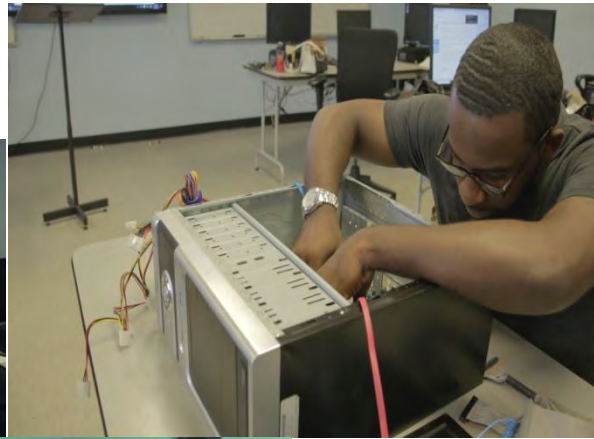


Omnitech Institute

2023

School Catalog



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Atlanta, GA 30344
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www.Omnitech.edu*

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Omnitech Institute.

Changes are effected from time to time in the general regulations and in the academic requirements. There are, of course, established procedures for making such changes, which protect the individual student's interests and the integrity of the school. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accomplished within the span of time normally required for graduation.

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Message from the Founder

Dear New Student,

Furthering your education and professional career is one of the most important decisions you'll ever make in life and we are delighted to partner with you to achieve this objective. Omnitech Institute takes pride in its professional and experienced staff, who have both experience and certification in the areas in which they provide instruction.

At Omnitech our primary focus is on instructor-led training combined with hands on experience creating a dynamically interactive learning environment. Omnitech instructors work side by side with students in the classroom as they utilize hands on labs that simulate their future workforce environments.

One of our greatest assets is our job placement assistance and externship programs, in which qualified graduates receive assistance. In addition, we're authorized by the Georgia Nonpublic Postsecondary Education Commission (NPEC). *(Edited Feb 2023)*

With a history of producing success stories of graduates since 1998, we are excited about the many success stories yet to come. We look forward to congratulating you as the next Omnitech success story!

Sincerely,

Carlos Lester
School Founder

Mission Statement

Omnitech Institute's mission is to provide quality education to students who wish to pursue careers in multiple vocational, technical, and medical fields. Omnitech mission is to provide training that will meet the needs of students and employers by offering programs that will give students the skill sets they need to secure and retain employment through comprehensive placement assistance. Omnitech will continue to expand its program to meet the ever changing and dynamic needs in our challenging worldwide and local economy to equip our students for successful occupations.

Facilities & Hours of Operation:

Omnitech is conveniently located at 1000 Centre Parkway Suite 180 East Point, GA 30344. It is accessible by public transportation and has free ample parking. The facility includes modern, well-lit air-conditioned classrooms and computer laboratories. Each classroom can accommodate up to 25 students comfortably. The school is handicap accessible.

Office hours are Monday –Thursday 9am-6:30pm, Friday: 9am- 5pm

Notice of Nondiscriminatory Policy as to Students

Omnitech Institute, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

Process for Requesting special accommodations

- Submit a written request to the Student Services Director
 - Requests may be made via e-mail, fax or in person delivery
 - You should receive an email confirmation upon submission of your request. If you do not receive an email, please contact our office.
- 2) Submit supporting disability documentation

Documentation is needed to establish the nature of a student’s disability, as well as the academic impact, in order to support the requested accommodations. Students may provide a request to their healthcare provider for submission of documentation.

Documentation Requirements

Documentation should include:

- A diagnosis of the disability
- Symptoms of the disability and how the disability could impact the student in an academic environment
- Expected duration of the disability or condition
- If the duration is less than 6 months, we ask that students attempt to work directly with teachers and campus departments.
- Suggestions for accommodations or appropriate support services

Documentation should be submitted by a qualified healthcare provider and include:

- Provider’s contact information
- Provider’s area of specialty
- Provider’s license number
- Signature/electronic signature

Students may fax, mail, email, or hand deliver your documentation to our office.

3) Attend an initial interview with your Student Services Director

If any additional information is needed, we will follow up via **email/phone**. This review process can take time; if you have any questions about the status of your request, you can always contact our office.

Once the review process is complete, you will be contacted by Student Services. They will contact you via email to schedule an initial interview. This is where you will discuss accommodations in more detail and develop a plan for putting them into place.

*All accommodation requests are evaluated on an individualized basis via an interactive process with the student and their disability coordinator. There is no “one-size-fits-all” approach. Each student’s situation is reviewed based on their specific needs.

Organization & Administration

Omnitech Institute was founded in 1998. The school was originally developed and designed to train and equip people in Atlanta and surrounding areas, with the knowledge and skills required to land significant and successful careers. The founder of Omnitech recognized the need for affordable high quality training to support the technology industry and decided to unite IT certified professionals with professionals from other industries such as the medical and music industries to train adults who are facing a technology dominated and ever changing job market. The primary goal of Omnitech is to prepare individuals for a career that they may not otherwise be prepared for or have access to. OTI is a state authorized School that focuses on:

- Occupational/Career Training
- Certification/Job Placement Assistance
- Business Creation...I.T. Medical, and Digital Media Industries.

Approvals and Associations

- The Georgia Nonpublic Postsecondary Education Commission (State Licensed and Authorized School)

Omnitech certifies that the school and its owners are of good reputation and character. Further, the school’s staff obtained degree credentials from institutions accredited by accrediting agencies recognized by the US Department of Education. In addition, every director meets the requirements established by NPEC for his/her position.

Educational Programs & Program Length

Omnitech Institute currently offers the following vocational certificate programs:

Program Name	Program length-DAY M-F 9am-2:30pm	Program length-EVE M-TH 6pm-10pm
Medical Assistant	36 Weeks	56 Weeks
ONP- Digital Media	36 Weeks	56 Weeks
ONP-Network Engineering	29 Weeks	45 Weeks

***Please note that leave of absence (s) LOA’s or having to repeat classes due to failed grades may lengthen program time.*

Observed Holidays & School Closings:

Omnitech Institute is closed in observance of the following holidays. Notice of these holidays and closings are posted at least 5 days prior to the holiday on school bulletin boards.

2023 Schedule of Breaks / Holidays

Holiday:	Observed Dates:
Martin Luther King Jr.	January 16, 2023
Spring Break	April 3, 2023- April 7, 2023
Memorial Day	May 29, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Veteran’s Day	November 10, 2023
Thanks Giving	November 20-24, 2023
Christmas	December 22, 2023- Jan 3, 2024

**Dates may not be the same each year but will be determined by the institute’s management team. Breaks are subject to change based on inclement weather or other circumstances beyond the school’s control.*

ADMISSIONS

Students interested in Omnitech Institute's educational programs should be able to provide:

- High School diploma/transcript, or GED certificate
- Social Security Card or Birth Certificate
- Driver's License, Passport or State ID Card
- Proof of US Citizenship or permanent residence

Steps for Enrollment

- a. Complete an Assessment Questionnaire
- b. Receive a tour of the campus
- c. Receive an overview of the programs.
- d. Receive information regarding the cost of tuition, course descriptions and program hours.
- e. Complete the enrollment process
- f. Complete Financial Arrangements

Definitions – Full Time Status

A full-time student shall be classified as one actively enrolled and registered for 16 hours per week for evening students and 25 hours per week for day students.

A company-sponsored student or a student currently working in the field may take a single module out of sequence. Acceptance into the module must have prior approval of the Director of Education or the School Director.

B. Transfer of Credit

Transfer credits may be accepted at the discretion of the Education Department head(s).

If a student desires to transfer in credits received at another school the following information must be provided:

1. Detailed course description of the course in questions; usually found in the school's catalog
2. A copy of the student's official transcript detailing the courses taken and grades received for each

Please allow 10-14 business days to review this request with accompanied documentation prior to starting classes.

Acceptance of Omnitech Institute Course Work by Other Institutions

In the American system of higher education, every institution sets its own standards and criteria for the acceptance of course work completed by a student at another institution. Courses may or may not be accepted, in whole or in part or for any particular purpose, by any other school, college or university. Omnitech Institute cannot guarantee the transferability of these credits in any way.

Veterans Services:

NOTE: As of December 16, 2022, Omnitech Institute is not approved to participate in the veteran's education benefits programs administered by the US Department of Veteran Affairs (VA) and veterans who attend Omnitech cannot use their benefits at this time. *(As of Dec.16, 2022)*

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits.

- Omnitech Institute will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to the Finance Department office under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Omnitech Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the covered individual will take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. The covered individual may be required to pay monthly payments/or a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement. *(Addendum 10/20/2020)*

ACADEMICS

Method of Instruction

The quality of education Omnitech Institute's students receive is primarily due to the excellence of the faculty and staff. Faculty members are carefully selected based on their level of education, knowledge of the subject matter and experience in the field of study that they are selected to teach and their ability to stimulate and develop each student's potential.

Classes are structured so that each student receives lectures, practice problems, reviews, and regular examinations as a part of each course segment. When appropriate, audio-visual presentations are provided in lectures and seminars.

Omnitech Institute utilizes a variety of instructional devices. In addition, hands-on training* provides students with the experience and the confidence required to broaden their understanding of information processing techniques.

Grading Policy

At the end of each module course, each student is assigned a final grade as follows:

Point Range	Grade	Points
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0
Incomplete (Requires make up)	I	0
Withdrawal	W	0

Attendance, homework, and professionalism, quizzes and tests will account for the student's grade. Instructors are required to include attendance when calculating a student's GPA for the class.

A student earning a grade of D (with the exception of Medical Assistant students, who must earn at least a C) or above is considered to have passed the course and is eligible to pursue further studies. A student receiving a grade of F has failed a course. A failed course must be repeated and passed to meet Omnitech Institute's graduation requirements.

Resolution of an Incomplete (I) Grade

Any student receiving an incomplete grade has 7 days to complete the course work. After 7th day, the grade will automatically convert to a grade of 'F'. In extenuating circumstances, an extension may be approved by the Education department.

In the event the course work is completed within the desired time period, the incomplete grade will be replaced with the most current grade earned and noted on the permanent record.

Honor System

Omnitech believes in and uses the Honor System. Students at Omnitech are expected to do their own work and to receive no unauthorized assistance during quizzes, examinations or in completing assigned projects. If students are experiencing learning difficulties, they should seek assistance from their instructor, a tutor or another staff member. Violations of the Honor System are grounds for disciplinary action.

Confidentiality of Student Records

All students' records are kept on file. The files are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act (FERPA) of 1974, the school will not release educational records to unauthorized persons without prior written consent from the student, or if a minor, a parent or legal guardian.

Satisfactory Academic Progress

These standards of satisfactory academic progress (SAP) apply to all students. To meet the satisfactory academic progress requirements, a student must maintain at least a 2.0 grade point average. Students must show satisfactory academic progress, achieve minimum academic standards, progress at a satisfactory rate toward program completion, and complete the program of study within 1.5 times the scheduled length of the program. A student in a program of study must successfully complete that program of study within 1.5 times the standard length of the program measured in modules or class hours.

Evaluation Points

A student's academic progress will be evaluated at the conclusion of each module up to the program's maximum program length (MPL):

At the end of each course a minimum course completion and GPA must be achieved. Minimum course completion is calculated as a percentage by dividing the number of hours successfully completed by the total number of hours attempted.

$$\text{Course Completion \%} = \frac{\text{Credit Hours Earned}}{\text{Credit Hours Attempted}}$$

Successful completion is defined as earning a grade of A, B, C, or D. Withdrawing, failing, or repeating a course will result in a reduced percentage of course completion. Any student who obtains a grade of "F" is required to retake that class for a passing grade. Students cannot successfully complete the program with an "F" in any class.

Students who are in danger of failing to meet satisfactory academic progress standards will be placed on academic warning, or academic probation, as appropriate. Students who fail to meet these standards will be dismissed.

Program Effectiveness

After each module students are provided with the opportunity to complete a survey of the course completed which was reviewed by faculty/administration for reliability purposes. These surveys are stored in the Education Department. The survey results for each module/course are reviewed/discussed with each instructor with the Director of Education for the purpose of coaching and instructional delivery needs/improvements. The results of instructor surveys are reviewed annually or as needed by administration.

Academic Warning

Any student whose GPA falls below 2.0 or whose course completion percentage falls below 85% in any module will be placed on academic warning. A student placed on academic warning will be counseled in the hope that academic performance can be improved.

Financie Department Warning

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of credit hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on Financial Warning for one payment period. A student who is put on a Financial Warning can continue to receive funding for the next period after they receive the warning status. The student will have until the next evaluation period to bring your grades and /or attendance up to minimum requirements.

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. You have until the next evaluation period to bring your grades and or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your Funding may be interrupted making any unpaid tuition and fees the responsibility of the student. You will then be required to bring your grades and or attendance up to satisfactory levels in order to have funding reinstated.

APPEAL PROCESS

If the student does not make SAP at the end of the Financial Warning period, they will be required to make alternate payment arrangements in order to continue school and will be placed on Academic development Status, with a loss of funding with the right to appeal. The student may have the opportunity to have their eligibility reinstated by appealing the Academic development Status, and may be placed on Financial Probation if the appeal is granted.

The student has five (5) days from the date of probation, to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Director of Education and the Financie Department to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury or illness of the student or other special circumstance. The student **must provide supporting documents** and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changes that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final.

Academic Probation

Any student whose GPA falls below 2.0 or whose course completion percentage falls below 80% will be placed on academic probation. Academic probation will last for at least one module. Students may be removed from probation by raising their GPA and course completion percentage above the minimum levels described above.

Students on academic probation are not considered to be making satisfactory academic progress.

Academic Dismissal

A student may be academically dismissed for the following reasons:

- GPA falls below 2.0
- Course completion percentage falls below 70%

All student dismissals will be approved by the Academic Review Committee. Formal notification will be communicated to the student in writing. A student may appeal this decision by adhering to the Student Appeal Process in this catalog.

Mitigating Circumstances

The Director of Education or School President may waive satisfactory academic progress standards for mitigating circumstances outside the control of the student. The circumstance(s) must be documented, and the student must demonstrate that the circumstances had an adverse impact on the student's satisfactory academic progress in the program. No waivers for graduation requirements will be provided.

Student Appeal Process

A student who is subject to academic dismissal may appeal the decision to the Academic Review Committee in writing. School officials must receive the appeal within five business days of the date the student is notified of the dismissal. All appeals will be responded to within ten business days of receipt by the school.

Re-entering Omnitech

In the event of a withdrawal from Omnitech, students are encouraged to re-enter in the event that the conditions, which caused the withdrawal, have improved. A student who has withdrawn from school may request to re-enter Omnitech. The student is required to make an appointment with the Education Director and Finance Department prior to attending class. Re-entry to Omnitech may occur only at the beginning of a module and is based upon seat availability.

Reinstatement after Academic or Attendance Dismissal

A student, who desires to return to Omnitech Institute after Academic or Attendance Dismissal, will need to write an essay covering the following points **and** will be required to pay a fee of \$250.00:

- 1. Why you feel that Omnitech should allow you to return to school.**
- 2. What you plan to do to improve your attendance or academic situation**
- 3. What you hope to achieve by completing your education at Omnitech Institute**

All documents will be evaluated by the Education department. A student who is reinstated will reenter on Academic Probation status for the first module. The status will be adjusted based on SAP. **All fees must be paid prior to re-entry.**

Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. A LOA does not include nonattendance for an institutionally scheduled break in a student's program.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a refund calculation.

Only a student who has been actively enrolled for a minimum of 30 days may request a leave of absence. A student must request (in writing) a leave of absence whether it be via e-mail, fax in person or US postal service.

The purpose of taking a LOA is to maintain a student's satisfactory academic and attendance records so that he or she can resume their education from where they left off.

In order for a student to be approved for a LOA, he or she must have at least a 90% attendance percentage along with a 3.0 average prior to taking a LOA.

Acceptable LOA

Some situations that may warrant taking a leave of absence would be:

- Serious medical conditions
- Immediate death in the family
- Childbirth (time needed to recover from delivery, must be documented by a physician)
- Military Duty
- Other situations maybe acceptable at the discretion of the Director of Education

All of the above situations must be well documented, and there must be a reasonable expectation that the student will return from the Leave. It is expected that the student provides documentation from an outside 3rd party with credibility (such as a letter from: a doctor, hospital, agency, clergy member, death certificate, etc.).

The student is required to give a specific date at which he or she will return to school. Failure to return on this date shall result in termination of enrollment. All situations will be examined and reviewed by the Director of Education before an approval or denial is made.

Withdrawing from Omnitech Institute

Conditions may arise requiring the student to withdraw from the school. It is the student's responsibility to work with Omnitech Institute in order to resolve impediments, so that every student has the best opportunity to complete his or her program of study. If the impediments are not resolved, withdrawal from the school may be necessary.

In the event of a withdrawal the student should schedule an appointment with the Director of Education to complete necessary paperwork. The student will be asked to see a representative of Student Financial Services offices for exit counseling.

Student Financial Services will calculate the period of enrollment and begin to process the tuition adjustment, if any, according to the school and federal refund policy. The student will be informed as to what effect the withdrawal will have on his/her funding award and any loan repayment obligations, if any debt is still owed.

Students must be aware that financial awards are based on successful completion of the program in the time allotted under the enrollment agreement and that withdrawing from Omnitech Institute may reduce or eliminate any financial assistance available to the student.

A student who withdraws from school during a module will receive a grade of "W" (zero quality points). The "W" grade has no effect on the GPA. The effect of the "W" grade on the number of modules attempted depends on whether the student withdraws before or after incurring a financial charge for the course. If the student withdraws before incurring a tuition charge for the course, then credits are not considered to have been attempted. If a "W" grade is issued, a student must retake the entire course to receive a passing grade.

Grades and Transcripts

Students may receive grade reports at the end of each course and may request official transcripts through the Education Department. There is no charge for the first official transcript requested by the student. An "official" transcript cannot be issued directly to a student, only to another educational institution or employer.

Requirements for Graduation

To be eligible for graduation a student must earn an overall GPA of 2.5 or better and have passed all courses required in the program of study (see Grading Policy). A student earning less than a 2.5 GPA is not eligible for graduation.

To Participate in the Graduation Ceremony:

1. All required admissions documents must be received by the school.

To receive your Certificate of Completion and school transcript:

1. All unpaid balances must be paid in full or as agreed.
2. All of the required admissions documents must be received by Omnitech Institute.
3. All required classes and tests must be completed.
4. Overall grade point average should be at least a 2.0
5. Overall Attendance percentage must be 80% or above. AMENDED 11-8-22

A Certificate is awarded to students who fulfill all educational, financial and administrative requirements of the program. These requirements include timely submission of financial documentation, clearance from Student Financial Services that all financial obligations have been met; all academic projects and a satisfactory resume have been submitted and accepted. A Certificate signifies that the student has maintained the required academic level and has demonstrated proficiency in the subjects taken.

Transfer within existing program (Change in Major or Status)

Students wishing to change programs or sessions (day or evening) must complete the current module and begin taking the next course starting on the first day of the module as approved by the Education department. If entering a new program, the student must meet the entrance requirements for that program/session.

Students, who are currently enrolled in a program, may transfer from one program to another by following the steps listed:

Step 1: Meet with the Director of Education to discuss which program you would like to transfer to and why. During this meeting the student will be informed of when the transfer can occur based on course scheduling.

Step 2: Meet with the Finance Department Dept. to determine if any tuition charges apply and complete any required paperwork. Additional fees may be incurred dependent upon the amount of time and credits earned prior to transferring.

Step 3: Meet with the Student Services/ Registrar to complete an official "Status Change" form

Special Instructional Assistance

Students who have occasional difficulty with a course are urged to seek assistance from their instructor. Additionally, tutoring is available outside of normal class time. Contact the Education Department for scheduling special instructional assistance during the Saturday Study Sessions (based upon availability).

Guidance

Omnitech provides guidance services for students depending on the individual needs of the student.

Assistance in course selection and career planning is available through the Admissions Office, the Director of Education or Career Services. Students encountering problems, which interfere with their education, are encouraged to bring these problems to the attention of their instructor, the Education Director/Advisor or the Director of Education. Students experiencing financial difficulty can seek assistance from the Student Financial Services and /or Students Services staff.

Student Records

Student records are confidential. The Director of Education maintains all student records in a secure location. Students may request a copy of their student records via written request. All required documents shall be provided no later than 10 business days after the request has been received.

Graduate Refresher Policy (Re Sit Policy)

Students may appeal to the Education Department for the opportunity to re sit a class.

Upon approval by the Education department, Omnitech will allow students to re sit any class that they have already successfully completed. Re sitting a class is only applicable upon completion of the module. Students may re-enroll in their program of choice by following the same guidelines as all new enrollees into the program.

Students who wish to repeat a class due to an incomplete grade must review the guidelines in the “resolution of an incomplete grade” section of this catalog.

STUDENT LIFE

Daily Class Schedule

- Day classes: Monday – Friday, 9:00am-2:30pm
- Evening classes: Monday – Thursday, 6:00pm-10:00pm
- Study Sessions: Saturday 10am-2pm & 12pm-2pm

Attendance and Absence Policy

Students are expected to be on time and to attend every meeting of every class in which the students are registered. Attendance is important to students' educational success. Attendance will be recorded for each class/lab session. It is your responsibility to be in the classroom at the time attendance is taken and to remain in class for the remainder of the period. Continual absenteeism will result in dismissal from the school.

1. In your absence, you are solely responsible to get the notes from members of your group or other class attendees.
2. Any student with more than 3 absences per module may receive an "F" for the class and may be required to retake the class. The fee to retake a class is \$250.00. Exceptions made at the discretion of the School Director.

Excused Absence Policy: Students are allowed a total of three (3) excused absences. An excused absence could be one of the following and must be verified with proper documentation: *(*All other instances will be carefully reviewed by administration for approval)*

- Car Accident (if you were personally involved as per accident report)
- Death of an immediate family member (parent, spouse, child or sibling)
- Severe illness/hospitalization
- Immunizations (MA students)

An excused absence does not count against the student's overall attendance.

Make Up attendance:

Students are allowed to make up days missed from class by attending Saturday study sessions or other permissible time spans approved by the Education Director.

1. Excessive tardiness may also affect your final grade negatively. Arriving to class after the scheduled class time constitutes a "late." If your class scheduled time is 9am (Day Schedule) or 6pm (Evening Schedule), then you are expected to arrive by 9am or by 6pm, anytime thereafter is considered late. If there are circumstances such as class scheduling or location that make it difficult for you to get to class on time, it is your responsibility to provide documentation to the director of education **at the**

beginning of the semester or immediately when an attendance difficulty arises.

- All documentation submitted will be approved based on what the administration deems appropriate and acceptable.
- Please note that instructors may consider 1 hour of tardiness as equal to one absence.
- Once you have missed more than thirty minutes for the day, you are required to make up the work during times designated by the Director of Education. Students will be required to complete make up work left by instructors during this time.
- Any student who falls below the 90% attendance requirement with no documentation, this student will be placed under attendance probation.

2. No make-up quizzes or presentations are given unless a valid excuse is provided with documentation (e.g. hospitalization, jury duty, etc.). If you know you are going to be absent on the day your group has a presentation, it is your responsibility to contact your group members with your segment of the presentation so they can give it in your absence in order for the group to avoid deductions in participation.

3. Reliability is possibly the single most important characteristic to cultivate for a successful career.

Allowable Absence Policy Not to Exceed 20% *(Jan. 2023)*

Students are expected to attend all hours of scheduled instruction in each course of their program. Circumstances will sometimes arise that cause a student to be absent from class. The school permits a student to miss up to 20% of the hours within their program without having to makeup that time and without any penalty to their course grades.

Attendance and Tardiness

Students are expected to attend all classes and lab sessions that are scheduled by the Education Department. It is the student's responsibility to notify their instructor or the Education Department of any absence. Typically, this can be done by the telephone. Furthermore, students are expected to be on time to all class sessions and to remain in class until the completion of the class session.

Students enrolled in programs of study at Omnitech are preparing for careers in the marketplace. Employers place a significant value on good working habits. Good attendance has been used as a screening tool in the past for determining, at least in part, future dependability of new employees.

Attendance is closely monitored. When a student's attendance drops off, he/she will be contacted by an official of the school.

Attendance Probation

Students who miss more than 20% of the total hours in the program scheduled to date will be placed on attendance probation. Consistent tardiness will affect a student's attendance counting against the overall attendance percentage. With this there is a zero tolerance which is inclusive of no late arrivals, no early departures, and no absenteeism for a two-week review.

While on attendance probation students are encouraged to meet regularly with the Education department. If attendance improves in the next module the probation will be lifted.

Dismissal for Attendance

A student missing five consecutive days of class without notifying the school may be dismissed.

A student placed on attendance probation will be reviewed after two weeks and may be subject to dismissal.

Appeal of Dismissal for Attendance

Students may appeal a dismissal based on attendance, in writing, to the Director of Education or assigned designee. The appeal must contain the reasons for the attendance violation and the student's plan to come into compliance with the attendance policy. All appeals must be received in writing within seventy-two hours of notification of dismissal from the Education Department.

Suspensions and Dismissals

Omnitech reserves the right to dismiss any student whose attendance, conduct, or academic standing does not meet the school's standards. Students who have been suspended or dismissed may be reinstated only upon the approval of the President. All suspensions and dismissals are determined on an individual basis and may be subject to review by the school's Academic Review Committee.

Re-Enrollment after Termination due to Unsatisfactory Attendance

From the first exclusion, students will be eligible to re-apply for admission after (30) thirty calendar days from the termination date. After the second exclusion, students will be eligible to reapply for admission after (90) ninety calendar days from the termination date. For additional procedures, refer to the Reinstatement Policy. Upon approval to return to school, there is a \$250.00 reentry fee that must be paid prior to starting class and the following steps must be followed:

1. Student must write an essay explaining the following:
 - a. Explain why he/she should be considered for re-enrollment.
 - b. Explain in detail why you want to be at Omnitech Institute
 - c. Explain what you hope to achieve by completing your education at Omnitech Institute
2. If re-admitted, student must complete all necessary re admittance paperwork and pay re-entry fee prior to sitting in class.

*****All requests for re-entry shall be considered and may be approved or denied at the discretion of the school's Academic Review board.***

Professional Conduct of Students

An important element of the training at Omnitech Institute is the development of professionalism. Prospective employers seek employees who will be positive additions to their company. The high standards maintained in our program prepare each student to meet the highest expectations of employers. Apart from technical competence, learning how to communicate and work with the public, coping with frustration, solving problems, maintaining self-discipline, and dressing in an appropriate business-like manner are the basic standards of professional conduct required of all Omnitech Institute students.

Omnitech expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to disciplinary action up to and including possible expulsion and/or dismissal:

1. Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration or use of institution identification documents with the intent to defraud.
2. The use of disrespectful, sexually explicit, vulgar language and or behavior.
3. The use of profanity in the classroom or in the administrative area.
4. Negative/poor attitudes.
5. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
6. Physical or verbal abuse of any person on school premises or at school-sponsored or supervised functions.
7. Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
8. Failure to comply with directions of school officials acting in the performance of their duties.
9. The use, possession or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises
10. Any violation of Federal, State, or local law on Omnitech Institute's premises or at Omnitech sponsored functions.

Any violation or transgression will be strictly penalized. Omnitech Institute reserves the right to make the administrative and educational decisions as to whether the "Honor System" or code of conduct has been violated. All cases are reviewed on an individual basis. The school's decision is final.

Suspension, Expulsion, & Disorderly Conduct

If a student is suspended, expelled, or dismissed due to disorderly conduct or inappropriate behavior, he/she may be considered for re admittance under the sole discretion of the Director of Education and the Education Director. The following procedure must be followed:

3. Student must apologize both in writing and verbally for inappropriate behavior to all parties involved in the presence of a panel review board.
4. Student must write an essay explaining the following:
 - a. Explain why he/she should be considered for re-enrollment.
 - b. Explain in detail why you want to be at Omnitech Institute
 - c. Explain what you hope to achieve by completing your education at Omnitech Institute
5. If re-admitted, student must complete all necessary re admittance paperwork and pay re-entry fee prior to sitting in class.

*Omnitech Institute reserves the right to deny re admittance to any student based on the severity of his / her conduct in the best interest of students, staff, and faculty.

STUDENT GRIEVANCE POLICY

Students are encouraged to pursue academic and occupational studies and other school sponsored activities that will promote his/her intellectual growth, career aspirations, or personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community. When a student feels that he/she has been subjected to unfair and improper action or denied his/her rights by a member of the academic community, he/she can seek redress according to the following procedures. Grievance actions may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

The following is an outline of the procedure to be followed by students, faculty, and staff.

1. Any grievance must first be addressed to the person or department with whom the disagreement occurred.
2. If there no resolution results from this, a formal written statement must be submitted to the Director of Education. A meeting will be held with the disagreeing parties and the Director of Education.
3. If resolution is not achieved with the Director of Education, a written statement outlining the disagreement and the current attempts to resolve the issue must be forwarded to the School Director. The School Director will schedule a meeting with all parties involved.
4. If the grievance is not satisfied with the School Director, a formal written statement detailing the attempts to resolve the situation must be forwarded to the School President.
5. Upon review of the facts presented by the student staff or faculty member and documentation of the grievance proceedings to date, the President will render a decision.
6. All decision rendered by the School President are final.

In the event you do not obtain a resolution to your satisfaction at this level or any subsequent level, you may request in writing that the state agency consider your complaint.

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place
Suite 220
Tucker, Georgia 30084-4113
(770) 414-3300
<https://gnpec.georgia.gov/>

EVALUATION PROCESS

The Student Grievance Procedure shall be evaluated as needed by the board formed to evaluate the procedure. The board shall consist of the School Director, Director of Education, the Director of Financie Department, the School President, and a member of Faculty designee.

ALCOHOL AND SUBSTANCE ABUSE POLICY

DRUGS

Omnitech considers the use, possession, distribution, or sale of drugs (hallucinogens, narcotics, stimulants, and depressants) except when taken under a doctor's prescription, as contrary to the welfare of the community. Students in violation of State, Federal, or other local regulations with respect to illegal drugs may be subject to both criminal prosecution and campus disciplinary action.

DRUG ABUSE & PREVENTION PROGRAM

Omnitech Institute will not tolerate drug abuse on its campus. The school's number one goal is to make sure that students achieve their goals of obtaining higher education while maturing into highly trained and motivated professionals. It is very important to have a drug free environment as it could severely impair one's learning ability.

Any student who is under school disciplinary action for the use of, or solicitation of illegal drugs shall, hereby forfeit any testing vouchers, certificates, and all other benefits offered to Omnitech students.

Students denied for eligibility for an indefinite period can regain it only after completing a rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale of three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility (p. 1 – 11).

Standards for qualified rehabilitation program

A qualified rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly/indirectly from a federal, state, or local government program.
- Be qualified to receive funds directly/indirectly from a federal, state licensed insurance company
- Be administered or recognized by a federally or state licensed hospital, health clinic, or medical doctor.

CAREER SERVICES

JOB PLACEMENT ASSISTANCE

Omnitech Institute does not guarantee job placement. However, it does provide employment assistance to its current students and graduates by means of the following services:

- Advises industry of the availability of the school's students and graduates through regular contact and develops listings of job opportunities from these employers.
- Advises students on interviewing techniques and personal development.
- Contacts graduates after graduation to determine their professional development and to provide additional assistance if desired.

A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. The Career Services office will assist the graduate in putting together this strategy and provide training in successful resume preparation.

Only graduates of Omnitech programs are eligible for career assistance. In order to utilize effectively the services of the Career Services department, the graduates must comply with the Omnitech /Career Services guidelines and must have the legal right to accept employment in the United States.

Job Placement Assistance is Available to All Graduates

It is the expressed intent of the school to promote the professional and career development of its students. To enhance this effort, the school engages in several programs that assist students in job placement.

This assistance may come in the way of working with corporate clients to secure interviews for students/graduates; securing externship location; etc. Although Omnitech Institute offers lifetime career placement assistance, this assistance is contingent upon the student/graduate exhibiting a professional demeanor at all times during this process. Professional demeanor is defined as:

- Arriving at least fifteen minutes early for all appointments and employment and externship interviews. This includes appointments with the Career Services department.
- Once a commitment is made by the student/graduate to participate in the interview process with a corporate client, the student/graduate will be required to follow through with the process until completion. Not showing up for an interview once interview is scheduled and confirmed, will not be tolerated.
- Students/graduates are expected to be respectful with a positive attitude during the interview process and while either completing his/her externship and/or employment with corporate clients.
- Students/graduates will be expected to participate in Career Services Workshops provided by the Career Services Department. Workshop topics include but, are not limited to: Resume Writing Skills; Interviewing Skills; Negotiation Tactics and Workplace Ethics.

Violation of this policy may result in termination of career placement assistance. Violations include, but are not limited to the following:

- Tardiness. A student/graduate who is tardy for appointments, including interviews.
- No call/no show. Student/graduates who do not call or show for employment and/or externship interviews will no longer receive career placement assistance.
- Poor attitude during employment/externship interview process and/or during employment. Students/graduates who display poor attitudes may have their career placement assistance benefits terminated.

PLACEMENT AND FOLLOW-UP PLAN

Career Service Program Summary:

This service is only for those students who meet graduation criteria or have completed their programs for the discipline of study. Omnitech Institute does not guarantee job placement; however, we do provide our student's, that are eligible for graduation and former graduates, with employment assistance by means of the following services:

- Advises industries of the employment availability of the school's pending and graduates through regular on-site and off-site contact to develop current listings of job opportunities from employers who hire certified and non-certified graduates in the customer service, medical and technological industries.
- Scheduling interviews with prospective employers, entrepreneurs and assistance with resume objectives, which clearly and concisely give an overall profile of the applicant skills and the utilization of transferrable and acquired skill sets.
- Designed an ongoing training program targeting the novice and experience student/worker in developing ethical work standards which today's employers seek in prospective and existing employees.
- Timeline approach to follow-up progress of placement efforts by our trained Career Advisor with graduates after graduation to determine professional development as well as provide additional assistance with soft skill sets.
- Exit Interviews are conducted with each graduate. This includes but not limited to: program survey/evaluation, review of updated resumes and a list of current job lead(s) are provided to graduation students and current contact information is reviewed.

A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy for getting employed. The Career Service Department at Omnitech is committed to establishing a partnership with our students from the admission process to graduation. The Career Service Department (CDS) training focuses on the following areas of concentration:

- Work and Business Ethics
- Business Language
- Mock Interviews, Resume Writing, completing sample applications
- Dress for Success, Negotiating and Customer Service Skill Enhancements
- Networking, how and when it is appropriate
- Conducts workshops to improve interviewing techniques, business etiquette and job searching skills.
- Evaluation from students regarding the effectiveness of Career Service Advisor effort

Procedures & Criteria for Requesting Testing Vouchers

Omnitech encourages and promotes each student to take their certification exams while in school, and most preferably upon completion of each module as applicable.

All students interested in taking any certification exam **must** maintain a 90% Attendance average to receive a voucher. This is required in order for the vouchers costs to be covered by Omnitech Institute.

The following criteria must also be met:

1. Student must be current on fulfilling any financial obligations to the school, such as tuition payment agreements, etc.
2. Student must have successfully completed the classes that they are requesting a voucher (s) for. Students may choose to take 4 certification exams at the expense of the institution. Students have the option of purchasing additional vouchers as needed.
3. All necessary documents, such as social security card/birth certificate, driver's license, high school diploma or GED, etc. must be in the student's file.
4. Student should have a signed recommendation from their instructor

Omnitech Institute, unlike any other Institute, provides vouchers to students as a courtesy to encourage students to get certified ensuring that they have a more successful career. Vouchers are not a right; they are a privilege. Omnitech has the right to deny a student a voucher(s) if he or she is not meeting the required criteria mentioned above.

Upon graduation, each Omnitech student has up to 6 months to take any certification exams that they missed while in school at Omnitech's expense. Students will receive one voucher upon completion of each test. Students will not be permitted to receive more than one voucher at once. After 6 months, students are responsible for paying for all missed or failed certification exams on their own. A result of each examination taken is placed in each student's career services file. If a student should at a different location than Omnitech he/she is encouraged to provide a copy of their test results to Omnitech for those Career Services tracking purposes.

*****Omnitech alumni are permitted to take the Certification Prep exams ONLY for exams that they have failed previously or for exams that they have not yet taken, as long as the above 4 criteria were met while in school.***

****Testing Vouchers are offered to students as a courtesy for the first exam and one retake only.**

Student Use of Computer Systems and Networks

POLICY

Omnitech Institute computer systems and networks are provided for student use as a part of Omnitech academic program. All students have a responsibility to use Omnitech computer systems and networks in an ethical and lawful manner. Students found to have misused Omnitech systems and networks may receive disciplinary action up to and including dismissal. In the case of a dismissal, the student will be subject to the refund policy as outlined in the school catalog.

SCOPE

This policy applies to all students enrolled at Omnitech onsite.

PURPOSE

The policy defines the guidelines for appropriate student use of Omnitech computer hardware, software and networks.

PROHIBITED BEHAVIOR

Examples of behaviors considered in violation of Omnitech policy on student use of computer systems and networks follow:

1. Sending obscene, harassing, intimidating and/or threatening messages through e-mail or other means;
2. Viewing or downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful;
3. Soliciting business, selling products, or otherwise engaging in commercial activities or personal advertisements;
4. Providing others with access to one's personal computer account(s), or attempting to gain access to the computer accounts, files or system to which authorized access has not been granted;
5. Attempting to circumvent or compromise Omnitech computer security or the security of any remote system (Omnitech or otherwise) accessed through Omnitech equipment or networks;
6. Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities;
7. Modifying, altering or tampering with systems hardware or software unless explicitly authorized to do so;
8. Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data;
9. Using Omnitech Institute computers and/or networks to perpetrate fraud, misrepresentation or illegal activity.
10. Use of or solicitation of alcohol or illegal drugs.
11. Carrying of firearms on campus.

****Students are permitted to use the internet during lunch breaks, before class, or after class with the consent of the class instructor.**

Dress Standards

Omnitech dress standards have been established in order to enable our students to learn in a comfortable environment and to dress in a manner that will not offend fellow students or staff. This standard is a part of Omnitech expectations for graduates, and no less than full compliance is acceptable.

Omnitech students are encouraged to pursue the development of these attitudes and behaviors because they will serve in their best interest when it comes time to seek employment.

Students will be sent home and recorded absent if in violation of dress standards. A corresponding notation will be made in the attendance record. Prospective employers tour our facility frequently; therefore, it is in the student's best interest to dress appropriately.

The following are Omnitech Dress Standards: (Omnitech. reserves the right to interpret this policy based upon its professional expectations).

While it is not our intention to dictate attire, there are a few basic courtesies that we expect all Omnitech students to follow:

- OTI Scrubs (if applicable) are required at all times upon receipt.
- Apparel should not be revealing so as to cause disruption of normal activities and classroom operations.

Examples of **inappropriate** dress and/or appearance include but are not limited to:

1. Caps, do-rags or hoods for men and women in classrooms. This policy item does not apply to headgear considered as a part of religious or cultural dress.
2. Midriffs or halters, mesh, netted shirts, tube tops or cutoff tee shirts, in classrooms
3. Bare feet/Flip flops
4. Shorts should cover entire thigh area
5. Clothing with derogatory, offensive and/or lewd messages either in words or pictures
6. T-shirts/Undershirts, for men, of any color
7. Skirts should come to the knee or below
8. Leggings are not permitted
9. Shirts, tops, blouses should not display cleavage

- **Both the individual and their clothes should be clean, so as not to offend others.**

See examples of acceptable attire below:

Medical scrubs (for those in the medical program(s))	Comfortable shoes /boots (no bedroom slippers)
Skirt / Pant suits	Hair should be neatly groomed (no night caps)
Sweat suits, sneakers,	T-shirts & Sweatshirts without slanderous messages
Collared shirt (no tank tops)	
Jeans (without revealing cuts/holes)	

These standards have been set in place and shall be upheld respectfully, by the administrative staff and faculty of Omnitech Institute.

Students* will be provided with an ID card. Each student is required to have his/her ID card on hand at all times. In the event an ID card is misplaced, students are required to sign in at the receptionist desk and check off the misplaced ID box on the sheet. A representative from the Finance Department department will assist in providing a new card. The fee to replace lost or stolen ID cards is \$10.00. Students are required to have ID cards with them at all times and produce them upon request by Omnitech staff.

Complaint Procedures

Omnitech, Institute, in accordance with its mission statement and operating principles, and as required for certification by the NPEC, has developed this compliance procedure to help ensure the appropriate protocol toward student treatment. In the OTI Instructor's Manual, the organization's policies on the standards of conduct in teaching relationships are outlined in a commitment to ensure students are able to pursue their course of study in a supportive and professional learning environment.

Standards of Conduct in Teaching Relationships

Omnitech Institute expects every instructor to set an example in terms of appearance, competence, courtesy, knowledge, dignity, and professional bearing for the students entrusted to their care and control. OTI instructors shall exhibit the highest standards of professional, moral, and ethical conduct while providing instruction to students. It is expected that instructors communicate in a clear, understandable and professional tone that is appropriate for the course. Feedback to students will be communicated in a clear and constructive manner in view of both the course terminal objectives and with the goal of eliminating unacceptable performance, behavior, or action, and encouraging proper performance or demonstration of a task by the student. Feedback that is not performance based, and/or that includes but is not necessarily limited to references about age, gender, ethnicity, religion, political affiliation, or similar protected status, is strictly prohibited.

Unless providing emergency first aid or for a legitimate instructional purpose, physical contact with students is strictly prohibited. Direct solicitation of any kind is also prohibited at OTI. This shall not preclude an instructor from accepting an unsolicited gift to the school from a class of students, given for the purpose of expressing the collective appreciation of the class for the instructional efforts.

Finally, inappropriate treatment is a result of behavior toward others that interrupts the process of learning. This behavior classifies as a violation of the standards of conduct in teaching relationships. Inclusive in this definition are behaviors that appear as a mental or physical threat, sexual harassment, mental cruelty, and discrimination by age, ethnic group, sexual orientation, race, or religion.

Course of Action

In the event a student experiences any type of inappropriate treatment (aforementioned) from another student or an employee, the following steps should occur:

1. Student should make an informal complaint within seven days of the event.
2. Unresolved issues or issues that stem beyond eight days should be placed in writing and filed with the Department head - prior to consultation.
3. Students are encouraged to seek consultation from faculty or a member of administration during the initial 7 day period
4. Student should demonstrate that all remedies available have been exhausted – Complainant should keep a record and describe actions taken in this regard
5. Unresolved issues or issues that stem beyond eight days should be placed in writing and filed with the Department head - prior to consultation.
6. Student should provide name and contact information in writing
7. Complaint needs to be signed

With the exception of events that are of criminal intent, faculty and staff are required to use the escalation procedure to identify and resolve student related issues.

Comprehensive Dispute Resolution System

Omnitech recognizes that, on occasion, you may have a concern or issue with some aspect of your Omnitech experience. To ensure that you receive a prompt and fair response, Omnitech has created a formal system to facilitate the resolution of any concern or issue with Omnitech Institute. If you are not satisfied with the results, you have the right to pursue further action at each level of the process.

The first place to start if you have a concern or issue is to raise it informally with your instructor or, if it is not an instructional issue, with the appropriate Omnitech Institute staff member. In many cases, your concern can be resolved at this informal level.

If that approach does not resolve your concern, you begin the formal dispute resolution process by presenting a written description of your complaint to your instructor, or to the appropriate Omnitech Institute staff member. The written complaint should include as much information as possible to assist in addressing your concern and a statement of what you would like done to resolve the matter. The complaint must be signed and dated and include your address and telephone number (s).

In the event you do not obtain a resolution to your satisfaction at this level or any subsequent level, you must request in writing that the next level consider your complaint.

Level 1	Instructor/appropriate staff member
Level 2	Director of Education or another Manager as appropriate
Level 3	School President
Level 4	Chairman of the Board of Directors

Level 5 Students may also submit complaints by writing to:

Georgia Nonpublic Postsecondary Education Commission

2082 East Exchange Place

Suite 220

Tucker, Georgia 30084-4113

(770) 414-3300

<https://Gnpec.georgia.gov/>

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

FINANCIAL INFORMATION

Financial Resources

The Finance Department is designed to assist students in meeting the costs of their education. The Finance Department Advisors will assess your financial need and determine the amount and type of aid you are eligible to receive. Advisors will notify students of any information and or documentation needed. You should be aware that the Finance Department process requires your full cooperation in order to ensure that you are prepared for all expenses for school. When you are notified to come to the office for any reason, you should respond as soon as possible. The advisors work very closely with each student to ensure that necessary paperwork is received and processed in a timely manner. We urge you to become acquainted with the Finance Department staff to work together in meeting your educational and financial goals.

Financial resources:

Fynn Credit Services
TFC Credit Corp.
Scholarships (when available)
WIOA (*Medical Assistant & ONP Network Engineering*)
Revised Jan. 2023

The school does accept outside scholarships and Tuition Reimbursement for applicable employers/companies.

Student Financial Assistance

Omnitech Institute maintains a staff of qualified officers to assist the individual applicant in the completion of all documents applicable to the various private sources of the student financial assistance.

Students who choose to pay their tuition through monthly financing must make their payments on time. Failure to do so could result in any of the following actions:

1. No certification vouchers
2. No transcripts
3. Possible expulsion
4. Collections activities

Tuition & Fees

Application Fee:	\$30.00 (Non-refundable)
Transcript request Fee	\$10.00
Graduation Fee (Does not apply to students who withdraw or drop from school)	\$75.00
Re Entry Fee (Applies to any students who drops/withdraws from school and returns to complete)	\$150.00
Lab Fee	\$150.00
Uniform Replacement Fee:		
Omni T-Shirts	\$5.00
USB Drive	\$5.00
Scrub Tops	\$10.00
Scrub Bottoms	\$10.00
Omni Networking Program for Information Technology (ONP-IT)	\$23,999.00
Omni Networking Program for Digital Media (ONP-DM)	\$23,999.00
Medical Assistant (MA)	\$23,999.00

Vouchers:

A+	-	\$239.00/per part (220-1000/220-1002)
Net+	-	\$348.00
Server	-	\$348.00
Linux	-	\$348.00
Security+	-	\$381.00
CCNA	-	\$300.00
CCNA Security	-	\$300.00
Windows MCP	-	\$165.00
CCMA	-	\$160.00
CET (EKG Technician) -		\$125.00
CPT (Phlebotomy Tech)-		\$125.00

***Tuition and fees are subject to change. Please verify with the Finance Department office department.*

****The cost of books is included in the tuition cost for each program offered. Omnitech will pay a total of 4 Certification exams (only), as a courtesy for those students meeting the requirements as outlined under the “Voucher Policy”.

Omnitech will only pay to take the exam once; any tests that need to be retaken are the responsibility of the student.

Equipment replacements such as thumb drives, headphones or any other devices originally provided to students by the school will be available to students at cost. Please see a member of the Education or Finance Department.

**Certifications are paid for by Omnitech contingent upon the completion of the program in which the student is enrolled.
Students who drop out of school are responsible for purchasing their own test vouchers.

SUPPLIES

Provided to Students:

All students shall receive supplies based upon their program major as follows:

ONP IT and ONP Digital Media students will receive a thumb drive.

Medical Assistant students in MA will receive 2 sets of scrubs a stethoscope, blood pressure cuff, and a thumb drive. The uniforms will be administered to students after the first 30 school calendar days of enrollment and again upon completion of the first term of enrollment (midpoint).

***Uniforms, blood pressure cuffs, and stethoscopes will be issued after completion of the first 30 calendar days of school.

*Books are included for each of the listed programs.

Required Supplies (Not all provided by the school)

ONP-IT & Digital Media students will need:

- Access to or ownership of a laptop or desk top computer
- 16G Thumb drive to download VM-ware
- Highlighters
- Ink Pens / Pencils
- Notebooks

Medical Assistant Students:

- Access to or ownership of a laptop or desk top computer
- 16G Thumb drive to store information / Test Prep Material
- Highlighters
- Ink Pens / Pencils
- Notebooks

Refund Policy and Financial Obligations

For VA Benefit Recipients

The school will refund the unused portion of prepaid tuition and fees on a pro rata basis. The Department of Veteran Affairs will be notified via form 1999 of all changes in a VA student's enrollment status. All refunds are calculated based on the State Refund calculation.

NOTE: As of December 16, 2022, Omnitech Institute is currently not approved to participate in the veterans' education benefits programs administered by the U.S. Department of Veterans Affairs (VA) and veterans who attend Omnitech cannot use their education benefits at this time.

For All Other Students

The Omnitech Refund Policy applies to all students. Refunds will be paid within 30 days of the date student's withdrawal date based on the student's last date of attendance.

Georgia refund policy

Students attending Omnitech Institute in Georgia are subject to the following refund policy:

- A. A full refund of all money paid if student is not accepted by Omnitech Institute.
- B. If student cancels prior to commencement of classes;
 1. All monies paid by the prospective student, including application fee, are refunded if he/she requests the refund within three (3) business days after signing an enrollment agreement with the institution.
 2. Prior to beginning classes, if no enrollment agreement is signed with the institution, the applicant receives a full refund of all monies paid if he/she requests refund within three (3) business days after making a payment to the institution.
 3. If a student makes an advance payment of tuition before classes begin, one hundred percent (100%) of the tuition payment will be refunded should the student fail to begin classes. The refund will be made within thirty (30) days of the start of class.

- C.
 1. All tuition and fees paid, excluding nonrefundable fees, must be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement.
 2. The institution that cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue:
 - makes arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or
 - refunds all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. In any event, all refunds shall be made within forty-five (45) days of the student's last day of attendance.

A student enrolled in a program longer than twelve (12) calendar months is not financially obligated to Omnitech beyond the first twelve-month (12) period if the student withdraws during the first twelve-month period. Furthermore, Omnitech will refund 100 percent of the tuition beyond the initial twelve (12) months.

Georgia law requires that the period for which a student is charged cannot exceed twelve (12) months. Under the state refund policy, if a student withdraws during the first twelve (12) months, the refund, if any, is calculated using 12-month tuition.

The balance of the contracted time beyond twelve months is calculated on a percentage basis as stated by the Georgia Refund Policy. In the case of a prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, Omnitech shall make a settlement, which is reasonable and fair to both the student and Omnitech. (See Leave of Absence Policy)

In the event that Omnitech cancels or changes a program of study, in which a student is enrolled and unable to complete the program, arrangements shall be made in a timely manner to accommodate the needs of each student affected by the cancellation or change. If the school is unable to make alternative arrangements that are satisfactory to both the school and the student, Omnitech will refund all monies paid by the student for the program. Similarly, if the school cancels or changes the time or location of a course in such a way that a student who has started the course is unable to complete it, the school shall refund all monies paid by the student.

Application fees will not be refunded after the third business day following the signing of the enrollment agreement.

Examples of the application of the refund policy and procedures are available, upon request, in the Business Office. Omnitech personnel meet at least weekly to identify students who have ceased attending and to implement refund procedures with respect to these students.

Nonfederal student Finance Department funds will be returned in the following order, up to the lesser of the amount disbursed, or in the case of a loan, the balance due.

- Private Loans
- Vocational Rehabilitation
- Other state, private, or institutional sources
- Student

When due, refunds must be made without requiring a request from the student.

PROGRAMS OF STUDY

To ensure that students are taught industry-current skills, the school reserves the right to modify or update course content within the same content area when hardware and software is updated by the manufacturers.

OMNITECH NETWORKING PROGRAM, Network Engineer Specialization (Certificate)

COURSE TITLE

NETWORK Engineer Specialization: Information Technology

Course Code/Number	Course Name	Classroom Clock hours	Credit hours	Shop/Lab Clock/Credit		Clock	Credit
NE 100	Introduction to Computers	15	1.0	15	0.5	30	1.5
PD 101	Professional Development	20	1.3	20	0.6	40	1.9
NE 101	A+ Hardware Tech/Core/ Operating Systems (OS)	50	3.3	60	2.0	110	5.3
NE 102	Windows I Desktop OS/	45	3.0	25	0.8	70	3.8
NE 201	Network +	30	2.0	40	1.3	70	3.8
NE 215	Windows Desktop OS (II) (Server)	40	6.0	30	1.0	70	3.6
CI 401	Cisco I CCNA	80	5.3	40	1.3	120	6.6
CI 405	CCNA Security	45	2.6	45	1.6	90	4.5
CI 410	Network Security	25	6.0	15	0.5	40	1.2
LN 301	Linux I	20	1.3	20	0.6	40	1.9
LN 302	Linux II	20	1.3	20	0.6	40	1.9
**Classes not necessarily taught in this order.	TOTAL					720	36

CURRICULUM OBJECTIVES

The Omnitech Networking Program (ONP) is designed to provide students with a strong foundation in networking on multiple platforms – Microsoft Windows 7 and Linux. Upon successful completion of the program, students should have the necessary skills to install, configure, and operate Windows and Linux operating systems, as well as operate routers and set up network firewalls. The student is also prepared for several certifications such as: Network+; Microsoft Certified Professional (MCP) – Windows XP Professional and Windows Server; Cisco CCNA and CCNA Security.

Potential careers attainable upon completion of this program include:

Network Engineer	Network Manager
Systems Administrator	Systems Engineer
Technical Consultant	Technical Support Specialist
Help Desk Support	Network Administrator

ONP-Network Engineer Course Descriptions

Course Code:

Course Descriptions:

NE 100

Introduction to Computers

In this course students will learn about the significant role of computers in business and society. Students will be introduced to concepts addressing computer hardware and software, networking, multimedia, telecommunications, careers in the Information Technology field, and current computer-related issues. This course has a computer lab component where students get hands-on experience using a current integrated software package (Microsoft™ Office®) to better understand how computers are used in a business environment.

PD 101

Professional Development

In this course students will learn how to prepare a resume, organize a job search, complete a job application, interview effectively, project a positive and responsible attitude, negotiate salary, and more.

NE 101

A+ Hardware Tech/Core/Operating Systems (OS)

This course provides the competencies and skills needed to repair and maintain PC's. A+ certification provides the essential prerequisite knowledge for candidates pursuing other certificates such as the Microsoft Certified Systems Engineer (MCSE). Certification is achieved by passing two computer based exams at any authorized testing center. The core exam tests the candidates' fundamental knowledge of service procedures and computer hardware while the elective exam measures the candidate's knowledge of installation and support of DOS and Windows systems and applications.

NE 102

Windows I Desktop OS

This course provides students with the knowledge and skills necessary to install and configure industry-current operating systems on stand-alone computers and on client computers that are part of a workgroup or a domain.

NE 201

Network +

Network+ Guide to Networks, Fourth Edition is designed to prepare users for CompTIA's Network+ certification exam and will also offer mapping features to the exam objectives. The text presents current coverage of networking hardware and software along with the skills necessary to succeed in the dynamic field of networking.

NE 215

Windows Desktop OS (II) (Server)

This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows Server on stand- alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure MS Windows Server to create file, print, and terminal servers.

LN 301

Linux I

This course is designed to help students successfully pass CompTia's Linux + Certification exam. CompTia has revised their Linux+ certification to meet industry demands by reducing its focus on hardware terminology and increasing its focus on the configuration of network services and security.

LN 302

Linux II

This course covers Red Hat Fedora Core 2, the newest version of the popular Linux operating system. Not only will this prepare students for CompTia's Linux+ certification, the course will equip all students with the information necessary to remain current with industry changes.

CI 401

CISCO I CCNA

This course is designed to share preparation hints and test-taking tips, helping you to identify areas requiring further study and improve your conceptual and hands on knowledge.

CI 405

CCNA SECURITY

This course is designed specifically to prepare students for successful completion of the CCENT, CCNA & CCNA Security Certification Exams. Cisco Certified Network Associate Security (CCNA Security) validates the ability to secure Cisco networks. With this training course, networking professionals will gain the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

CI 410

Network Security

In this course, we will take an in-depth look at network security concepts and techniques. We will examine theoretical concepts that make the world of security unique. Also, this course will adopt practical, hands on approach when examining networking security techniques.

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ONP-Digital Media

Course Code	Course Name	Classroom Clock hours	Credit hours	Shop/Lab Clock/Credit		Clock	Credit
NE 100	Introduction to Computers	15	1.0	15	0.5	30	1.5
DM 101	Professional Development	20	1.3	20	0.6	40	1.5
NE 102	Windows Desktop OS I	40	0.6	30	1.0	70	1.5
NE 101	A+ Hardware Tech/Core/ & Operating Systems (OS)	50	3.3	60	2.0	110	5.3
NE 201	Network +	30	2.0	40	1.3	70	3.0
DM 203	Open Source Web	50	3.3	50	1.6	80	4.5
DM 201	Web Graphics	30	2.0	30	1.0	60	3.0
DM 202	Programming I HTML & CSS	30	2.0	30	1.0	60	3.0
DM 216	MAC OS	25	1.6	25	0.8	50	2.4
DM 311	Intro to DAW I & II	40	2.6	40	1.3	60	3.9
DM 204	Intro to Videography	30	2.0	30	1.0	60	3.0
DM 205	Intro to Photography	30	2.0	30	1.0	60	3.0
DM 301	Sound Recording I (Mics)	30	2.0	30	1.0	50	1.5
DM 302	Sound Recording II (Plug- Ins)	30	2.0	30	1.0	50	1.5
DM 312	Digital Media Business/Social Media Mktg.	25	1.6	25	0.8	40	2.4
**Classes not necessarily taught in this order.							
						890	41

CURRICULUM OBJECTIVES

The Digital Media specialization will give students the added components of photography, Videography, and logic pro. These components along with Digital Media will help to better equip students for the workforce. As well as the start commonalities between Computer and Network Engineer and the need for the modern day Music Engineer to have the same set of skills as the Computer and Network Engineer.

The Music Engineer component is designed to introduce students to recording in computerized and networking environments and provides technical training in sound recording, from setup to mix-down. You will also get detailed discussions and animations of technical terms, computerized recording concepts and techniques, editing with the computer and software music production and editing. Training consists of project planning as well as preproduction, production, and postproduction. It will also provide students with a foundation for computer networking engineering basics which is an essential requirement for being an effective Digital Media Specialist.

Following is a list of potential careers to which the Digital Media Specialist curriculum lead:

Sound Engineer	Assistant Engineer
Tracking Engineer	Editing Engineer
Web Graphics Designer	Videographer
Web Designer	Help Desk Support

Note: The courses above may not necessarily be taught in the order in which they are outlined.

Note: One Clock Hour is defined as a sixty (60) minute span of time. For each four (4) hour period, students receive a 15-minute break. Half the class time is designated for lecture and half for laboratory work and theory.

ONP Digital Media Program

NE 201

Network +

Network+ Guide to Networks, Fourth Edition is designed to prepare users for CompTIA's Network+ certification exam and will also offer mapping features to the exam objectives. The text presents current coverage of networking hardware and software along with the skills necessary to succeed in the dynamic field of networking.

NE 100

Introduction to Computers

In this course students will learn about the significant role of computers in business and society. Students will be introduced to concepts addressing computer hardware and software, networking, multimedia, telecommunications, careers in the Information Technology field, and current computer-related issues. This course has a computer lab component where students get hands-on experience using a current integrated software package (Microsoft™ Office®) to better understand how computers are used in a business environment.

DM 101

Professional Development

In this course students will learn how to prepare a resume, organize a job search, complete a job application, interview effectively, project a positive and responsible attitude, negotiate salary, and more.

NE 101

A+ Hardware Tech/Core/& Operating Systems (OS)

This course provides the competencies and skills needed to repair and maintain PC's. A+ certification provides the essential prerequisite knowledge for candidates pursuing other certificates such as the Microsoft Certified Systems Engineer (MCSE). Certification is achieved by passing two computer based exams at any authorized testing center. The core exam tests the candidates' fundamental knowledge of service procedures and computer hardware while the elective exam measures the candidate's knowledge of installation and support of DOS and Windows systems and applications.

NE 102

Windows Desktop OS I

This course provides students with the knowledge and skills necessary to install and configure industry-current operating systems on stand-alone computers and on client computers that are part of a workgroup or a domain.

DM 202**Programming I HTML & CSS**

This course provides the student with the ability to understand and create HTML formatting in order to develop a web page. Learn to format text, create forms, links clickable images and incorporate graphics, multimedia sounds, and video into Web pages. Students will learn how to use CSS for formatting and positioning within a web page, utilize the various selector types in CSS and when to use each.

DM 203**Open Source Web****Using Open Source Content Management System (CMS) to Build and Manage Web sites**

At the end of this class, students will learn to use open source CMS tools such as **Joomla** to build, update and maintain advanced websites. Students will learn to add content and PHP modules and plug-ins to extend the functionality of web sites. They will learn to **build web site templates** using WYSIWYG tools that are compatible with Joomla CMS. Adding Payment modules, Login & Authentication modules, Multimedia modules etc. will be demonstrated and learnt. Students will learn to build websites using JOOMLA and learn to add modules to extend the functionality of the web content.

DM 301**Sound Recording I (Mics)**

This class gives students hands on view of the studio recording process. Concepts covered include software interfaces including Pro Tools, digital audio editing, plug in effects. The design of this course is also to guide students through operating certain advanced parts or functions of Pro Tools and focuses on advance sound editing and miking.

DM 302**Sound Recording II (Plugs-Ins)**

Summary: Sound Recording II students will learn how to run and operate a tracking session. Learn studio do and studio edict. Students will learn how to run and operate a controller 24 mixing console. Students will learn how to use plug-ins, and more in depth into avid Pro Tools. Students will also learn how to mix records that they recorded and how to release their own music on multiple digital sites.

DM 311**Intro to DAW I & II**

This course prepares students to utilize equipment in the DAW to record and engineer sound.

DM 312**Digital Media Business/Social Media Mktg.**

This course introduces students to the fundamentals of conducting business in the audio industry. Topics include publishing, copyright, networking and marketing. Social media marketing refers to the process of gaining traffic or attention through social media sites. Students will learn to utilize streams of social media such as Facebook, twitter, and more to market themselves and their business.

DM 216**MAC OS**

This course will teach students to operate Apple McIntosh Computers by becoming familiar with the operating system and Apple hardware.

DM 201**Web Graphics**

Introductory Course that focuses on skills needed to structure and organize complex visual communications in both traditional and digital environments. Emphasis on conceptual development, structural organization of information and interplay of form and verbal content to effectively communicate ideas. Students will learn to think critically and become familiar with various tools and techniques used to produce professional work in the fields of graphic design and illustration.

DM 204**Intro to Videography**

This introductory course will prepare students to plan, shoot, and edit video footage to create high-quality **videos** of all kinds utilizing the basic fundamentals of Videography: Framing, Lighting, Zooming, use of Tripods, Focus, White balance, Audio and more.

DM 205**Intro to Photography**

This introductory course will teach students to harness their skills using the three variables that matter most in photography: Light, subject, and composition. Students will be taught: shooting in RAW, how to understand the exposure triangle, and what aperture is best for portraits, what aperture is best for landscapes, learn to use Aperture Priority and Shutter Priority Mode.

MEDICAL ASSISTANT

Course Code/Number	Course Name	Classroom Lecture Clock hours	Credit hours	Shop/Lab Clock/Credit		Clock	Credit
NE 100	Microsoft Suites	20	1.3	20	.6	40	1.9
NE 101MA	Intro to Medical Computers w/ Medisoft	20	1.3	20	.6	40	1.9
MA 101A	Intro to MA practices/HIPAA/OSHA	40	2.6	40	1.3	80	3.5
MA 102A	Anatomy & Physiology I/ Med Terminology	40	2.6	40	1.3	80	3.9
MA 103A	Cardiovascular, Respiratory, Nervous and Urinary Systems	40	2.6	40	1.3	80	3.9
MA 104A	Reproductive, Lymphatic, Immune & Endocrine Systems	40	2.6	40	.7	80	3.3
MA 105A	Administrative Medical Assistant	40	2.6	40	1.3	80	3.9
MA 106A	Medical Law& Ethics / Human Behavior	40	2.6	40	1.3	80	3.9
MA 107A	Nutrition & Special Diets	40	2.6	40	1.3	80	3.9
MA 108A	First Aid, CPR & Professional Development	40	2.6	40	1.3	80	3.9
	Externship					180	4.0
**Classes not necessarily taught in this order.	TOTAL					900	38

Curriculum Objectives

The Medical Assistant Program (MA) provides the background which enables a student to assume a responsible entry level position as a Medical Assistant. Required laboratory skills and administrative procedures are taught for use in a physician's office or clinic. The program concludes with an externship at a medical facility.

Following is a list of potential careers to which the Medical Assistant curriculum lead:

- Medical Assistant
- Medical Insurance Biller
- Medical Records Clerk
- Phlebotomist, EKG Technician
- Office Manager

Note: The courses above may not necessarily be taught in the order in which they are outlined.

Medical Assistant

Course Descriptions

NE 100

Microsoft Suites

Students will become familiar with Microsoft Office Suite's set of programs that are commonly utilized for productivity tasks, including word processing programs, spreadsheet tools, presentation software, email programs and others.

NE 101MA

Intro to Medical Computers w/ Medisoft

Students will be introduced to Computer programs such as Medisoft and Electronic Medical Systems EMS. Microsoft Word, Excel, Power Point in an effort to utilize skills learned for various projects.

MA 101A

Intro to MA Practices/HIPAA/OSHA & Med Term

Week 1 and 2 Students will be introduced to what Medical Assisting encompasses and the various types of Medical practices where he/she can be employed. The students will be introduced to the first phase of medical terminology which is the medical language utilized in the medical profession. This will involve the introduction of common medical abbreviations and symbols. **Week 3 and 4** during this module the students will be introduced to the laboratory and its functions. They will also be introduced to HIPAA, OSHA standards, universal and standard precautions, infection control and lab safety. The students will also be introduced to making recordings in medical charts (SOAP) notes, as well as learning how to take and measure vital signs.

MA 102A

Anatomy & Physiology I/Med Terminology

Week 1 Students will be introduced to Anatomy and Physiology Part 1 which explains how the body is organized into different systems and their origins. The Medical Terminology associated with the organization of the body will be learned as well. **Week 2** Students will be introduced to the skeletal system learning the functions and names of the bones in the body along with the associated Medical Terminology. **Week 3** Students will be introduced to the Integumentary System and the importance of how the skin is to the body with the associated Medical Terminology. **Week 4** Students will be introduced to the muscular system where they will learn the names and functions of the muscles in the body along with the Medical Terminology for this system. **Lab work** will include Positioning of the body, charting, measurements, needle and needle sizes and injections along with vital signs.

MA 103A

Cardiovascular, Nervous, Respiratory & Urinary Systems

Week 1 Students will be introduced to the Cardiovascular System. Here they will see how the Heart works and functions. The Students will be introduced to the Medical Terminology associated with this system and learn the EKG. **Week 2** Students will learn about the Nervous System and how the nerves in the body function along with the associated Medical Terminology. **Week 3** Students will be introduced to the Respiratory System to show how one breathes and how it affects the body with the associated Medical Terminology along with it. **Week 4** Students will be introduced to the Urinary System and how the body rids waste through urine along with the associated Medical Terminology with this system. **Lab work** will include Urinalysis, Microscope, Microbiology, EKG, Phlebotomy, Vitals and Peak Flow Meter.

MA 104A

Reproductive, Lymphatic, Endocrine & Immune Systems

Week 1 Students will be introduced to the Male and Female Reproductive System how it functions and the make-up of the human sex organs along with the diseases and disorders. The Medical Terminology associated with this system will be learned as well during this module. **Week 2** Students will be introduced to the Lymphatic and Immune System along with the associated Medical Terminology. Students will learn about immunity, diseases and disorders in the body. **Week 3** Students will be introduced to the Digestive System along with the Medical Terminology. During this module students will learn about the passage of food and the effect it has on the body. **Week 4** The Endocrine System and Special Senses along with the associated Medical Terminology will be discussed. **Lab work** will include Snellen Charts, Ear Irrigation procedures, removal of sutures and open lab.

MA 105A

Administrative Medical Assistant

Week 1 and 2 Students will be introduced to the Administrative Medical Assistant. Here they will learn about office equipment, office computers, Microsoft word, PowerPoint, excel. Students will learn the Medisoft Medical Program, mail, managing office supplies, patient records and office records. **Week 3 and 4** Students will be introduced to the art of Interacting with patients from different back grounds and sexes. They will be scheduling appointments, patient reception, patient education, basic bookkeeping, billing and collections. **Lab** will be open with emphasis on documenting.

MA 106A

Medical Law & Ethics/Human Behavior

Week 1 and 2 Students will be introduced to Law and Ethics in the Medical Community. Students will learn how to effectively communicate with patients, families and Coworkers learning al the phases of effective communication including the communication circle Maslow's Hierarch of Human needs, Understanding Human behavior and types of communication Psychology 101. **Week 3 and 4** Students will learn to assist with a general Physical Exam and will learn the

Surgical Instruments used in the Medical Office. Students will learn Specialties in the Medical field to work in, Medical Emergencies, Triage and assisting with Minor surgery. Lab work will be open to zone skills already learned.

MA 107A

Nutrition & Special Diets/Pharmacology

Week 1 Students will be introduced to Nutrition and Special Diets. Students will learn about the food chain and the important of Nutrition to the body. Students will learn how to educate patients when instructed by the Physician on what diet or lifestyle change a patient needs to adhere to. **Week 2 and 3** Students will learn the Principles of Pharmacology. The students will learn the brand and generic names of medicines. Students will learn to calculate measurements when instructed by a Physician. **Week 4** Students will learn about X-Rays and Diagnostic Radiology. Here they will learn the types of Diagnostic procedures ordered by a Physician and the preparation needed by patient before they can undergo a procedure such as a Barium Meal preparation. X-Ray positioning will be shown. Lab Students will be introduced to the study of pharmacology which is the study of how a drug affects a biological system and how the body responds to the drugs.

MA 108A

First Aid/CPR & Professional Development

Week 1 Students will learn how to bandage along with basic First Aid. CPR will be taught by the Instructor as well. **Week 2:** First Aid/CPR/AED training by American Heart Association Test and Certification. **Week 3 and 4: Professional Development** Students will be taught the basics of resume writing and updating, dress for success, proper grammar and speech patterns, telephone usage and language, interviewing techniques and career searches. Field trips can be organized, as well as extern/career interviews.

MA 299

Externship (180 hrs.)

Externship is performed after successful completion of all classroom training. The student will be under direct supervision of a preceptor (an experienced certified professional who will provide support and guidance to students during clinical placement) in a medical office or other health care setting.

Omnitech Staff

Mr. Carlos Lester

.....**Founder**

School Executive Administrators

Ms. Renee Alston

..... School Director
.....Administrative Assistant

Education

Renee Alston (Interim)

..... Director of Education
.....Assistant Director of Education

Admissions

Al Hudson

..... Admissions
..... Admissions

Career Services

.....Career Services & VA Resources
..... Student Services

Finance Department

Ms. Renee Alston

..... Director of Financie Department
.....Financie Department Advisor

Business Office

Mrs. Vickers

.....Business Office Manager/ HR
..... Bookkeeper/Accounting

Front Desk Receptionist

Ms. Llewellyn

..... Front Desk Manager

Instructional Staff

NAME	EDUCATION	Program	CURRENT INSTRUCTIONAL LOAD / HOUR		Certifications/Skill
			Part-Time /	Full-Time	
Jason Ali	Omnitech Institute Atlanta, GA Campus	Network Engineer	X		A+, Net+, Security+
Rafael Pino	Certificate, Computer & Network Support, Lincoln College of Technology, Marietta, GA	Network Engineer	X		CompTIA Network+, CCENT
Andrea Dubose	City of Colorado Springs, Ft. Carson Army	Medical Assistant	X		RMA, CAN, PT Navigator Cert & Holistic Health Consultant
Barbara Steele	Metropolitan Training Center	Medical Assistant	X		MGCC Practical Nurse, MA-NHA
Edward Fairley	Omnitech Institute & US Marine Corp	Digital Media	X		Public Speaking, Leadership Training Certifications, Subsistence & Logistics
Dion Robinson	Wayne State University	Digital Media	X		Masters of Arts in Media & Studies
Rashid Scales	Omnitech Institute	Network Engineer	Less than part time	Substitute Teacher only	A+, Network+, CCNA, Security+