

FIRST INSTITUTE TRAINING & MANAGEMENT

www.fitmnow.com

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FIRST INSTITUTE TRAINING & MANAGEMENT, INC. MISSION STATEMENT

First Institute Training & Management Corporation (FITM) meets the needs of its customers, employers, and the community by combining education, recognized credentials and support to build self-sufficient independence.

PHILOSOPHY AND OBJECTIVES

The goal of First Institute Training & Management is to provide students with the foundational knowledge required to succeed in the workforce. Additionally, FITM exposes students to a wide range of career opportunities for which FITM training makes them qualified. To accomplish this, FITM offers a holistic program which greatly improves students' academic skills and social awareness while teaching industry specific technical and practical skills. FITM, through its team of professional, experienced and dedicated instructors, case managers, and administrators, provides students with the support needed to both select and complete the appropriate FITM training program. Finally, FITM provides graduates with the resources needed to enter the job market or pursue further educational training.

APPROVALS

First Institute Training & Management is approved by the Illinois Board of Higher Education through its Division of Private Business and Vocational Schools. First Institute Training & Management, Inc. is **NOT** accredited by any accrediting body, which is recognized by the United States Department of Education.

FACILITIES

First Institute Training & Management, Inc. utilizes facilities in Crystal Lake, Libertyville, and Danville, Illinois. All administrative and supervisory offices are located at the Crystal Lake center, at 790 McHenry Avenue, Crystal Lake, IL 60014. These offices are open from 9:00 A.M. to 5:00 P.M. Monday thru Friday. Early morning and evening hours may be available by appointment. Please call the location closest to you in order to request an appointment.

The location maintains an occupancy permit from the City of Crystal Lake and the Illinois State Fire Marshall's Office. It is the responsibility of the Executive Director to contact the State Fire Marshall annually in conjunction with the renewal of the school application to the State of Illinois for current approval.

Signed leases exist between First Institute Training and Management, Inc. and Jab Holdings, LLC for First Institute Training and Management, Inc's administrative office at 790 McHenry Avenue, Crystal Lake, Illinois. Leases also exist between First Institute Training & Management, Inc. Libertyville Associates, LLC for the Libertyville training facility; and DACC for Danville. All leases can be found in the files of the First Institute Training and Management, Inc administrative office.

First Institute Training & Management, Inc. is barrier free and accessible to individuals with disabilities. Auxiliary Aides are available upon request.

ACADEMICS/PROGRAM STRUCTURE

STUDENT ADMISSIONS

First Institute Training & Management seeks students who have both a strong desire to receive practical career preparation and the ability to achieve academic success. It is FITM's policy to limit enrollment to a maximum of 25 students per instructor. Therefore, it is recommended that applicants enroll as early as possible in order to better their chances of being accepted into the program of their choice.

In order to be eligible, applicants must provide First Institute Training & Management with one of the following:

1. Proof of graduation from an accredited high school
or
2. Proof of satisfactory completion of a G.E.D.
or
3. A TABE score above a 4th grade reading level for the BCA, MOA, and MA program. (FITM will administer the test.)
4. A TABE score above a 4th grade reading level and 5th grade math level for the WTP program. (FITM will administer the test.)

Applicants must be at least 18 years old. Applicants must complete an Application for Enrollment. Applicants will also be interviewed by FITM Admissions Staff. At this time, students will fill out various forms including a personal interest survey and will be administered a TABE test. (Students who are able to submit proof that they have scored 20 or higher on the ACT, or 840 or higher on the SAT, are exempt from the entrance exam. Also, students who can submit documentation stating that they have earned a bachelor's degree are also exempt from the admissions test.)

Students will be notified by mail of FITM's decision to accept or deny their application. FITM welcomes first inquiries from high school students and their parents during junior year.

The admissions staff is available during business hours for career planning.

GRADES

Students are informed of their academic progress at the completion of each course. Students have the right to access their files while they are enrolled and in good standing. Grades are based on a final exam given at the end of each course.

Course grades are as follows:

100 -90%	4.0 =	A EXCELLENT
89 -80%	3.0=	B GOOD
79 -70%	2.0 =	C SATISFACTORY
69 -60%	1.0 =	D UNSATISFACTORY
59 -0%	0 =	F FAILURE

PASS = P PASS FAIL = F FAIL

GRADUATION REQUIREMENTS

Students will be awarded a Certificate of Completion upon successful completion of all graduation requirements. The following requirements (in addition to any special requirements a student has received as the result of a disciplinary measure or any such agreement with FITM) must be met in order for a student to graduate.

- Students must have a final GPA of 2.0 a
 - attend at least 80% of the eligible hours of instruction
 - complete an exit interview
- and**
- meet all financial obligations (including those created through disciplinary measures or any such agreement with FITM).

EXIT INTERVIEWS

Each student must attend an Exit Interview with his or her case manager before graduation. At this interview students will be given information vital to their ongoing career and academic advancement and wellbeing. **This is a requirement for graduation.**

CURRICULUM CHANGES

In keeping with FITM'S sincere effort to respond immediately to the changes in industry and the work place, FITM reserves the right to make modifications in the course content and the structure of the curriculum as needed. Any such changes will not affect currently enrolled students unless they agree to such changes in writing and sign off on said changes. See Section 5: Notice to Students in the Enrollment Agreement.

CLASS STRUCTURE

FITM programs offer day classes that start from 8:30am and end at 4:30pm from Monday to Friday.

HOLIDAYS AND OTHER CANCELLATIONS

FITM observes the following legal holidays: New Year's Eve/Day, Martin Luther King, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Eve/Day. The scheduled dates for Winter Break will be posted at FITM.

In times of inclement weather or other emergencies, classes may be cancelled or a late start might be instituted. Please call your training facility by 7:45 am to determine what action the school will be taking. You can also check online at:

<http://www.emergencyclosingcenter.com>.

STUDENT SERVICES

ACADEMIC ASSISTANCE

FITM provides a support system for students experiencing academic difficulties. Instructors are available by appointment to help with any area of difficulty. Student mentors will also provide assistance to students who are struggling. The FITM support system will implement various strategies in order to address each student's unique situation. Ultimately, however, it is imperative that students be as committed to their own success as FITM.

TRANSFERABILITY OF CERTIFICATE OR CREDITS

It is unlikely that the Certificate of Completion received from FITM's programs or its Credits will transfer to other schools. It is up to the receiving institution to determine if they will accept credits or not.

ARTICULATION AGREEMENTS

FITM does not have any Articulation Agreements between any institutions.

STUDENT MENTORING

In order to better serve students, FITM offers opportunities for students to become mentors within its student mentoring program. This program is administered by faculty and is available on a departmental basis. The mentorship program fosters community and builds leadership skills, allowing students to grow by giving and receiving assistance to and from other students.

COURTESY COMPUTER TIME

Some students may require additional work on and practice with computers outside regularly scheduled training sessions. Students will be permitted to utilize school computers based on availability and only at the approval of FITM staff members. This time is available as a courtesy and an instructor may or may not be available for assistance. The Internet is only intended for job search and academic use, not for personal or entertainment purposes. **If a student is found exploring sites with explicit content, the student may be expelled from the school.**

APPOINTMENTS WITH ADMINISTRATORS

FITM administrators will attempt to meet with any student that wishes to speak with them. Students should arrange a meeting with school administrators through their instructors or by calling the school. The administrators' office will respond within 24 hours to any attempt to schedule an appointment through these two means.

CAREER PLACEMENT ASSISTANCE

FITM provides extensive career placement assistance, including help with job searches and resume, application and interview preparation. FITM career placement staff members help students with these efforts on a general level by posting information about employment, job shadowing, externship and skills training opportunities for student review. Additionally, FITM provides one-on-one career placement support for students. Career placement staff will contact students in order to provide these one-on-one services as appropriate. Students should also feel free to contact staff members in order to initiate one-on-one services or follow up on services being offered.

FITM also provides students with the resources necessary to succeed by retaining strong ties with employers in the industries its training programs service. For instance, FITM communicates with employers to ensure that each term, FITM training is correlated to the needs of the employers. Additionally, FITM allows employers to regularly visit the school and interact with interested students.

FITM also provides career placement services to any graduate that requests them, regardless of the graduate's graduation date.

While it is impossible for First Institute Training & Management, Inc. to guarantee any student a job, FITM does put forth a concentrated effort to ensure that every student who wants a job obtains employment.

Additionally, students who require further training in order to meet their career ambitions will be provided support by FITM's career placement staff.

For instance, staff members can help interested students research training programs, including universities. FITM can also use its resources to help students apply for these programs. FITM will provide as much guidance as possible to interested students; however, FITM does not guarantee students' admission into any of these programs.

STUDENT MESSAGES

First Institute Training & Management staff will take messages on behalf of students and deliver them during scheduled breaks. In emergencies, at staff discretion, students will be notified while they are in class. This service is offered as a courtesy and can be terminated at any point at FITM's discretion.

VISITORS

First Institute Training & Management welcomes visitors. Applicants are encouraged to set an appointment to visit any FITM training facility and may bring guests with them on their visit. Also, students may bring guests, including prospective students with them. However, students **MUST** inform school administrators and receive the administrator's permission prior to bringing guests on the school premises. Prior to bringing a guest into a classroom, students must also receive permission from their instructor.

DRUG AND ALCOHOL AWARENESS POLICY

If students require additional information or assistance with drug and alcohol abuse issues they are referred to local agencies specializing in substance abuse counseling. **However, if a student is caught with any substance, which is illegal for them to be in possession of, the local authorities will be contacted. (The authorities will also be contacted if any minor is found in possession of alcohol.)**

*FOLLOW UP POLICY

- A. All youth enrolled in one of FITM's programs will receive follow-up services for a period of 12 months. FITM staff will attempt to document follow up services at a minimum of one time per month and at least six (6) times per year.
- B. Follow-up services may include:
 - Supportive services for the student
 - Job placement assistance
 - Tracking employment progress/retention
 - Contact with a youth's employer, including assistance in addressing work related issues that arise.
- C. Follow up service maybe provided beyond twelve months. The types of services will be determined by the needs of the student and will be approved by WIOA.

*Follow up Policy is only for WIOA Youth enrolled in FITM's program.

AMENITIES

PARKING

Parking spaces in are available to students on a first come, first serve basis. Please use discretion when parking, ensuring that your doors are locked and valuables are kept out of sight. FITM assumes no liability for property damage, lost articles, or bodily injury resulting from the use of parking facilities.

HOUSING

FITM assumes no responsibility for housing students and does not provide any residence halls.

SAFETY

CAMPUS SECURITYACT

First Institute Training & Management, Inc. is required by law to disclose information to prospective students and employees regarding campus safety. Since November 1, 1997, FITM has had no criminal incidents on its campus.

If a student needs to report a crime on campus, please bring it to the attention of the Executive Director immediately and the local police will be called immediately. If a student is a victim of rape or attempted rape, they can refer to the local crisis intervention at (847) 367-1080.

GENERAL SAFETY

FITM maintains a safe campus. However, students should carry out basic protective measures. (For instance, students should not leave valuable possessions unattended.) Also, students should ensure that all of their guests are properly accounted for. Finally, students should notify appropriate FITM staff members if they witness any suspicious acts or persons on the school premises.

CODE OF CONDUCT

ATTENDANCE POLICY

Students are expected to attend all scheduled classes. In cases where absence is unavoidable, students should make arrangements to get the information taught in class and makeup any projects, quizzes or tests missed. **Students are required to attend 80% of total class hours in order to graduate.** Excessive absences may result in the student being placed on probation, or being dismissed from the program.

TARDINESS

Un-excused lateness exceeding more than half the scheduled class time will be considered 1 class day of absence.

SATISFACTORY PROGRESS

Each student's academic progress is evaluated at the mid-point of the term. At this time, students must have attempted to complete 50% percent of the program. Students' attendance record is also evaluated to ensure that the student has not exceeded the permitted number of absences. Finally, students must maintain at least a 2.0 GPA.

If a student falls below these parameters, the student will be placed on probation via written notice from the Director. Students must complete/graduate from the program for which they have enrolled in no more than 150% of scheduled class time. If a student withdraws from a course, it is considered a withdrawal from the entire program and a refund calculation will be done. Students will only be allowed to repeat a course if a GPA under 2.0 is obtained.

MAKE UP POLICY

If a student's attendance falls below 80%, the student will be required to perform make-up work to bring their attendance back to a satisfactory attendance status. All make-up work must be completed outside of normal class hours. Make-up assignments will be relevant to scheduled courses missed and will be comparable to the course material.

Make-up work is recorded as make-up attendance and documents are maintained in the make-up binder. Students may not complete work related to material that has not yet been presented within their respective program of study.

All Make up work must be completed within 150% of the scheduled graduation date.

NOTE: Students may not exceed 12% make-up work of scheduled hours in their program.

Students who exceed the 12% make-up work policy will not be able to achieve the 80% attendance graduation requirement and will be withdrawn immediately.

ACADEMIC DISMISSAL

The school reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress.
2. Fails to meet attendance requirements.
3. Fails to meet financial obligations to the school as agreed upon.

SMOKING POLICY

Smoking is not allowed in the school. Students may only smoke outside of the building before and after classes and during breaks. Students must be at least 15 feet away from the building when smoking. Also, students must dispose of cigarette butts or any other cigarette waste in a safe manner.

COMMON AREAS

Maintaining and preserving school facilities and equipment are the obligation of all members of the school community. FITM expects students to treat facilities and equipment with care. Students will be held responsible for any destruction to school property.

Also, FITM provides space for students to relax and study and other areas where students may eat and drink. All students are asked to treat these common areas with respect, maintaining the space's cleanliness and refraining from using profanity or abusive language. Also, students should be courteous when utilizing cellphones, mp3 players and similar devices.

CLASSROOM DECORUM

Students are prohibited from eating, drinking or smoking in any of the classrooms at First Institute Training & Management. Students should refrain from being under the influence of any mind altering substance while attending classes. Students are also to refrain from any behavior prohibited in the "Code of Conduct".

INSPECTION OF PERSONAL PROPERTY

FITM reserves the right to inspect the contents of any object brought onto FITM's property, including but not limited to bags and containers. Before this right is invoked, an FITM staff member will explain the reason for the search to the party owning or having direct control of the object to be searched. Failure to submit to the search may result in the involvement of local police and/or removal from FITM premises.

GENERAL CONDUCT RULES/ DISCIPLINARY ACTION

Mature behavior and conduct consistent with the highest business standards are expected of each student. The school reserves the right to dismiss or suspend a student whose conduct is inconsistent with these standards. The following is a list of inappropriate conduct: equipment sabotage; cheating; bullying; dishonesty; plagiarism; failure to adhere to school rules and regulations; disruptive behavior (including the use of profane or obscene materials on school property); any action the sole or main purpose or result of which is intimidation or harassment; behavior that interferes with FITM's ability to provide meaningful learning experiences for students; destruction or theft of school property; activity which infringes on the rights of others; and/or possession or consumption of alcoholic beverages or illegal drugs on any part of the school property. At the discretion of school administrators, staff members and faculty, conduct not listed above may be subject to disciplinary action. Disciplinary action will include formal, written warnings from FITM, restriction from certain FITM activities, sections of FITM property or FITM staff members; an order that the students pay restitution for any property destroyed or stolen; extension of the student's school term; mandatory make up sessions; mandatory attendance of various social programs; suspension from FITM; or expulsion from FITM. In certain instances FITM may be required to utilize the legal system to respond to a student's actions.

Some actions that will result in immediate expulsion from FITM include: downloading software that is not authorized by the Executive Director onto any FITM equipment, selling or arranging to be sold any controlled substance to FITM students or while on FITM property, or committing any other misdemeanor or felony on FITM property.

Initial disciplinary decisions will be made by the FITM staff member who first encounters the act. If this employee is not the Executive Director, the Executive Director will consult with the FITM staff member to finalize the disciplinary decision. Students will be notified of the disciplinary decision within 24 hours of the time when the student is first notified that he or she has committed an act in violation of FITM's "Code of Conduct". In circumstances where FITM staff members require more time to make the decision, students will be notified in writing. Once a final decision is made, the student will receive a written explanation of the disciplinary action to be taken. This explanation will detail the terms of the disciplinary action. The student will have 72 hours to appeal the decision. Appeals should be made to the Executive Director in a manner that does not violate the initial disciplinary decision. The Executive Director will respond to the request for an appeal within 5 working days. This response to the appeal will be in writing and will detail whether the first disciplinary decision will stand and what modifications, if any, will be made to the first disciplinary decision. **The decision of the Executive Director, in response to an appeal is final.** Unless the Executive Director notifies the student that the first disciplinary decision has been overturned, the student **MUST** abide by all terms within the disciplinary decision. **Failure to follow the terms of any disciplinary decision issued by FITM may result in further disciplinary action.**

BULLYING/ HARASSMENT

First Institute Training & Management will not tolerate harassment or bullying by any student, employee, vendor, etc. Harassment and bullying includes (but is not limited to) one or more of the following: threats, intimidation, stalking, inappropriate jokes and comments, physical violence, sexual violence, theft, public humiliation, destruction of property, or retaliation for reporting or alleging an act of bullying. Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature, if offensive to a reasonable person; making submission to or rejection of such conduct the basis for educational advancement; and or creating an intimidating, hostile or offensive environment by such conduct that is unwelcome by those affected. Finally, any action taken in order to embarrass, alienate, degrade or discriminate on the basis of actual or perceived race, color, religion, sex, national origin, ancestry age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is also harassment. In addition to violating FITM's Code of Conduct, these acts of bullying and harassment also violate Illinois law. FITM will take any complaint of such behavior very seriously.

Upon the receipt of a complaint or upon witnessing any bullying or harassment, FITM staff members will respond to the incident, conducting any necessary investigations and implementing appropriate disciplinary measures.

All harassment complaints will be kept confidential to the extent possible. Communication will be made to non-involved parties on an extremely limited basis and only to the extent necessary to meet requirements of the law and to provide a fair investigation. Also, though staff members will ensure participants in the investigation understand the process, FITM may not be able to give all participants all information regarding the investigation and final determination.

If you believe you are being harassed or bullied by anyone involved with FITM, bring the matter to any FITM staff member with whom you feel comfortable. The FITM staff member will acknowledge receipt of your complaint through writing within 2 working days. If your complaints are not addressed, please contact the Executive Director. The Executive Director will acknowledge receipt of your complaint within 5 working days.

Upon completion of the investigation, all necessary corrective measures will be taken. These measures may include, but are not limited to training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in harassment or bullying will be subject to discipline up to and including discharge. If the investigation is inconclusive, FITM may still provide counseling or take other appropriate steps. First Institute Training & management prohibits any form of discipline or retaliation for reporting in good faith incidents of harassment or bullying, pursuing any such claim or cooperating in the investigation of such reports. Such retaliation will also be subject to FITM's "Bullying/Harassment Policy."

NON-DISCRIMINATORY POLICIES

FITM admits students and hires employees without regard to race, religion, color, creed, sex, age, handicap, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. FITM admits eligible students in spite of any arrest or conviction records these students may have. FITM complies with all provisions of Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination in Employment Act of 1975 and does not restrict or deny services on the basis of disability or age. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination. Additionally, FITM upholds Title VII of the Civil Rights Act of 1964 as it applies to FITM's job training program and does not restrict or deny services on the basis of race, color, religion, national origin, or sex (including pregnancy and sexual preference). In the event any person feels they have been discriminated against and/or sexually harassed they should contact the Executive Director in writing to inform him of the circumstances surrounding the alleged discrimination.

VIDEO/AUDIO TAPING

Recording, through video or audio, any FITM activities, classroom or otherwise—without written authorization of FITM administrators, the presenting instructor, and all students present at the time—is prohibited. Any student caught recording any FITM activity or training sessions without the proper authorization will be subject to disciplinary measures.

ACADEMIC GRIEVANCE POLICY

Should any student have an academic grievance— an unresolved complaint about status, grades, records, faculty, or any other issue—students should first consult their instructors. If the student is unable to resolve the issue with the instructor, the student may then contact the Director.

The student may contact the Executive Director if the issue remains unresolved. However, the Executive Director's decision concerning the matter is final. FITM will make every effort to address the student issues in a fair and reasonable manner. However, if the student still has a complaint after all FITM grievance

avenues have been exhausted, the student may communicate the grievance to the Illinois Board of Higher Education at the following address:

Illinois Board of Higher Education
1 N. Old State Capital Plaza, Suite 333
Springfield, Illinois 62701
Phone: (217) 782-2551
Fax: (217) 782-8548

PROGRAM OFFERINGS

FITM offers the following training programs:
Business Computer Applications 340 HOURS
Medical Office Assistant 360 HOURS
Welding Technology Program 150 HOURS
Medical Assisting Program 967 Hours

BUSINESS COMPUTER APPLICATIONS PROGRAM

Objectives: This program is designed to make graduates proficient with Microsoft Windows programs such as Microsoft Word, Excel, PowerPoint and Access; develop and/or refine keyboarding skills; develop effective resume writing and job interview techniques; and able to communicate efficiently in an office setting through basic computer software.

CAREER OPPORTUNITIES
(Jobs requiring the following skills)

- Data Entry
- Office Management
- Billing/Payroll Preparation
- Public Relations
- Customer Service
- Administrative Assistance
- Word Processing Documentation

COURSE	CLOCK HOURS*
PC 101 KEYBOARDING	40
PC 104 WORD-PROCESSING	80
PC 105 SPREADSHEET	80
PC 107 PRESENTATION SOFTWARE	40
PC 103 DATABASE MANAGEMENT	60
PC 102 INTRO TO COMPUTER OPERATING SYSTEMS	40

TOTAL CLOCK HOURS 340

**This list does not necessarily represent the order in which courses are offered

BUSINESS COMPUTER APPLICATION PROGRAM COURSE DESCRIPTIONS

KEYBOARDING SKILL DEVELOPMENT

This course covers all aspects of correct keyboard use, focusing on technique and speed and dealing with both the alpha and numeric keyboards.

INTRODUCTION TO COMPUTER OPERATING SYSTEMS

This course introduces students to fundamental computer concepts by addressing current issues and career trends in computer professions.

PRESENTATION SOFTWARE

This course is designed to introduce students to Microsoft PowerPoint. Students will be able to create professional presentations and components such as graphs and graphics.

DATABASE MANAGEMENT

This course is designed to provide detailed instruction in the use of Microsoft Access database, including creating, loading, restructuring and updating a database.

ELECTRONIC WORD PROCESSING

This course is designed to provide detailed instruction in the use of Microsoft Word to create and modify professional documents.

ELECTRONIC SPREADSHEET

This course is designed to provide detailed instruction in the use of Microsoft Excel, including creating and modifying spreadsheets and utilizing these spreadsheets to create graphs and other useful analysis tools.

MEDICAL OFFICE ASSISTANT

Objectives: This course is designed to prepare students for a career in healthcare. Students will be able to perform many functions in a medical office including setting appointments, organizing patient files and information, completing insurance forms and information, carrying out patient billing, and communicating through medical coding.

CAREER OPPORTUNITIES

- Medical Secretary
- Medical Office Assistant
- Medical Records Clerk
- Hospital Clerk
- Secretary
- Medical Biller
- Medical Coder
- Medical Transcription Clerk
- Administrative Assistant
- Work Processor
- Unit Clerk

COURSE	CLOCK HOURS**
MEDICAL RECORDS	40
MEDICAL ADMINISTRATION	40
INFORMATION CODING	80
MEDICAL BILLING	80
COMPUTER BILLING	80
OFFICE COMMUNICATION	40

TOTAL CLOCK HOURS 360

**This list does not necessarily represent the order in which courses are offered.

MEDICAL OFFICE ASSISTANT PROGRAM COURSE DESCRIPTIONS

MEDICAL RECORDS

This course teaches industry standards for and terminology used in maintaining medical records, including patient charts and consent forms.

MEDICAL ADMINISTRATION

This course introduces medical office procedures by explaining various laws and ethics that govern office administration, including privacy and malpractice laws; teaching appointment scheduling/service coordination skills; and reviewing basic communication techniques.

INFORMATION CODING

This course provides an in depth study of medical diagnosis and procedure coding, by teaching specific terminology for body systems and possible diagnosis and procedures; defining relevant insurance terms and standards; and giving students hands on experience utilizing coding to complete common forms found in the medical field utilizing ICD-9 and CPT-4 coding systems

MEDICAL BILLING

This course provides technical knowledge and practical experience on how to create and update patients' records, enter accounts payable and receivable data and bill medical insurance companies.

COMPUTER BILLING

Focusing on the use of current industry billing software, this course teaches basic accounting principles and how to produce invoices, record accounts receivable information and process insurance claims for optimal reimbursement.

OFFICE COMMUNICATION

This course teaches the key elements of office communication by exploring the various types of office communication devices and formats and their appropriate uses, including various Microsoft Office Programs and automated office equipment.

WELDING TECHNOLOGY PROGRAM

Objectives:

This is a comprehensive *150 hour* weld program preparing students for an entry level position in the general field of welding. The focus of the program is to teach students the skills necessary in a weld process positioning them to successfully complete an industry standard weld certification test governed by the American Weld Society (AWS). The CIP Code for the program is 48.0508

CAREER OPPORTUNITIES

(Jobs requiring the following skills)

- Welders
- Metal Fabricators

COURSE	CLOCK HOURS*
WTP 101 Introduction to Welding	6
WTP 102 Safety in Welding	6
WTP 103 Shop Math	10
WTP 104 Blueprint Reading	9
WTP 105 Weld Process	110
WTP 106 Weldability of Metals	9

TOTAL CLOCK HOURS 150

**This list does not necessarily represent the order in which courses are offered

Welding Technology Program Course Descriptions

WTP101

Introduction to Welding –This is an overview course, which will introduce students to the fundamentals of the weld process. Upon completion of this course, students will understand general responsibilities of a welder and be able to assess the needs of each welding project.

WTP102

Safety in Welding – This course will inform students about industry safety expectations and processes of welding, including fire, electrical and compressed gas safety. Upon completion of this course, students will know how to guard against the inherent dangers of the weld process and will be familiar with safety tools such as Personal Protection Equipment (PPE), respiratory protection, and the Material Safety Data Sheets (MSDS).

WTP103

Shop Math – This course will teach students basic math skills used in the metal fabrication industry.

WTP104

Blueprint Reading – In this course, students will learn how to identify and analyze the components of a blueprint. Upon completion of this course, students will understand the weld symbol language of the weld industry and know how to interpret the specific information each blueprint containing this data is trying to convey.

WTP105

Weld Process – This course, the majority of the WTP, provides hands-on training on welding processes allowing students to apply what they have learned in the classroom. Upon completion of this course, students will have the skills necessary to successfully attain an AWS weld certification credential.

WTP106

Weldability of Metals – Students will be introduced to ferrous and non-ferrous metals and gain an understanding of the characteristics of each. In addition, mechanical properties and common gases will be reviewed with an explanation on the affect they can have on a given weldment. They will understand the concept of pre and post heating processes and when each is applicable. He or she will be knowledgeable on various components that need to be taken in to consideration when planning a metal fabrication including type of material, weld process and filler metals

MEDICAL ASSISTING PROGRAM

Objectives:

Graduates of the Medical Assistant program will have the skills necessary to aid the physician and other medical personnel as they examine and treat patients. Medical Assistants perform office administrative tasks that keep a medical office or clinic running smoothly. Upon successful completion, students will be prepared to work in physicians' offices, clinics, nursing homes, and health care centers as a medical secretary, medical assistant, medical receptionist or medical office manager.

The CIP Code for the program is 51.0801

CAREER OPPORTUNITES

- Medical Assistant
- Medical Records Clerk
- Medical Administrative Assistant
- Insurance Referral Coordinator
- Medical Coder
- Medical Collections
- Provider Relations Specialist

CLOCK HOURS

MA101	Anatomy and Physiology I	50 hrs.
	<i>Anatomy and Physiology I Lecture</i>	40 hrs.
	<i>Outside Class Work</i>	10 hrs.
MA102	Medical Terminology I	50 hrs.
	<i>Medical Terminology I Lecture</i>	40 hrs.
	<i>Outside Class Work</i>	10 hrs.
MA104	Computer Billing	100 hrs.
	<i>Computer Billing Lecture</i>	40 hrs.
	<i>Computer Billing Lab</i>	40 hrs.
	<i>Outside Class Work</i>	20 hrs.
MA105	Medical Insurance Billing and Coding	100 hrs.
	<i>Medical Insurance Billing and Coding Lecture</i>	40 hrs.
	<i>Medical Insurance Billing and Coding Lab</i>	40 hrs.
	<i>Outside Class Work</i>	20 hrs.

MA107	Anatomy and Physiology II	50 hrs.
	<i>Anatomy and Physiology II Lecture</i>	40 hrs.
	<i>Outside Class Work</i>	10 hrs.
MA108	Medical Terminology II	50 hrs.
	<i>Medical Terminology II Lecture</i>	40 hrs.
	<i>Outside Class Work</i>	10 hrs.
MA103	Medical Law and Ethics	19 hrs.
	<i>Medical Law and Ethics Lecture</i>	16 hrs.
	<i>Outside Class Work</i>	3 hrs.
MA111	Medical Office Procedures	100 hrs.
	<i>Medical Office Procedures Lecture</i>	40 hrs.
	<i>Medical Office Procedures Lab</i>	40 hrs.
	<i>Outside Class Work</i>	20 hrs.
MA109	Laboratory Procedures I	100 hrs.
	<i>Lab Procedures I Lecture</i>	40 hrs.
	<i>Lab Procedures I Lab</i>	40 hrs.
	<i>Outside Class Work</i>	20 hrs.
MA106	Clinical Procedures	58 hrs.
	Clinical Procedures Lecture	12 hrs.
	Clinical Procedures Lab	36 hrs.
	Outside Class Work	10 hrs.
MA110	Laboratory Procedures II	130 hrs.
MA	<i>Lab Procedures II Lecture</i>	44 hrs.
	<i>Lab Procedures II Lab</i>	60 hrs.
	<i>Outside Class Work</i>	26 hrs.
MA112	Work Study	160 hrs.
Total		967 hrs.

Medical Assisting Course Descriptions

Anatomy & Physiology I MA101

Students will learn the anatomical terms, appropriate combining forms, pathological conditions and diagnostic techniques associated with the body systems that include the skeletal system, muscles and joints, the nervous system, and the blood and lymphatic system. Students will learn structures common to the central nervous system and peripheral nervous system and identify structures of the brain. Students will define range-of-motion movements of the skeletal muscles and understand the major functions of the blood and lymphatic system.

Medical Terminology I MA102

Students will learn the basics of medical terminology, which include the three basic components of a word and how to correctly state the rule for joining prefixes and suffixes to a word root and how to use multiple word roots in a compound word. Students will learn the five body cavities and the organs contained in those five cavities. Students will also learn the nine body regions and at least 10 directional terms relating to the body as a whole. Students will also learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the Integumentary System.

Medical Law & Ethics MA103

Students will learn the difference between ethics and law; be able to define the components of public and private law; identify areas of medical ethics of particular concern; list the AAMA Code of Ethics; define important terms such as implied consent and express consent, defamation of character, libel and slander; prepare common consent forms; understand legally required disclosure; understand the rights of a physician in providing treatment, as well as the rights of a patient in receiving treatment.

Computer Billing MA104

This course presents the use of an integrated medical practice management and electronic health record system. Students learn the conceptual framework both for medical billing and for using an electronic health record in medical documentation and patient management. By working through exercises of increasing difficulty that simulate use of PM and EHR, students develop transferable skills needed to manage the required software tasks used throughout a patient encounter. Students will learn how to perform charting tasks during patient intake and examination, use electronic counter forms to assign procedure and diagnosis codes following physician examination, and the charge capture process used to verify coding/billing compliance. Students are given hypothetical insurance billing situations to select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students also learn basic accounting, including balancing accounts and bank deposits. Professional development and job search skills are emphasized, as well as business ethics in the workplace.

Medical Insurance Billing & Coding MA105

This course teaches students the process of billing, coding and collecting insurance claims. Students will learn the different types of insurance coverage available, the types of claim forms, how to submit claim forms and medical coding. The student will define insurance terms, know coding systems for professional services, describe the advantages of a standard health insurance claim form, list common errors causing claim payment delays and define the purpose of coding. The student will be able to perform coding functions necessary for completion of medical insurance forms utilizing both the CPT- 4 procedural codebook and the ICD-10 diagnostic codebook.

Clinical Procedures MA106

Students will take and chart blood pressure, height, weight, temperature, pulse, and respiration, as well as practice patient charting using abbreviations and medical terminology. Students will also learn methods of infection control, universal precautions and stress the importance of asepsis and sterilization

techniques. Students will be familiar with the female reproductive system, obstetrics, including the 3 trimesters of pregnancy as well as the common sexually transmitted diseases. Students will also be familiar with the common pathological conditions as well as treatments associated with Oncology. Students will be able to define several surgical procedures used in the diagnosis and cure of malignant tumors. The student will be able to discuss the common pathological conditions related to gerontology. Students will be familiar with the drug actions/interactions that occur within the body.

Anatomy & Physiology II MA107

Students will learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the body systems that include the cardiovascular system, respiratory system, digestive system, and endocrine system. Students will identify structures of the heart and learn the pathway of blood as it travels through the heart. Students will learn the anatomy and physiology of each system, identify the signs and symptoms that indicate possible problems with each system, define common conditions and identify diagnostic techniques and treatments of each system.

Medical Terminology II MA108

Students will learn the medical terms, pathological conditions, appropriate combining forms, and diagnostic techniques associated with the special senses, urinary system, female reproductive system, and obstetrics. Students will learn the anatomy and physiology of each system, identify diagnostic techniques and treatments and identify the signs and symptoms that indicate possible problems.

Laboratory Procedures I MA109

Students will be introduced to the medical laboratory and procedures for preparation of specimen collection and basic laboratory procedures for urine, capillary blood collection, sputum and stool. Diagnostic tests and procedures will be discussed in this course. The student will learn to instruct and prepare patients for procedures and tests including EKG's, urinalysis and other diagnostic tests and procedures. Students will learn the proper procedures for taking bodily fluid samples, assisting with pediatric and OB examinations and imaging and radiological procedures. The student will learn how to communicate the results to the doctor and how to notify the patient.

Laboratory Procedures II MA110

Students will be familiar with the female reproductive system, obstetrics, including the 3 trimesters of pregnancy as well as the common sexually transmitted diseases. Students will also be familiar with common pathological conditions as well as treatments associated with Oncology. Student will be able to define several surgical procedures used in diagnosis and cure of malignant tumors. The will be able to discuss the common pathological conditions related to gerontology. Students will be familiar with the drug actions/interactions that occur within the body. Students will learn to assist with minor surgical procedures, assisting with medications, and techniques for drawing blood from patients using venipuncture techniques. Students will learn the necessary steps in the processes and be expected to pass hands-on tests in all skills at the conclusion of the course. Areas of concentration will include student and patient safety, as well as professionalism and patient satisfaction.

Medical Office Procedures MA111

Students will learn the basics of how to function in a medical office including how to effectively communicate over the telephone, deal with difficult patients and gather needed information and patient histories. Medical Office Procedures will highlight various roles, define patient and provider interactions, and explain working with patient records and appropriate documentation for reimbursement. Students will learn how the job duties of an insurance billing specialist, and how to set up patient files including medical documentation, collections and reimbursement. Students will work on resume building and developing an understanding of the positive work attitudes that contribute to work ethic and professionalism. Students will discuss interpersonal communication as it relates to the medical setting, and methods used in the healthcare setting to maintain compliance. Students will also learn the key

components of the HIPAA, PHI and important aspects of medical law.

Externship MA112

In this course students have the opportunity to practice skills they have learned in their previous coursework in a medical setting outside the classroom. Site supervisors have the opportunity to evaluate the students and give practical guidance in this hands-on practice. Students are also able to fine tune their communication skills and office skills in a wide variety of settings.

CANCELLATION, WITHDRAWAL AND REFUNDS

Buyer's Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Refund Policy

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and /or tuition paid. It is the policy of First Institute Training and Management, Inc. to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to First Institute Training and Management Inc., in person or by registered mail, of their intention to withdraw from the program. However, First Institute Training and Management, Inc. does not require written notification of withdraw as a condition of making refunds.

If no notification is received, and a student has had an unexplained absence more than fifteen consecutive days, First Institute Training and Management, Inc. shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 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 30 days from the date the institution terminates the student or determines that student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance. First Institute Training and Management, Inc. shall provide written acknowledgement of a student's notification of withdrawal within 15 calendar days of the postmark date of notification of withdrawal.

In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

Tuition Refund Schedule

When notice of cancellation is given before midnight of the fifth (5th) business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student. When notice of cancellation is given after midnight of the fifth (5th)

business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150.00 or 50% of the cost of tuition, whichever is less. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this section, the cost of any books or materials which have been provided by the school. When a student has completed in excess of 5% of the course of instruction the school may retain the application/registration fee but shall refund a part of the tuition and other instructional charges in accordance with the following: First Institute Training & Management may retain an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provision of this section provisions of the Section.

3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

4. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150.00 or 50% of the cost of tuition, which ever is less.

5. Deposits or down payments shall become part of the tuition.

6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.

7. (Blank)

8. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

9. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

10. (Blank)

11. A school shall refund all monies paid to it in any of the following circumstances:

- a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
- b. the school cancels or discontinues the course of instruction in which the student has enrolled;
- c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

12. A school must refund any book and materials fee when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

First Institute Training & Management
Student Agreement

I have read the First Institute Training & Management Student Handbook & Catalogue and agree to abide by its rule and regulations.

Student (Printed Name)

_____ Date _____

Student Signature

FITM Witness (Printed Name)

_____ Date _____

FITM Signature