credits are required.

MEDICAL ASSISTANT

MA106 HEALTH HISTORY AND PHYSICAL MEASUREMENTS LAB - 3 credits

Introduces universal blood and body substance precautions, and methods of infection control. The course includes how to take and record vital signs and physical measurements that are part of the history and physical examination. MA106 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Corequisite: ME101.

MA107 SURGICAL ASEPSIS AND PHARMACOLOGY LAB - 3 credits

Introduces the student to the important concept of infection control, emphasizing medical and surgical asepsis in the medical office. Pharmacology basics and the correct procedures for administering medications are also reviewed. MA107 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Corequisite: ME101.

MA108 URINALYSIS, VENIPUNCTURE AND HEMATOLOGY LAB - 3 credits

This course introduces students to specimen collection and handling for laboratory tests commonly ordered in the physician's office, and meeting CLIA regulations. This is followed by an in-depth analysis of the systems, blood tests, and procedures related to urinalysis and hematology. This is an invasive procedure module. This course explains how to adhere to Universal Precautions procedures and OSHA bloodborne pathogens standards. MA108 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Corequisite: ME101.

MA109 ELECTROCARDIOGRAPHY, RADIOLOGY, FIRST AID AND CPR LAB - 3 credits

This course introduces students to cardiovascular procedures, including ECG's and Holter monitors, as well as diagnostic pulmonary function testing and diagnostic radiology. Common office emergencies and first-aid procedures are also reviewed. CPR Certification is included in this course. MA109 includes 60 hours of contact instruction plus 15 additional outside (OH) hours of course work. Corequisite: ME101.

MA110 ANATOMY AND PHYSIOLOGY: MUSCULOSKELETAL, INTEGUMENTARY, NERVOUS SYSTEMS AND MECHANISMS OF DISEASE - 3 credits

This course covers the structural organization of the body and the mechanisms of disease. The terminology, anatomy, physiology, pathological conditions and disease processes are introduced for the sense organs and the following systems: Integumentary, Musculoskeletal, and Nervous. MA110 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: ME101.

MA111 ANATOMY AND PHYSIOLOGY: DIGESTIVE, URINARY, REPRODUCTIVE, ENDOCRINE, AND CARDIOVASCULAR SYSTEMS AND GROWTH AND DEVELOPMENT OF THE HUMAN BODY - 3 credits

This course introduces the student to six systems of the body: Digestive, Urinary, Reproductive, Endocrine, Cardiovascular, and Respiratory. The terminology, anatomy, physiology, and pathological and disease processes associated are introduced for each system. Growth and development of the human body is also presented. MA111 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: ME101.

MA112 MEDICAL OFFICE ADMINISTRATION - 3 credits

Offers a practical approach to a basic comprehension of law and ethics, medical insurance and medical office procedures. MA112 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: None.

MA114 MEDICAL ASSISTANT EXTERNSHIP - 6 credits

The student is assigned an externship site in a clinic, physician's office, or hospital. This experience allows the opportunity to practice skills and gain confidence through working in the real world of medicine under the direct supervision of

the physician and his/her staff. Students are required to complete 180 hours of unpaid work related experience along with curriculum reinforcement. Prerequisite: 42 program credits are required.

MA115 EXCELLING IN TODAY'S MEDICAL ENVIRONMENT – 3 credits

This course focuses on the non-clinical skills that students need when employed in the medical office and on externship. The topics covered include effective patient interaction and education, working with geriatric patients, cultural diversity, preparing for externship while in school, and what to do while on externship. MA115 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: MA112 plus 9 program credits.

MA120 SPECIALTY EXAMINATIONS / PROCEDURES, VENIPUNCTURE AND BLOOD CHEMISTRY LAB - 3 credits

Deals with specialty areas in the medical office setting: physical agents to promote healing; pediatrics; colon procedures and male reproductive health. Continued development of venipuncture skills and performance of blood chemistry and serology tests are included. Venipuncture and blood chemistry testing are invasive procedures and strict adherence to Universal Precautions and OSHA bloodborne pathogen standards will be reinforced. MA120 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: MA108.

NURSING

NUR151 PRACTICAL NURSING FUNDAMENTALS I - 2.0 credits

This course will explore the role of the LPN in the nursing process including care planning, establishing therapeutic relationships and documentation. Basic concepts of Maslow's hierarchy, caring theory and professional standards will be introduced. Ethical and legal considerations will be explored as they relate to the LPN role in client care and documentation. Principles of effective communication, data collection, and basic assessment to client care, demonstrating professionalism, recognizing legal/ethical responsibilities, acting as a client advocate, and implementing appropriate standards of care are included in this course. Documentation in the lab is applied to experiences in the clinical facilities. A lab component is included in this course.

NCLEX-PN preparation is provided. NUR151 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Corequisite: NUR152; BIO101.

NUR152 PRACTICAL NURSING FUNDAMENTALS I CLINICAL - 1.5 credits

This clinical component is an extension of NUR151 allowing students to apply skills and theoretical knowledge to experiences in a clinical facility with the emphasis on the application of principles, concepts, and techniques with data collection, performing assessments on clients, identifying client problems, identifying appropriate interventions and evaluating nursing care for clients. Emphasis will be on application of skills and theoretical knowledge to experiences in a clinical facility. NUR152 includes 48 hours of clinical instruction. Corequisite: NUR151.

NUR153 PRACTICAL NURSING HEALTH ASSESSMENT - 2.0 credits

Exploration of entry-level nursing skills for the LPN in adult physical assessment. Students will demonstrate ability to perform adult physical assessment using effective communication and data collection techniques. Concepts of identifying normal versus abnormal data in the adult client are examined. A lab component is included in this course. NCLEX-PN preparation is provided. NUR153 includes 40 hours of contact instruction, plus 10 additional hours of outside course work. Prerequisites: NUR151, NUR152; Co-requisites: NUR154, BIO102.

NUR154 HEALTH ASSESSMENT CLINICAL - 1.5 credits

NUR 154 clinical builds upon the foundation of PN education and introduces the student to the practice of holistic health assessments and physical examinations. The course begins developing the student's proficiencies in gathering data to determine client's health status, social practices and goals as influenced by his/her own culture. Starting with assessment of normal health parameters, the course covers how to differentiate between normal and abnormal health parameters. Physical assessment techniques of inspection, palpation, percussion and auscultation as well as other forms of data collection, such as client interview, chart review, and analysis of laboratory and diagnostic results are covered. The role of the LPN in physical assessment/data collection will be explored. The student will practice physical assessment skills in the Skills Lab and in the application of concepts in the

health care setting. Prerequisite: NUR151, NUR152; Corequisite: NUR153, BIO102.

NUR105 PRACTICAL NURSING FUNDAMENTALS II - 2.0 credits

This course is a continuation of NUR153 with emphasis on performing safe nursing interventions and developing basic procedural skills. Professional, moral, ethical and legal issues are explored. Documentation and writing skills for the Practical Nurse will be presented. Basic nursing skills in the lab are applied to experiences in the clinical facilities. Additional topics include the nursing process and the principles and skills of nursing practice. Emphasis will be given to the student developing critical thinking skills, demonstrating professionalism, recognizing legal/ethical responsibilities, acting as a client advocate, and by implementing appropriate standards of care. A lab component is included in this course. NCLEX-PN preparation is provided. NUR105 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Prerequisites: NUR153, NUR154; Corequisites: NUR106, NUR107.

NUR106 PRACTICAL NURSING FUNDAMENTALS II CLINICAL - 1.5 credits

Building on concepts from NUR105, this course is designed to help the student develop the basic skills needed to be dependent care agents in a variety of health care settings. Students will work with a Registered Nurse/Licensed Practical Nurse to provide basic nursing care to clients. Emphasis will be placed on a systems based approach where the use of effective interpersonal communication skills with clients and utilizing the nursing process and critical thinking skills is the basis for planning and implementing care for the adult client. NUR106 includes 48 hours of clinical instruction. Prerequisites: NUR153, NUR154; Corequisites: NUR105, NUR107.

NUR107 APPLIED MATH FOR NURSING/DOSAGES AND CALCULATIONS - 2.5 credits

This course provides instruction in and practice of mathematical concepts relevant to the nursing profession. Topics include fractional values, calculations, conversions, ratios, and proportion, as well as critical analysis of numerical data and statistical reports. Dosage calculations are included in this course. NCLEX-PN preparation is provided. NUR107 includes 50 hours of contact instruction plus 12.0 additional hours of outside course work. Prerequisites:

NUR153, NUR154; Corequisites: NUR105, NUR106.

**NUR108 PHARMACOLOGY /
MEDICATION DELIVERY - 2.5 credits**

This course introduces students to drug therapy foundations for the delivery of safe client care. In addition, this course examines various types of medication, uses, contraindications, adverse reactions, dosage, routes, herbal remedies and client education. Emphasis on the basic principles of administering medications, universal precautions, and modes of delivery are included. Instruction in skills and techniques related to safe and effective delivery of drugs including dosage calculation, generic and brand equivalents, diagnostic testing, and legal and safety considerations. NCLEX-PN preparation is provided. NUR108 includes 50 hours of contact instruction plus 12.5 additional outside hours (OH). Prerequisites: NUR105, NUR106; Corequisites: NUR111, NUR112.

NUR109 GERIATRIC NURSING - 2.0 credits

This course will introduce the maturing/elderly adult client including physical and psychological needs, and diseases and disorders common in the aging client population. In addition, the physiological effects of aging and physical risks and safety are emphasized. A lab component is included in this course. NCLEX-PN preparation is provided. NUR109 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Prerequisites: NUR113, NUR114; Corequisites: PSY102, NUR110.

NUR110 GERIATRIC NURSING CLINICAL - 1.5 credits

This clinical component is an extension of NUR109 allowing students to apply skills to experiences in a variety of clinical settings. The integration of basic principles related to characteristics of the aging population, concepts of geriatric nursing care, theories of aging, and ethical and legal aspects of geriatric nursing into the care of the aging adult are included. Prerequisite: NUR114 Corequisite: NUR109.

NUR111 MEDICAL/SURGICAL NURSING I - 2.0 credits

This course is designed to present information to students related to nursing care of clients with more common medical-surgical conditions utilizing a nursing process approach. Integration of theory, rationale, and specific nursing interventions for acutely ill clients of all ages and their families,

along with deviations from the normal state of health is included. Pharmacology, nutrition, lab and diagnostic testing and nursing care plans/ care mapping are emphasized. A lab component is included in this course. NCLEX-PN preparation is provided. NUR111 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Prerequisites: NUR105, NUR106; Corequisites: NUR108, NUR112.

NUR112 MEDICAL/SURGICAL NURSING I CLINICAL - 1.5 credits

This clinical component is an extension of NUR111 with an emphasis on prioritization, decision making and critical thinking in addition to health management, maintenance and prevention of illness; care of the client as a whole, pharmacology and diet therapy are introduced. NUR112 includes 48 hours of clinical instruction. Corequisite: NUR111.

NUR113 MEDICAL/SURGICAL NURSING II - 2.0 credits

This course focuses on theory, rationale, and specific nursing interventions from previous courses and a continuation of the utilization of the nursing process in caring for acute/chronically ill clients. Consideration will be given to the physiological, cognitive, psychosocial and spiritual need of the client. A lab component is included in this course. NCLEX-PN preparation is provided. NUR113 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Prerequisites: NUR111, NUR112; Co-requisites: NUR114, C104.

NUR114 MEDICAL/SURGICAL NURSING II CLINICAL - 1.5 credits

This clinical component is an extension of NUR113 with advanced utilization of the nursing process in the care of acute/chronically ill clients. Emphasis will be on prioritization, decision-making, critical thinking, and client safety related to pharmacology and nutrition. Focus will include application of skills and theoretical knowledge to experiences in a clinical facility. NUR114 includes 48 hours of clinical instruction. Corequisite: NUR113.

NUR115 MATERNAL/NEWBORN NURSING - 2.0 credits

This course will explore the care of the mother client and newborn for normal delivery as well as those with complications. A study of labor, delivery, and postpartum care, including pregnancy and neonatal care and intervention for families experiencing a normal childbirth will be emphasized. A

lab component is included in this course. NCLEX-PN preparation is provided. NUR 115 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Prerequisites: NUR109, NUR110; Corequisites: NUR 116, E106.

NUR116 MATERNAL/NEWBORN NURSING CLINICAL - 1.5 credits

This clinical component is an extension of NUR 115 with the emphasis of a family-centered approach in caring for women of child-bearing age and newborns. Health promotion, safety, and nutrition will be discussed using a developmental approach. Emphasis will be on application of skills and theoretical knowledge to implement a community health event for women and children. Co-requisite: NUR115.

NUR117 PEDIATRIC NURSING - 2.0 credits

This course will relate common health alterations during childhood and adolescence, including related special care needs indicated by developmental status, with emphasis on the practical nurse as the care provider. In addition, it will relate growth and development, physical, emotional and social needs of the pediatric client and the family. Pediatric pharmacology and nutrition is emphasized. Focus on common pediatric disorders along with the theory, rationale and specific nursing interventions is covered. A lab component is included in this course. NCLEX-PN preparation is provided. NUR117 includes 40 hours of contact instruction plus 10 additional hours of outside course work. Prerequisites: NUR115, NUR116; Corequisites: NUR118, NUR120.

NUR118 PEDIATRIC NURSING CLINICAL - 1.5 credits

This clinical component is an extension of NUR117 allowing students to apply assessment skills to experiences in a variety of clinical settings. Students will explore the nursing care of healthy children and adolescents as well as those exhibiting common health problems. This course covers practical application of knowledge and skills required in the nursing care of children and families with children. Using the nursing process and the language of nursing, students will care for the family with children as a unit, considering behavioral, life cycle, genetic, cultural and environmental factors. Corequisite: NUR117.

NUR120 PRACTICAL NURSING CAPSTONE (LEADERSHIP) - 2.5 credits

This course reviews the practical nurse's role in the nursing process focusing on

professional issues in the industry. A total program review will be presented with emphasis on preparation for the NCLEX-PN examination. Examinations will be given to assess the student in his/her readiness for the NCLEX-PN Program. NUR120 includes 50 hours of contact instruction plus 12.5 additional hours of outside course work for a minimum of 42 credit hours. Prerequisites: NUR115, NUR 116; Corequisites: NUR117, NUR 118.

PATIENT CARE

PC102 PATIENT CARE TECHNICIAN II - 3 credits

This combination lecture/laboratory course focuses on comfort of the patient as well as protection of the patient and the health care worker. This course is designed to provide knowledge and practical application of skills necessary to ensure safety with a focus on infections and how transmitted, utilizing proper transmission based precautions, use and understanding of proper body mechanics, safe transporting of patients with and without equipment, and the importance of providing daily personal care and grooming. PC102 includes 60 hours of contact instruction plus 15 additional outside hours (OH). Prerequisite: ME101.

PC103 PATIENT CARE TECHNICIAN III - 3 credits

This combination lecture/laboratory course focuses on nutrition and elimination of patients/clients. This course is designed to provide knowledge and practical application of skills necessary to ensure safety with a focus on proper dietary management and elimination needs, the importance of intake and output measurements, and common complications to report to the nurse. PC103 includes 60 hours of contact instruction plus 15 additional outside hours (OH). Prerequisite: ME101.

PC104 PATIENT CARE TECHNICIAN IV - 3 credits

This lecture/laboratory course focuses on assisting the healing process. It covers exercises and activity, application of hot and cold compresses, the special needs of the surgical patient, and wound care. Common health problems; mental health problems, including confusion and dementia; and drug abuse are also covered. Rehabilitation, restorative care, and caring for mothers and newborns are presented as well. Death and dying are covered in the final portions of this course. PC104 includes 60 hours of

contact instruction plus 15 additional outside hours (OH). Prerequisites: ME101.

PC105 PATIENT CARE TECHNICIAN V EXTERNSHIP - 6 credits

This course provides the student with actual work experience allowing them the opportunity to demonstrate their skills in an acute care facility with oversight of the assigned Instructor or Site Supervisor. The first week of this course will review fundamental skills required for clinical externship at the assigned campus. Prerequisite: 42 program hours.

PC107 INTRODUCTION TO DIALYSIS PATIENT CARE - 3 credits

This lecture course provides an in-depth focus on the pathophysiology of renal disease and an in-depth review of the structures and functions of the normal renal system. Students in this class will develop an understanding of the psychosocial aspects, nutrition, and pharmacology as it relates to the disease. PC107 includes 60 hours of contact instruction plus 15 additional outside hours (OH) Prerequisite: MA111.

PC108 NEPHROLOGY AND THE PATIENT- 3 credits

This lecture/lab course provides an in-depth focus on nephrology and the care of the patient with acute or chronic renal failure. It will cover the history and principles of dialysis including continual quality improvement initiatives. This course includes how to identify and report health or psychosocial concerns to the appropriate member of the dialysis health care team. Proper interpersonal skills required to provide care to patients with kidney failure are also covered. Principles of professionalism for the Dialysis P.C. Technician and regulatory guidelines including certification will be covered. PC108 includes 60 hours of contact instruction plus 15 additional outside hours (OH). Prerequisites: PC104 and PC107.

PC109 DIALYSIS TECHNOLOGY - 3 credits

This lecture/lab course provides an in-depth focus on the devices, machines, and procedures utilized during dialysis. It will cover dialysate and its preparation, the dialyzer and its characteristics, purpose, and effectiveness, the hemodialysis delivery system and its purpose, proportioning system, monitoring system, and the extracorporeal blood circuit functions and monitoring systems. This course will also cover water treatment and dialyzer reprocessing. PC109 includes 60 hours of contact instruction plus 15 additional

outside hours (OH). Prerequisites: PC104 and PC107.

PC110 DIALYSIS PATIENT CARE TECHNICIAN EXTERNSHIP - 6 credits

This course provides the student with actual unpaid work experience allowing them the opportunity to demonstrate their skills in a Dialysis Center or hospital setting under the direct supervision of the registered nurse or his/her staff. Guidance and supervision are key to a successful externship experience. It is expected that the student will become an integral part of the Dialysis team. Students are required to complete 180 hours of unpaid work related experience. Prerequisites: A minimum of 48 credits are required.

PC111 THE SENSITIVE CARE PROVIDER - 3 credits

This course introduces the student to the complexities of the patient care workplace. Topics such as ethics, cultural awareness, legal parameters, and professionalism are investigated. Students will be exposed to the many facets of the healthcare industry and the expectations of the individual in various patient care roles. PC111 includes 60 hours of contact instruction plus 15 additional outside hours (OH). Prerequisite: None.

PC114 NURSE AIDE – 6 credits

This course introduces basic anatomy and physiology, common disorders, and pertinent medical terminology and abbreviations for each body system. This course includes the role of the Nurse Aide with relation to basic human needs, infection control, measuring vital signs, patient care and mobility, and demonstration of clinical competencies. The Nurse Aide course includes 126 hours of contact instruction plus 27.5 additional hours (OH) of course work. Prerequisite: ME101.

PHARMACY

PHT101 PHARMACOLOGY I - 3 credits

In this course students study the use and side effects of medications (generic and brand name, prescription, non-prescription, and alternative) commonly used to treat diseases affecting the following body systems: endocrine, nervous, skeletal-muscular, respiratory, visual and auditory, gastrointestinal, urinary, cardiovascular, reproductive, microbiology, and chemistry. This also includes learning about the anatomy and physiology of and diseases common to each system; therapeutic, side, and adverse effects, typical dosages, and

common abbreviations of drugs used in the treatment of disorders. PHT101 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: ME101.

PHT102 PHARMACOLOGY II - 3 credits

In this course students learn the history of medicine and pharmacy practice, law and ethics, and about the settings and organizations for pharmacy technicians. This course includes the use and side effects of medications (generic and brand name, prescription, and non-prescription) commonly used to treat diseases affecting the body systems. Students will also study psychopharmacology, anti-infectives, anti-inflammatories and antihistamines, vitamins and minerals, vaccines, and oncology agents. PHT102 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: ME101.

PHT103 PHARMACY CALCULATIONS - 3 credits

In this course students are provided a basic math overview and then are introduced to calculations encountered in pharmacy practice including the systems and conversion of measurement, ratios and proportions, dosage calculations, concentrations and dilutions, allegations, flow rates, and milliequivalents. PHT103 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Corequisite: ME065.

PHT104 TODAY'S PHARMACY: PRACTICE AND TECHNOLOGY - 3 credits

Students are introduced to basic pharmacy practices in this course including communication skills and ethics, dosage forms, abbreviations, and routes for administration, referencing, hospital pharmacy, repackaging and compounding, aseptic technique, pharmacy records, insurance billing and inventory management. The course includes how to interpret prescription contents and the requirements for completing and filling prescription records. Students are introduced to aseptic techniques and sterile product preparation. Students are also introduced to prescription entry and billing using a pharmacy computer program. Students practice these techniques in a laboratory setting. PHT104 includes 60 hours of contact instruction plus 15 additional outside hours (OH) of course work. Prerequisite: ME101.

PHT107 PHARMACY TECHNICIAN EXTERNSHIP - 7 credits

This course provides the student with actual unpaid work experience in a supervised, ambulatory pharmacy setting under the direct supervision of the pharmacist and his/her staff. The primary objective of externship is to ensure that each student gains practical experience, knowledge, skills, and insight into the various aspects of the pharmacy

technician job. It is a structured experience bringing together all of academic knowledge gained in the classroom with practical hands-on participation in various pharmacy tasks. Students are required to complete 210 hours of unpaid work-related experience. Prerequisite: 21 program credits are required.

PSYCHOLOGY

PSY102 MENTAL HEALTH CONCEPTS - 2.5 credits

This course assists the student to gain knowledge in the holistic care of clients experiencing mental health and psychological problems in childhood through late adulthood. Therapeutic communication will be utilized to assist clients with health alteration in cognition, perception, and role relationships. Self-awareness and empathy are emphasized when caring for clients with altered/impaired communication. The role of advocate will be explored relating to professional issues involving legal, moral, and ethical concerns. NCLEX-PN preparation is provided. PSY102 includes 50 hours of contact instruction plus 12.5 additional hours of outside course work. Prerequisites: NUR113, NUR114; Corequisites: NUR109, NUR110.

GAINFUL EMPLOYMENT, TUITION AND CAREER DISCLOSURES

JOB PLACEMENT RATE INFORMATION

Job placement rate information is calculated according to the Dorsey Schools' Accreditor, the Accrediting Council for Independent Colleges and Schools. Graduates and completers included in the calculation rate are those who completed their training between July 1, 2014 and June 30, 2015. The job placement rate includes completers hired for jobs within the field. Additional graduates may have found work in their field of study on or before November 2, 2015; however, those placements are not included in this calculation. 100% of graduates were tracked using completer/alumni survey and employment verification.

Medical Assistant

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$19,872

Books and supplies: \$0

On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer, a stethoscope, a blood pressure cuff and one medical scrub uniform. Dorsey Schools will pay the cost one time for students in this program to challenge a certification exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

COST

FINANCING**WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$11,911 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 98% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 11.1 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 65% finished in 11.1 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 86%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Medical Assistant, Patient Care Aide, Patient Care Technician, Medical Office Assistant, Medical Receptionist, Home Health Aide, Phlebotomist, Care Giver, Certified Nurse Assistant, Medical Biller, Direct Care, Physical Therapy Technician, and Resident Assistant.

CAREER INFORMATION**JOBS RELATED TO THIS PROGRAM**

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
31-9092	Medical Assistants	43-6013	Medical Secretaries
29-2071	Medical Records and Health Information Technicians	31-9097	Phlebotomists

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Medical Assisting, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.0801, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Medical Assistant" in the key word search box, and then continue to select the State of Michigan.

Medical Administration and Billing

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

COST**HOW MUCH WILL THIS PROGRAM COST ME?***

Tuition and fees: \$19,872 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer, and one medical scrub uniform. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING**WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$12,008 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 98% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 77% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 77%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Positions that recent completers were hired for include: Medical Biller, Medical Office Assistant, Medical Receptionist, Accounts Receivable/Accounts Payable Clerk, Administrative Assistant, Customer Service Representative (Medical), Manager, Office Manager, Patient Coordinator, Registration Specialist, Accounts Receivable, Clerk, Data Entry, Collector, and Scheduler.

CAREER INFORMATION**JOBS RELATED TO THIS PROGRAM**

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
43-9041	Insurance Claims and Policy Processing Clerks	43-6013	Medical Secretaries
43-6011	Executive Secretaries and Executive Administrative Assistants	29-2071	Medical Records and Health Information Technicians

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Medical Administration and Billing, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.0714, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Medical Billing" in the key word search box, and then continue to select the State of Michigan.

Dental Assistant

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

COST**HOW MUCH WILL THIS PROGRAM COST ME?***

Tuition and fees: \$19,296 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer, and one medical scrub uniform. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING**WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$10,427 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 98% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 72% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 68%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Dental Assistant.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>
31-9091	Dental Assistants

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Dental Assisting, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.0601, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Dental Assistant" in the key word search box, and then continue to select the State of Michigan.

Patient Care Technician

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$20,976 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer, a stethoscope, a blood pressure cuff, one medical scrub uniform, externship drug testing and background check. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$12,348 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 98% of program graduates used loans to help finance their costs for this program.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 63% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 87%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Patient Care Technician, Patient Care Aide, Care Giver, Home Health Assistant, Medical Assistant, Resident Assistant, Certified Nurse Assistant, Dietary Aide, Direct Care, Home Health Aide, Patient Coordinator, and Rehab Assistant.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
31-1015	Health Aide/Attendant/Orderlies	31-1011	Home Health Aides
31-9099	Healthcare Support Workers, All Other	31-9092	Medical Assistants

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as a Patient Care Technician, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.3999, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Dental Assistant" in the key word search box, and then continue to select the State of Michigan.

Dialysis Patient Care Technician

Program Level - Undergraduate diploma

Program Length – 13.5 months (54 weeks) of contact time scheduled over approximately 14 months

COST

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$22,356 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer, a stethoscope, a blood pressure cuff, one medical scrub uniform, externship drug testing and background check. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$12,058 Private education loans: \$0 Institutional financing plan: \$12

The school has elected to provide the following additional information: 95% of program graduates used loans to help finance their costs for this program.

SUCCESS

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 13 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 77% finished in 13 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 70%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Dialysis Technician, Care Giver, Home Health Aide, Patient Care Aide, Patient Care Technician, Certified Nurse Assistant, Nurse Assistant, Personal Care Attendant, and Resident Assistant.

CAREER INFORMATION

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
31-1014	Nursing Assistants	31-1011	Home Health Aides
31-9092	Medical Assistants	31-9097	Phlebotomists

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as a technician in Dialysis Patient Care, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.1011, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Dialysis Technician" in the key word search box, and then continue to select the State of Michigan.

Massage Therapy

Program Level - Undergraduate diploma

Program Length – 8.3 months (36 weeks) of contact time scheduled over approximately 9 months

COST

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$15,840 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of one (1) Dorsey Massage Therapy polo shirt, and one (1) set of sheets. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING**WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$9,500 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 100% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 8 months (36 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 100% finished in 8 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 33%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Massage Therapist.

CAREER INFORMATION**JOBS RELATED TO THIS PROGRAM**

<u>SOC Code</u>	<u>Occupation</u>
31-9011.00	Massage Therapist

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as a technician in Dialysis Patient Care, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.3501, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Massage Therapist" in the key word search box, and then continue to select the State of Michigan.

Enhanced Nurse Aide

Program Level - Undergraduate diploma

Program Length – 7.5 months (30 weeks) of contact time scheduled over approximately 8 months

COST**HOW MUCH WILL THIS PROGRAM COST ME?***

Tuition and fees: \$12,030 Books and supplies: \$0 On-campus room & board: *not offered*

What other costs are there for this program?

Tuition includes books and supplies; inclusive of one medical scrub uniform, externship drug testing and background check. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING**WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$6,857 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 100% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 7 months (30 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 75% finished in 8 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 77%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Care Giver, Certified Nurse Assistant, Home Health Aide, and Medical Assistant.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
31-1011	Home Health Aides	31-1014	Nursing Assistants
39-9021	Personal Care Aide		

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as a technician in Dialysis Patient Care, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.3902, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Nurse Aide" in the key word search box, and then continue to select the State of Michigan.

Pharmacy Technician

Program Level - Undergraduate diploma

Program Length – 7.5 months (30 weeks) of contact time scheduled over approximately 8 months

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$11,844 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of one laboratory coat, externship drug testing and background check. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$7,032 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 91% of program graduates used loans to help finance their costs for this program.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 7 months (30 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 79% finished in 7 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 78%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Pharmacy Technician, Health Aide, Certified Nurse Assistant, and Registration Specialist.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
29-2052	Pharmacy Technicians	31-9095	Pharmacy Aides

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as a Pharmacy Technician, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.0805, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Pharmacy Technician" in the key word search box, then continue to select the State of Michigan.

Practical Nurse

Program Level - Undergraduate certificate

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

COST

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$29,280 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer, a stethoscope, one medical scrub uniform and lab coat. Tuition does not include the \$200 application (testing) fee, which covers the criminal background check and drug screening.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$13,000 Private education loans: \$1,703 Institutional financing plan: \$3,442

The school has elected to provide the following additional information: 95% of program graduates used loans to help finance their costs for this program.

SUCCESS

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 92% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 70%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Licensed Practical Nurse.

CAREER INFORMATION

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>
29-2061	Licensed Practical and Licensed Vocational Nurses

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Practical Nursing, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 51.3901, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Licensed Practical Nurse" in the key word search box, then continue to select the State of Michigan.

Culinary Arts

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

COST

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$20,976 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of chef coats (2), chef pants (2), chef hat (1), kitchen apron (1), and a knife/kitchen tool kit.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$12,974 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 95% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 92% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 93%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN

Positions that recent completers were hired for include: Baker, Business Owner, Cook/Line Cook, Dietary Aide, Manager, Pantry Chef, Sous Chef, and Prep Cook.

CAREER INFORMATION**JOBS RELATED TO THIS PROGRAM**

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
35-1011	Chefs and Head Cooks	35-2014	Cooks, Restaurant	35-2012	Cooks, Institution and Cafeteria
35-2015	Cooks, Short Order	35-2019	Cooks, All Other	35-1012	First-Line Supervisors/Managers of
35-2021	Food Preparation Worker	51-3011	Bakers		Food Preparation and Serving Workers

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Culinary Arts, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 12.0500, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Cook" or "Chef" in the key word search box, then continue to select the State of Michigan.

Hotel and Restaurant Management

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

COST**HOW MUCH WILL THIS PROGRAM COST ME?***

Tuition and fees: \$17,520 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a Netbook computer and two (2) Dorsey dress shirts. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING**WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?**

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$12,835 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 95% of program graduates used loans to help finance their costs for this program.

SUCCESS**HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?**

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 75% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 67%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Administrative Assistant, Assistant Manager, Cook, Customer Service Representative, Host/Hostess.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
11-9081	Lodging Managers	39-6012	Concierges	11-9051	Food Service Manager
13-1121	Meeting, Convention, and Event Planners	35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop		

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Hotel and Restaurant Management, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 52.0903 or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Lodging Manager" or "Event Manager" in the key word search box, then continue to select the State of Michigan.

HVAC Systems Technician

Program Level - Undergraduate diploma

Program Length – 8.3 months (36 weeks) of contact time scheduled over approximately 9 months

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$15,768 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies; inclusive of a basic tool kit. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$9,489 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 91% of program graduates used loans to help finance their costs for this program.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 8 months (36 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 75% finished in 8 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 87%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: HVAC Technician, Installer, Maintenance Technician, Sales, Service Technician, and Warehouse Clerk.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	49-9071	Maintenance and Repair Workers, General
49-9098	Helpers-Installation, Maintenance, and Repair Worker		

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as an HVAC Systems Technician, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 47.0201, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "HVAC" in the key word search box, then continue to select the State of Michigan.

Electrical Technician

Program Level - Undergraduate diploma

Program Length – 11.1 months (48 weeks) of contact time scheduled over approximately 12 months

COST

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$21,024 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies, and a basic tool kit. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$12,571 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 100% of program graduates used loans to help finance their costs for this program.

SUCCESS

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 11 months (48 weeks) of contact time to complete. Of those that completed the program in 2014-2015, 94% finished in 11 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 77%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Electrical Technician.

CAREER INFORMATION

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
49-2092	Electric Motor, Power Tool, and Related Repairers	47-3013	Helpers, Electrician
49-2094	Electrical and Electronics Repairers, Commercial and Industrial Equipment	47-2111	Electrician

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as an Electrical Technician, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 47.0101, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Electric" or "Electrician" in the key word search box, then continue to select the State of Michigan.

Computer Software Specialist

Program Level - Undergraduate diploma

Program Length – 8.3 months (36 weeks) of contact time scheduled over approximately 9 months

COST

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$13,140 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

Tuition includes books and supplies, and a Netbook computer. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: * Private education loans: * Institutional financing plan: *

*There were fewer than 10 graduates in 2014-2015; gainful employment regulations state that median amounts be withheld to preserve the confidentiality of the loan recipients whenever there are less than 10 graduates.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take approximately 8 months (36 weeks) of contact time to complete. Less than 10 students completed this program in 2014-2015. The number who finished within the normal time has been withheld to preserve the confidentiality of the students.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

As less than 10 students completed this program in 2014-2015; the number who finished within the normal time has been withheld to preserve the confidentiality of the students.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: administrative assistant, manager.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
43-6014	Administrative Assistant	43-3021	Billing and Posting Clerk	43-4021	Correspondence Clerk
43-4171	Receptionist/Information Clerk	43-9022	Word Processors / Typists	43-5071	Shipping, Receiving Clerk
43-9061	Office Clerk	43-4051	Customer Service Representative	43-3031	Bookkeeping, Accounting, and Auditing Clerks

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career as a Computer Software Specialist, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 52.0407, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Administrative Assistant", "Information Clerk" or "Word Processor" in the key word search box, then continue to select the State of Michigan.

Cosmetology

Program Level - Undergraduate diploma

Program Length (Day) - 50 weeks of contact time scheduled over approximately 54 calendar weeks

HOW MUCH WILL THIS PROGRAM COST ME?*

Tuition and fees: \$19,500 Books and supplies: \$0 On-campus room & board: *not offered*

WHAT OTHER COSTS ARE THERE FOR THIS PROGRAM?

The tuition and fee for books and supplies include a cosmetology program kit, the mandatory State of Michigan fees, a registration fee, and a uniform. Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools' exam preparation requirements, which vary by program.

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

WHAT FINANCING OPTIONS ARE AVAILABLE TO HELP ME PAY FOR THIS PROGRAM?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$13,337 Private education loans: \$0 Institutional financing plan: \$0

The school has elected to provide the following additional information: 99% of program graduates used loans to help finance their costs for this program.

HOW LONG WILL IT TAKE ME TO COMPLETE THIS PROGRAM?

The program is designed to take 50 weeks of contact time to complete. Of those that completed the program in 2013-2014, 64% finished in 50 months.

WHAT ARE MY CHANCES OF GETTING A JOB WHEN I GRADUATE?

The job placement rate for students who completed this program is 62%.

WHAT TYPES OF JOBS WERE THESE STUDENTS PLACED IN?

Positions that recent completers were hired for include: Cosmetologist, Manicurist, Salon Receptionist.

JOBS RELATED TO THIS PROGRAM

<u>SOC Code</u>	<u>Occupation</u>	<u>SOC Code</u>	<u>Occupation</u>
39-5012	Hairdressers, Hairstylists, and Cosmetologists	39-5091	Makeup Artist

HOW CAN I FIND OUT MORE ABOUT THIS CAREER?

For more information about a career in Cosmetology, please visit the U.S. Department of Labor's O*NET website at <http://www.onetonline.org/crosswalk/>. Career information may be obtained by inputting the Classification of Instructional Programs (CIP) code for this program 12.0401, or one of the Standard Occupational Classification (SOC) codes listed above. Additional career information specific to the State of Michigan can be found at the Career One Stop website, which is sponsored by the U. S. Department of Labor, Employment and Training Administration. Go to <http://www.careerinfonet.org/>; select explore careers, and under occupation profile type "Cosmetologist" in the key word search box, then continue to select the State of Michigan.

MISSION STATEMENT

The entire staff of Dorsey School of Beauty strives to prepare men and women for the best possible career opportunities in various fields. We are committed to providing quality career education and positive reinforcement to enable the individual development of self-esteem, self-reliance, discipline, and confidence in all graduates coupled with an obligation to the communities in which they live and work.



Waterford ▪ Pontiac

440 N. Telegraph Road, Pontiac, MI 48341
Phone 248.333.1814 ▪ Fax 248.333.1886
Email AdminWP@dorsey.edu



Waterford ▪ Pontiac Culinary

390 N. Telegraph Road, Pontiac, MI 48341
Phone 248.333.1814 ▪ Fax 248.333.3084
Email AdminWP@dorsey.edu



Roseville

31542 Gratiot Avenue, Roseville, MI 48066
Phone 586.296.3225 ▪ Fax 586.296.6840
Email adminRV@dorsey.edu



Roseville ▪ Culinary Academy

31522 Gratiot Avenue, Roseville, MI 48066
Phone 586.296.3225 ▪ Fax 586.296.6745
Email adminRV@dorsey.edu



Roseville ▪ School of Beauty

31480 Gratiot Avenue, Roseville, MI 48066
Phone 586.296.3225 ▪ Fax 586.296.0835
Email adminRV@dorsey.edu



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