



Omnitech Institute

2020-2021

School Catalog

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and Omnittech 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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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 10% of the hours within their program without having to makeup that time and without any penalty to their course grades. 20

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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. Omitech Institute takes pride in its professional and experienced staff, who have both experience and certification in the areas in which they provide instruction.

At Omitech our primary focus is on instructor-led training combined with hands on experience creating a dynamically interactive learning environment. Omitech 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. We are approved by the U.S. Department of Education to administer Title IV financial aid for those who qualify. In addition, we're accredited by the Council on Occupational Education, and the Georgia Non-Public Postsecondary Education Commission.

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 Omitech 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.

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 Omnittech 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 Omnittech is to prepare individuals for a career that they may not otherwise be prepared for or have access to. OII is a state authorized/ COE Accredited* U.S. Department of Education Certified School that focuses on:

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

Approvals and Associations

- Omnittech is accredited by the Commission of the Council on Occupational Education
- Approved by U.S. Department of Education
- The Non Postsecondary Education Commission (State Licensed and Authorized School)
- VA Benefits accepted

Omnitech certifies that the school and its owners are of good reputation and character. Further, the school's staff obtained degree credentials from accredited institutions 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.*

Facilities & Hours of Operation

Omnitech is conveniently located at 1800 Phoenix Blvd. Bldg. 100 Suite 100 Atlanta, GA 30349. It is accessible by public transportation and has free ample parking. The facility includes modern, well-lit air-conditioned classrooms and computer laboratories. The school is handicapped accessible.

Office hours are Monday - Friday: 9:00am - 6pm

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.

2020 Schedule of Breaks/ Holidays:

<u>Holiday</u>	<u>Dates:</u>
Martin Luther King Jr. Day	Jan. 20, 2020
President's Day	Feb. 17, 2020
Spring Break	April 6-10, 2020 Due to COVID 19 Break began 3/23/20 & ended 4/6/20
Memorial Day	May 25, 2020
Independence Day	July 3, 2020 (observed)
Labor Day	Sept. 7, 2020
Columbus Day	Oct. 12, 2020
Veteran's Day	Nov. 11, 2020
Thanksgiving	Nov. 25-27, 2020
Christmas & New Years	Dec. 23 - Jan. 4, 2021

2021 Schedule of Breaks/ Holi days

Holi day:	Observed Dates:
Marti n Lut her King Jr.	January 18, 2021
Presi dent's Day	February 15, 2021
Spri ng Break	April 5, 2021- April 9, 2021
Me mori al Day	May 31, 2021
Inde pendence Day	July 5, 2021
Labor Day	September 6, 2021
Col umbus Day	October 11, 2021
Veterans' Day	Nove mber 11, 2021
Thanks G vi ng	Nove mber 24-26, 2021
Christ mas	Dece mber 20, 2021- Jan. 1, 2021
<i>**Classes resume Mnday Jan. 3, 2022</i>	

2022 Schedule of Breaks / Holi days

Holi day:	Observed Dates:
Marti n Lut her King Jr.	January 17, 2022
Presi dent's Day	February 21, 2022
Spri ng Break	April 11, 2022- April 15, 2022
Me mori al Day	May 30, 2022
Inde pendence Day	July 4, 2022
Labor Day	September 5, 2022
Col umbus Day	October 10, 2022
Veteran's Day	Nove mber 11, 2022
Thanks G vi ng	Nove mber 23-25, 2022
Christ mas	Dece mber 21, 2022- Jan 2, 2023

**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 Omitech 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 question; 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 Omitech 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. Omitech Institute cannot guarantee the transferability of these credits in any way.

Veterans Services:

NOTE: 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 financial aid 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.

Financial Aid 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 Aid Warning for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV funding for the next period after they receive the warning status.

You 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. In order to be placed on probation and continue to receive federal financial aid, the student **MUST APPEAL** the satisfactory academic progress decision within 10 days and prevail upon appeal. 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 financial aid will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and or attendance up to satisfactory levels in order to have financial aid reinstated.

APPEAL PROCESS

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV financial aid eligibility and will be placed on Academic Development Status, with a loss of Title IV with the right to appeal. The student may have the opportunity to have their Title IV eligibility reinstated by appealing the Academic Development Status, with a loss of Title IV decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days 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 Financial Aid Director 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 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 90% 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 Omitech

In the event of a withdrawal from Omitech, 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 Omitech. The student is required to make an appointment with the Education Director and Financial Aid prior to attending class. Re-entry to Omitech 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 Omitech 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 Omitech 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 Omitech 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 3^d 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 Omnittech Institute

Conditions may arise requiring the student to withdraw from the school. It is the student's responsibility to work with Omnittech 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 financial aid award and 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 Omnittech 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 Omitech Institute.
3. All required classes and tests must be completed.
4. Overall grade point average should be at least a 2.5.
5. Overall Attendance percentage must be 90% or above.

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 Financial Aid 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' for m

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. Continued 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; any time 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 10 %

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 10% of the hours within their program without having to make up 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 Omitech 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 10% of the total hours in the programs 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 absentees 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 readmittance 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 Omitech Institute
 - c. Explain what you hope to achieve by completing your education at Omitech Institute
5. If re-admitted, student must complete all necessary readmittance paperwork and pay re-entry fee prior to sitting in class.

*Omitech Institute reserves the right to deny readmittance 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 decisions 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 appropriate state of accrediting agency consider your complaint.

Georgia residents may also appeal the decision 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/>

OR

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081 / (770) 396-3898

www.council.org

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 Financial Aid, 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

The U.S. Department of Education has very strict guidelines by which schools must abide in order for students to qualify for and maintain Federal Student Aid. It is very important that students be made aware of the consequences of having a drug conviction on his/her record.

A drug conviction can disqualify a student from receiving Federal Student Aid funds. If a student has a conviction that has been reversed or removed from his/her record, this conviction does not count. Neither does a conviction that was received when the student was a juvenile, unless tried as an adult. 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.

Vol. 1-11 2005-2006 Federal Student Aid Handbook

	Possession of illegal Drugs	Sale of illegal Drugs
1st Offense	1 yr. from date of conviction	2 yrs. from date of conviction
2nd Offense	2 yrs. from date of conviction	Indefinite period *
3^d Offense	Indefinite period	

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 or 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.

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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 placement, 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 interviews are 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. Omitech 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 Omitech 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

Omitech Institute computer systems and networks are provided for student use as a part of Omitech academic program. All students have a responsibility to use Omitech computer systems and networks in an ethical and lawful manner. Students found to have misused Omitech 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 Omitech onsite.

PURPOSE

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

PROHIBITED BEHAVIOR

Examples of behaviors considered in violation of Omitech 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 Omitech computer security or the security of any remote system (Omitech or otherwise) accessed through Omitech 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 Omitech 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

- o OII Scrubs (if applicable) are required at all times upon receipt.

- o 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. Mesh shirts or halters, mesh, netted shirts, tube tops or cutoff tee shirts, in classrooms
3. Bare feet/Hipflips
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

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

WOMEN

Acceptable

- OII Scrubs and white or black leather tennis/clinical shoes
- Skirt/Pant Suit
- Skirt and Blouse
- Shoes and Stockings, Dress Socks
- Loose fitting Jeans/ Denim Attire
- Athletic Attire (sweat suits, Sneakers)

MEN

Acceptable

- OII Scrubs and white or black leather tennis shoes
- Collared shirt
- Sweater with collared shirt
- Pressed cotton pants

- Dress Slacks
- Jeans/ denim attire worn around waist
- Dress Boots/ Shoes
- Turtleneck shirt/sweater
- T-Shirt/Sport Shirt without slanderous messages, etc.

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

Complaint Procedures

Omitech Institute, in accordance with its mission statement and operating principles, and as required for accreditation by the NPEC, has developed this compliance procedure to help ensure the appropriate protocol toward student treatment. In the OII 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

Omitech 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. OII 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	School Accrediting Agency

Georgia residents may also appeal the decision by writing to:

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

OR

The Council on Occupational Education
7840 Roswell Rd.
Bldg. 300 Suite 325
Atlanta, GA 30350
(800) 917-2081 / (770) 396-3898
www.council.org

FINANCIAL INFORMATION

Financial Resources

The Financial Aid Department is designed to assist students in meeting the costs of their education. The Financial Aid 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 financial aid 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 campus does participate in Title IV Federal Financial Aid which offers Guaranteed Student Loans as well as grants for students who qualify. 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 Financial Aid staff to work together in meeting your educational and financial goals.

The school's current financial resources.

- Federal Pell Grant
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Veteran's Assistance (Montgomery G. bill, Post 9/11)
- Founder's Scholarship

The school accepts scholarships. In addition, the school will seek scholarships for students meeting GPA and other requirements.

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

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)	\$250.00
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+	-	\$226.00 per part (220-1000/220-1002)
Net+	-	\$319.00
Server	-	\$279.00
Linux	-	\$329.00
Security+	-	\$349.00
CCNA	-	\$300.00
CCNA Security	-	\$300.00
Windows MCP	-	\$165.00
CCMA	-	\$155.00
CET (EKG Technician)	-	\$117.00
CPT (Phlebotomy Tech)	-	\$117.00

***Tuition and fees are subject to change. Please verify with the financial aid 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’. Students may select any 4 exams within their program of study.

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 Financial Aid 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 provided by the school)

ONP-IT & Digital Media students will need:

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

Medical Assistant Students:

- Access to or ownership of a laptop or desktop 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.

For All Other Students

The Omitech 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 Omitech Institute in Georgia are subject to the following refund policy:

A A full refund of all money paid if student is not accepted by Omitech 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 If a student withdraws or is dismissed after the commencement of classes, a percentage refund of tuition charges based on the length of attendance will be made to a student withdrawing from classes prior to the completion of his/her program of study according to the following:

1. Withdrawal during the first five percent (5%) of instructional time, 95% of the program charges will be refunded;
2. Withdrawal after 5% but not more than 10% of program charge, no less than 90% of tuition is refunded;
3. Withdrawal after 10% but not more than 25% of the program charge, no less than 75% of tuition is refunded;
4. Withdrawal after 25% but not more than 50% of program charge, no less than 50% of tuition is refunded, and
5. Withdrawal after 50% of program charges, no refund will be made.
6. An administrative cost of thirty dollars (\$30.00) will be retained by the institution for a student not completing more than fifty (50) percent of instructional time. The administrative cost will be in addition to the percentage of tuition, which will be retained by the Institution, as provided in paragraphs (1) through (4) above.

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 Omitech beyond the first twelve-month (12) period if the student withdraws during the first twelve-month period. Furthermore, Omitech 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, Omitech shall make a settlement, which is reasonable and fair to both the student and Omitech. (See Leave of Absence Policy)

In the event that Omitech 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, Omitech 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. Omitech personnel meet at least weekly to identify students who have ceased attending and to implement refund procedures with respect to these students.

Nonfederal student financial aid 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.

COE Refund Policy

The institution shall have a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class if a student does not enter or does not complete the period of enrollment for which the student has been charged. All of the following are elements of a fair and equitable plan:

- a. The institution's refund policy must be published in the catalog and be uniformly administered.
- b. Refunds, when due, must be made without requiring a request from the student.
- c. Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student.
- d. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$ 100.
- e. The institution must comply with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency or a public institution's governing board.

As referenced in item 'e' above, the refund policy adopted by the Commission is as stated below:

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100 % of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for students who withdraw on or before the first day of class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. Refunds for Students Enrolled in Professional Development, continuing Education, or Limited Contract Instruction

Institutions engaging in programs which are short term must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for withdrawal after class commences

The refund policy for students attending nonpublic institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

- a) During the first 10 % of the period of financial obligation, the institution shall refund at least 90 % of the tuition;
- b) After the first 10 % of the period of financial obligation and until the end of the first 25 % of the period of obligation, the institution shall refund at least 50 % of the tuition;
- c) After the first 25 % of the period of financial obligation and until the end of the first 50 % of the period of obligation, the institution shall refund at least 25 % of the tuition; and;
- d) After the first 50 % of the period of financial obligation, the institution may retain all of the tuition.

**In the state of Georgia, student withdrawals shall be properly managed and processed adhering to the principals of the state refund policy foremost.*

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.

OMNI TECH NETWORKING PROGRAM Network Engineer Specialization (Certificate)

COURSE TITLE

NET WORK 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	40	1.9
NE 101	A+ Hardware Tech/ Core/ Operating Systems (OS)	50	3.3	60	110	5.3
NE 102	Windows I Desktop OS/	45	3.0	25	70	3.8
NE 201	Network +	30	2.0	40	70	3.8
NE 215	Windows Desktop OS (II) (Server)	40	6.0	30	70	3.6
CI 401	Cisco I CCNA	80	5.3	40	120	6.6
CI 405	CCNA Security	45	2.6	45	90	4.5
CI 410	Network Security	25	6.0	15	40	1.2
LN 301	Linux I	20	1.3	20	40	1.9
LN 302	Linux II	20	1.3	20	40	1.9
**Classes not necessarily taught in this order.	TOTAL				720	36

CURRICULUM OBJECTIVES

The Omnittech 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
- Computerized Music Engineer

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, multi media, 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 PCs. 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

Net work +

Net work+ Guide to Net works, Fourth Edition is designed to prepare users for CompTIA's Net work+ 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

CISCOI 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 Exam. 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 (Hug-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 set up 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 post production. 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:

- 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

Net work +

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

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, net working, multi media, 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.

DM101

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 PCs. 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.

DM202

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, multi media sounds, and video into Web pages. Students will learn how to use CSS for formatting and positioning within a web page, utilize the various selectors types in CSS and when to use each.

DM203

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 website templates** using WYSIWYG tools that are compatible with Joomla CMS. Adding Payment modules, Login & Authentication modules, Multi media 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.

DM301

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 mixing.

DM302

Sound Recording II (Hugs-Ins)

Summary: Sound Recording II students will learn how to run and operate a tracking session. Learn studio do and studio edit. 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.

DM311

Intro to DAW I & II

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

DM312

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.

DM216

MAC OS

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

DM201

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.

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 101 MA	Intro to Medical Computers w/ Medisoft	20	1.3	20	.6	40	1.9
MA 101 A	Intro to MA practices/ HPAA/ OSHA	40	2.6	40	1.3	80	3.5
MA 102 A	Anatomy & Physiology I/ Med Terminology	40	2.6	40	1.3	80	3.9
MA 103 A	Cardiovascular, Respiratory, Nervous and Urinary Systems	40	2.6	40	1.3	80	3.9
MA 104 A	Reproductive, Lymphatic, Immune & Endocrine Systems	40	2.6	40	.7	80	3.3
MA 105 A	Administrative Medical Assistant	40	2.6	40	1.3	80	3.9
MA 106 A	Medical Law & Ethics / Human Behavior	40	2.6	40	1.3	80	3.9
MA 107 A	Nutrition & Special Diets	40	2.6	40	1.3	80	3.9
MA 108 A	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 leads:

- 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 101 MA

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 Microsoft 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 backgrounds 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 all the phases of effective communication including the communication circle, Maslow's Hierarchy 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.

Omni tech Staff

Mr. Carlos Lester **Founder**

School Executive Administrators

Ms. Renee Aston **School Director**
..... **Administrative Assistant**

Education

Ms. Price **Director of Education**
..... **Assistant Director of Education**

Admissions

Ms. Johnson **Admissions**
Mr. Bradley **Community Relations Rep**
Ms. Chiles **Kiosk Manager**
Mr. Patterson **Senior Kiosk Rep**

Career Services

Cassandra Mten **Career Services**
..... **Career Services**
..... **Student Services & Activities**

Financial Aid

Ms. Hughes **Director of Financial Aid**
..... **Financial Aid Advisor**

Business Office

Ms. Vckers **Business Office Manager/ HR**
Ms. Williams **Bookkeeper/ Accounting**

Front Desk Receptionist

Ms. Polite **Front Desk Manager**

Instructional Staff

NAME	EDUCATION	Program	CURRENT INSTRUCTIONAL LOAD/ HOUR		Certifications/ Skill
			Part- Time	Full- Time	
Jason Ai	Omni tech Institute	Net work Engi neer	X		A+, Net +, Security+
Jo Hackwell	Georg ia State Uni versity Sout hern Uni versity of New Hampshire	Me di cal Assis tant	X		CMAA, CPC
Marlo Hoxson	AA Audi o Production, Sanford Brown - NV	Di gi tal Me di a	X		Skills: Social Me di a Marketing, DJ, and Audi o Production
Sha wn Bradley	Omni tech Institute	Me di cal Assis tant	X		CCMA
Matthe w Dagle	Full Sail Uni versity, Cal- Berkley BA, MA	Di gi tal Me di a	X		ProTools Certification
Lucille Fagin	Me adows College Everest Online	Me di cal Assis tant	X		NCCT, NCMA
Li nda Johnson	Masters in Cyber Security, Purdue Uni versity	Net wor k Engi neer	X		CCNA Routing & Swit chi ng, CCNA Security, A+, MCSE
Cheryl Paul	BA in History & Arts, California State Uni versity, Long Beach, CA	Net wor k Engi neer	X		A+, MCSA, MCSE, HT
Rafael Hno	Certificate, Computer & Net work Support, Li ncol n College of Technology, Mari etta, GA	Net wor k Engi neer	X		CompTIA Net wor k+, CCENT