



# SUMMIT ACADEMY OIC

# Course Catalog

# About Summit Academy OIC

## **WHO WE ARE:**

Summit Academy OIC (SAOIC) is a nonprofit educational and vocational training center that prepares and empowers adults residing in the most economically depressed neighborhoods in the Twin Cities to become educated, employed, contributing members of their community.

SAOIC is accredited by the North Central Association Commission on Schools, is licensed with the Minnesota Higher Education Offices and is a community-based vocational training and job placement program.

## **OUR MISSION:**

We exist to assist individuals in developing their ability to earn and to become contributing citizens in their community. We support the development of self-sufficiency in every person, regardless of background, economic status, or level of ability. We strengthen the community by preparing individuals to assume their roles as workers, parents, and citizens.

## **OUR PROMISE:**

For those individuals who aspire to provide a better life for themselves and their families, Summit Academy OIC instills self-discipline and offers hope and progress.

## **WHERE WE ARE LOCATED:**

Summit is located near the intersection of I-94 and Olson Memorial Highway in North Minneapolis, and is on the bus line at Bryant Avenue North and Olson Memorial Highway.

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*“Summit Academy OIC not only teaches you a viable trade, but it also lays the foundation for positive change through personal growth and by lighting the candle of hope for a better future. If you allow it to happen, Summit will change your life forever.”*

*Dean Peters  
#1 Graduate, December 2009*

# Student Success

**Tiffany Jones** came to Summit's Community Health Worker program having no home or money and a son to take care of. She needed to change her life. As a Summit graduate, Tiffany works at Fremont Clinic and is able to not only support her son but also serve as a positive role model.



**Frank Soman** heard about Summit from prison. He knew it was his shot at redemption. As Frank began Summit's 100 Hard Hats program, he found himself excelling at math and helping other students, which was "better than any drug." Frank graduated and now works for Veit Construction.

## Graduate Placement and Wage Results

- 73% of Summit graduates were placed in jobs
- Community Health Worker grads earned an average wage of \$11.50 per hour
- 100 Hard Hats graduates earned an average wage of \$16.00 per hour

## Graduates of Summit have worked on:

### Target Field

Photo: Populous



28 Grads

Average hourly wage: \$21.63

### Target Green Roof

Photo: Stock Roofing/TectaAmerica.corp



18 Grads

Average hourly wage: \$32.44

### TCF Stadium

Photo: University of Minnesota



9 Grads

Average hourly wage: \$18.63



# Enrollment Process

## Enroll Today!

1. First, get more information about the program you're interested in by attending one of our **FREE** information sessions offered every Wednesday at 10:00 a.m. (in Minneapolis) and every Thursday at 10:00 a.m. (in St. Paul).
2. Take an entrance exam. You will need to pass both parts of the exam for admission. If you do not pass the test on the first try, Summit can connect you with tutoring to help you pass.
3. Next, you'll need to bring the following items with you to enroll:

### **For Adult Education Students:**

- Valid state ID or drivers license
- Social security card
- Most recent tax return
- Copy of high school diploma or GED
- Completed FAFSA (financial aid forms) to determine your eligibility for financial aid

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

- Completed SAOIC application of admission
- Completed PSEO application (obtain an application from your high school counselor or by calling 612-377-0150)

# Tuition & Financial Aid

Summit Academy OIC is accredited by the North Central Association Commission on Schools, is licensed with the Minnesota Higher Education Offices and is licensed as a private career school with the Minnesota Higher Education Office, pursuant to Minnesota Statutes sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Thirty clock hours are equal to one credit hour. Credits earned at the institution may not transfer to all other institutions.

## TUITION RATE: \$5,400

Tuition includes all books, supplies, activities and lab fees. Financial aid is available to those who qualify.

## FINANCIAL AID

Federal and state student aid is available for students enrolled in eligible programs at approved schools. Summit Academy OIC participates in five financial aid programs:

- The Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- The Minnesota State Grant Program
- The Federal Work-Study Program
- The Minnesota State Work-Study Program

Both federal and state grants are financial aid that does not have to be repaid. The grant amounts are based on need, cost of attendance and enrollment status.

The work-study program allows students to earn money for educational expenses while enrolled in school. The following is a list of some of the eligibility requirements for this program:

- Students must be U.S. citizens or eligible non-citizens with a valid social security number
- Students must have a high school diploma or a General Education Development (GED) certificate
- Male students must have registered for the selective services (federal programs only)

To apply for federal and/or state financial aid, students must submit a completed Free Application for Federal Student Aid (FAFSA), which can be found online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and be prepared to know/provide the following information:

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

If you have any questions or concerns regarding the financial aid application process, please contact our financial aid counselor at 612-377-0150.

Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete the required Free Application for Federal Student Aid (FAFSA).

# Refund Policy

## Refund Policy/Buyer's Right to Cancel

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

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

If a student gives written notice of cancellation after five business days of the execution of the contract or day on which student is accepted, but before the start of the program by the school, then all tuition, fees and other charges, except 15 percent of the total cost of the program (15 percent not to exceed \$50.00) shall be refunded to the student.

If a student gives written notice of cancellation after the start of the period of instructions for which the student has been charged, but before the completion of 75 percent of the period of instruction, then the student is assessed a pro rata portion of tuition, fees and all other charges based on the number of days in the term plus 25 percent of the total program cost (25 percent not to exceed \$100.00).

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

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

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

There is a tuition cost to attend Summit Academy OIC and all candidates planning to attend must agree to complete all necessary paperwork for tuition expenses.



# Community Health Worker



## Earn a Community Health Worker Certificate in Just 20 Weeks! *Includes 4 weeks of internship*

**The Community Health Worker (CHW) Program** will prepare you to enter employment in a variety of organizations. CHWs perform a broad range of health-related functions and play an important role in bridging the gap between cultures and healthcare systems. CHWs work with healthcare organizations to increase cultural competence, improve access to healthcare for racial and ethnic minorities, improve the quality of care for the chronically ill, promote healthy communities and educate families about access to and use of healthcare coverage. Students will learn the six basic core competencies employers look for as they recruit and hire CHWs.

This 20-credit certificate program is designed for students without any previous healthcare background. Students will learn the fundamentals of:

- Medical terminology
- Advocacy and outreach
- English grammar
- Interpersonal communication
- Microsoft Office
- Keyboarding and formatting



# Program Courses

Course ID	Credits	Course Name	Course Description
CHW 110	3	Role, Advocacy and Outreach	The goal of this course is to effectively train and prepare students in the following core areas: personal safety, self care, health promotion and disease prevention. Students are further educated about diseases and prevention in several key areas to help improve their own health as well as the communities they serve.
CHW 111	1	Communication Skills and Cultural Competencies	Provides the content and skills in communication to assist CHWs in effectively interacting with a variety of clients, their families and a range of healthcare providers. Students will practice communication skills in the context of a community's culture and the cultural implications that can affect client communication.
CHW 112	1	Teaching and Capacity Building	This course focuses on the CHW's role in teaching and increasing capacity of the community and the client. Emphasis is on establishing healthy lifestyles and developing agreements with clients to take responsibility for achieving health goals. Students will learn and practice methods for developing and implementing plans with clients to promote wellness.
CHW 113	1	Legal and Ethical Responsibilities	Discusses the legal and ethical dimensions of the CHW's role. Students will study the boundaries of the CHW position, agency policies, confidentiality, liability, mandatory reporting and cultural issues that can influence legal and ethical responsibilities.
CHW 114	1	Coordination, Documentation and Reporting	Focuses on the importance and ability of the CHW to gather, document and report client visits and other activities. The emphasis is on appropriate, accurate and clear documentation with consideration of legal and agency requirements.
CHW 115	1	Organization and Resources: Community and Personal Strategies	This course focuses on the CHW's knowledge of the community and the ability to prioritize and organize work. Emphasis is on the use and critical analysis of resources and problem solving.

# Program Courses, Continued

Course ID	Credits	Course Name	Course Description
AAWP130	3	Basic Keyboarding and Microsoft Office	Develop basic alphabetic, numeric and symbol keyboarding techniques and skills. Also learn how to build speed and accuracy. Introduction to Microsoft Office suite, including Word, Outlook, Excel, PowerPoint and Publisher.
ENG110	3	English	Learn the fundamentals of English grammar and mechanics. This course also features a strong focus on reading comprehension and analysis. This includes highlighting parts of speech, learning reading strategies, making inferences and drawing conclusions, exploring fact and opinion, understanding vocabulary-context clues, and comprehending perspective.
WORK100 AA	1	Basics in Working for Business Success	Learn interpersonal communication skills, office etiquette, critical thinking, goal setting, career research and problem solving. Learn how to set up file systems and become familiar with business dress as well as résumé writing and interviewing skills.
INT100	5	Internship and Practice Competencies	Each student will participate in an off-site internship provided that they complete the required class work. The goal of the internship is for students to integrate and apply coursework content at an organization that employs Community Health Workers. Each of the core competencies learned in class will be actively employed throughout the internship process. Internship placements are provided by the instructors based on student interest and an overall good fit between the organization and the personality of the student. Students are required to work for four weeks at their internship site for a minimum of 120 total hours (30 hours per week).

**All CHW students also complete the following:**

- *Personal Finance, where students learn about credit building, money management via savings and checking, budgeting, file systems and business dress (appropriate to the field of work).*
- *Parenthood Training is provided by trained individuals to support men and women's understanding of the responsibilities of effective parenting while providing access to professionals in the legal and social service systems.*

*Training for Life!*



# Pre-Apprentice Carpentry

*Summit's 100 Hard Hats Programs*



**Earn a Pre-Apprentice Certificate in Just 20 Weeks!**

*Would you like to work on projects changing the face of the Twin Cities?*

*Graduates of Summit have worked on projects like the Twins and Gopher stadiums, the Target Center green roof and light rail transit lines.*

In just 20 weeks, you can receive a certificate from Summit, an accredited training institution, as a Pre-Apprentice in the following specialties:

- Carpenter/Weatherization Technician
- Heavy Equipment Operator
- Plumber
- Residential Electrician
- Sheet Metal Worker
- Welder

# 100 Hard Hats Programs

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## **PRE-APPRENTICE CARPENTRY/WEATHERIZATION TECHNICIAN**

The Pre-Apprentice Carpentry Program is designed to provide students with job readiness skills in the construction trade through classroom and hands-on training completed in two 10-week phases: Phase I (general industry training) and Phase II (specialized hands-on training). Training is administered by journey-level carpentry instructors with working construction industry experience. Students will also receive a weatherization specific training certificate, preparing graduates for green-collar jobs. Upon completion of the training program, students are ready to begin a career in the residential and commercial construction industry.

### **GREEN ROOFING (Seasonal)**

Green roofing, offered seasonally in conjunction with the carpentry curriculum, is designed to expose participants to the job-site expectations, demands and applications for commercial roofing installers. Training is delivered through a combination of classroom lecture and hands-on applications of job-specific duties. Participants will receive training from Summit Academy OIC carpentry instructors and project managers from Stock Roofing Company.

### **HEAVY CONSTRUCTION LABORER (Seasonal)**

Students who enroll in Summit's Pre-Apprentice Carpentry program will seasonally complete the above training program in addition to receiving heavy construction laborer specific training. This training takes place in the last two weeks of the program and is taught by specialized instructors provided by one of our partners, Veit Companies.

## **PRE-APPRENTICE HEAVY EQUIPMENT OPERATOR (Seasonal)**

The Pre-Apprentice Heavy Equipment Operator program is offered in partnership with the Operating Engineers of Local 49. During Phase I students learn the basics of commercial and residential construction. Phase II takes place at Summit and the Local 49 Training Center, where students learn site preparation and receive an introduction to select heavy equipment, which includes equipment maintenance and safety.

## **PRE-APPRENTICE CARPENTRY/PLUMBING (Seasonal)**

The Pre-Apprentice Plumbing program is offered in partnership with Dunwoody College of Technology. Phase I takes place at Summit, learning construction basics. Phase II takes place at Dunwoody, where students learn pipe-fitting, how to install a sink and toilet, and the specific skills of the plumbing trade through hands-on projects.

## **PRE-APPRENTICE CARPENTRY/RESIDENTIAL ELECTRICIAN (Seasonal)**

The Pre-Apprentice Electrician program is offered in partnership with Dunwoody College of Technology. Phase I takes place at Summit, learning construction basics. Phase II takes place at Dunwoody, where students will learn electrical safety, hand/power tools, print reading, basic electricity, electrical math and the specific skills of the electrical trade through hands-on projects.

## **PRE-APPRENTICE CARPENTRY/SHEET METAL WORKER (Seasonal)**

The Pre-Apprentice Sheet Metal program is offered in partnership with Dunwoody College of Technology. Phase I takes place at Summit, learning construction basics. Phase II takes place at Dunwoody, where students will learn commercial sheet metal application, sheet metal history, fabrication of ducts, and fittings common to the HVAC industry. The course introduces students to the local sheet metal workers union to receive industry support.

## **PRE-APPRENTICE CARPENTRY/WELDING (Seasonal)**

The Pre-Apprentice Welding program is offered in partnership with Minneapolis Community and Technical College (MCTC). Phase I takes place at Summit, learning construction basics. Phase II takes place at MCTC, where students will learn functional training in construction welding, rigging, structural steel erection, architectural, ornamental and reinforcing ironworking, and construction drawing.



# Phase I | Pre-Apprentice Carpentry

## *Required Course Schedule (first 10 weeks)*

Course ID	Credits	Course Name	Course Description
MATH100	2	Carpentry Math	Learn basic addition, subtraction, multiplication, division, fractions, decimals and percentages. Understand geometry and algebra formulas for specific construction applications.
CPP101	1	Introduction to Carpentry/ Personal Safety	Overview and working knowledge of construction standards, practices, career outlook, apprenticeships and job-site safety; OSHA10 certification.
CPP100A2	2	Hand and Power Tools	Exposure to hand and power tools used in construction, including circular saws, reciprocating saws, saber saws, cordless and power drills, table saws, etc.
CPP100D	2	Blueprint Reading and Site Preparation	Overview and working knowledge of how to read and comprehend construction blueprints.
CPP100B	2	Building Materials	Become familiar with types of lumber and plywood and proper uses for each. Introduction to builder's hardware and fasteners and the application of each.
WORK100 AA	1	Basics In Working for Business Success	Learn interpersonal communication skills, office etiquette, critical thinking, goal setting, career research and problem solving. Learn résumé writing and interview skills specific to the construction field.

### *All Phase I students also complete the following:*

- *Personal Finance, where students learn about credit building, money management via savings and checking, budgeting, file systems and business dress (appropriate to the field of work).*
- *Parenthood Training is provided by trained individuals to support men and women's understanding of the responsibilities of effective parenting while providing access to professionals in the legal and social service systems.*

# Phase II | Specialized Training

## *Specialties Available (second 10 weeks)*

### ***Carpentry/Weatherization Technician***

Course ID	Credits	Course Name	Course Description
CPP300	3	Framing—Wall and Floor	Learn residential and commercial framing and practices including rough and finish carpentry applications.
CPP305	3	Special Projects in Carpentry	Designed to challenge students with a higher degree of difficulty in carpentry execution.
WX100	2	Weatherization Workflow and Tactics	Learn techniques and applications used in energy conservation work. Receive weatherization technician certification.
CPP100	2	Concrete, Footing, Foundation and Flatwork	Overview and working knowledge of concrete footings, foundations and flatwork specific to concrete industry requirements.

*Green roofing will also be offered to students seasonally in partnership with Stock Roofing Company. Students will learn job site safety, commercial/flat roof installation, steep slope, roof maintenance and repair, as well as “green” rooftop installation.*

*Seasonally, students will also complete the Heavy Construction Laborer course taught by Veit Companies during Phase II. Training provides Hazardous Material (HAZMAT) and OSHA Certifications to prepare students for employment in the earth work industry with courses in heavy equipment maintenance, grading and field staking, and an introduction to contracting services.*

### ***Heavy Equipment Operator***

Receive functional training in grade calculation and staking, site and personal safety, equipment orientation, and operation theory for a variety of heavy equipment through Summit and the Operating Engineers of Local 49.

### ***Electrician\****

Receive functional literacy in electrical safety, hand and power tools, print reading, electricity basics, math, and hands-on projects.

### ***Plumber\****

Receive functional training in pipefitting, sink, toilet, and shower installation according to regulated industry codes.

### ***Sheet Metal Worker\****

Receive functional training in sheet metal application, sheet metal history, fabrication of ducts and fittings common to the HVAC industry.

### ***Welder\*\****

Receive functional training in construction welding; rigging; structural steel erection; architectural, ornamental and reinforcing ironworking; construction drawing and steel frame construction drawing.

\* Training program in partnership with and takes place at Dunwoody College of Technology

\*\* Training program in partnership with and takes place at Minneapolis Community and Technical College



# Post-Secondary Enrollment Option

*Career Options Program for High School Juniors and Seniors*



## What is the Post-Secondary Enrollment Option?

The Summit Academy OIC Post-Secondary Enrollment Career Options Program (PSEO) offers high school juniors and seniors the option to earn high school credits while learning a trade at a post-secondary vocational school. PSEO students train at Summit for 20 weeks for a career in one or more of the following areas: Pre-Apprentice Carpentry/Weatherization Technician, with specialties in Green Roofing, Heavy Construction Laborer, Pre-Apprentice Heavy Equipment Operator, Pre-Apprentice Plumbing, Pre-Apprentice Residential Electrician, Pre-Apprentice Sheet Metal Worker, Pre-Apprentice Welder or Community Health Worker.

PSEO students receive credit from their high school and a Certificate of Completion from SAOIC.

## Benefits of the PSEO Program

- Earn high school credits while learning career skills
- Prepare for the world of work
- Receive hands-on experience
- Free bus passes
- Performance incentives
- Earn a Certificate from an accredited institution
- Tuition paid through the Minnesota Department of Education
- Monetary incentives

## How Do I Enroll?

- 1.** Students should discuss PSEO options with their high school counselor and obtain a PSEO Application.
- 2.** Parents/Guardians and a high school counselor must complete the PSEO Application.
- 3.** Submit the PSEO Application to SAOIC by the enrollment deadline date. Call 612-377-0150 for dates, or check online at [www.saoic.org](http://www.saoic.org).

# TRAIN FOR A NEW CAREER IN JUST 20 WEEKS!

*Attend one of our free information sessions:*

Wednesdays at 10:00 a.m.—Summit Academy OIC  
935 Olson Memorial Hwy. Minneapolis, MN 55405

Thursdays at 10:00 a.m.—Plaza Latina  
925 Payne Ave. St. Paul, MN 55130



SUMMIT ACADEMY OIC  
*Training for Life*