



CATALOG

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Welcome to Medix College!

It is a pleasure to introduce you to Medix College. The decision to continue your education here will be a rewarding experience. We offer curricula that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals.

At Medix College, you will study only those career-related subjects necessary to complete your training in the shortest possible time. Our commitment to you continues throughout your training and beyond graduation with career placement assistance.

We at Medix College wish you success as you pursue your career goals.

Sincerely,

A handwritten signature in blue ink that reads "Bill Armour". The signature is written in a cursive style with a large initial "B".

Bill Armour
Campus President

The College expects its students to read and understand the information published herein and in any addenda identified as belonging to this catalog. Failure to read and understand this catalog does not excuse students from the application of any requirement or regulation published herein. Further, it is the responsibility of students to remain apprised of the current graduation requirements of their program.

The Medix College is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Colleges and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President Medix College, 2108 Cobb Parkway, Smyrna, Georgia 30080.

NON-DISCRIMINATION STATEMENT

The Medix College does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to College or treatment in its programs, activities, advertising, training, placement, or employment. The Campus President is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of gender in any education program or activity receiving federal financial assistance. All inquiries or complaints under the gender discrimination provisions of Title IX should be directed to the Campus President. The Campus President must act equitably and promptly to resolve complaints and should provide a response within seven (7) working days.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Medix College is adequately equipped to meet the needs of disabled students. Our facilities have designated parking spaces and ramps. Restrooms adjacent to classrooms are fitted with handicapped equipment.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, we affirm our commitment to insure equal educational opportunities to students with disabilities. We will make our facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical, and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, Ms. Maryse Levy, Vice President of Education at:

Education Affiliates	5024A Campbell Blvd
marysel@edaff.com	Baltimore, MD 21236
Voice: (410) 513-8037	Fax: (410) 633-1844

Disability Documentation Requirements

Students with disabilities who are requesting accommodations at the college must contact the Vice President of Education at Education Affiliates and provide appropriate documentation.

Deadline for Submission of Documentation

It is the student's responsibility to contact the Vice President of Education at Education Affiliates and request accommodations. Documentation must be provided at least 60 days before the anticipated class start date to allow adequate time for accommodations to be arranged. The Vice President of Education at Education Affiliates will notify both the student and the Campus President in writing as to their eligibility for accommodations.

Auxiliary Aids/Academic Adjustments

A student in need of an academic adjustment that includes an auxiliary aid, should work with the college to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the college will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the college will not lower or waive essential requirements of the program.

Training and working in Allied Health Care and Technical professions may require certain physical capabilities (i.e. lifting of up to 40 lbs., bending and stooping, good hand-eye coordination, and adequate manual dexterity). Medix College is a competency-based training institution and applicants who are unable to physically perform any of these competencies would fail and be subject to dismissal. Many of the training programs offered at Medix College prepare students for Allied Health careers involving direct patient contact. During training, students are often asked to practice skills on each other. This may require occasional, limited physical contact and, on rare occasions, discreet and partial disrobing.

Grievance Procedure/Conflict Resolution

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position.

MISSION AND PURPOSES

Medix College is dedicated to providing comprehensive career training that enables our graduates to meet the ever-changing demands of the workplace while contributing to the betterment of the community.

Integral Goals of the Medix College

- To offer quality, career focused allied health, technical diploma and degree programs through a formal classroom setting and distance learning.
- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.

- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To provide students with the services needed to achieve their career goals.

Critical Strengths of the Medix College

- A dynamic organization that is responsible and responsive to its communities of interest.
- Long-standing, respected reputation as a provider of skilled graduates for local workforce needs.
- Programs which meet industry standards and which are periodically reviewed by the college's advisory boards to ensure continued relevancy of educational goals and objectives.
- Education environment that minimizes economic disadvantages as a barrier to postsecondary education by providing financial aid services and accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- Qualified instructors who are effective in the classroom, online, and have relevant industry experience.
- Class sizes that enable instructors to provide personal attention.
- Effective Career Services department.

Graduate employment assistance: Students approaching graduation receive, at no additional charge, career, and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Office is available for information, contacts, and advice.

ACCREDITATION AND APPROVALS

- In July 1999, Medix College received institutional accreditation from the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043, (703) 917-9503, www.abhes.org. The United States Department of Education has listed ABHES as a nationally recognized accrediting agency. Medix is fully accredited through December 2012 (diploma and degree approval).
- The Medix College-Smyrna Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727)-210-2350, www.caahep.org on recommendation of the Medical Assisting Education Review Board. CAAHEP is a specialized accrediting body recognized by the United States Department of Education and the Council of Higher Education Accreditation. The Medical Assisting program is accredited through 2016.
- The Commission on Dental Accreditation of the American Dental Association, 211 East Chicago Ave, Chicago, IL 60611-2678, (312) 440-2915, www.ada.org, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Dental Assisting program is approved without reporting requirements through 2013. In August, 2009 the Dental Hygiene program was granted initial accreditation.
- Pursuant to Section 150-9.02 of the Georgia State Rules and Regulations for dentistry, the dental assisting program is approved Georgia State Board of Dental Examiners to include expanded duties content in its curriculum.

- Eligible for and participates in certain Title IV financial aid programs as an additional location of the Medix School, Towson, Maryland.
- Authorized to enroll students as vocational rehabilitation and Veteran's Administration program participants.
- Institutional approval granted by the Georgia Nonpublic Postsecondary Education Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, (770) 414-3300, www.gnpec.org.
- Associate degree-granting approval by the Georgia Nonpublic Postsecondary Education Commission.
- The International Academy of Phlebotomy Sciences, Inc., 631 D-Lyn Street, Columbus, Ohio 43228.
- Georgia Workforce Investment Board, (primarily) Cobb Works, 463 Commerce Park Drive, Suite 100, Marietta, Georgia 30060. For WIA information about other agencies, contact the WIA Coordinator.
- Georgia Office of EMS/Trauma, Region III, 2600 Skyland Dr., Upper Lever, Atlanta, Georgia 30319.
- Georgia Health Partnership, 1455 Lincoln Parkway East, Suite 750, Atlanta, Georgia 30346.
- American Massage Therapy Association, 500 Davis Street, Suite 900, Evanston, IL 60201-4695.

APPROVED TESTING SITES

- Certified Phlebotomy Technician examination - *International Academy of Phlebotomy Sciences, Inc.*
- National Certified EKG Technician examination - *National Center for Competency Testing, Inc., www.ncctinc.com.*
- NREMT and NREMT-P (practical portion only– Emergency Medical Technician and Paramedic examinations; *National Registry of Emergency Medical Technicians, www.nremt.org.*
- National Certified Medical Office Assistant examination - *National Center for Competency Testing, Inc., www.ncctinc.com.*
- Certified Dental Assistant examination - *Dental Assisting National Board, Inc. www.danb.org.*
- National Certified Insurance & Coding Specialist examination - *National Center for Competency Testing, Inc., www.ncctinc.com.*

- Environmental Protection Agency Section 608 examination – *Air Conditioning Contractors of America, www.acca.org.*
- AWS D1.1 3G Stick & 3G MIG Qualified Welder certification examination – *American Welding Society, www.aws.org.*

FACILITIES

Medix College occupies 63,000 square feet of space. The facility contains classrooms, laboratory rooms, a learning resource center, student lounges, a faculty workroom, administrative offices, a 10,000 square foot Emergency Medical Services training center, and a 12,000 square foot technical training center. The campus is well lighted, ventilated, and free from distracting noise. Entrances and exits are located so that the building can be cleared quickly and safely in an emergency. The campus is conveniently located near restaurants, shopping areas and banks. Our facilities are conveniently located on public transportation lines, accessible to those with physical disabilities, and free parking is available.

Classrooms are air conditioned and carpeted where appropriate. The college utilizes up-to-date, specialized equipment and laboratory supplies throughout all programs of study.

Medix College maintains a non-smoking policy throughout our facilities. The institution does not provide housing or transportation for students.

EQUIPMENT FOR EACH PROGRAM OF STUDY

Medix College endeavors to keep its equipment as up to date as practical to meet appropriate industry standards. Our classrooms and skill laboratories are equipped to simulate a specific workplace environment as described below:

DENTAL ASSISTING AND DENTAL HYGIENE

The dental laboratory accommodates four complete dental units with attached diagnostic multi-media equipment and all accessories necessary to operate a complete dental practice. The laboratory has island counters for preparation of dental materials, three complete x-ray units, and a separate dark room. The lecture classroom and learning resource center contain journals, resource materials and numerous titles related to various aspects of dentistry.

EMERGENCY MEDICAL SERVICES

The Emergency Medical Services (EMS) area contains a full range of emergency medical, first-responder equipment. Training is provided in lecture classrooms, medical and computer laboratories, and in off-site ambulance and hospital environments. The area also houses equipped ambulances for hands-on training. The classroom and learning resource center contain journals, resource materials, and numerous titles related to various aspects of emergency medical services.

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION TRADES

The Heating, Ventilation, Air Conditioning, & Refrigeration Trades department occupies approximately 12,000 square feet, which includes six lecture rooms, an electrical laboratory, and a tool room. The space includes two laboratory skills areas that contain equipment, tools,

and supplies normally found on a job site. The classroom and learning resource center provide journals, resource materials, technical manuals, and numerous titles related to various aspects of heating, air conditioning, ventilation, and refrigeration.

MASSAGE THERAPY

The Massage Therapy department consists of one lecture and one laboratory classrooms. The lecture classroom has a variety of teaching aids such as anatomical charts and posters as well as skeletal and anatomical models. The classroom and learning resource center contain journals, resource materials, and numerous titles related to various aspects of massage therapy. The laboratory skills area contains massage tables, equipment, and supplies normally found in a massage therapists' place of business. The laboratory area also serves to simulate a public clinic environment.

MEDICAL ASSISTING

The Medical Assisting department consists of lecture classrooms, a skills laboratory and a computer laboratory. A variety of educational resources such as medical charts, posters, skeletons, and anatomical models are available in each classroom. The classroom and learning resource center houses journals, resource materials and numerous titles related to various aspects of medical assisting.

The skills laboratory areas contain specialized equipment commonly found in medical facilities. The computer laboratory is equipped with software normally found in a medical office.

MEDICAL INSURANCE BILLING AND CODING

The Medical Insurance Billing and Coding department consists of a classroom and laboratory that utilizes computers, transcription equipment, and word processing software in the delivery of the curriculum. The lecture classroom has a variety of teaching aids, such as medical charts, posters, and coding and billing reference materials.

MediSoft billing and coding software is used to teach students the principles of practice management. The classroom and learning resource center houses journals, resource materials and numerous titles related to various aspects of medical insurance billing and coding.

MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration department consists of lecture classrooms and a computer laboratory. The lecture classrooms have a variety of teaching aids, such as medical charts, posters, and coding and billing reference materials.

The computer laboratory contains computers with limited internet access, software normally found in medical offices, and transcription equipment. Students in the Medical Office Administration program utilize the medical laboratories for hands-on training in the back office courses included in the curriculum. The classroom and learning resource center houses journals, resource materials and numerous titles related to various aspects of medical office administration.

PATIENT CARE TECHNOLOGY

The Patient Care Technology department consists of classroom and laboratory facilities. The laboratory simulates a nursing home / hospital environment and includes equipment found in those types of facilities. The classroom and learning resource center houses journals, resource materials and numerous titles related to various aspects of patient care and allied health.

PHARMACY TECHNOLOGY

The Pharmacy Technology department consists of a lecture classroom and computer laboratory. The classroom contains a full range of pharmacy equipment and supplies. The classroom and learning resource center provide journals, resource materials and numerous titles related to various aspects of pharmacy.

WELDING TECHNOLOGY

The Welding department is housed in the college's 12,000 square foot technical wing, which includes six classrooms, a tool room, and eight, six by six welding booths. The classroom and learning resource center provide journals, resource materials, technical manuals, and numerous titles related to various aspects of welding.

SCHEDULE AND DELIVERY

New terms begin every six weeks throughout the year. A schedule of specific program start dates is available in the Admissions Office. There are two (2) sessions available: Day (7am – 3:45pm) and Evening (4pm – 11:15 pm). Students will be advised of specific courses, times, and dates during the admissions and/or orientation process. Instructional delivery for all programs of study is conducted on campus, online, and at a variety of pertinent, approved externship and clinical sites.

POLICY ON CLOSING DUE TO INCLEMENT WEATHER

Medix College adheres to the school closing and late announcements of the Cobb County Public School System for school closure due to inclement weather.

ACADEMIC CALENDAR

Programs of study begin and end on varying schedules according to program length. The projected begin and end dates for each program are noted on the enrollment agreement. See addendum for school calendar.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews. To qualify for admission, each applicant must be a high school graduate or possess the recognized equivalent of a high school diploma, meet the requirements listed below, and submit an enrollment fee. Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that the College receives all required documentation. All records received become the property of the College.

General Admissions Requirements:

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation* of graduation in the form of a high school diploma, official transcript, or other acceptable documentation which confirms that the applicant meets or exceeds the academic equivalent to a high school diploma** in the United States. The Registrar, Dean of Education and/or Campus President will provide the final determination regarding acceptability of an applicant's proof of high school graduation.
2. The applicant must be at least seventeen (17) years of age at the time he or she begins his or her program of study.
3. The applicant must complete an application form.
4. The applicant must interview with an admissions representative and/or other admissions staff.
5. At the conclusion of the interview, applicants determined to have aptitude, qualifications, and motivation to pursue a selected program of study will be given the opportunity to take the *Wonderlic Scholastic Level Entrance* evaluation. The evaluation is administered by the Dean of Education or his/her designee(s).

A passing score is 12 or higher for:

- Medical Assisting
- Dental Assisting
- Patient Care Technology
- Heating, Ventilation, Air Conditioning, & Refrigeration Trades
- Welding Technology
- Medical Insurance Billing and Coding
- Medical Office Administration

A passing score is 15 or higher for:

- Massage Therapy

A passing score is 16 or higher for:

- Dental Hygiene

A passing score is 14 or higher for:

- Pharmacy Technology

A passing score is 18 or higher for:

Emergency Medical Technology (EMT) Intermediate

Emergency Medical Technology Paramedic (EMT-P)

6. Each student seeking admission to the associate of occupational science degree programs will be required to take the *Level D Tests of Adult Basic Education (TABE)*, Forms 9 & 10, in the following subtests: Reading, Mathematic Computation, and Language. This evaluation must be done prior to registration for class. Performance on these subtests will determine placement levels for general education (i.e. regular or developmental) courses. The evaluation is administered by the Dean of Education or his/her designee(s). There is no policy allowing for retakes of these evaluations.
7. Applicants must pay the enrollment fee and complete all tuition payment requirements.
8. Accepted applicants must agree to and sign the Medix College Enrollment Agreement.

Program Specific Requirements of Conditions:

- Students enrolled in Allied Health programs must complete a health evaluation screening and begin program specific immunizations prior to beginning any clinical or externship experience.
- Proof of immunization from certain communicable diseases is required for some Allied Health programs.
- Students with a health, physical or psychological condition may be asked by the Dean of Education to neither obtain a physician's statement that the condition will not be aggravated by their training nor endanger other students or staff, clients, or patients associated with the student in required coursework. Students are responsible for any fees that might be incurred. Depending on the nature of the condition, the Dean may share information about the condition with the student's Program Director. All information will remain private and will be held in the strictest confidence.
- Some clinical/externship sites require background checks and drug screening. Students will be notified when either of these are needed and provide the student with the necessary forms.
- Prospective students of the Emergency Medical Services programs are required to take the *Level D Tests of Adult Basic Education (TABE)*, Forms 9 & 10, in the following subtests: Reading, Mathematic Computation, and Language. In addition, prospective students are required to request a copy of their motor vehicle record prior to admission.
- Students seeking admission to the Dental Hygiene program are required to take the Health Education Systems, Inc. (HESI) A2 evaluation followed by submission of a written essay and a successful personal interview. Prior to beginning any clinical experience, students must possess' valid personal health insurance, current CPR certification, and must maintain these throughout their entire enrollment.
- Prior to enrolling in the Paramedic Program, perspective students must hold a valid, current EMT (basic or intermediate) license from any state in the United States or the NREMT. Throughout enrollment in the Paramedic Program, the student's licensure must remain current.

Additional Disclosures and Admission Procedures:

- If an applicant has a disability that requires accommodation in order to take the entrance examination, s/he is required to fill out and submit a "Request for Accommodation" form available from the Admissions Department. In the event

accommodation(s) is/are not requested in advance, Medix College may have to reschedule the interview and/or entrance and placement evaluations at a later date.

- High school seniors, who otherwise qualify, may be accepted on a “conditional” status. Upon presentation of a final passing high school transcript, or a copy of his/her high school diploma or GED, the applicant's status will be changed to “enrolled without condition”. Additionally, applicants under 18 years of age require written parental consent.

***Documentation is defined as the diploma issued at the time of high school graduation or an official high school academic transcript. Either type of documentation must include, at a minimum, sufficient detail to allow verification of the name of the graduate, date of graduation, level of academic achievement, and the name and address of the secondary school. Applicants must supply, at their own cost, documentation with a complete and accurate English translation as well as an equivalency evaluation.**

****High School Graduation is defined as completing the requirements for secondary graduation (US equivalent) at a secondary school that is recognized by the State or US Territory where the secondary school is located. Applicants who have successfully completed an approved home school secondary program, evidenced by a diploma, also satisfy this admission requirement.**

INTERNATIONAL APPLICANTS

Applicants whose native language is other than English may be required to prove competency in English by submitting official evidence of having achieved a score of at least 500 in the Test of English as a Foreign Language (TOEFL) or equivalent language assessment instrument. No action upon an application for admission will proceed without the required documentation. The Medix College is not approved to certify foreign students for admission to enter the United States under the foreign student visa programs administered by the Department of Homeland Security's Immigration and Naturalization Service. All courses are taught in English.

RE-ADMISSION

To be considered for re-admission, former students who have not completed their programs of study must complete a re-enrollment request form through the Campus Restart Coordinator and write an essay describing how the conditions, which caused the original withdrawal or termination, have been resolved. Re-entry considerations are as follows:

- Former students may only re-enter into their original program of study and must meet the current requirements for admission. Current program tuition, lab and book fees will apply for the remaining balance of the program;
- The prior academic record of the applicant will be reviewed and must demonstrate that the applicant for re-admission has a reasonable prospect of successful completion of his/her program of study;
- Eligibility for re-admission status is open for 24 months after the last day of attendance;
- The Business Office and the Financial Aid Office requirements for re-admission must be satisfied;

- Application for re-admission will be presented to the Re-admission Committee for their approval. In certain circumstances, a personal appearance and interview with the Re-admission Committee and/or Dean of Education may also be required;
- If a re-admission request exceeds twelve (12) months from the last date of attendance, the applicant must pass the basic skills assessment (Wonderlic Scholastic Level Entrance) test. See general admission requirements for passing scores by program; and
- Payment of a non-refundable re-admission request fee of \$35.00.

NOTICE CONCERNING TRANSFERABILITY OF UNITS OF CREDIT

Units of credit earned through programs of study at Medix College, in most cases, will not transfer to any other postsecondary institution, college, or university. In all cases, the receiving institution makes the determination regarding transfer of units of credit. The units of credits and credential earned at our institution demonstrate proficiency in career training and do not serve as a basis for obtaining a higher-level degree at another postsecondary institution, college, or university. Credits earned are for determining progress toward program completion only.

EVALUATION OF CREDIT

The Medix College will evaluate credits for transfer from accredited schools, colleges, and universities. The following criteria are applied in examining credits for transfer:

1. "The accreditation of the institution at which the credits have been earned. Credits are accepted only from institutions accredited by an accreditation agency recognized by the United States Department of Education (USDE) or The Council for Higher Education Accreditation (CHEA).
2. The age of the credits earned, as an indication of the persistence of the skills or knowledge. Credits more than five (5) years old are not accepted.
3. The compatibility of the course description and objectives with those of appropriate courses in the student's program at the Medix College.
4. The grade earned in the course, which must be at least a "C" (or 2.00 on a 4.00 grade point average scale).
5. Program specific regulatory requirements.

Official evaluation of a post-secondary transcript is conducted by the Registrar only upon receipt of an official transcript received directly from the institution at which the courses under consideration have been earned. Only graded courses taken for credit are eligible for transfer; ineligible courses include pass/fail, audited, continuing education, remedial and development courses, and courses in English as a second language. Transferred credits are applied to the student's program, but carry no grade and are not computed in determining the student's grade point average. It is the student's responsibility to ensure that the Office of the Registrar receives all official transcripts prior to enrollment. The official transcripts become the property of Medix College.

The institution will accept as transfer credit no more than 25% of the total program credits. Experiential credits are not accepted. Students should be aware that receiving advanced standing could affect their financial aid eligibility and graduation date.

POLICY FOR VETERAN'S ADMINISTRATION (VA) STUDENTS

Medix College maintains a written record of all previous education and training of the veteran or eligible individual, which clearly indicates that appropriate credit has been given for previous education and training. The training period will be shortened proportionately, and the individual and the Department of Veterans Affairs will be so notified. The record will be cumulative for all enrollment periods.

ELIGIBLE PROGRAMS: All programs currently offered are eligible programs for VA benefits. They are: Medical Assisting; Medical Office Administration; Dental Assisting; Emergency Medical Technology (EMT) Intermediate ; Emergency Medical Technology – Paramedic (EMT-P) ; Massage Therapy; Pharmacy Technology; Patient Care Technology; and Heating, Ventilation, Air Conditioning, & Refrigeration Trades; Welding Technology; Medical Insurance Billing and Coding; Dental Hygiene.

ATTENDANCE POLICY: Attendance is taken daily in each class. All absences are recorded and made a permanent part of the veteran student's record. For any student not physically present at the start of class, or those leaving before the end of class, the exact number of minutes out of class will be recorded. The VA will be notified when a veteran student is terminated, placed on an approved Leave of Absence, and/or reinstated.

GRADE REPORTS AND RECORDS: Grade reports are given to each veteran student at the end of each grading period. The grading period is six weeks. The college maintains all academic records on a permanent basis. Veteran students, in good standing with the college, are entitled to a copy of his/her transcript.

FINANCIAL AID

FINANCIAL ASSISTANCE PROGRAMS

The college maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include federal and state aid, student loans from private lenders, and federal work study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1-June 30 award period. Every student considering application for financial aid should request a copy of the current *Student Guide*, published by the U.S. Department of Education. This important document may be obtained in the Financial Aid Office and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available.

Federal Pell Grant: The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available through high school counselors or the campus Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance.

Federal Supplemental Educational Opportunity Grant (FSEOG): Each year the college makes a limited number of awards to students through the FSEOG program. These funds are targeted for students who qualify based on exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum.

The Academic Competitiveness Grant (ACG): The Academic Competitiveness Grant (ACG) is a federally funded grant program that qualified students may receive for no more than two years. The maximum 1st year ACG is \$750.00 per academic year. The maximum 2nd year ACG is \$1,300.00 per academic year. To qualify, the student must meet all of the following conditions: be a Federal Pell Grant recipient; be enrolled full-time (12 credits in a semester, quarter or equivalent term); be a first or second year undergraduate student; have completed and approved "rigorous high school program of study," as described in detail at the U.S. Department of Education web site; and meet the standard eligibility criteria for all Federal Title IV financial aid, such as not being in default on a student loan, having financial need, and maintaining satisfactory academic progress. The ACG has provisions for less than full-time grants which are pro-rated on either and half-time or three-quarter time enrollment. To qualify for the first Academic Competitiveness Grant in 2009-2010, the student must have graduated for high school after January 1, 2008 and may not have previously enrolled in an undergraduate degree program. To qualify for second year Academic Competitiveness Grant, the student must have graduated from high school after January 1, 2007, must be a second year student (i.e., earned not fewer than 24 semester credits or 36 quarter credits and not more than 48 semester credits or 72 quarter credits toward an undergraduate associate degree objective), and must have earned a cumulative Grade Point Average (GPA) of 3.0 or greater at the end of their first academic year (24 semester credits or 36 quarter credits).

Federal Family Education Loan Program: These loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. The borrower can allow the interest to accumulate, that is, the interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact their lenders or the campus Financial Aid Office.

Federal Parent Loan for Undergraduate Students (PLUS) Loan Program: Federal PLUS loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by a lender such as a bank, credit union, or savings and loan association. For additional information, students should contact the campus Financial Aid Office.

Federal Work-Study Program (FWSP): The FWSP provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to the student's program of study. FWSP employment is arranged with public and private non-profit agencies off-campus, and the work performed must be in the public interest. FWSP employment may also be arranged on campus under certain conditions. Eligibility for participation in the Federal Work-Study Program is determined by the campus Financial Aid Office, based on the student's financial need and academic progress. FWSP positions are limited and may not be available at all times of the year. Questions regarding the Federal Work-Study Program should be directed to the Financial Aid Office.

FFELP Stafford Loans: May be subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. You will not be charged interest before you begin repayment or during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time that the loan is disbursed until it is paid in full. Additional in-school financial assistance may be available for those who qualify. These loans are available to eligible students enrolled in an eligible institution. Repayment begins six (6) months after graduation or termination of studies.

FFELP PLUS Loan Program: The Federal PLUS Loan Program is designed for parents of dependent children. This loan program has a variable interest rate and repayment begins within sixty (60) days from the receipt of funds.

Veterans Benefits: The programs at Medix College are approved for eligible Veterans to receive benefits from the Veterans Administration.

NOTE: *In determining the student's eligibility for all of the above programs, the Free Application for Federal Student Aid (FAFSA) must be completed. The college has developed policies and procedures regarding the verification of information provided on the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please contact the college's Financial Aid Office.*

Verification: The student's Financial Aid application (FAFSA) may be selected for verification by the Department of Education for a process called verification to verify the information on the application. Students who have been selected and have not started classes will be

notified by mail and given a verification worksheet. Active students will be called to the Financial Aid Office and given the same notice. To complete verification, the student must submit the verification worksheet as well as tax/income information as directed by the worksheet. Student's who do not complete and submit their verification worksheet will not receive any of their estimated funding.

REFUNDS

RETURN OF TITLE IV FUND POLICY

In addition to having institutional charges adjusted based on the Refund Policy listed below, for a student who receives federal financial assistance under the Title IV student financial aid programs, the college must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV FUND Policy. In addition to this policy, the requirements of the Federal Pell and other funding agencies may require of refund of all or a portion of the amounts paid for tuition because the conditions for the retention of the financial aid funds paid were not satisfied at the time of withdrawal. The amount of financial assistance earned is based upon the amount of time the student attended college and the courses attempted and completed and has no direct relationship to the college's charges that the student has incurred. If applicable, up through the 60% point of the payment period (quarter or term), a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After the 60% point, the student has earned 100% of the Title IV funds for the payment period. A complete description of the Return of Title IV Policy and related financial aid eligibility requirements can be found below. Sample Return of Title IV calculations are available from the Financial Aid Office upon request. Funds will be returned to the Title IV programs within thirty (30) days after the date the college determines that the student withdrew, and may result in the student owing the college institutional charges previously paid by Title IV assistance.

The method used to determine the percentage of the payment period completed is determined according to the following formula:

$$\frac{\text{Number of Days Completed Up Through the Withdrawal Date In the Payment Period}}{\text{Total Number of Days in the Payment Period}}$$

NOTE: Scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and the denominator. Percentages are rounded to the third decimal place.

If a student (or parent) did not receive all of the FSA funds that were earned, a student may be due a post-withdrawal disbursement. A post-withdrawal disbursement includes loan funds, the student may not be eligible to receive those funds. For example, a first-time, first-year undergraduate student who has not completed the first thirty (30) days of the program is not eligible to receive the FFEL funds once the student withdraws. However if the student is eligible for a post-withdrawal disbursement of loan or grant funds, a student may choose to decline all or some of the FSA funds. The college may automatically apply all or a portion of the post-withdrawal disbursement for tuition and fees. For all other institutional charges, such as books and supplies, the College needs the student's permission to use the post-withdrawal disbursement for those charges. If FSA funds must be returned by the institution, the institution must return all or a portion of the FSA funds that is equal to the lesser of the institutional charges multiplied by the unearned percentage (100 percent minus the earned

percentage) of the FSA funds or the entire amount of the amount of unearned FSA funds. If there are additional FSA funds that must be returned that the institution is not required to return, the student (or parent in the case of PLUS) must return the difference. Any loan funds that must be returned are to be repaid in accordance with the terms and repayment requirements set forth in the promissory note. Any grant funds that must be returned is called and overpayment. The amount of the grant overpayment is equal to half of the unearned grant amount. The student who owes a grant overpayment may pay the full amount due within thirty (30) days of notification or make satisfactory payment arrangements with the institution or the Department of Education.

The order of returning FSA funds is:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal PLUS loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Other Title IV assistance
- The student

Once the Return of Title IV funds formula is calculated, the institution will apply its refund policy to the institutional charges. Therefore, the student may owe funds to the institution to cover unpaid institutional charges. The institution's refund policy can be found in this Catalog and on the Enrollment Agreement.

REFUND AND CANCELLATION POLICIES: If an applicant/student cancels, withdraws, or is terminated by the Medix College for any reason, refunds will be made according to the Medix College's Refund Policy. If a refund is due to the student, it will be paid within 45 days of the date that the student either officially withdraws or the Medix College determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Medix College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

CANCELLATION/REJECTION POLICY: The Medix College will refund all monies paid by an applicant who is rejected for enrollment by the Medix College, who enrolls in a program that the Medix College cancels, or who cancels within three business days of signing the enrollment agreement.

TUITION REFUND POLICY: A student wishing to officially withdraw should inform the Medix College in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who wishes to return to the Medix College after withdrawing must complete a Re-admission Request form and sign a new Enrollment Agreement and will be subject to the then-current price of tuition, books, instructional materials and other fees. A student's last date of attendance, as documented by the Medix College, will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formula below.

Proportion of Total Semester or Quarter Taught	Tuition Refund
10% or Less	90%

10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Refund

NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller, go goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. The cost of credit is included in the price quoted for the goods and services.

ARBITRATION: Any disputes or claims arising out of or relating to the Enrollment Agreement/ Refund Policy (including claims against the college, and affiliates of the college or any college affiliate's officers, directors, trustees, employees, or agents) shall be resolved by individual binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment on any award by the arbitrator(s) may be entered in any court having jurisdiction. The parties agree that this transaction involves interstate commerce and therefore the Federal Arbitration Act and related federal judicial procedure shall govern this Agreement to the fullest extent possible. The parties agree that any dispute subject to arbitration shall not be adjudicated as a class action or a consolidated class arbitration proceeding either in court or under the rules of the American Arbitration Association. The parties agree that a student's responsibility to pay administrative fees, filing fees, processing fees, arbitrator compensation, and services charges for arbitration proceedings conducted by the American Arbitration Association under this Agreement shall be limited to no more than \$125.00 for claims under \$10,000.00 and \$375.00 for claims between \$10,000.00 and \$75,000.00, or for claims not seeking monetary compensation. The arbitrator is allowed to ignore this limit, except as prohibited under applicable arbitration rules, should the arbitrator find that the student filed a frivolous claim(s) or unnecessarily delayed the arbitration proceedings. Except as may be required by law, neither party nor an arbitrator may disclose the existence, content, or results of any arbitration conducted pursuant to this provision without the prior written consent of both parties.

STUDENT INFORMATION AND SERVICES

ORIENTATION

Students are required to attend a scheduled new student orientation session where they will be introduced to key staff. During the orientation, policies and procedures pertaining to the Institution and specific program areas as well as program content will be reviewed.

TEXTBOOKS AND MATERIALS

Textbooks are issued to students at the beginning of each term. All programs require students to wear either scrubs or uniforms, which are to be worn throughout the duration of the training. In the event of damage, loss, sizing, or theft, students are responsible for replacement. Students are also responsible for providing their own supply of paper, pens, pencils, etc. as needed.

HEALTH SERVICES

The college does not provide health services on site. However, in the event a medical emergency college staff will assist as needed. Faculty members are qualified to provide CPR (cardiopulmonary resuscitation) and emergency first aid.

GRADE REPORTS AND RECORDS

The college issues grade reports for each program according to the schedule outlined under Minimum Standards of Satisfactory Progress. The college maintains academic records on a permanent basis. Students are entitled to a copy of his/her transcript provided their tuition account has been satisfied.

INCOMPLETE WORK

Students who do not complete all required assignments, homework, competencies, and exams will receive an incomplete grade "I" at the end of a term and will be allowed a maximum of ten (10) calendar days to complete the course requirements. Failure to complete the assignments within 10 calendar days will result in the "I" grade being automatically changed to an "F" grade and will necessitate the student retaking the course. If the tenth calendar day falls on a weekend, the deadline to complete all course work is extended to the following Monday.

QUARTER CREDIT HOUR VALUES

One quarter credit hour consists of ten (10) lecture hours or twenty (20) lab hours of instruction. Externship and Clinical Procedures consist of thirty (30) hours per quarter credit hour. For Federal Title IV Financial Aid purposes only, the quarter credit values will be twenty (20) hours-to-one (1).

SEMESTER CREDIT HOUR VALUES

A semester credit hour consists of fifteen (15) lecture hours or thirty (30) lab hours of instruction. Externship and Clinical Procedures consist of forty-five (45) hours per semester credit hour. For Federal Title IV Financial Aid purposes only, the semester credit values will be thirty (30) hours-to-one (1).

CREDITS EARNED

Credits earned are for determining progress toward program completion only and are not necessarily transferable to another private career school or to a collegiate institution.

UNITS OF CREDIT

A credit hour is defined by the number of hours per week in class, the number of hours per week in a laboratory, or the number of hours per week devoted to externship. A clock hour (60 minutes) is defined as a 50-minute class period with a 10-minute break.

CODE OF CONDUCT

Medix College is a professional environment. It is expected that students will conduct themselves in a professional manner consistent with the standards of the Institution and the general workplace. Medix College does not tolerate unprofessional behavior or the use of profane language towards fellow students or staff. Any student whose actions interfere with the right of others to gain an education or generally cause disruption will be disciplined, up to and including termination from the Institution. Medix College has a zero tolerance policy regarding any acts of abuse, violence, harassment, or retaliatory behavior. Those purposefully and willfully involved in such acts are subject to immediate termination. Students who are dismissed for conduct violations may not be eligible for re-admission.

All students are expected to adhere to the general rules pertaining to personal appearance and standards of conduct in addition to compliance with specific dress codes as required by each academic department. In the event there is a question as to what is appropriate regarding dress code, conduct, appearance, and behavior, the Program Director, Registrar, or Dean of Education will clarify the policy and make the final determination. Should the student find this unsatisfactory, the appeals procedure as stated in the catalog will be followed.

The following statements define some behaviors that are unacceptable in the college environment and will lead to disciplinary action up to and including expulsion:

1. Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Theft, damage, forgery, alteration, misuse or mutilation of the institutions documents, records, identification, educational materials, or property.
3. Interfering with the right of others to an education.
4. Disruptive and disrespectful to fellow students, faculty, and staff on or off campus.
5. Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others.
6. Unauthorized entry or use of school facilities.
7. Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.

8. Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law.
9. Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression.
10. Violation of federal, state or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on school property or at a school function. (Please refer to the Drug Free Policy established by the college for further information.)
11. Aiding, abetting, encouraging, or participating in a riot.
12. Failure to comply with the verbal or written directions of any college official acting within the scope of his/her authority, or resisting a security officer performing his/her duty.
13. Aiding and abetting or inciting others to commit any act of misconduct set forth in # 1 through # 12 listed above.

Violation of any of the above may subject the student to the following:

- Reprimand
- Disciplinary probation (further infractions may result in suspension if they occur within the specified probationary period)
- Temporary suspension
- Dismissal

Any other offenses not listed above which may be construed as detrimental to the staff, students, or graduates of Medix College may result in disciplinary action to be determined by the Campus President.

DISCIPLINARY PROCEDURES AND TERMINATION

The Campus President/designee will review all disciplinary matters. Students will be notified in writing of any actions within ten business (10) days of the initial review. The review may result in one of the following actions:

- The dismissal of the charge;
- Disciplinary Probation;
- Suspension;
- Dismissal; or
- Other appropriate action.

APPEALS POLICY

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing. The student may appeal the decision within ten (10) business days of notification. All appeals must be submitted in writing, and students must be able to provide documentation in support of the appeal. Appeals will be reviewed within ten (10) business days by the Campus President. The decision of the Campus President is final.

APPEALS PROCEDURES:

Many issues or concerns can be resolved by discussing the situation with an appropriate staff member. Students seeking to resolve problems or complaints should follow the steps below when seeking a resolution:

- Contact the appropriate instructor or staff member;
- If the issue remains unresolved, request an appointment with the Program Director and/or the Dean of Education. If not an education matter, contact the director of the department where the concern is focused; and
- If the concern is still yet unresolved, an appeal must be submitted to the Campus President in writing. The Director will consider all information presented and attempt to resolve the situation in the best interest of the student and college. The complaint or grievance, along with any necessary supporting documentation, must be presented in writing to the director at the address listed below. A response will be provided within ten (10) business days.

**Campus President
Medix College
2108 Cobb Parkway
Smyrna, GA 30080**

If the complaint or grievance remains unresolved, students may contact the Educational Affiliates, Inc. regional vice president at the address listed below. The regional vice president will endeavor to reach a resolution acceptable to both the student and the college administration.

**Regional Vice President
Education Affiliates, Inc.
5024-A Campbell Boulevard
Baltimore, MD 21236**

In the event that no satisfactory resolution can be found between the parties, then all materials may be sent to:

**Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N
Falls Church, VA 22043**

703-917-9503

All complaints considered by the accrediting bureau must be in written form, with permission from the complainant(s) in order for the bureau to forward a copy of the complaint to the college for a response. The accrediting bureau will keep the complainants informed as to the status of the complaint as well as the final resolution. All complaints to the accrediting bureau must be submitted on the form provided by the Accrediting Bureau of Health Education Schools (www.abhes.org).

INTERNET ACCESS POLICY

All internet usage is restricted to college use only. Access to or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material, or downloading software from the internet is strictly prohibited. Anyone found in violation of this policy will be subject to disciplinary action up to and including dismissal. Any use of institutional computers or internet/network connections to download or upload copyrighted material can constitute grounds for disciplinary action, dismissal, and /or federal prosecution.

CAMPUS SECURITY

It is Medix College's intent to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a college employee. The college employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

Medix College complies with the annual Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at <http://www.nces.ed.gov/ipeds/cool>.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

Pursuant to the Drug-Free Colleges and Communities Act (Public Law 101-226) and Medix College policy, the possession, use, distribution, or solicitation for distribution of illegal drugs and alcohol by students and employees is prohibited. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662-HELP for information and referral to treatment centers in the local community.

SUBSTANCE ABUSE

The use, possession, or distribution of prohibited substances (including alcoholic beverages, illegal chemical substances or any legally prescribed chemical substances used in a manner contrary to a doctor's prescription) on campus or on any clinical or externship site during related college experiences is prohibited. Any student found in violation of this rule will be dismissed from his/her program of study, and the college may also report the student to local law enforcement.

The college reserves the right to administer random drug or sobriety tests, or require students to submit to a drug or sobriety test "for cause" based on the behaviors outlined below.

Students dismissed based on an infraction of the college's Substance Abuse Policy have a right to appeal the factual basis of the dismissal in accordance with the college's Grievance Policy as stated in the catalog. Students who refuse to take a random test or a "for cause" test will be dismissed from the program and would only be re-admitted at the sole discretion of the Re-Admission Committee.

A student who is taking a prescribed, legal drug which could affect his or her performance is responsible for notifying their Program Director and the Dean of Education and providing a physician's certificate stating that he or she is able to safely and efficiently perform the

assignments of a course/program and poses no danger to patients they may care for in a clinical setting.

Indications of prohibited substance use may include, but are not limited to, the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.

If the faculty or staff member of the college observes any of the symptoms, one or more of the following actions will be imposed:

1. Immediate suspension from college.
2. Immediate blood alcohol and/or urine drug screening.
3. Student's dismissed for violation of the Substance Abuse Policy must follow re-enrollment procedures to request readmission.
4. Upon one repeat violation of the college's Substance Abuse Policy, the student will be permanently dismissed from the school.

DEFINITION OF TERMS USED IN THE SUBSTANCE ABUSE POLICY

Possession – Having on one's person, either in pockets, purses, book bags, vehicle or any hand-held container, any kind of illegal chemical substance, including any items removed from ones pockets, purses, etc. while on campus property or at a clinical site.

Impairment – Any condition, regardless of cause, that interferes with an individual's ability to function as expected.

Prohibited Substance – One or a combination of substances including alcohol, over-the-counter drugs, prescribed drugs, or illegal drugs.

Substance Abuse – Personal use of any chemical substance that is regulated by law; this includes the personal use of any normally legal chemical substance (such as alcohol or prescription drugs) in a manner that produces impairment, leads to development of impairment, endangers the user's health, safety or welfare, or otherwise endangers the health, safety or welfare of others, as well as the use of any illegal chemical substances.

VIRTUAL LEARNING COMMUNITY

The Medix College Virtual Learning Community is committed to providing a quality educational experience to students through distance learning course offerings. Distance learning occurs when the interaction of a student and instructor is separated by place and/or time.

These "non-traditional" courses are designed for associate's degree students who are self-directed, meaning they are responsible to do their lessons and assignments without having a set schedule of class meetings. More importantly, these classes maintain a level of academic quality comparable with "traditional" courses which meet at a specified day and time in a

specific location. We strongly recommend that new students considering a distance education course be aware of the differences in instruction and of the commitments they must make to complete their lessons before they choose a distance education course.

Students who choose to study through the Virtual Learning Community (VLC) will discover a new way to study that is involving, interesting and effective. Our Virtual Learning Community(VLC) lets students interact with their instructor and fellow students much as if they are in the same room. Online classes involve independent study, group discussions, and chat sessions with instructor and fellow classmates, interactive quizzes, and e-assignments. Students enrolling in online courses must be proficient in basic reading, writing, mathematics, and computer literacy skills. Students are required to complete developmental courses (Reading Fundamentals – REA099; Writing Strategies -WRI099; and/or Basic Math –MAT099) prior to enrollment in the online courses, when applicable. Students must successfully complete one term to enroll in online courses.

Registration for courses offered in the Virtual Learning Community (VLC) is conducted through the Office of the Registrar. Computer hardware, software, and an internet connection are the primary means of participating in Virtual Learning Community (VLC) courses and thus are significant contributors to academic success. The IT support staff at Medix College strongly recommends a broadband (cable modem or DSL) internet connection. Though not required, subscribing to a broadband connection may be the most important investment learners can make to improve their online learning experience.

Minimum Recommended System Requirements

- Microsoft Windows XP, Windows Vista, Windows 7, or Mac OS X.
- Internet Explorer 7.x or newer, or FireFox 3.x or newer, with cookies enabled.
- PC with 1.0 gigahertz (GHz) or higher processor clock speed; Intel Pentium/ Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- 512 megabytes (MB) of RAM minimum, 1024 megabytes (MB) of RAM or higher recommended.
- Super VGA (1024 × 768) resolution video adapter and monitor.
- Keyboard and mouse or compatible pointing device.
- 56 Kbps or higher-speed modem minimum, broadband (cable or DSL) network connection recommended.
- Email Capabilities Email client & unique email address (not shared by others in a family or company).
- Microsoft® Outlook®
- 10+ MB of email storage & HTML email capabilities.
- Macintosh®: MS Office 2004 or higher -- PC: Microsoft® Office 2003 or higher.
- Anti-virus software.

Students are able to access the VLC by going to www.medixcollegeonline.com. Access credentials will be provided to the student by the Office of the Registrar at the time of course registration. The instruction manual as well as an orientation video is available at the website and students are encouraged to utilize both of these tools in order to maximize their overall success.

STUDENT RECORDS AND TRANSCRIPTS

ACCESS TO STUDENT RECORDS

Medix College maintains accurate and confidential student records. Medix College recognizes the right of students to have access to their educational records and to limit such access to others in accordance with the law.

Student records, with certain exceptions, will not be released without prior consent of the student. Students have the right to review and question the content of their educational records. If there are any questions as to the accuracy or appropriateness of the academic or attendance records, an opportunity for a review of the records must be requested and scheduled with the Registrar within sixty (60) days of the end of the term.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all colleges that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends an institution beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the college. Colleges are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Medix College charges a fee for copies.
- Parents or eligible students have the right to request that Medix correct records which they believe to be inaccurate or misleading. Requests for corrections must be submitted, in writing, to the Office of the Registrar. If the decision of the college is not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, the college must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows the college to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - Institution officials with legitimate educational interest;
 - Other colleges to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the college;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Medix College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Medix College must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the institution not disclose directory information. Please notify the office of the Registrar, in writing, should you wish to block disclosure of directory information. Medix College notifies parents and eligible students annually of their rights under FERPA by posting this policy in the student common areas each year on January 1st.

For additional information you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Portions of the preceding FERPA information are from the following website:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

CAREER SERVICES

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates who match their employment needs. Through career development, including professionalism, motivation, and the maintenance of ethical standards, we empower our graduates with the skills necessary to foster a successful and ongoing career.

Medix College maintains and operates a Career Services department to assist graduates in gaining employment. The service is available to qualified graduates at no additional cost. Graduate candidates meet with the Career Services department during their last term to discuss services available and their individual job search.

Medix College at no time has control of the labor market and cannot guarantee employment to any graduate. The combined efforts of the graduate and Career Services help to maximize employment opportunities for graduates of our programs.

EMPLOYMENT ASSISTANCE

The Career Services department assists graduates in entering careers in their fields of education and training. The Career Services department works with graduating students prior to the completion of their program to determine areas of employment interest and to explore employment options. Graduating students are notified of appropriate opportunities as these occur. Although it is impossible to guarantee employment to any graduate, the Career Services department works to provide employment leads and to help graduates obtain interviews for appropriate employment. Students are then expected to take the initiative in pursuing the employment process.

Placement assistance is most effective when there is cooperation between the graduating student and the Career Services department. To this end, it is the student's responsibility to do the following:

- Understand that the College cannot and does not guarantee the employment of any graduate, and that obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.
- Complete all paperwork required by the Career Services department and keep the office apprised of any changes in personal or employment information.
- Attend Career Services workshops, training sessions, and career development courses as they are scheduled. Attendance at these sessions will assist students in preparing resumes, cover letters, and applications, and will provide information concerning interviewing techniques.
- Attend Career Services conferences as requested by the Director of Career Services. These meetings enable the Director to better assess the career goals and needs of each student.
- Begin addressing practical concerns immediately. These include such issues as childcare, transportation, and wardrobe development.

STUDENT GUIDANCE SERVICES

Guidance services are available on a continuing basis to all Medix College students. Our goal is to assist all students in attaining their desired educational objectives. The faculty and staff welcome the opportunity to assist students in resolving problems that become obstructions to the educational process. Students requiring further professional assistance will be provided information about agencies that they may contact.

ACADEMIC ADVISING

Academic advising is available throughout the student's enrollment at the college. Individual advisement sessions are scheduled by appointment and outside of regular class time. In addition, faculty members are available throughout each quarter/semester to meet with students as needed.

ACADEMIC ASSESSMENT

In order to ensure a successful experience, all students pursuing an associate of occupational science degree or Emergency Medical Services programs are required to complete an assessment of certain academic fundamentals prior to registering for classes in their first term. The assessment is conducted using the *Test of Adult Basic Education (TABE)* and is administered by the Dean of Education or his/her designee. Testing sessions are conveniently scheduled several times each week. Those students who score a nine (9) or above in each section are exempted from Basic Math, Reading Fundamentals, and Writing Strategies. Students pursuing a Dental Hygiene career are required to take the HESI A2 assessment examination. Results of the assessments are forwarded to the Program Directors or the General Education Director who will contact each student to review their results.

HONORS AND AWARDS

Medix College recognizes the importance of excellence in attendance and academic achievement. The institution presents perfect attendance (100%) awards to those students who qualify. During graduation ceremonies, students who achieve an overall, cumulative GPA of 3.6 or higher are recognized as honors graduates, and students who achieve a GPA of 4.0 are recognized as highest honors graduates. In addition, Medix College is a member of the National Technical Honor Society (NTHS), whose mission is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. Students must achieve a 3.8 GPA, maintain 90% attendance, and be current on all student accounts in order to be inducted into the NTHS. Students graduating in the top 10% of their graduating cohort will be inducted into the Alpha Beta Kappa National Honor Society during the graduation ceremony.

WITHDRAWAL FROM SCHOOL

All withdrawals should be done formally with the student's Program Director, Dean of Education, or the Registrar. Any pending academic and financial planning matters should be resolved prior to leaving. Students who are contemplating withdrawing from a program should consider the following if re-entry is a future consideration:

- The student may have to wait for the appropriate course(s) to be offered;
- The entire course from which the student withdrew may need to be repeated prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.



ACADEMIC INFORMATION

ATTENDANCE

Attendance is vital to the achievement and acquisition of good work habits. Frequent absences and /or tardiness have a direct effect on a student's ability to succeed. Prospective employers screen graduates for both academic achievement and attendance. Attendance is taken daily in each class and all time missed from class is recorded regardless of the reason. Students are encouraged to schedule personal appointments after school hours and should notify the appropriate instructor if he or she plans to be absent or tardy.

Students are expected to attend every class session for each course for which they are registered. Attendance is taken by instructors, recorded, and maintained for each course. Students with excessive absenteeism* [in excess of 20%] may subject to the following:

1. Receive a reduction of 10% from numeric average which is equivalent to a reduced letter grade for the course (determination made by instructor)
2. Receive a failing grade for the course (determination made by Program Director/Supervisor)
3. Be withdrawn from the program (determination made by Dean of Education)

In the event of any absence from class, the student assumes the responsibility of immediately notifying the school and for making arrangements with individual instructors for work missed.

Students missing fourteen (14) consecutive calendar days of scheduled classes without notifying the school may be officially withdrawn from training by the school. If a student believes that, he or she has circumstances that warrant special consideration, a written appeal may be submitted to the campus president for review and final determination.

Veteran and agency-sponsored students' attendance will be reported to the appropriate government agency.

**Due to some programmatic accreditation regulations, several courses require students to complete all scheduled hours for that course. The syllabus for such courses clearly outlines this requirement.*

TARDINESS/ EARLY DEPARTURE

Coming to class late or leaving early creates a disruption of a good learning environment. Students arriving late to class or leaving early will have that time deducted for the period. Excessive tardiness may result in disciplinary action.

MAKE UP WORK

Students are encouraged to make up all assignments and work missed as a result of absence. Arrangements to take any tests missed because of an absence must be made with the instructor.

EXTERNSHIP ATTENDANCE POLICY

The maximum allowable absence on externship is 10% of the scheduled time. A student who is absent more than 5% but not greater than 10% must make up the time in order to graduate. A student absent more than 10% of the scheduled hours will fail externship and charges for repeating the course will apply. In the event a student is not able to complete all externship

hours at the original site, a second externship site is not guaranteed. Each case will be evaluated independently.

LEAVE OF ABSENCE

A student who needs to interrupt his/her program of study because of a medical condition, a Family Medical Leave Act (FMLA) circumstance or active military service, jury duty obligation or other severe and unanticipated personal circumstance, may make application for a Leave of Absence. Students who are experiencing these circumstances need to meet with the Registrar to discuss the need to temporarily interrupt his/her education and take a Leave of Absence.

The following are some of the criteria for approving a Leave of Absence:

1. The request and reason(s) for the Leave of Absence must be in writing
2. The Leave period(s) can be no longer than 180 days in any twelve month period.
3. No request for a Leave of Absence will be approved unless a student has completed their first term in school. Students must be current on their payments and have completed all necessary financial aid requirements. Additionally, the student's schedule upon returning from a Leave of Absence may not include any future interruptions in their program.
4. The student agrees that if he/she fails to return his/her Federal student loan will have entered the Grace Period and repayment will begin within six months of his/her last day of class attendance.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress standards measure each student is quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. These standards are applied uniformly to all students whether or not they are receiving any form of student aid.

Medix College's academic progress standards measure a student's progress at the end of each Quarter or Semester. The institution will provide a report card to each student (provided their account is in good standing) stating the student's credits completed and grade point average at the end of each evaluation point.

- **Maximum Time Frame**

The maximum period in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the diploma or degree program.

- **Quantitative Requirement – Credit Completion**

Each student must complete a minimum number of credits at each evaluation point. Only satisfactorily completed course credits are counted as credits completed. All courses for which a student receives a grade, whether passing or failing, a withdrawal (W), an incomplete (I), or a non-punitive grade (P/F) are counted in determining credits attempted. Non-credit remedial courses will not be counted in determining credits attempted, although students are limited to taking one year's worth of remedial courses. A student's SAP standing will be calculated based on the student's entire history of enrollment, except as noted below.

- **Qualitative Requirement – Cumulative Grade Point Average (GPA)**

Qualitative progress is measured at each evaluation point. The institution measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's GPA, except that a withdrawal (W) or a non-punitive grade (P/F) will not be included in determining a student's cumulative GPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

Grades have the following GPA values:

<u>SAP</u> <u>Evaluati</u> <u>on</u> <u>Levels</u>	<u>Cumulative</u> <u>Semester</u> <u>Credits</u> <u>Attempted</u>	<u>Minimum</u> <u>Cumulative</u> <u>Credits</u> <u>Completed</u>	<u>Minimum</u> <u>CGPA</u>
1	8 to 13	50%	*1.50
2	13.1 to 19	60%	*1.75
3	19.1 to 35	67%	2.00
4	35.1 & Higher	67%	2.00

*Minimum CGPA of 2.00 is required in each term for EMT, Paramedic, PCT, and Dental Hygiene programs. See program descriptions for specifics.

Evaluation Period	Cumulative Quarter Credits Attempted	Minimum Cumulative Credits Completed	Minimum CGPA
1	12 to 18	50%	1.50
2	19 to 30	60%	1.50
3	31 to 45	67%	1.75
4	46 to 60	67%	2.00
5	61 to 75	67%	2.00
6 +	76 & Higher	67%	2.00

- **Probation**

Students who do not meet the minimum standards for credits completed or cumulative grade point average will receive a written notification stating that they are being placed

on "Satisfactory Academic Progress Probation." The student will have one additional evaluation period to correct the deficiency and meet the minimum requirements at the next evaluation point. The student will remain eligible for federal aid while on probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Probation Period, the student will be ineligible to receive any further federal student assistance until the deficiency is corrected.

In addition, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

- **Transfer and Readmitted Students/Students Changing Majors or Seeking Additional Degrees**

If a student transfers to Medix College from another institution, the transfer credits that have been accepted by the college will count as credits attempted for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the institution, changes majors, or seeks to earn an additional degree, then those credits that are applicable to the student's current program of enrollment will be included in determining the student's satisfactory academic progress standing.

- **Termination**

If a student fails to meet Satisfactory Academic Progress standards at the end of a Probation Period, the student will be notified in writing that his or her enrollment at the institution is terminated, as well as the requirements for reinstatement and appeal. The student may lose access to Title IV funding for non-compliance with SAP requirements.

- **Reinstatement of Attendance at the College and Reinstatement of Financial Aid**

When a student has reestablished his/her academic progress by raising his or her grade point average and/or completing an appropriate number of courses to raise the number of credits successfully completed, either through successfully completing the necessary course(s) at his / her own expense or through transferring credits into the college, financial aid eligibility may be reinstated. It is the student's responsibility to notify the Director of Financial Aid and Registrar, in writing, when credit and/or grade point average deficiencies have been corrected.

- **Appeals**

Students who fail to meet academic progress requirements are permitted to appeal the termination of financial aid if extenuating circumstances were contributing factors to their failure to achieve satisfactory academic progress. An appeal must be filed within 30 days of receiving notice of termination unless otherwise excused. All appeals must be submitted to the Campus President in writing and must explain the extenuating circumstances. Letters of appeal should include any applicable documentation. All appeals are reviewed and determined by the Financial Aid Committee. The student will remain on probation but will not receive any additional financial aid funds pending the outcome of the appeal so long as the student does not exceed the maximum timeframe to complete the program. Decisions of the Financial Aid Committee are final and will be provided to the student in writing within 30 days of receipt of the appeal submission.

GRADING CRITERIA

COURSE WITHDRAWAL

A student who is either terminated by the Institution or voluntarily withdraws will receive a W for courses in which they are currently enrolled. The status of withdrawal (W) will be recorded on the student's transcript but will not be included in calculation of GPA.

COURSE REPEAT

Students who withdraw from or fail a course must repeat that course in order to meet graduation requirements for their program. The failing grade and the course repeat grade will be recorded on the student's transcript, but the repeated grade will be included in calculation of GPA. All credit hours attempted will be counted toward maximum program length. Additional charges and applicable lab fees will be added to a student's account for repeating courses. Students who need to repeat a course must meet with the Registrar regarding fees and scheduling. It is the responsibility of the student to meet with the Financial Aid department to determine if any additional assistance is available to cover these charges.

PROGRAM CHANGE

The appropriate Program Supervisor and/or Program Director must advise students who wish to change their program. In addition, a new enrollment agreement must be completed with the Registrar. It is the responsibility of the student to meet with the Financial Aid Department to determine if any additional assistance is available to cover charges associated with the program change. When a student changes his/her program of study, the college cannot guarantee a date of graduation due to scheduling. The college will calculate any relevant transfer courses from the previous curriculum, count those toward completion of the new program, and calculate the revised maximum program length.

GRADING SCALE

Students at the Medix College receive grades based on classroom participation, projects, laboratory performance, attendance, and written examinations. Final grades are issued after the conclusion of each term based on the following criteria:

Numeric Grade	Letter Grade	GPA Quality Points
90+	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 & below	F	0.0
	I	Incomplete
	TC	Transfer Credit
	R	Re-take
	W	Withdrawal
	P	Pass

Successful completion of each course requires a minimum cumulative passing grade of 70% ("C"). Cumulative Grade Point Average (CGPA) is based on the average of all courses attempted and grades earned.

GRADE REPORTS AND RECORDS

The college issues grade reports for each program within three (3) weeks of the completion of each term provided that the student's account is not in arrears. Academic records are permanently maintained by the Office of the Registrar. Students are entitled to a copy of their transcript provided their tuition account has been satisfied. There is a \$5.00 fee for an official transcript. Official transcripts can be ordered from the Office of the Registrar by completing a Transcript Request Form and submitting the form and fee to the Academic Secretary.

INCOMPLETE WORK

All required assignments, competencies, skills, quizzes, homework and exams must be satisfactorily completed by the end of the term or the student will be issued an incomplete grade, "I". Students who receive an incomplete grade will be allowed a maximum of 10 school days beyond the end of the term to complete all course requirements. A term is defined as the inclusive dates that a course is scheduled to meet. Failure to complete the requirements within 10 days will result in the incomplete being automatically changed to a failing grade, "F".

MAXIMUM STUDENTS IN CLASSROOM AND LABORATORY

Classes do not normally exceed a ratio of one (1) instructor to thirty (30) students for lecture classes and one (1) instructor to twenty (20) students for laboratory classes. Some classroom ratios may vary to meet program requirements. Multi-program, lecture-based courses will generally have a ratio of one (1) instructor to sixty(60) students.

COURSE LOAD

Medix College provides courses each term intended to seamlessly allow students to graduate at their projected graduation date. The scheduled course load is no more than 19 quarter credits / 13 semester credits per 12-week term. On occasion, students request permission to take additional courses in an effort to accelerate their graduation date or to retake a previously failed course. The following serves as criteria for approval of additional classes per 6-week term:

1. Students must complete at least one term prior to submitting the request.
2. Students must possess 88% or better attending behavior in previous classes.
3. Students must have a cumulative GPA of 3.0 or better AND a GPA of 3.5 in the term immediately preceding the additional course work.
4. Students must submit a letter of request for the additional class to the Dean of Education. The letter of request should be received prior to or during the normal registration process for classes. Letters of request will not be accepted after the first day of class.
5. Student course charges are determined by the Registrar.
6. Students must pay for additional classes prior to registration for the class. Financial Aid will not be available for additional classes but *may* be available to some students who are retaking a course.
7. Students must present a copy of their receipt or clearance from the Financial Aid office to the Registrar indicating that they may be registered for the additional course(s).

ADD / DROP PERIOD

Students who wish to add or drop a course must do so within the first three (3) days of the term. Students who wish to transfer to a course delivered at a different time must also do so within the first three (3) days of the term. Students should see the Registrar to make changes to their schedules.

GRADUATION REQUIREMENTS

Graduation for all programs of study is accomplished by completing all program requirements, maintaining Satisfactory Academic Progress (SAP) and arranging for payment of all financial obligations. Specific requirements for students include:

- A minimum cumulative Grade Point Average (CGPA) of 2.0;
- Earned a grade of "C" or higher in each course prior to entering externship;
- Completion of at least the minimum scheduled externship/clinical hours;

Students who meet the requirements stipulated above will receive a diploma and/or associate degree in their field of study. Students must verify satisfactory completion of all program criteria for graduation with the Registrar, Financial Aid, Administration, current instructors, Business Office, and Career Services staff.

ADVISORY BOARDS

Medix College utilizes the expertise of Advisory Boards for each program. Board members are industry representatives who share unique knowledge and skills that complement and enhance the College's programs of study, as well as individuals from the community at-large. The Advisory Board meets a minimum of twice annually.

PROGRAMS OF STUDY

DENTAL ASSISTING

The objective of this program is to prepare students to function effectively as an integral member of the dental health team in the operation of a dental practice. Students in this program will acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. Students will learn the administrative procedures currently practiced in dental settings through instruction provided in the program and through externships in private practices. The procedures and laboratory techniques include preliminary examination procedures, assisting at chair side using fourhanded dentistry, charting, appointment scheduling, maintaining patient records, and sterilizing instruments. Under the direct supervision of a dentist, the assistant may perform expanded functions such as intraoral procedures in restorative dentistry and oral surgery. The assistant qualified in radiology may also take and expose radiographs.

This program is offered at the associate of occupational science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers. Instructional delivery for this program of study is conducted on campus, online, and at a variety of pertinent, approved externship and clinical sites.

PROGRAM LENGTH

The associate degree program consists of seven (7) 12-week quarters plus one six (6) week term of didactic and laboratory training and general education instruction and 360 hours of clinical experience. The program is approximately 90 weeks in length. Holidays and breaks will lengthen the completion time.

GRADUATE CERTIFICATIONS

The Commission on Dental Accreditation (CODA) of the American Dental Association accredits this program. Graduates of the program are eligible to sit for the Certified Dental Assistant Examination (CDA) administered by the Dental Assisting National Board, Inc. This exam is given throughout the year at a cost of approximately \$250.00. These exams are at the option of the student. During the program, students can earn certificates in Radiation Hygiene and Expanded Functions Courses I and II.

**DENTAL ASSISTING CURRICULUM OUTLINE
ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PROGRAM**

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
AHP103	Introduction to Dental Assisting	60	30	30	0	4
AHP104	Basic Life Support	60	20	40	0	4
AHP115	Office Communications	60	30	30	0	4
COM101/VLC	Communication	60	30	30	0	4
DAS102	General Anatomy & Physiology for Allied Dental Professionals	60	50	10	0	4
DAS105	Dental Assisting Procedures and Restorative Applications	60	20	40	0	4
DAS106	Dental Specialties & Expanded Functions	60	20	40	0	4
DAS112	Dental Materials/Prostheses Fabrication	60	20	40	0	4
DAS114	Radiology	60	30	30	0	4
DAS116	Computer Applications & Billing	60	20	40	0	4
DAS121	Dental Office Procedures	60	30	30	0	4
DAS213	Intermediate Dental Assisting Procedures and Restorative Applications	60	30	30	0	4
DAS214	Intermediate Dental Specialties & Expanded Functions	60	20	40	0	4
DAS215	Intermediate Dental Materials/Prostheses Fabrication	60	20	40	0	4
DAS230	Dental Assisting Seminar	60	20	40	0	4
DAS231	Dental Clinical I	180	0	0	180	4
DAS232	Dental Clinical II	120	0	0	120	4
DAS241	Dental Clinical III	60	0	0	60	2
ENG101/VLC	English Composition	60	30	30	0	4
ENV101/VLC	Environmental Science	60	30	30	0	4
MAT099	Basic Math	60	30	30	0	0
MAT101/VLC	College Mathematics	60	30	30	0	4
PDC100/VLC	College Success	24	24	0	0	1
PDC200/VLC	Career Development	60	40	20	0	4
PSY101/VLC	Psychology	60	30	30	0	4
REA099	Reading Fundamentals	60	30	30	0	0
SOC101/VLC	Sociology	60	30	30	0	4
SPN101/VLC	Spanish for the Allied Health Professional	60	30	30	0	4
WRI099	Writing Strategies	60	30	30	0	0
	Total:	1884	724	800	360	99

DENTAL HYGIENE

The objective of the Dental Hygiene Program is to prepare students to become licensed oral health professionals who practice as an integral part of the dental health team. Students in this program are trained to provide preventative, educational and therapeutic services supporting the total health of their patients while controlling oral disease symptoms and promoting good oral health. Students will acquire knowledge and exhibit competency in clinical skills required to perform oral health procedures including: oral health care assessment, removal of calculus, stains and plaque from teeth, exposing and developing radiographs, periodontal treatment procedures, application of preventative and therapeutic agents, and educational methods for assisting patients to achieve good oral hygiene. Dental Hygienists can be employed in a variety of health care settings including: private dental offices, schools, public health clinics, hospitals, correctional institutions, nursing homes, government agencies as an advisor or researcher, as an educator or administrator of a program, or dental sales.

This program is offered at the associate of science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers. Instructional delivery for this program of study is conducted on campus , online, and through approved clinical experiences.

PROGRAM LENGTH

The Associate Degree Program in Dental Hygiene consists of eleven (11) twelve-week quarters of didactic, laboratory and clinical coursework. The first year of the curriculum contains General Education and Basic Science courses offered as required prerequisites before entry into the clinical phase of the curriculum. Quarters 5- 11 provide course concentration in the dental sciences and include 900 hours of clinical experience at the onsite clinic facility. The program is approximately 132 weeks in length. Holidays and breaks will lengthen completion time.

GRADUATE CERTIFICATIONS

The Commission on Dental Accreditation (CODA) of the American Dental Association accredits this program. Graduates of the program are eligible to sit for the National Dental Hygiene Examination and the Central Regional Dental Testing Service Examination, both requiring passing scores before a graduate can complete an application for dental hygiene licensure. The cost of these examinations is approximately \$1250.00. Dental Hygiene licensure is required by all states before a graduate can practice as a dental hygienist.

DENTAL HYGIENE ASSOCIATE OF SCIENCE DEGREE PROGRAM

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
AHP116/VLC	Human Anatomy & Physiology	60	40	20	0	4
AHP117/VLC	Human Anatomy & Physiology II	60	40	20	0	4
SCI 118/VLC	Chemistry I	60	30	30	0	4
SCI 119/VLC	Microbiology	60	30	30	0	4
SCI 120/VLC	Biochemistry	60	40	20	0	4
PDC100/VLC	College Success	24	24	0	0	1
PDC200/VLC	Career Development	60	40	20	0	4
MAT101/VLC	College Math	60	30	30	0	4
ENG101/VLC	English Composition I	60	30	30	0	4
ENG201/VLC	English Composition II	60	30	30	0	4
SOC101/VLC	Sociology	60	30	30	0	4
PSY101/VLC	Psychology	60	30	30	0	4
AHP205/VLC	Ethics and Jurisprudence	60	60	0	0	4
COM101/VLC	Communications	60	40	20	0	4
DAS116	Computer Applications & Billing	60	20	40	0	4
DAS112	Dental Materials/Prostheses Fabrication	60	20	40	0	4
DAS114	Radiology	60	30	30	0	4
DHG 100	Nutrition	60	30	30	0	4
DHG 104	Intro to Dental Hygiene Lab I	60	20	40	0	4
DHG 105	Intro to Dental Hygiene Lab II	60	20	40	0	4
DHG 110	Anatomy, Histology, Embryology of Facial Structures I	60	40	20	0	4
DHG 111	Anatomy, Histology, Embryology of Facial Structures II	60	40	20	0	4
DHG 112	Process of Care I	60	40	20	0	4
DHG 191	Dental Hygiene Clinic	60	0	0	60	2
DHG 192	Dental Hygiene Clinic	60	0	0	60	2
DHG 193	Dental Hygiene Clinic	60	0	0	60	2
DHG 194	Dental Hygiene Clinic	60	0	0	60	2
DHG 212	Process of Care II	60	40	20	0	4
DHG 220	Periodontology I	60	30	30	0	4
DHG 230	Health Promotion	60	40	20	0	4
DHG 240	General Oral Pathology	60	40	20	0	4
DHG 250	Pharmacology	60	60	0	0	4
DHG 291	Dental Hygiene Clinic	60	0	0	60	2
DHG 292	Dental Hygiene Clinic	60	0	0	60	2
DHG 293	Dental Hygiene Clinic	90	0	0	90	3
DHG 294	Dental Hygiene Clinic	90	0	0	90	3
DHG 314	Radiology II	60	30	30	0	4
DHG 312	Process of Care III	60	60	0	0	4
DHG 320	Periodontology II	60	40	20	0	4
DHG 330	Community Oral Health	60	30	30	0	4
DHG 391	Dental Hygiene Clinic	90	0	0	90	3
DHG 392	Dental Hygiene Clinic	90	0	0	90	3
DHG 393	Dental Hygiene Clinic	90	0	0	90	3
DHG 394	Dental Hygiene Clinic	90	0	0	90	3
	Total:	2784	1124	760	900	155

EMERGENCY MEDICAL TECHNOLOGY - INTERMEDIATE

The objective of the Emergency Medical Technology (EMT) Intermediate program is to train students to sit for licensure as a Georgia Emergency Medical Technician. The course is based on the U.S. Department of transportation (DOT) guidelines for EMT course curriculum, including but not limited to: Preparation and Introduction to Emergency Medical Care, Patient Assessment, and Basic Life Support, Medical and Behavioral Emergencies, Obstetrics, Gynecology, Trauma (infants and children), and Emergency Medical Services (EMS) operations. Instructional delivery this program of study is conducted on campus and at a variety of pertinent approved clinical sites.

PROGRAM LENGTH

The courses in this program are taught in three (3) 12-week quarters in the day and evening schedules. All schedules conclude with 60 hours of National Registry Examination preparation and 60 hours of clinical experience including ambulance shifts and emergency room rotations. The total length of the program is 36 weeks. Holidays and breaks will lengthen the completion time.

GRADUATE CERTIFICATIONS

Graduates of the program receive a diploma and, upon passing the National Registry EMT Intermediate Examination, are eligible to apply for licensure as a Georgia Emergency Medical Technician. These exams are given periodically throughout the year and cost approximately \$120.00.

EMERGENCY MEDICAL TECHNOLOGY (EMT) INTERMEDIATE DIPLOMA PROGRAM

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
EMTI 101	Operations	120	80	40	0	10
EMTI 102	Foundations of EMS	108	63	45	0	8
EMTI 102C	Clinical Rotation	12	0	0	12	0
EMTI 103	Trauma Emergencies	108	68	40	0	8
EMTI 103C	Clinical Rotation	12	0	0	12	0
EMTI 104	Medical Emergencies	108	68	40	0	8
EMTI 104C	Clinical Rotation	12	0	0	12	0
EMTI 105	Special Considerations	60	28	20	0	3
EMTI 106	National Registry Review	50	20	30	0	3
EMTI 106C	Clinical Rotation	70	0	0	70	2
PDC100	College Success	24	24	0	0	1
PDC200	Career Development	60	60	0	0	4
	Total:	744	411	215	106	47

HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION TRADES

The objective of the Heating, Ventilation, Air Conditioning, & Refrigeration Trades (HVAC&R) program is to prepare students for entry-level positions in a variety of Heating, Ventilation, Air Conditioning, and Refrigeration fields. Heating, ventilation, air conditioning, and refrigeration mechanics and installers are adept at using a variety of tools for systems that control temperature, humidity, and the total air quality in residential, commercial, industrial, and other buildings. Students also learn refrigeration systems that make it possible to store and transport food, medicine, and other perishable items. Skills needed for these positions include: the ability to install, diagnose, and repair electrical components, motors, fans, pumps, ducts, pipes, thermostats, filters, switches, solar panels, furnace fuels, compressors, evaporators, and refrigerants, as well as the ability to read blue prints, perform carbon monoxide testing, and acquire EPA certification. Instructional delivery for this program of study is conducted on campus.

PROGRAM LENGTH

The program is divided into eight (8) 125-hour modules and is offered in both morning and evening classes followed by a 2-week course. The program is approximately 50 weeks in length. Holidays and breaks will lengthen the completion time. See the calendar for starting and completion dates.

GRADUATE CERTIFICATIONS

Graduates of the program will receive a diploma and are eligible to sit for their EPA certifications (Type I, II, III and Universal certifications). The cost of the exam is approximately \$250.00.

EPA CERTIFICATION

Graduates of the Medix College Technical Training Center can test onsite to obtain their EPA certification. All HVAC employers require employees to have an EPA certification. Upon completion of the program, graduates eligible to sit for Type I, II, III, and Universal certifications.

Type I - Persons who maintain service, or repair small appliances must be certified as Type I Technicians.

Type II - Persons who maintain service, repair or dispose of high or very high pressure appliances, except for small appliances or motor vehicle air conditioning systems, must be certified as Type II Technicians.

Type III - Persons who service maintain repair or dispose of low pressure appliances must be certified as Type III Technicians.

Universal - Persons who maintain service repair or dispose of small appliances as well as high and low pressure equipment, must be certified as Universal Technicians.

Heating, Ventilation, Air Conditioning, & Refrigeration Trades Diploma Program

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
HV-132	Fundamentals & Electricity	125	90	35	0	7
HV-151	Basic Refrigeration & Hermetics	125	60	65	0	6
HV-123	Mechanical Controls	125	60	65	0	6
HV-177	Heating Systems	125	90	35	0	7
HV-171	Air Conditioning	125	60	65	0	6
HV-185	Heat Pump Systems	125	60	65	0	6
HV-126	Commercial Refrigeration	125	60	65	0	6
HV-147	EPA Duct Design & Load Calculation	125	60	65	0	6
PDC201	Career Development	60	40	20	0	3
	TOTAL:	1060	580	480	0	53

MASSAGE THERAPY

The objectives of the massage therapy (MT) program are to equip students with the necessary entry-level technical, business, and professional skills for competency, confidence, and achievement in the fields of massage therapy and bodywork. Students are evaluated in all areas of professional development, including applicable areas of human sciences, massage techniques, adjunct bodywork modalities, professional standards, and clinical practices. This program will prepare graduates to provide pain relief and improved health and well-being to their clients through the application of manual techniques learned over the course of the program. Instructional delivery for this program of study is conducted on campus and online.

Upon successful completion of the program, graduates will be qualified to work in private practices, chiropractic offices, wellness centers, health clinics, resorts, spas, physical therapy practices, pain management centers and massage therapy establishments.

This program is offered at the associate of occupational science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers.

PROGRAM LENGTH

The associate degree program consists of six (6) 12-week quarters of didactic, laboratory and general education instruction and 60 hours of internship. The program is approximately 84 weeks in length. Holidays and breaks will lengthen the completion time.

GRADUATE CERTIFICATION

Graduates of the MT program are eligible to sit for either the (NCETM) National Certification Examination for Therapeutic Massage or the (FSMTB) Federation of State Massage Therapy Boards Exam given throughout the year at a cost of approximately \$225.00. Students are required to have passed either exam in order to be eligible to obtain a license to practice as a massage therapist in the state of Georgia.

**MASSAGE THERAPY
ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PROGRAM**

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
CMP101/O	Computer Applications	60	20	40	0	4
COM101/VLC	Communication	60	30	30	0	4
ENG101/VLC	English Composition	60	30	30	0	4
ENV101/VLC	Environmental Science	60	30	30	0	4
MAT099	Basic Math	60	30	30	0	0
MAT101/VLC	College Mathematics	60	30	30	0	4
MTD101	Massage Basics	60	40	20	0	4
MTD102	Human Sciences & Massage Tech	60	30	30	0	4
MTD103	Human Sciences & Massage Tech	60	30	30	0	4
MTD104	Professional Business Practices, CPR & First Aid	60	30	30	0	4
MTD105	Human Sciences & Massage Tech	60	20	40	0	4
MTD106	Swedish & Trigger Point Therapy	60	30	30	0	4
MTD107	Human Sciences & Massage Tech	60	30	30	0	4
MTD201	Assessment Skills & Hydrotherapy	60	30	30	0	4
MTD202	Clinical Massage	60	30	30	0	4
MTD203	MT Skills & Certification Review	60	60	0	0	4
MTD221	Advanced Clinical Massage	60	20	40	0	4
MTD222	Complementary Bodywork	60	20	40	0	4
MTD223	Sports Massage	60	20	40	0	4
MTD224	Spa Therapies/Eastern Modalities	60	20	40	0	4
MTD225	Lymphatic Massage	60	20	40	0	4
MTD226	NMT Advanced	60	20	40	0	4
MTD230	Internship - Public Massage Clinic	60	0	0	60	2
PDC100/VLC	College Success	24	24	0	0	1
PDC200/VLC	Career Development	60	40	20	0	4
PSY101/VLC	Psychology	60	30	30	0	4
REA099	Reading Fundamentals	60	30	30	0	0
SOC101/VLC	Sociology	60	30	30	0	4
WRI099	Writing Strategies	60	30	30	0	0
	Total:	1704	804	840	60	99

MEDICAL ASSISTING

The objective of the Medical Assisting Program is to train students to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. These students acquire entry-level skills and demonstrate competence in a variety of medical office procedures and laboratory techniques under the direct supervision of the physician. The medical procedures and lab techniques include injections, EKGs, vital signs, urinalysis, phlebotomy, assisting in minor surgery and emergencies. Front office skills include keyboarding, word processing, patient data collection, insurance claims processing, bookkeeping, billing and collection, and an introduction to transcription. Students are evaluated in all areas of professional and performance skills. Upon satisfactory completion of the training, students will be qualified to assume entry-level positions as Medical Assistants performing the medical procedures, lab techniques, and front office duties described above. Instructional delivery for this program of study is conducted on campus, online, and at a variety of pertinent, approved externship sites.

This program is offered at both the diploma and associate of occupational science degree levels and upon satisfactory completion of the training, the graduation credential will reflect the program in which the student has completed.

Students enrolled in the associate of occupational science degree program will be scheduled for general education courses and intermediate level skills courses, not required in the diploma program. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers.

PROGRAM LENGTH

The courses in the degree program are taught in seven (7) 12-week quarters over approximately 84 weeks. The diploma program consists of three (3) 12-week quarters delivered over approximately 36 weeks. All schedules conclude with a 160-hour externship in a medical setting. Holidays and breaks will lengthen the completion time.

GRADUATE CERTIFICATIONS

Graduates are eligible to sit for the Certified Medical Assistant examination sponsored by the American Association of Medical Assistants (AAMA) and the Phlebotomy Certification examination sponsored by the International Academy of Phlebotomy Sciences, Inc. The College encourages graduates to become certified. The CMA exam is given in January, June, and October, at a cost of approximately \$95.00, if the exam is taken within one year after graduation from the Medical Assistant Program. The Phlebotomy Certification exam is given four times per year at a cost of approximately \$110.00. These exams are at the option of the student; however, in order to be competitive during the job search process, we encourage our students to acquire these professional certifications.

**MEDICAL ASSISTING
ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PROGRAM**

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
AHP102	Medical Anatomy, Physiology, and Terminology I	60	50	10	0	4
AHP104	Basic Life Support	60	20	40	0	4
AHP114	Hematology and Phlebotomy	60	20	40	0	4
AHP201	Cardiovascular and EKG	60	20	40	0	4
AHP202	Medical Anatomy, Physiology, and Terminology II	60	50	10	0	4
AHP203	Pathophysiology and Pharmacology	60	40	20	0	4
CMP101/VLC	Computer Applications	60	20	40	0	4
CMP102/VLC	Computer Applications	60	20	40	0	4
COM101/VLC	Communication	60	30	30	0	4
ENG101/VLC	English Composition	60	30	30	0	4
ENV101/VLC	Environmental Science	60	30	30	0	4
MAS113	Medical Specialties I	60	40	20	0	4
MAS114	Medical Specialties II	60	40	20	0	4
MAS115	Administrative Medical Procedures	60	30	30	0	4
MAS117	Medical Records & Insurance	60	20	40	0	4
MAS212	Invasive Medical Procedures	60	30	30	0	4
MAS214	MA Skills, Certification Review, & Patient Education	60	30	30	0	4
MAS241	Externship	160	0	0	160	4
MAT099	Basic Math	60	30	30	0	0
MAT101/VLC	College Mathematics	60	30	30	0	4
MOA112	Medical Transcription	60	20	40	0	4
PDC100/VLC	College Success	24	24	0	0	1
PDC200/VLC	Career Development	60	40	20	0	4
PSY101/VLC	Psychology	60	30	30	0	4
REA099	Reading Fundamentals	60	30	30	0	0
SOC101/VLC	Sociology	60	30	30	0	4
SPN101/VLC	Spanish for the Allied Health Professionals	60	30	30	0	4
WRI099	Writing Strategies	60	30	30	0	0
	Total:	1744	814	770	160	97

MEDICAL ASSISTING DIPLOMA PROGRAM

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
AHP102	Medical Anatomy, Physiology, and Terminology I	60	50	10	0	4
AHP104	Basic Life Support	60	20	40	0	4
AHP202	Medical Anatomy, Physiology, and Terminology II	60	50	10	0	4
CMP101	Computer Applications	60	20	40	0	4
MAS113	Medical Specialties I	60	40	20	0	4
MAS114	Medical Specialties II	60	40	20	0	4
MAS115	Administrative Medical Procedures	60	30	30	0	4
MAS117	Medical Records & Insurance	60	20	40	0	4
MAS212	Invasive Medical Procedures	60	30	30	0	4
MAS214	MA Skills, Certification Review, & Patient Education	60	30	30	0	4
MAS241	Externship	160	0	0	160	4
PDC100	College Success	24	24	0	0	1
PDC200	Career Development	60	40	20	0	4
	Total:	844	394	290	160	49



MEDICAL INSURANCE BILLING AND CODING

The overall objective of the Medical Insurance Billing and Coding program is to prepare students for entry-level employment in positions involving responsibility for diagnostic and procedural coding, and insurance claims completion and submission. The program prepares our graduates to direct the flow of important data in the health care process and to understand the technology involved in collecting, maintaining, organizing, and interpreting essential data. The value of keeping up-to-date in the fast-paced environment of the insurance industry is emphasized. The program culminates in a 160 hours externship experience in a medical environment.

Instructional delivery for this program of study is conducted on campus and at a variety of pertinent, approved externship sites. Upon successful completion of this program, graduates will be awarded a diploma.

PROGRAM LENGTH

The courses in this program are taught in three (3) twelve-week quarters. All schedules conclude with a 160-hour externship in a medical billing and coding environment. The program runs a total of 36 weeks. Holidays and breaks will lengthen the completion time. See the College calendar for starting and completion dates.

GRADUATE CERTIFICATIONS

Graduates of the Medical Insurance Billing and Coding program are eligible to sit for the National Certified Medical Office Assistant exam and the National Certified Insurance Coding & Billing Specialist exam. These exams are given throughout the year at a cost of \$90.00 each. These exams are at the option of the student.

**MEDICAL INSURANCE BILLING & CODING
DIPLOMA PROGRAM**

Code	Title	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
AHP102	Medical Anatomy, Physiology, and Terminology I	60	50	10	0	4
AHP121	Medical Office Procedures	60	30	30	0	4
AHP122	Reimbursement Methodologies and Office Procedures	60	30	30	0	4
AHP132	Computerized Medical Billing	60	20	40	0	4
AHP202	Medical Anatomy, Physiology, and Terminology II	60	50	10	0	4
AHP203	Pathophysiology and Pharmacology	60	40	20	0	4
COD101	Basic Diagnostic and Procedural Coding Systems	60	40	20	0	4
COD102	Intermediate Diagnostic and Procedural Coding Systems	60	30	30	0	4
COD103	Advanced Diagnostic and Procedural Coding Systems	60	30	30	0	4
MOA113	The Healthcare Environment	60	20	40	0	4
MOA241	Externship	160	0	0	160	4
PDC100	College Success	24	24	0	0	1
PDC200	Career Development	60	40	20	0	4
	Totals: Diploma	844	404	280	160	49



MEDICAL OFFICE ADMINISTRATION

The objective of the Medical Office Administration Program is to train students to acquire satisfactory skills and demonstrate competence in a variety of medical/dental office administration procedures, and the skills necessary for entry-level employment in a medical or dental practice. The medical and dental office administration skills include bookkeeping, billing and collection, records management, patient data collection, keyboarding, transcription, word processing, appointment scheduling, written correspondence and telephone techniques. Upon satisfactory completion of the training, students will be qualified to assume entry-level positions as a medical/dental office assistant, medical secretary, medical biller/collector, and insurance claims processor performing the medical/dental office duties described above. Instructional delivery for this program of study is conducted on campus, online, and at a variety of pertinent, approved externship sites.

This program is offered at the associate of occupational science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers.

PROGRAM LENGTH

The associate degree program consists of seven (7) 12-week quarters of didactic and laboratory training and general education instruction and 160 hours of externship experience. The program is approximately 84 weeks in length. Holidays and breaks will lengthen the completion time.

GRADUATE CERTIFICATIONS

Graduates of the MOA program are eligible to sit for the National Certified Medical Office Assistant exam and the National Certified Insurance Coding & Billing Specialist exam. These exams are given throughout the year at a cost of \$90.00 each. These exams are at the option of the student.

**MEDICAL OFFICE ADMINISTRATION
ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PROGRAM**

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
AHP101	Introduction to Allied Health	60	30	30	0	4
AHP102	Medical Anatomy, Physiology, and Terminology I	60	50	10	0	4
AHP104	Basic Life Support	60	20	40	0	4
AHP115	Office Communications	60	30	30	0	4
AHP121	Medical Office Procedures	60	30	30	0	4
AHP122	Reimbursement Methodologies and Office Procedures	60	30	30	0	4
AHP132	Computerized Medical Billing	60	20	40	0	4
AHP202	Medical Anatomy, Physiology, and Terminology II	60	50	10	0	4
AHP203	Pathophysiology and Pharmacology	60	40	20	0	4
BKG101	Bookkeeping	60	30	30	0	4
CMP102/VLC	Computer Applications	60	20	40	0	4
COD101	Basic Diagnostic and Procedural Coding Systems	60	40	20	0	4
COD102	Intermediate Diagnostic and Procedural Coding Systems	60	30	30	0	4
COD103	Advanced Diagnostic and Procedural Coding Systems	60	30	30	0	4
COM101/VLC	Communication	60	30	30	0	4
ENG101/VLC	English Composition	60	30	30	0	4
ENV101/VLC	Environmental Science	60	30	30	0	4
MAT099	Basic Math	60	30	30	0	0
MAT101/VLC	College Mathematics	60	30	30	0	4
MOA113	The Healthcare Environment	60	20	40	0	4
MOA241	Externship	160	0	0	160	4
PDC100/VLC	College Success	24	24	0	0	1
PDC200/VLC	Career Development	60	40	20	0	4
PSY101/VLC	Psychology	60	30	30	0	4
REA099	Reading Fundamentals	60	30	30	0	0
SOC101/VLC	Sociology	60	30	30	0	4
SPN101/VLC	Spanish for Allied Health Professionals	60	30	30	0	4
WRI099	Writing Strategies	60	30	30	0	0
	Total:	1744	834	750	160	97

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC (EMT-P)

The objective of the Emergency Medical Technology- Paramedic (EMT-P) program is to prepare Emergency Medical Technicians with the skills and competencies to sit for the National Registry of Emergency Medical Technicians - Paramedic Examination, which, upon passing, qualifies the candidate to apply for licensure as a Georgia Licensed Paramedic. The Paramedic program will teach the student advanced patient assessment, pharmacology, and management of the trauma patient, advanced medical emergencies management, including, but not limited to, cardiac, respiratory, and endocrinology emergencies as well as pediatrics and obstetrical/gynecological emergencies. The Paramedic program will place emphasis on advanced patient assessment techniques as well as in-depth knowledge of human anatomy and physiology in the classroom as well as clinical setting.

Instructional delivery for all programs of study is conducted on campus, online, and at a variety of pertinent, approved clinical sites. Upon satisfactory completion of the program, the student will receive a diploma.

PROGRAM LENGTH

The Paramedic program consists of four (4) 12-week quarters plus one six (6) week term of didactic, laboratory training and clinical rotation. The program is approximately 54 weeks in length. Holidays and breaks will lengthen the completion time.

The associate degree program consists of seven (7) 12-week quarters of didactic, laboratory, general education instruction, and clinical rotation. The program is approximately 84 weeks in length. Holidays and breaks will lengthen the completion time.

GRADUATE CERTIFICATIONS

Graduates of the program are eligible to sit for National Registry EMT Paramedic Exam. Upon passing the examination, graduates are eligible to apply for licensure as a Georgia Emergency Medical Technician-Paramedic.

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC (EMT-P) DIPLOMA PROGRAM

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
PARA101	Paramedic Preparatory	60	60	0	0	4
PARA102	Foundations of Paramedic	60	30	30	0	4
PARA103	Pharmacology	60	30	30	0	4
PARA104	Cardiology/ACLS	60	30	30	0	4
PARA105	AMS Emergencies	60	30	30	0	4
PARA106	Medical Emergencies	60	30	30	0	4
PARA107	Age Specific Emergencies	60	30	30	0	4
PARA108	Trauma Emergencies	60	30	30	0	4
PARA170	Externship I	60	0	0	60	2
PARA171	Externship II	90	0	0	90	3
PARA172	Externship III	90	0	0	90	3
PARA173	Externship IV	90	0	0	90	3
PARA174	Externship V	90	0	0	90	3
PARA175	Externship VI	90	0	0	90	3
PARA176	Externship VII	90	0	0	90	3
PARA177	Externship VIII	90	0	0	90	3
PARA178	Externship IX	90	0	0	90	3
PARA201	Operations	60	30	30	0	4
Total		1320	300	240	780	62



**EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC (EMT-P)
ASSOCIATE DEGREE OF SCIENCE PROGRAM**

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Quarter Credit Hours
CMP101/VLC	Computer Applications	60	20	40	0	4
COM101/VLC	Communication	60	30	30	0	4
ENG101/VLC	English Composition	60	30	30	0	4
ENV101/VLC	Environmental Science	60	30	30	0	4
MAT099	Basic Math	60	30	30	0	0
MAT101/VLC	College Mathematics	60	30	30	0	4
PARA101	Paramedic Preparatory	60	60	0	0	4
PARA102	Foundations of Paramedic	60	30	30	0	4
PARA103	Pharmacology	60	30	30	0	4
PARA104	Cardiology/ACLS	60	30	30	0	4
PARA105	AMS Emergencies	60	30	30	0	4
PARA106	Medical Emergencies	60	30	30	0	4
PARA107	Age Specific Emergencies	60	30	30	0	4
PARA108	Trauma Emergencies	60	30	30	0	4
PARA170	Externship I	60	0	0	60	2
PARA171	Externship II	90	0	0	90	3
PARA172	Externship III	90	0	0	90	3
PARA173	Externship IV	90	0	0	90	3
PARA174	Externship V	90	0	0	90	3
PARA175	Externship VI	90	0	0	90	3
PARA176	Externship VII	90	0	0	90	3
PARA177	Externship VIII	90	0	0	90	3
PARA178	Externship IX	90	0	0	90	3
PARA201	Operations	60	30	30	0	4
PSY101/VLC	Psychology	60	30	30	0	4
REA099	Reading Fundamentals*	60	30	30	0	0
SOC101/VLC	Sociology	60	30	30	0	4
SPN101/VLC	Spanish for Allied Health Professionals	60	30	30	0	4
	Total:	1920	590	550	780	94
WRI099	Writing Strategies*	60	30	30	0	0

PATIENT CARE TECHNOLOGY

The objective of the Patient Care Technician is to train students to acquire satisfactory skills and demonstrate competence in a variety of nursing assistant/ patient care technician procedures and laboratory techniques. The procedures and lab techniques include, but are not limited to, the study and practices of human needs and communication, infection control and safety measures, body mechanics, vital signs, patient care, special care, and body systems. The Patient Care Technician program will place an emphasis on the application of knowledge and physical care / psychosocial skills in a classroom and clinical setting.

Instructional delivery for all programs of study is conducted on campus and at a variety of pertinent, approved clinical and externship sites. Upon satisfactory completion of training, students will receive a diploma and be registered with the State as a Certified Nurse Aide. Graduates will be qualified to assume entry-level positions in hospital, chronic care settings, and home health agencies.

PROGRAM LENGTH

The program consists of five (5) 6-week modules (3 semesters) plus a 2-week course for day and evening students. All schedules are followed by 160 hours of externship. The program is 38 weeks in length. Holidays and breaks will lengthen the completion time. See the College calendar for starting and completion dates.

GRADUATE CERTIFICATION

Students will sit for the Georgia Department of Human Resources State certification Nursing Aide Examination and are eligible to sit for the Patient Care Technician National Examination sponsored by the National Certification for Competency Testing at a cost of approximately \$90.00, as well as the Phlebotomy Certification that is given four times per year at a cost of approximately \$110.00. The PCT and CPT exams are at the option of the student.

PATIENT CARE TECHNOLOGY DIPLOMA PROGRAM

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
O-101	Introduction to Nursing Assistant	11	8	3	0	0.5
O-102	Preventing Infection	20	11	9	0	1
O-103	Sterile Wound Dressing	15	8	7	0	0.5
O-104	Basic Life Support	24	8	16	0	1
O-105	Nursing Assistant Skills	25	10	15	0	1
O-106	Communication	20	10	10	0	1
O-107	Clinical Rotation	10	0	0	10	0
Y-101	Anatomy and Physiology	42	29	13	0	2
Y-102	Principles of Nutrition	15	9	6	0	0.5
Y-103	Diabetes	20	10	10	0	1
Y-104	Ostomy Care	13	8	5	0	0.5
Y-105	Safety and Mobility	20	10	10	0	1
Y-106	Clinical Rotation	15	0	0	15	0.5
G-101	Special Care Procedures	26	15	11	0	1
G-102	Expanded Role of the Nursing Assistant	26	18	8	0	1.5
G-103	OB/Neonate Care	25	15	10	0	1
G-104	Other Health Care Settings	20	17	3	0	1
G-105	Tracheotomy Care	13	6	7	0	0.5
G-106	Clinical Rotation	15	0	0	15	0.5
R-101	Introduction to Patient Procedures	27	18	9	0	1.5
R-102	Professional Work Ethics	58	40	18	0	3
R-103	Catheterization	30	10	20	0	1
R-104	Clinical Rotation	10	0	0	10	0
W-101	EKG	37	22	15	0	2
W-102	Phlebotomy	60	30	30	0	2.5
W-103	PCT Assessment Review	28	18	10	0	1.5
PDC201	Career Development	60	40	20	0	3
X-101A	Externship	160	0	0	160	3.5
	TOTALS	845	370	265	210	34

PHARMACY TECHNOLOGY

The objective of the Pharmacy Technology program is to train and prepare students to be employed in a hospital pharmacy, a community pharmacy, or a large pharmacy chain store. The program covers related practical applications including basic chemistry, anatomy and physiology, pharmacology, history of pharmacy, law and ethics, first aid/ CPR, dosage forms, routes of administration, prescription language, pharmaceutical elegance, professionalism, prescription calculations, compounding, alternative medicine, pharmacy stock and billing, pharmacy settings and organizations, aseptic technique, and computer pharmacy software training.

Instructional delivery for all programs of study is conducted on campus and at a variety of pertinent, approved clinical and externship sites. Upon successful completion of the program the student will receive a diploma and is qualified to assume an entry-level position in a hospital or community pharmacy.

PROGRAM LENGTH

The daytime program consists of five 6-week modules (3 semesters) and one two-week course, followed by 160 hours of externship. The length of the program is approximately 38 weeks. Holidays and breaks will lengthen the completion time. See the school calendar for start and completion dates.

GRADUATE CERTIFICATION

Graduates of the program are eligible to sit for the National Certified Pharmacy Technician exams sponsored by either the National Healthcareer Association (NHA) or Pharmacy Technician Certification Board (PTCB). The exam is given four times per year at a cost of \$120.00. This exam is at the option of the student.

PHARMACY TECHNOLOGY DIPLOMA PROGRAM

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
O-101	Chemistry Basics	20	20	0	0	1.0
O-102	Anatomy & Physiology	80	55	25	0	4.0
K-101	Pharmacy Technician Keyboarding	25	7	18	0	0.5
Y-101	Introduction to Pharmacy	20	20	0	0	1.5
Y-102	Pharmacology for the Body Systems	80	55	25	0	4.0
W-201	Word Processing	25	7	18	0	0.5
G-101	History of Pharmacology/Law and Ethics	31	31	0	0	1.5
G-102	OSHA/CPR & First Aid	20	6	14	0	1.0
G-103	Dosage, Routes, Prescriptions, Elegance	33	19	14	0	1.5
G-104	Professionalism/Organizations	16	12	4	0	1
C-301	Pharmacy Computers I	25	7	18	0	0.5
B-101	Alternative Medicine	8	4	4	0	0
B-102	Pharmacy Stock and Billing	16	12	4	0	1
B-103	Pharmacy Setting-Retail	22	12	10	0	1
B-104	Pharmacy Setting-Hospital/Long Term Care	30	20	10	0	1.5
B-105	Aseptic Technique	24	12	12	0	1.0
C-401	Pharmacy Computers II	25	7	18	0	0.5
P-101	Prescription Calculations	65	55	10	0	3.5
P-102	Compounding	35	15	20	0	1.5
C-501	Pharmacy Computers III	25	7	18	0	0.5
PDC201	Career Development	60	40	20	0	3
E-601	Externship	160	0	0	160	3.5
	TOTALS	845	423	262	160	34

WELDING TECHNOLOGY

The Welding Technology program is designed to train individuals for entry into the field of welding as industrial welders, welding apprentices, or check welders. Courses have been developed to instruct the student in mathematics and welding print reading in order to enhance the welding student's understanding of the basic requirements of the job. Welding symbols are also studied.

Instructional delivery for all programs of study is conducted on campus and at a variety of pertinent, approved clinical and externship sites. Students start the program with a basic review of various basic math applications and an introduction to oxy-fuel cutting and welding processes. The oxy-fuel processes provide a solid foundation for all other types of welding applications including Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW). The use of destructive and non-destructive testing will ensure students have a thorough understanding of what constitutes a quality weld. As students master the various welding procedures, they are tested for certification in two procedures.

PROGRAM LENGTH

The courses in the program are taught in seven 6-week modules (3 semesters) and one two (2) week course. The program is approximately 44 weeks in length; holidays and breaks may lengthen the completion time. See the school calendar for starting and completion dates.

GRADUATE CERTIFICATION

Graduates of the program are eligible to sit for the AWS D1.1 3G Stick & 3G MIG Qualified Welder certification examination sponsored by the American Welding Society. The exam is given periodically throughout year at a cost of \$250.00. This exam is at the option of the student.

**WELDING TECHNOLOGY
DIPLOMA PROGRAM**

Code	Description	Total Hours	Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
WL005	Math for Welders	62.5	42.5	20	0	3
WL010	Oxy-Fuel Safety and Operations	62.5	32.5	30	0	3
WL110	Oxy-Fuel Cutting and Welding	62.5	22.5	40	0	2.5
WL120	Allied Cutting Processes	62.5	22.5	40	0	2.5
WL210	Shielded Metal Arc Welding Safety & Operations	62.5	32.5	30	0	3
WL220	Shielded Metal Arc Welding Techniques	62.5	22.5	40	0	2.5
WL230	Related Knowledge in Shielded Arc Metal Welding	62.5	22.5	40	0	2.5
WL240	Advanced Shielded Metal Arc Welding	62.5	22.5	40	0	2.5
WL310	Gas Metal Arc Welding Safety & Operations	62.5	32.5	30	0	3
WL320	Gas Metal Arc Welding Advanced Applications	62.5	22.5	40	0	2.5
WL330	Flux Cored Arc Welding with an Introduction to Submerged Arc Welding	62.5	22.5	40	0	2.5
WL340	Flux Cored Arc Welding Safety and Operation	62.5	22.5	40	0	2.5
WL410	Gas Tungsten Arc Welding Safety and Operation	62.5	32.5	30	0	3
WL420	Gas Tungsten Arc Welding Advanced Application with an Introduction to GTAW Pipe	62.5	22.5	40	0	2.5
PDC201	Career Development	60	40	20	0	3
	TOTAL:	935	415	520	0	40.5

COURSE DESCRIPTIONS

Allied Health Professional

AHP101 Introduction to Allied Health

This course will introduce the students to the history of medicine, ethics, and study of licensing, contracts, and professional liability, and consent forms, legal responsibilities of the office, records management, documentation, scheduling, and telephone techniques.

60 clock hrs./ 4 qtr. credits

AHP102 Medical Anatomy, Physiology, and Terminology I

This course will introduce students to the anatomy, physiology, and terminology associated with medical language. The structure of medical language specifically related to the systems taught and how to analyze associated words by understanding prefixes, suffixes, and root words is included. A review of the structure and function of the following body systems is included: gastrointestinal, respiratory, cardiovascular, hematology and immunology, integumentary, skeletal, muscular, and nervous and special senses along with a brief discussion of the disease processes and treatment modalities associated with these body systems.

60 clock hrs./ 4 qtr. credits

AHP103 Introduction to Dental Assisting

This course will introduce the students to dental anatomy and terminology, the process of tooth numbering, and the basic operations of a dental practice. Students will be introduced to the concepts of asepsis including blood-borne pathogens and hazard communication. An overview of pharmacology and prescription writing will also be covered.

60 clock hrs./ 4 qtr. credits

AHP104 Basic Life Support

Upon completion of this course, students will be eligible for certification in American Heart Association CPR for the Healthcare Provider, American Heart Association Heartsaver First Aid, and American Heart Association Proper Blood Pressure Technique. Students will also learn to perform the following vital signs: pulse, respiration, temperature, and height and weight measurements.

60 clock hrs./ 4 qtr. credits

AHP114 Hematology and Phlebotomy

This course is designed to provide the student with an understanding of hematological diseases and disorders. Students will be taught the proper methods for blood specimen collection and will perform phlebotomy procedures using Vacutainer and butterfly equipment, and finger-stick techniques.

60 clock hrs./ 4 qtr. credits

AHP115 Office Communications

This course will introduce the students to letter styles, parts, composition, manuscript, and abstract preparation, proofreading, research, bibliographies, classification of mail, postal services, and incoming and outgoing mail procedures. Additionally, grammar usage, punctuation, capitalization, spelling, number rules, word division, parts of the sentence are explored. Interpersonal relationships, theories of human behavior, stress management, self-assessment, personal communications, and public relations are also covered in this course.

60 clock hrs./ 4 qtr. credits

AHP116 Human Anatomy & Physiology

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, is the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

60 clock hrs./ 4 qtr. credits

AHP116-VLC Human Anatomy & Physiology

This course is the same as AHP116; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

AHP 117 Human Anatomy & Physiology II

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: Cardiovascular, lymphatic and Immunities, digestive and nutrition, respiratory, urinary and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

60 clock hrs./ 4 qtr. credits

AHP117-VLC Human Anatomy & Physiology II

This course is the same as AHP117; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

AHP121 Medical Office Procedures

This course will provide the students with a working knowledge of concepts, processes, and procedures encountered in the physician's office. Principles of office management, leadership styles, supervisory techniques, appointment scheduling, components of the medical record, records management, documentation requirements, HIPAA requirements, ethical business practices, inventory control, and preparations for meetings and travel. Students will have access to a virtual medical office.

60 clock hrs./ 4 qtr. credits

AHP122 Reimbursement Methodologies & Office Procedures

This course will introduce the students to types of insurance programs, diagnostic and procedure coding, diagnostic related groups, RBRVS, claims processing, billing, payments, EOB explanations, appeals process, insurance regulations, insurance math, claims administration organizations, insurance plans and organizations, steps in processing insurance claims, payment determinations and calculations, concepts and terminology associated with accounts payable and accounts receivable.

60 clock hrs./ 4 qtr. credits

AHP132 Computerized Medical Billing

This course will teach students basics of MediSoft, entering and using patient information, medical procedures and diagnostic coding, entries to patient accounts, database management, insurance forms, appointment scheduling, and electronic claims.

60 clock hrs./ 4 qtr. credits

AHP201 Cardiovascular System and EKG's

This course is designed to provide the student with an understanding of the anatomy and physiology of the circulatory system, as well as the disorders and abnormalities, diagnostic procedures, and pharmacology associated with it. Students will also be taught how to safely and correctly perform electrocardiograms (EKGs).

60 clock hrs./ 4 qtr. credits

AHP202 Medical Anatomy, Physiology, and Terminology II

This course will introduce the students to the anatomy, physiology, and terminology associated with medical language. The structure of medical language, including prefixes, suffixes, and root words associated with the medical profession will be discussed. The structure and function of the following body systems are included: urinary system, male genitourinary system, female reproductive system, endocrine system, ophthalmology, and otolaryngology. In addition to studying the medical terminology, the course briefly covers disease processes, treatment modalities, such as psychiatry, oncology, radiology and nuclear medicine and medical abbreviations.

60 clock hrs./ 4 qtr. credits

AHP203 Pathophysiology and Pharmacology

This course will introduce the students to the causes, diagnosis, and treatment of specific disease processes of body systems. Students will also learn aspects of pharmacology placing an emphasis on the understanding of the action of drugs, drug classifications, drug formularies, and the most commonly prescribed drugs.

60 clock hrs./ 4 qtr. credits

AHP205 Ethics/Jurisprudence

This course prepares the allied health student to manage the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.

60 clock hrs./ 4 qtr. credits

AHP205-VLC Ethics/Jurisprudence

This course is the same as AHP205; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

Computers

CMP101 Computer Applications

This course is an introductory course in Computer Applications. In this course, students are introduced to Computers, the XP Operating System (OS), Outlook, Basic Internet, Word, PowerPoint, and Basic Excel. The majority of the course focuses on basic skills. After completing the assignments and projects, students will be able to skillfully use basic and select intermediate features of Microsoft Office. The culminating project in this course focuses on Microsoft Office Power Point. At the end of this course, students will be able to solve business problems using the professional applications of Microsoft Office software.

60 clock hrs./ 4 qtr. credits

CMP101-VLC Computer Applications

This course is the same as CMP101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

CMP102 Computer Applications

This course familiarizes students with the features of Microsoft Office 2003 integrated applications. Students are introduced to the fundamentals of Excel, PowerPoint, and Access applications. Also included in the course is computer communications and care.

60 clock hrs./ 4 qtr. credits

CMP102-VLC Computer Applications

This course is the same as CMP102; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

Dental Assisting

DAS102 General Anatomy & Physiology for Allied Dental Professionals

Dental Terminology and Anatomy is an integrated lecture and laboratory course that includes the basic principles of anatomy and physiology. Included is a general overview of microbiology, pharmacology, embryology, and histology, in relation to dentistry. Emphasis is placed upon dental oral health, disease prevention, and nutrition.

60 clock hrs./ 4 qtr. credits

DAS105 Introduction to Dental Assisting Procedures and Restorative Applications

Students will study the dental office environment and learn to recognize and classify hand instruments found in the dental office. This course also provides lecture and laboratory-based instruction on the properties of the most common dental restorative materials and procedures used in restorative dentistry. Students obtain training in the preparation and application of dental materials as related to general and specialized areas of dentistry.

60 clock hrs./ 4 qtr. credits

DAS106 Dental Specialties and Expanded Functions

This is a lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in equipment preparation, chairside dental laboratory skills, patient control and education, instrument identification and usage, tray set-ups, and sterilization techniques. Students will also be trained in endodontic, periodontics, oral and maxillofacial surgery, pediatric and orthodontic specialty procedures.

60 clock hrs./ 4 qtr. credits

DAS112 Dental Materials/Prostheses Fabrication

DAS112 is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontic.

60 clock hrs./ 4 qtr. credits

DAS114 Radiology

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems.

60 clock hrs./ 4 qtr. credits

DAS116 Computer Applications and Billing

The text and workbook activities prepare students for administrative tasks in a dental office. Students are provided with an overview of dental insurance billing procedures and are introduced to DENTRIX, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through DENTRIX's menus and windows, students learn to input patient information, schedule appointments, and handle billing. Students learn to process both electronic and paper insurance claims. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system is reviewed. The Principles of Ethics and Code of Professional Conduct are examined.

60 clock hrs./ 4 qtr. credits

DAS121 Dental Office Procedures

This course introduces students to the business management aspects of a dental practice. Students learn charting, appointment control, various management techniques, dental office inventory control, and accounts payable and receivable systems. The course covers effective telephone techniques and sound patient/customer/vendor communication skills. The course provides a broad overview of insurance terminology including claim forms processing and follow-up techniques.

60 clock hrs./ 4 qtr. credits

DAS213 Intermediate Dental Assisting Procedures and Restorative Applications

This course is a continuation of DAS 105 – Introduction to Dental Assisting Procedures/Restorative. Also included is information regarding caries, preventive dentistry, nutrition, assessment of the patient, managing a compromised patient, assisting during an emergency, and assisting during dental restorative procedures.

60 clock hrs./ 4 qtr. credits

DAS214 Intermediate Dental Specialties & Expanded Functions

This course is a continuation of DAS106 – Introduction to Dental Specialties & Expanded Functions. Further exploration of expanded dental assistant functions within the dental specialties of endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics is included, along with the concepts of pain management. A research topic will be assigned in class.

60 clock hrs./ 4 qtr. credits

DAS215 Intermediate Dental Materials/Prostheses Fabrication

This course is a continuation of DAS 112 – Introduction to Dental Laboratory Technician/Prostheses, and provides instruction on infection control and occupational health and safety.

60 clock hrs./ 4 qtr. credits

DAS230 Dental Assisting Seminar

This course provides a comprehensive review of the components of the Certified Dental Assistant (CDA) examination and helps to prepare students to sit for the examination. Students are also given an opportunity to review those hands-on skills acquired throughout the program and that are essential for satisfactory performance during the clinical component.

60 clock hrs./ 4 qtr. credits

DAS231 Dental Clinical I

180 hours of clinical experience in a dental practice.

180 clock hrs./ 4 qtr. credits

DAS232 Dental Clinical II

120 hours of clinical experience in a dental practice.

120 clock hrs./ 4 qtr. credits

DAS 241 Dental Clinical III

60 hours of clinical experience in a dental practice.

60 clock hrs./ 2 qtr. credits

Dental Hygiene

DHG 104 Introduction to Dental Hygiene Lab I

This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students practice on mannequins in the lab then progress to student partner experiences in the clinic.

60 clock hrs./ 4 qtr. credits

DHG 105 Introduction to Dental Hygiene Lab II

This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, deposit and disease indices, oral infection control, fluoride therapies and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Bloodborne Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences.

60 clock hrs./ 4 qtr. credits

DHG 110 Anatomy, Histology, Embryology of Facial Structures I

Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc) development and growth of the jaws and the origin and stages of tooth and root formation and development.

60 clock hrs./ 4 qtr. credits

DHG 111 Anatomy, Histology, Embryology of Facial Structures II

This course is a continuation of Anatomy, Histology and Embryology of Facial Structures I and presents a comprehensive coverage of the anatomy of the head and neck, and surrounding hard and soft tissues.

60 clock hrs./ 4 qtr. credits

DHG 112 Process of Care I

This course builds on the foundations of DHG 204. The focus is the elements of the Dental Hygiene Process of Care. As part of an introductory approach to implementing more advanced dental hygiene services, topics include risk assessments, patients with medical, physical and psychological conditions as well as the dental hygiene treatment modifications for those patient communities. In addition, the theoretical foundation for sealant placement, chemotherapies, ultrasonic and sonic instrumentation, and instrument sharpening is presented.

60 clock hrs./ 4 qtr. credits

DHG 191 Dental Hygiene Clinic

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice level of performance.

60 clock hrs./ 2 qtr. credits

DHG 192 Dental Hygiene Clinic

This course is a companion course for DHG 191 and is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate for the novice student.

60 clock hrs./ 2 qtr. credits

DHG 193 Dental Hygiene Clinic

In this course, the dental hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.

60 clock hrs./ 2 qtr. credits

DHG 194 Dental Hygiene Clinic

This course is a companion course for DHG 193; the dental hygiene student continues to acquire basic clinic competencies in patient assessments radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.

60 clock hrs./ 2 qtr. credits

DHG 220 Periodontology I

The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatic and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology.

60 clock hrs./ 4 qtr. credits

DHG 230 Health Promotion

This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource person. The knowledge and experiences will assist the dental hygiene student in developing and enhancing interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities. An introduction to cultural diversity and competency as it relates to patient management is presented. A participatory segment of this course explores the various methods used in health promotion and disease prevention programs (e.g., educational strategies, group and individual processes, community approaches). Topics include community efforts in tobacco cessation counseling programs, nutritional counseling programs and pit and fissure sealant placement programs.

60 clock hrs./ 4 qtr. credits

DHG 240 General Oral Pathology

This course presents processes of inflammation, wound healing, repair, regeneration and immunological responses. Topics include oral manifestations of systemic diseases, genetics, and developmental anomalies of the oral cavity. In addition, commonly encountered diseases and disorders of the head and neck will be covered. Emphasis will be placed on recognizing the differences between the pathological and normal tissues.

60 clock hrs./ 4 qtr. credits

DHG 291 Dental Hygiene Clinic

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.

60 clock hrs./ 2 qtr. credits

DHG 292 Dental Hygiene Clinic

This course is a continuation of DHG 291 and is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components.

60 clock hrs./ 2 qtr. credits

DHG 250 Pharmacology/Pain Control

This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on dental hygiene practice. The pharmacology of pain control is presented in detail.

60 clock hrs./ 4 qtr. credits

DHG 314 Radiology II

This course is a continuation of Radiology I and builds on the foundations of basic radiology. Topics include additional experiences in digital radiography, intra oral photography, and extra oral radiography. Advanced topics include: interpretation of films, complex exposure techniques and management of patients with clinical or systemic issues. During this course, students are assigned to the radiology clinic and provide selected imaging services.

60 clock hrs./ 4 qtr. credits

DHG 293 Advanced Dental Hygiene Clinic

This is a companion course with DHG 294 is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care.

90 clock hrs./ 3 qtr. credits

DHG 294 Advanced Dental Hygiene Clinic

This is a companion course with DHG 293 is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. The dental hygiene student will continue to incorporate autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

90 clock hrs./ 3 qtr. credits

DHG 391 Advanced Dental Hygiene Clinic

This clinic and its companion course DHG 392 provide the student with experiences in the managing patient care using a comprehensive utilization of a process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases.

90 clock hrs./ 3 qtr. credits

DHG 392 Advanced Dental Hygiene Clinic

This clinic and its companion course DHG 391 provide the student with experiences in the managing of patient care using a comprehensive process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases. In addition, the student will apply techniques of pain control.

90 clock hrs./ 3 qtr. credits

DHG 212 Process of Care II

This course is designed to present an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, and pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, local anesthesia administration and nitrous oxide sedation. Students will have simulated lab experiences to practice the pain control techniques. Didactic and lab sessions are presented for the clinical skills associated with: Sealants, Chemotherapeutics, Dentinal Hypersensitivity, Ultrasonic Instrumentation, and Instrument Sharpening.

60 clock hrs./ 4 qtr. credits

DHG 320 Periodontology II

The intent of this course is to present the field of Periodontics to the dental hygiene student. Based on the foundation of the introductory course, the student will survey diseases and disorders of the periodontium and the surgical and non-surgical therapies. Students will gain experience with autonomous decision making of evidence-based treatment planning and case management. Strong emphasis is placed on the role of the dental hygienist as a periodontal therapist in the recognition, treatment and prevention of periodontal diseases.

60 clock hrs./ 4 qtr. credits

DHY 393 Advanced Dental Hygiene Clinic

This course is designed to advance the skills necessary in providing clinical preventive and therapeutic dental hygiene services. Experiences in comprehensive patient care will include advanced manual and ultrasonic instrumentation skills, and application of chemotherapeutic agents, nutrition counseling, whitening tray fabrication and sealant placement.

90 clock hrs./ 3 qtr. credits

DHY 394 Advanced Dental Hygiene Clinic

This course is a continuation of DHG 393 and allows for further enrichment of clinical skills and mastery of the competencies relative to the practice of dental hygiene. Students will take a simulation of a Clinical Dental Hygiene Regional Licensing Examination.

90 clock hrs./ 3 qtr. credits

DHG 312 Process of Care III

This capstone course is intended to furnish the dental hygiene student with an opportunity to demonstrate competency in the process of care for diverse patient populations. Utilizing case studies, students assess findings, formulate a dental hygiene diagnosis, plan, implement and evaluate intervention strategies for a variety of diverse communities. Selected projects provide opportunities for proficiency in critical thinking skills and evidence-based decision making. Students will take a simulation of the Dental Hygiene National Board Exam.

60 clock hrs./ 4 qtr. credits

DHG 330 Community Oral Health

This course introduces the history and principles of community dental health and provides knowledge of skills and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Topics include the prevention of oral disease, health promotion and communication theories, dental epidemiology and oral indices, and principles of community program assessment, planning, implementation and evaluation. Issues surrounding access to care and the development of community dental programs are presented. In addition, students will gain insight into research design, statistical methods and evaluation through a project to evaluate the dental literature. The student will develop and participate in a community-based program from the planning stage through to evaluation.

60 clock hrs./ 4 qtr. credits

Developmental Courses

MAT099 Basic Math

This course provides an introduction to basic mathematical concepts in preparation for college level math courses. It is designed to develop and reinforce students' mathematical reasoning abilities and ability to communicate using mathematical concepts. The course begins with a review of whole numbers and integers. It then expands the concepts of fractions, decimals, percent, ratio, proportion, and measurement. Finally, the course ends with a discussion of basic descriptive statistics, an introduction to geometry, and an introduction to algebraic equations, expressions, and formulas.

60 clock hrs./ 0 qtr. credits

REA099 Reading Fundamentals

Reading Fundamentals enables the learner to read critically and at a comprehension level that enables one to succeed with college-level courses. Learners will develop new strategies for acquiring college-level vocabulary, expanding the ability to identify the meanings of words in context, understanding grammatical structures, and demonstrating the ability to use texts in critical thinking and problem solving. The course prepares the student to be able to read for main ideas, details, and meaning, while increasing awareness of good arguments, logic, and logical fallacies. In addition to reading text, the learner will develop skills for interpreting meanings from non-verbal elements such as film, photographs, drawings, advertisements, and other images.

60 clock hrs./ 0 qtr. credits

WRI 099 Writing Strategies

Writing strategies provides the learner with enhanced skills and strategies to be an effective writer of college-level sentences, paragraphs, essays, and research papers. Taking a building-block approach, the course emphasizes the construction of clear, grammatically sound sentences, and the development of logically constructed, supportable arguments. The course will also focus on word choices and diction. After learning how to support a position using evidence and logical arguments, the student will construct essays in several modes needed to succeed in college courses across the disciplines. The modes include definitions,

examples, process, compare-contrast, argumentation, cause-and-effect, division, and classification. Students will also learn how to cite sources correctly in multiple modes of expository writing.

60 clock hrs./ 0 qtr. credits

Emergency Medical Technology Intermediate (EMTI)

EMTI 101 Operations

This course introduces the student to the EMS System and the role of the EMT-Intermediate, as well as medical and legal issues relevant to EMS providers. Protective body mechanics and safe operation of the ambulance and patient handling equipment will be covered. The course will introduce the student to the basic concepts of managing a scene and the dangers that can exist. The course begins the introduction to Medical Terminology.

120 clock hrs./10 qtr. credits

EMTI 102 Foundations of EMS

This course introduces the student to anatomy and physiology. It introduces the student to airway management as well as patient assessment. American Heart Association Basic Life Support certification is obtained during this course.

108 clock hrs./ 8 qtr. Credits

EMTI 102C Clinical Rotation

This course prepares the student for their extern experience. It orients them to the rules, regulations and expectations of their performance. It will include completion of all requirements needed for the student to be eligible for their extern experience.

12 clock hrs./ 0 qtr. credits

EMTI 103 Trauma Emergencies

This course introduces the student to the causes and mechanisms of trauma related injuries. Trauma assessment will be covered as well as physiology, assessment findings, and management of specific trauma injuries. Trauma topics include: hemorrhage, shock, soft tissue injury, thoracic injury, abdominal injury, head and spinal injury, and musculoskeletal injury. The course will utilize lecture and skills labs to facilitate instruction.

108 clock hrs./ 8 qtr. Credits

EMTI 103C Clinical Rotation

This course provides the student with an extern experience. It orients them to the rules, regulations and expectations of their performance. It allows them to meet the requirements for completion of the State of Georgia mandated skill performances.

12 clock hrs./ 0 qtr. credits

EMTI 104 Medical Emergencies

This course will introduce the student to the assessment and management of medical emergencies in the pre-hospital setting. Students will learn to identify and stabilize emergencies involving the cardiovascular, respiratory, gastrointestinal, and neurological systems. Diabetic emergencies, severe allergic reactions, and behavioral emergencies will be covered as well, along with pharmacology for the EMT-I.

108 clock hrs./ 8 qtr. Credits

EMTI 104C Clinical Rotation

This course provides the student with an extern experience. It orients them to the rules, regulations and expectations of their performance. It allows them to meet the requirements for completion of the State of Georgia mandated skill performances.

12 clock hrs./ 0 qtr. credits

EMTI 105 Special Considerations

This course will cover special circumstances that may be encountered by the EMT-I, including obstetrical emergencies, pediatric and geriatric emergencies. The student will be introduced

to the pre-hospital assessment and management of emergencies requiring age-based considerations.

60 clock hrs./ 3 qtr. Credits

EMTI 106 National Registry Review

This course will prepare the student for the National Registry Exam for EMT-I. The course will review all theory and skills covered in the EMT-I program. A clinical component is included.

50 clock hrs./ 3 qtr. Credits

EMTI 106C Clinical Rotation

This course provides the student with an extern experience. It orients them to the rules, regulations and expectations of their performance. It allows them to meet the requirements for completion of the State of Georgia mandated skill performances.

70 clock hrs./ 2 qtr. Credits

General Education

COM101 Communication

This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one's daily life, both in formal and informal settings. The course takes a look at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and verbal and visual symbols.

60 clock hrs./ 4 qtr. credits

COM101-VLC Communication

This course is the same as COM101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

ENG101 English Composition

This course will introduce the students to English Composition and covers all aspects of writing for a college-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.

60 clock hrs./ 4 qtr. credits

ENG101-VLC English Composition

This course is the same as ENG101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

ENG 201 English Composition II

This course presents information on how to persuade and use appropriate language in preparing claims, arguments and appeals. Students learn how to research, defend and argue a topic. The topic of plagiarism is discussed with training on the proper usage of documented resources in articles, books, electronic and website resources.

60 clock hrs./ 4 qtr. credits

ENG201-VLC English Composition II

This course is the same as ENG201; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

MAT101 College Mathematics

This course is designed for students needing a review of algebra. Fundamental concepts of Basic Mathematics will be reviewed. This review will be followed by a rigorous schedule of topics that include a review of calculator operations, real number properties and operations, operations with polynomials, linear equations and inequalities, solution of linear systems by elimination and/or substitution, second-degree polynomial factoring, exponents, roots, radicals, and graphing lines. The focus of this course is to apply mathematics skills in order to solve problems mathematically.

60 clock hrs./ 4 qtr. credits

MAT101-VLC College Mathematics

This course is the same as MAT101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

PSY101 Psychology

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the prospective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. This course also covers selected psychological disorders and associated common therapies.

60 clock hrs./ 4 qtr. credits

PSY101-VLC Psychology

This course is the same as PSY101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

SOC101 Sociology

This course is designed to introduce students to the application of the principles, methods, and major theoretical orientations of sociology in providing basic understanding of social aspects of human life.

60 clock hrs./ 4 qtr. credits

SOC101-VLC Sociology

This course is the same as SOC101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

SPN101 Spanish for Allied Health Professionals

Spanish for Allied Health Professionals covers all aspects of Spanish needed by health professionals who work in Spanish and Spanish-English bilingual settings or who work with Spanish-speaking clients. The course covers conversations and vocabulary, as well as readings on culture and demographics in order to equip the professional with an enhanced understanding of Spanish speakers in the U.S. Vocabulary and conversations in this course will enable the successful learner to communicate in the following areas: medical history, symptoms, physical exam, personal and family history, medical procedures, surgery, labor and delivery, prescriptions and instructions, laboratory tests, patient instructions, dental, authorizations and signatures, anatomic and physiological parts and functions.

60 clock hrs./ 4 qtr. credits

SPN101-VLC Spanish for Allied Health Professionals

This course is the same as SPN101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

Heating, Air Conditioning, Ventilation, & Refrigeration Trades

HV-132 Fundamentals and Electricity

This is the first course every student will take. The content of the course will provide a student, with no prior background, an introduction to the HVAC/R field. In addition, the student will gain a basic understanding of the principles and theory, safety and regulatory codes of electricity as it applies to the HVAC/R industry, along with a basic understanding of the basic components and design features of an electric motor.

125 clock hrs./ 7 sem. credits

HV-151 Basic Refrigeration and Hermetics

This course is an introduction to refrigeration systems and the refrigeration process. Providing the student with instruction on refrigerants and hermetically sealed compressors.

125 clock hrs./ 6 sem. credits

HV-123 Mechanical Controls

Theory and relevant lab exercises reviewing hydronic and forced air systems including component parts, temperature, and ambient controls.

125 clock hrs./ 6 sem. credits

HV-177 Heating Systems

Theory and relevant lab exercises in the areas of gas, electric, oil heating systems. Principles of combustion, combustion efficiency, troubleshooting and servicing of electrical and mechanical systems are stressed.

125 clock hrs./ 7 sem. credits

HV-171 Air Conditioning

Theory and relevant lab exercises reviewing the major components of the air conditioner. Component parts include: condenser, compressor, accumulator, suction line, evaporator, metering devices, receivers, and condensate and liquid lines.

125 clock hrs./ 6 sem. credits

HV-185 Heat Pump Systems

Theory and relevant lab exercises reviewing the major components of heat pump systems. Component parts include: condenser, compressor, accumulator, suction line, evaporator, metering devices, receivers, and condensate and liquid lines.

125 clock hrs./ 6 sem. credits

HV-126 Commercial Refrigeration

The combination of theory and lab exercises will review the required additional components not normally found in A/C systems. Additionally, the various types of refrigeration systems are taught with reference to specific applications.

125 clock hrs./ 6 sem. credits

HV-147 E.P.A. Duct Design & Load Calculation

The combination of theory and lab exercises will review the required additional components normally found in A/C systems. Additionally, the various types of refrigeration systems are taught with reference to specific applications.

125 clock hrs./ 6 sem. credits

Massage Therapy

MTD101 Massage Basics

This course introduces students to the concepts of touch and professional touch applications including draping and positioning clients. The course instructs in how to classify and differentiate fundamental massage manipulations as well as the hands-on technique of basic strokes. The history, laws and ethics of massage will be explored.

60 clock hrs./ 4 qtr. credits

MTD102 Human Sciences & Massage Technique I

Upon completion of this course, students will be able to understand the basics of medical terminology. Students will understand the essential of anatomy and physiology of the human skeletal system. Students will effectively drape and position a client and develop a sequence

of massage techniques. Students will develop their massage skills to a proficiency required by a diploma program. The hands-on techniques of massage strokes are emphasized, and a variety of current therapy applications are investigated.

60 clock hrs./ 4 qtr. credits

MTD103 Human Sciences & Massage Technique II

Upon completion of this course, students will be able to understand the basics of pathology and myology pertinent to the massage profession. Students will be able to identify possible common and rare conditions. The physiology of human musculature will be investigated as well as studying aspects of aerobic and anaerobic conditions within muscles. Students will effectively drape and position a client and develop a sequence of massage techniques. Students will develop their massage skills to a proficiency required by diploma program. The hands-on techniques of massage strokes are emphasized, and a variety of current therapy applications are investigated.

60 clock hrs./ 4 qtr. credits

MTD104 Professional Business Practices, CPR, & First Aid

Upon completion of this course, students will be able to understand appropriate effective business practices for the massage profession. Students will be able to identify special population conditions, pharmacological considerations, and proper simple nutrition guidelines. The student will study muscles and their kinematics. Students will effectively drape and position a client and develop a sequence of massage techniques. Students will develop their massage skills to a proficiency required by diploma program. The hands-on techniques of massage strokes are emphasized, and a variety of current therapy applications is investigated.

60 clock hrs./ 4 qtr. credits

MTD105 Human Sciences & Massage Technique III

Upon completion of this course, students will be able to understand the basics of Joints, CNS and myology pertinent to the massage profession. Students will also study the importance and value of ethical boundaries. Students will be able to identify anatomical and physiological terms related to the articulations and the central nervous system. The types and structure of joints and various principles of joint motion are covered. Specific joint disorders are also addressed. The structure and activities of the central nervous system, emphasizing those functions most impacted by massage practitioners concludes the course. Muscle structure and function, focusing on skeletal muscle and on attachment sites of some of the main individual muscles will be included. Students will effectively drape and position a client and develop a sequence of massage techniques. Students will develop their massage skills to a proficiency required by diploma program. The hands-on techniques of massage strokes are emphasized, and a variety of current therapy applications are investigated.

60 clock hrs./ 4 qtr. credits

MTD106 Swedish Massage & Trigger Point Therapy

Upon completion of this course, students will be able to understand the basics of Swedish massage theory and Trigger Point therapy pertinent to the massage profession. Muscle structure and function, focusing on skeletal muscle and on attachment sites of some of the main individual muscles will be included. Students will effectively drape and position a client and develop a sequence of massage techniques. Students will develop their massage skills to a proficiency required by diploma program. The hands-on techniques of massage strokes are emphasized, and a variety of current therapy applications are investigated.

MTD107 Human Sciences & Massage Technique IV

Upon completion of this course, students will be able to understand the basics of the Peripheral Nervous System (PNS) and the Internal Systems pertinent to the massage profession. Students will be able to identify anatomical and physiological terms related to the PNS, endocrine, integumentary, lymphatic and immune systems. Muscle structure and function,

focusing on skeletal muscle and on attachment sites of some of the main individual muscles will be included. Students will learn to effectively drape, position a client, and develop a sequence of Swedish massage techniques. Through practice students will gain proficiency in their massage skills. A variety of current therapeutic applications are reviewed.

60 clock hrs./ 4 qtr. credits

MTD201 Assessment Skills & Hydrotherapy

Upon completion of this course, students will be able to understand the basics of kinesiology (biomechanics), assessment and hydrotherapy pertinent to the massage profession. Students will be able to identify anatomical and physiological terms related to movement. Students will also study how to assess body structures to develop appropriate treatment plans. Muscle structure and function, focusing on skeletal muscle and on attachment sites of some of the main individual muscles will be included. Students will hone their skills of clinical (medical) massage through assessment and treatment of specific conditions.

60 clock hrs./ 4 qtr. credits

MTD202 Clinical Massage

Upon completion of this course, students will be able to gain experience working with various clinical conditions. Students will be assessed on their interactive and assessment skills within the massage laboratory environment. Hands-on skills and techniques are emphasized, and an assessment of the students' therapeutic applications is conducted.

60 clock hrs./ 4 qtr. credits

MTD203 MT Skills & Certification Review

This course prepares students to sit for the National Certification Exam (NCE) administered by the National Certification Board for Therapeutic Massage and Bodywork. Included in the course is, certification information and practice examinations.

60 clock hrs./ 4 qtr. credits

MTD221 Advanced Clinical Massage

This course is a continuation of MTD202 and further explores how to effectively treat bursitis, frozen shoulder symptoms, migraines, hypertension, whiplash, inflammatory arthritis, and fibromyalgia. Students will be assessed on their interactive and assessment skills within the massage laboratory environment. Hands-on skills and techniques are emphasized, and assessments of the student's therapeutic applications are conducted.

60 clock hrs./ 4 qtr. credits

MTD222 Complementary Bodywork

This course provides instruction in areas such as pregnancy massage, polarity, and chair massage. Students will also explore the historical foundations of these therapeutic applications. The anatomical and physiological understanding, indications and pathological contraindications, and hands-on technique of each modality are emphasized, and a variety of current therapy applications is investigated.

60 clock hrs./ 4 qtr. credits

MTD223 Sports Massage

This course delivers information that will enable students to understand how to effectively treat inflammatory conditions, including strains, sprains, scar tissue, contusions, iliotibial band contracture, and compartment syndromes. Students will be assessed on their interactive and assessment skills within the clinic. Hands-on skills and techniques are emphasized, and an assessment of the student's therapeutic applications is conducted.

60 clock hrs./ 4 qtr. credits

MTD224 Spa Therapies/Eastern Modalities

This course teaches the application of basic spa therapy skills including the eastern modalities of Shiatsu and Japanese hot stone. Stretching techniques for self-care and clients is also emphasized. Students will explore the historical foundations of spa therapy, the industry today

and its applications. They will develop their massage skills beyond the levels of proficiency required by the diploma program. Indications and contraindications, and the hands-on techniques of spa therapies are emphasized during this course.

60 clock hrs./ 4 qtr. credits

MTD225 Lymphatic Massage

Upon completion of this course, students will be certified in Basic Lymphatic Drainage Therapy. Students will explore the historical foundations of this therapeutic application. Develop their massage skills beyond the levels of proficiency required by diploma program. The anatomical and physiological understanding, indications and pathological contraindications, and hands-on technique of lymphatic system are emphasized, and a variety of current therapy applications are investigated.

60 clock hrs./ 4 qtr. credits

MTD226 Neuromuscular Therapy

Upon completion of this course, students will be able to understand and effectively perform massage techniques on pectoralis major and minor, rectus abdominus, internal & external obliques, transverse abdominus, iliopsoas, biceps, triceps, deltoid, flexors and extensors of the forearm, quadriceps, hamstrings, and anterior and posterior compartments of the lower leg utilizing NMT. Students will be assessed on their interpersonal and assessment skills within the lab. Students will also develop their clinical (medical) massage skills to a proficiency required by the diploma program. Their interactive skills and hands-on techniques are emphasized, and assessments of the student's therapeutic applications are conducted.

60 clock hrs./ 4 qtr. credits

MTD230 Internship-Public Massage Clinic

During this course, students will perform a series of public clinic massages under the supervision of a massage instructor. Students will integrate their skills in this public forum in order to synthesize their experience as a student prior to graduation from the massage program. Hands-on skills and techniques are emphasized, and an assessment of the student's therapeutic applications is conducted.

60 clock hrs./ 2 qtr. credits

Medical Assisting

MAS113 Medical Specialties I (OB/Gyn, Peds, GI, Uro, Immune, & EKG's)

This course is designed to provide the student with an understanding of the disorders and abnormalities, diagnostic procedures, and pharmacology associated with obstetrics, gynecology, pediatrics, urology, immune system, and gastroenterology. At the end of this course, students will demonstrate competency in the following areas: pregnancy testing, pediatric measurements, chemical testing, macroscopic and microscopic examination of urine, and bacteriological testing.

60 clock hrs./ 4 qtr. credits

MAS114 Medical Specialties II (Neuro, Endo, Derm, Pulm, PT)

This course is designed to provide the student with an understanding of the disorders and abnormalities, diagnostic procedures, and pharmacology associated with neurology, endocrinology, dermatology, musculoskeletal, and pulmonology. Students will also demonstrate comprehension and competency in performing basic neurological assessment, glucose testing, labeling the skin and understanding different type of burn treatments, instructing patients in mobility assistance, and performing spirometry testing.

60 clock hrs./ 4 qtr. credits

MAS115 Administrative Medical Procedures

This course is designed to provide the student with an introduction to the health care system. Students will also be introduced to the role and responsibilities of the administrative medical assistant.

60 clock hrs./ 4 qtr. credits

MAS117 Medical Records & Insurance

This course explores computers and their function in the medical office. The fundamentals of medical record management, fee determination, credit policies, billing methodology, and collection processes are reviewed. Financial management of the medical office and various medical insurance plans are also discussed. The principles and applications of coding are identified. Multiple functions of medical office management are described. MediSoft computerized medical billing software and its functions are taught.

60 clock hrs./ 4 qtr. credits

MAS212 Invasive Medical Procedures (Inj, IV, Minor Surg, Phlebotomy)

This course introduces students to the medical assistant's role with minor surgical procedures, injections, medical emergencies, and principles of IV therapy. Pharmacology, pharmacological math, and Drug Enforcement Administration (DEA) regulations are presented in this course. This course also explores the important topic of aseptic technique and infection control.

60 clock hrs./ 4 qtr. credits

MAS214 MA Skills, Certification Review & Patient Education

This course will provide a complete review of all skills acquired during prior Medical Assisting classes. This course also provides a comprehensive review to prepare the student to sit for the national Certified Medical Assistant examination. Students are introduced to teaching methodology and strategies used for patient education, which includes information on proper nutrition and patient's psychological considerations.

60 clock hrs./ 4 qtr. credits

MAS241 Externship

Satisfactory completion of all subject areas in compliance with established Medix standards. On-site evaluation of both administrative and clinical skills by the physician and/or office manager in a medical facility. A minimum of 160 hours is required.

120 clock hrs./ 4 qtr. credits

Medical Office Administration/ Medical Insurance, Billing, & Coding

BKG101 Bookkeeping

This course will introduce the students to basic accounting procedures. The students will learn accounts receivable and accounts payable systems used in medical offices including: banking, payroll, professional fees, credit arrangements, billing, and collection procedures.

60 clock hrs./ 4 qtr. credits

COD101 Basic Diagnostic and Procedural Coding Systems

This course will teach students basics of Procedural Coding and Diagnostic Coding. Students will learn how to use the CPT manual, what areas to locate codes and how to interpret the manual's symbols; when it is appropriate to use a modifier, what services are bundled, and which services require HCPCS codes. Students will learn how to locate correct diagnostic indicators using the ICD manual, which codes are considered primary and secondary, when to use V codes, E codes, and Late Effects codes. This course is required before taking COD102 and COD103.

60 clock hrs./ 4 qtr. credits

COD102 Intermediate Diagnostic and Procedural Coding Systems

This course builds on the foundations of coding learned in COD101, Basic Diagnostic and Procedural Coding Systems. Through case studies, students will expand their knowledge of coding by discerning the appropriate procedural and diagnostic codes to use on the CMS-1500 and UB-92 insurance claim forms. This course is required before taking COD103.

60 clock hrs./ 4 qtr. credits

COD103 Advanced Diagnostic and Procedural Coding Systems

This course expands on the applications of coding learned in COD102, Intermediate Diagnostic and Procedural Coding Systems. Through hospital, surgical, and medical case studies, students will expand their knowledge of coding by discerning the appropriate procedural and diagnostic codes to use on the CMS-1500 and UB-92 insurance claim forms, as well as applying this knowledge to creating clean forms for e-claims. Students will acquire a working knowledge of DRG's.

60 clock hrs./ 4 qtr. credits

MOA112 Medical Transcription

This course explores various style guides and reference materials used in medical transcription as well as basic knowledge of medical transcription in different specialties.

60 clock hrs./ 4 qtr. credits

MOA113 The Healthcare Environment

This course is designed to provide the student with an understanding of the different types of healthcare delivery systems, the process of licensure and accreditation, laws associated with the practice of medicine, and how to utilize different computer applications in the practice. Students will acquire the knowledge of working within a Windows environment, using Microsoft Office, Microsoft Word, and provide an introduction to medical transcription.

60 clock hrs./ 4 qtr. credits

MOA241 Externship

160 hours of externship experience in a medical office environment.

160 clock hrs./ 4 qtr. credits

Emergency Medical Technology – Paramedic (EMT-P)

PARA 101 Paramedic Preparatory

This course is designed to help the student gain the knowledge, skills, and attitudes necessary to be a competent, productive, and valuable member of Emergency Medical Services (EMS) team. The student is introduced to the members of the team, the operational environment, and legal/ethical issues. Other topics include medical terminology, human development and pathophysiology.

60 clock hrs./ 4 qtr. credits

PARA 102 Foundations of Paramedic

This course is designed to help the student gain the knowledge, skills, and attitudes necessary to be a competent, productive, and valuable member of the EMS Team. The student will be instructed in medication administration, airway management and all aspects of patient assessment.

60 clock hrs./ 4 qtr. credits

PARA 103 Pharmacology

This course is designed to help the student gain the knowledge, skills, and attitudes necessary to be a competent in all aspects of Pharmacology (drug sources, laws, pharmacodynamics, pharmacokinetics, and documentation) as well as a basic understanding of ECG's.

60 clock hrs./ 4 qtr. credits

PARA 104 Cardiology

This course will cover all aspects of emergency cardiovascular care in the pre-hospital setting.

60 clock hrs./ 4 qtr. credits

PARA 105 AMS Emergencies

This course is designed to help the student gain the knowledge, skills, and attitudes necessary for management of all aspects of medical emergencies in the pre-hospital environment related to a patient's mental status.

60 clock hrs./ 4 qtr. credits

PARA 106 Medical Emergencies

This course is designed to help the student gain the knowledge, skills, and attitudes necessary for management of all aspects of medical emergencies in the pre-hospital environment, assessment based management, and ambulance operations.

60 clock hrs./ 4 qtr. credits

PARA 107 Age Specific Emergencies

This course will cover obstetrics and gynecological emergencies, emergency childbirth, pediatrics, geriatrics, elderly and child abuse, assault and patients with special needs.

60 clock hrs./ 4 qtr. credits

PARA 108 Trauma Emergencies

This course is designed to help the student gain the knowledge, skills, and attitudes necessary to identify and treat all aspects of trauma emergencies.

60 clock hrs./ 4 qtr. credits

PARA 201 Operations

This course is designed to help the student gain the knowledge, skills, and attitudes necessary to be able to operate an emergency vehicle, handle rescue situations as well as potentially dangerous incidents and mass casualty situations.

60 clock hrs./ 4 qtr. credits

PARA 170 Externship I

This course provides a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care during 60 hours of externship.

60 clock hrs./ 2 qtr. credits

PARA 171–178 Externship II - IX

These courses provide a range of clinical experiences for the student paramedic to include clinical application of advanced emergency care during 90 hours of externship in each course.

Each course is 90 clock hrs. and 3 qtr. credits

Patient Care Technology

O-101 Introduction to Nursing Assistant

The role and responsibilities of a nursing assistant, identification of state and federal regulating authorities and consumer rights. Ethical and legal issues.

11 clock hrs./ 0.5 sem. credits

O-102 Preventing Infection

Medical terminology, infection chain identification, isolation procedures, universal precautions, and practical skills related to infection control.

20 clock hrs./ 1 sem. credits

O-103 Sterile Wound Dressings

Identification of types of wounds, skin tears, pressure ulcers, and pressure points in each position. Application skills related to dressing changes.

15 clock hrs./ 0.5 sem. credits

O-104 Basic Life Support/First Aid

Adult rescue breathing, CPR, airway obstruction, emergency action steps, injuries/shock, bleeding, fractures, poisoning, burns, diabetic emergencies, seizures, hot/cold related illness.

24 clock hrs./ 1 sem. credits

O-105 Basic Nursing Assistant Skills

Fundamentals of taking vital signs, proper charting, reporting, measuring, and recording.

25 clock hrs./ 1 sem. credits

O-106 Communication

Methods of communication, special needs patients, human growth, development stages and nursing comfort measures.

20 clock hrs./ 1 sem. credits

O-107 Clinical Rotation Application

Provides the student the opportunity to practice clinical skills in a community setting. Develops the student's awareness of the roles and responsibilities encountered in the workplace.

10 clock hrs./ 0 sem. credits

Y-101 Anatomy and Physiology

In depth study of body structure, function, and characteristics of disease. Associated conditions and treatments, including caring for the patient with cancer.

42 clock hrs./ 2 sem. credits

Y-102 Principles of Nutrition

Principles of nutrition, fluid balance, and diet modifications, intake and output, charting and feeding procedures.

15 clock hrs./ 0.5 sem. credits

Y-103 Diabetes

Diabetic management, common conditions of the endocrine system, signs and symptoms of hypoglycemia and hyperglycemia. Performance of blood glucose levels and glucose monitoring.

20 clock hrs./ 1 sem. credits

Y-104 Ostomy Care

Signs, symptoms, and indications for an ostomy. Skin preparation and changing of ostomy appliances.

13 clock hrs./ 0.5 sem. credits

Y-105 Safety and Mobility

Principles of body mechanics and proper body alignment, ambulatory and non-ambulatory positions, environmental safety, and transfer skills.

20 clock hrs./ 1 sem. credits

Y-106 Clinical Rotation Application

Provides the student the opportunity to practice clinical skills in a community setting. Develops the student's awareness of the roles and responsibilities encountered in the workplace.

15 clock hrs./ 0.5 sem. credits

G-101 Special Care Procedures

Warm and cold applications, assisting with a physical exam, the surgical patient, caring for the emotionally stressed patient. The process of death and dying.

26 clock hrs./ 1 sem. credits

G-102 Expanded Role of the Nursing Assistant

Introduction to rehabilitation and restorative services. Special advanced procedures.

26 clock hrs./ 1.5 sem. credits

G-103 OB/Neonate Care

Obstetrical and neonatal care. Pre and post-partum care, methods of delivery, newborn care, APGAR scoring, reflex assessment.

25 clock hrs./ 1 sem. credits

G-104 Other Health Care Settings

Care for the elderly and chronically ill, members of the home health team, responsibilities of a nursing assistant regarding sub acute care.

20 clock hrs./ 1 sem. credits

G-105 Tracheotomy Care

Signs, symptoms and indications for tracheotomy. Cleansing of surgical site, and internal cannula.

13 clock hrs./ 0.5 sem. credits

G-106 Clinical Rotation Application

Provides the student the opportunity to practice clinical skills in a community setting. Develops the student's awareness of the roles and responsibilities encountered in the workplace.

15 clock hrs./ 0.5 sem. credits

R-101 Introduction to Patient Care Technician

Roles and responsibilities of a PCT, OSHA rules and standards, health care settings, HIPAA privacy act.

27 clock hrs./ 1.5 sem. credits

R-102 Professional Work Ethics

Stress management, professionalism in the workplace, and communication styles.

58 clock hrs./ 3 sem. credits

R-103 Catheterization

Indications for catheterization, performing male and female catheterization using sterile technique.

30 clock hrs./ 1 sem. credits

R-104 Clinical Rotation Application

Provides the student the opportunity to practice clinical skills in a community setting. Develops the student's awareness of the roles and responsibilities encountered in the workplace.

10 clock hrs./ 0 sem. credits

W-101 EKG

Introduction to EKG. Positioning of electrodes, tracings and mounting.

37 clock hrs./ 2 sem. credits

W-102 Phlebotomy

Introduction to phlebotomy. Setting up and assembling equipment prior to venipuncture. Venipuncture performance.

60 clock hrs./ 2.5 sem. credits

W-103 Patient Care Technician Assessment Review

Provides a thorough review of the PCT program in preparation for the Georgia Department of Human Resources State Certification Nursing Assistant Exam and the Patient Care Technician National Exam sponsored by the National Certification for Competency Testing.

28 clock hrs./ 1.5 sem. credits

X-101 Externship

Designed to provide the student with supervised, practical hands-on and observational experiences in a health care setting.

160 clock hrs./ 3.5 sem. credits

Pharmacy Technology

O-101 Chemistry Basics

Designed to provide the student with an overall understanding of basic chemistry, including: cells, issues, organs, parts of an atom, molecules, metabolism, amino acids, and measurements, an introduction to chemical reactions in the body and associated terminology.

20 clock hrs./ 1 sem. credits

O-102 Anatomy and Physiology

Provides the student with an overall understanding of anatomy and physiology, including associated terminology, of major body systems.

80 clock hrs./ 4 sem. credits

Y-101 Introduction to Pharmacology

An introduction of the principles of drug action including pharmacokinetics and pharmacodynamics along with biopharmaceuticals, actions and uses of drugs, factors affecting response, placebos, compliance, tolerance and resistance.

20 clock hrs./ 1.5 sem. credits

Y-102 Pharmacology for the Body Systems

A continuation of Introduction to Pharmacology, students will review the anatomy and physiology of all body systems in reference to common conditions, a discussion of various treatments for each body system and the medications used to treat these conditions, classification, trade and generic names of drugs.

80 clock hrs./ 4 sem. credits

G-101 History of Pharmacology/ Law and Ethics

Common ancient treatments, uses of alcohol and opium, introduction to federal and state laws governing the medications, patient's privacy rights (HIPAA), standards of patient practice, policies and procedures, ethical dilemmas, scope of practice, dispensing laws, penalties.

31 clock hrs./ 1.5 sem. credits

G-102 Safety, OSHA, CPR

Workplace safety and OSHA regulations, basic life support for healthcare providers course, legal and ethical responsibilities in an emergency, first aid, and operation and implementation of automated external defibrillator.

20 clock hrs./ 1 sem. credits

G-103 Dosage, Routes, Prescriptions, and Pharmaceutical Elegance

Common terms, abbreviations and definitions of dosages, example prescriptions and interpretation, solid, liquid, semisolid dosage forms including: tablets, capsules, lozenges, caplets, troches, implants, patches, powers, granule mixtures, syrups, elixirs, sprays, inhalants, creams, ointments, lotions, gels, pastes, suppositories, aromatic waters, diluted acids, fluid extracts, spirits, tinctures, emulsions, gels, magmas. Making the final product aesthetically pleasing.

33 clock hrs./ 1.5 sem. credits

G-104 Professionalism/ Pharmacy Organizations

Work ethics, professional attitude, time management, deadlines, quality decisions, problem solving, honesty, communication, national organizations, certifying bodies, employment opportunities.

16 clock hrs./ 1 sem. credits

B-101 Alternative Medicine

Current views on complementary alternative medicine, therapies of Eastern and Western cultures, placebo effect, acupuncture, art therapy, Ayurvedic, biofeedback, chiropractic, and crystal healing.

8 clock hrs./ 0 sem. credits

B-102 Pharmacy Stock and Billing

Responsibilities surrounding inventory stock, insurance coverage, formulary drugs, insurance claims.

16 clock hrs./ 1 sem. credits

B-103 Pharmacy Settings – Retail

Understanding mark-ups, over-the-counter medications, patient compliance, and diagnostic aids.

22 clock hrs./ 1 sem. credits

B-104 Pharmacy Settings – Hospital & Long Term Care

Duties of the pharmacy technician in the inpatient setting, drug distribution activities, purchasing, inventory, and hospital pharmacy services.

30 clock hrs./ 1.5 sem. credits

B-105 Aseptic Technique

Aseptic technique and sterile product preparation, IV antibiotics, chemotherapy, parenteral, and total parenteral nutrition.

24 clock hrs./ 1 sem. credits

P-101 Prescription Calculations

Mathematics review, calculations used in the pharmacy practice.

65 clock hrs./ 3.5 sem. credits

P-102 Compounding

Developing skills to compound a variety of formulations such as ointments, creams, suspensions.

35 clock hrs./ 1.5 sem. credits

K-101 Pharmacy Technician Keyboarding

Fundamentals of keyboarding, error control, and speed building with a requirement of at least two different 5-minute timed writings with an exit requirement of "C" level according to the PT keyboarding program grading objectives.

25 clock hrs./ 0.5 sem. credits

W-201 Word Processing

Introduction, formatting, special effects, advanced techniques, editing, file management, correspondence, resume, and practical applications.

25 clock hrs./ 0.5 sem. credits

C-301 Pharmacy Computers I

Introduction to pharmacy computer systems, entering prescriptions, labels, patient instructions, billing and inventory.

25 clock hrs./ 0.5 sem. credits

C-401 Pharmacy Computers II

Continuation of pharmacy computer systems, entering prescriptions, labels, patient instructions, billing and inventory.

25 clock hrs./ 0.5 sem. credits

C-301 Pharmacy Computers III

Final course of pharmacy computer systems, entering prescriptions, labels, patient instructions, billing and inventory preparing the student for using computers in clinical setting.

25 clock hrs./ 0.5 sem. credits

Professional Development

PDC100 College Success

Students will develop an understanding of the importance of education and the impact his/her education will have on meeting career goals. Time management, critical thinking, study skills, and financial symmetry will be addressed to achieve a well-rounded student. This course helps to establish critical skills and balance in a college student's life to aid him/her in the workforce.

24 clock hrs./ 1 qtr. credit

PDC100-VLC Career Development

This course is the same as PDC100; however, it is delivered online.

24 clock hrs./ 1 qtr. credit

PDC200 Career Development

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

60 clock hrs./ 4 qtr. credits

PDC200-VLC Career Development

This course is the same as PDC200; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

PDC201 Career Development

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

60 clock hrs./ 3 sem. credits

Science Courses

ENV101 Environmental Science

This course will discuss sustainability and its links with natural capital, natural capital degradation, solutions, trade-offs, and how individuals can make a positive impact in solving environmental problems and sustaining the earth's natural capital.

60 clock hrs./ 4 qtr. credits

ENV101-VLC Environmental Science

This course is the same as ENV101; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

SCI 118 Chemistry I

This course provides instruction in the introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.

60 clock hrs./ 4 qtr. credits

SCI 118-VLC Chemistry I

This course is the same as SCI118; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

SCI 120 Biochemistry

This course introduces the core principles of the chemical, physiologic and pathologic processes related to human biochemistry. Course material provides the basis for understanding how bodily functions are related to biological, metabolic processes, nutrition, physical exercise and pharmacogenomics. Course content reviews structure and function of proteins, lipids, blood and bodily processes, and interactions between metabolic pathways, organs and tissues.

60 clock hrs./ 4 qtr. credits

SCI 120-VLC Biochemistry

This course is the same as SCI120; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

SCI 119 Microbiology

This course acquaints students with microorganisms and their activities. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas. Virtual laboratory experiences are included in the course.

60 clock hrs./ 4 qtr. credits

SCI 119-VLC Microbiology

This course is the same as SCI119; however, it is delivered online.

60 clock hrs./ 4 qtr. credits

Welding Technology

WL005 Math for Welders

The purpose of this course is to utilize basic math skills, critical thinking, estimating, and geometry in its approach to mastering mathematical concepts related to the welding profession. Topics covered range from arithmetic to complex geometry. This course is designed to reinforce mathematical skills that are essential in a modern technological world. It is intended to provide a thorough understanding of mathematics. It offers the strong mathematics foundation necessary for a successful career in welding.

62.5 clock hrs./ 3 sem. credits

WL1010 Oxy-fuel Safety and Operation

Students will be taught the proper safety procedures and techniques used in cutting and welding with the oxy-fuel process. Basic concepts of oxy-fuel leak detection, handling and storage of high pressure cylinders and liquid/cryogenic cylinders will be covered, as well as proper eye protection, apparel, and footwear for the welder. There will be an emphasis on proper technique in identifying poor cuts and selecting the correct tip sizes for different types of applications. Proper blue-print reading skills will be introduced and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 3 sem. credits

WL110 Oxy-fuel Cutting and Welding

Students will be instructed in the proper and safe procedures of setting up, breaking down, and testing the oxy-fuel track-burner and pipe beveller systems for leaks. Instruction will also be given for proper cutting techniques (including instruction related to visual examination of flame-cut edges and surfaces) using a hand held torch, the use of flash-back arrestors will also be thoroughly covered. Additionally, introduction to basic oxy-fuel welding and brazing procedures will be covered and additional blue-print reading skills will also be introduced and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 2.5 sem. credits

WL120 Allied Cutting Processes

An introduction to various welding code specifications for plate preparation will be covered. In addition, students will learn the skills of plasma cutting and carbon-arc gouging with an emphasis on safety and proper techniques. Students will also be instructed in grinding safety, material preparation, motorized track torch use, and motorized pipe beveller use. Additional blue-print reading skills will be integrated and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 2.5 sem. credits

WL210 Shielded Metal Arc Welding Safety and Operation

Students will learn the proper safety procedures and techniques used in the Shielded Metal Arc-Welding process. An emphasis will be placed on "safe" setup and operation of arc-welding equipment. Students will learn proper apparel for Shielded Metal Arc-Welding, fundamentals of AC and DC welding current, various power sources, electrode coating and identification, destructive and non-destructive testing procedures, and proper arc striking techniques. Additional blue-print reading skills will be integrated and emphasized along with continued attention to weld symbols. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 3 sem. credits

WL220 Shielded Metal Arc Welding Techniques

Students will be introduced to the principles of joint preparation in a guided practice environment with classroom instruction followed by instructor modeling on fit-up, weld discontinuities, and defects. There will be a definite emphasis on proper welding techniques and procedures. Students will be advanced through tests performed and closely monitored by our welding staff. Students will develop skills using E-7018 in the 1F, 2F, 3F, and 4F, positions along with, performance tests to ASME Section IX code using E-7018 in the 1G, 2G, 3G, and 4G, positions. Additional blue-print reading skills will be integrated and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 2.5 sem. credits

WL230 Related Knowledge in Shielded Arc Metal Welding

Students will be introduced to various electrodes such as E-6011, in the 1F, 2F, 3F, 4F, positions, E-6010, in the 1F, 2F, 3F, 4F, positions, E-7014, in the 1F, 2F, 3F, 4F, positions, E-7024, in the 1F, and 2F, positions, E-LH-D80, will also be covered in the 3G down position. Proper power source settings will be discussed in depth also. Students will learn how to use electrode diameters ranging from 3/32 to 3/16. Students will be advanced through visual testing under the close supervision of the instructors both in the classroom and the lab. Additional blue-print reading skills will be integrated and emphasized. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 2.5 sem. credits

WL240 Advanced Shielded Metal Arc Welding

During this term students will begin working on their AWS D1: 1 plates. They will learn about the AWS D1:1 code and how it applies to various welded structures then progress to working on passing their D1:1 3G and 4G test plates. Additional blue-print reading skills will be integrated and emphasized along with an introduction to welding metallurgy and the weldability of various metals. Safety standards are done in compliance with ANSI Z49.1 Safety in Welding, Cutting and Allied Processes.

62.5 clock hrs./ 2.5 sem. credits

WL310 Gas Metal Arc Welding Safety and Operations

Students will be taught proper safety and operation of the Gas Metal Arc Welding process. Students will learn how to properly setup a GMAW machine to make welds in the 1F, 2F, 3F, 4F, 1G, 2G, 3G, and 4G, using the short circuit transfer method. Welds in the 1F, 2F, and 1G positions will also be made using the axial spray transfer mode.

62.5 clock hrs./ 3 sem. credits

WL320 Gas Metal Arc Welding Advanced Applications

Students will learn advanced Gas Metal Arc Welding techniques, covering .045 short circuit, .035 pulsed on steel and .035 axial spray on aluminum. Pulse on pulse on aluminum, plus stainless steel will also be covered. An introduction to automation and robotics theory will be discussed along with several other welding processes.

62.5 clock hrs./ 2.5 sem. credits

WL330 Flux Cored Arc Welding with an Introduction to Submerged Arc Welding

Students will learn proper safety and operation of the flux cored arc welding process through classroom instruction and practical lab application. Students will develop proper technique in the application of 1F, 2F, and 3F Innershield, Outershield, and Metal core wires.

62.5 clock hrs./ 2.5 sem. credits

WL340 Flux Cored Arc Welding Safety and Operation

Students will continue to develop skills in the FCAW process through continued practice in the lab. Students will also learn the proper safety and operation of the Submerged Arc Welding process. Applications for SAW will include 2N7Y, 5/64 in the 1F, 2F, and 1G position.

62.5 clock hrs./ 2.5 sem. credits

WL410 Gas Tungsten Arc Welding Safety and Operation

Students will be taught proper safety and operation of the Gas Tungsten Arc Welding process. Students will start their GTAW experience with precision welds applied to a padded plate in the flat position. Students will then progress to making welds in the 1F, 2F, 3F, and 4F, on first heavy plate and then progressing to thin plate as - weld puddle - control increases. Students will continue advancing their skills through the introduction of non-ferrous metals such as stainless steel and aluminum.

62.5 clock hrs./ 3 sem. credits

**WL420 Gas Tungsten Arc Welding Advanced Applications with an Introduction to GTAW
Pipe**

Students will be able to demonstrate the ability to produce ASME Section IX code welds in the following positions: 1G, 3G, and 4G in plate and 5G and 6G in pipe. Students will learn the importance of back shielding for both plate and pipe and how to make multi-pass welds to complete a weld joint.

62.5 clock hrs./ 2.5 sem. credits

ADMINISTRATION

William Armour, BA: *Campus President*
Brandi Murphy, MA: *Administrative Support*
Kafi Espericueta: *Administrative Support*
Jeff Mykytka: *Administrative Support*

Todd Mann, MBA: *Dean of Education*
Wanda Jackson, MOA: *Education Administrative Assistant*
Anne Fielden, MA: *Faculty Support Manager*
Letrice Mitchell, MPH: *Academic Advisor*
Ajima Ambris, AS: *Registrar*
Jeffrey Curtis, MA: *Externship Coordinator*
Chidonna Kadar, BS: *Administrative Assistant*

Vanessa Gibson, MBA: *Director of Career Services*
Susan D'Anna: *Career Services Advisor*
Suzanna Myers: *Career Services Advisor*
Winston Mitchell: *Career Services Advisor*

Sharon Deitz, BS: *Business Office Manager*
Lynette Liverpool: *Business Office Assistant*

Sonya Jabriel: *Vice President of Admissions*
Berhan Bayleyegn: *Director of Admissions*
Chuck Barnett: *Assistant Director of Admissions*
Joanna Buccheri: *Admission's Representative*
Sam Burgess: *Admission's Representative*
Glenda Jones: *Admission's Representative*
Cory Morgan: *Admission's Representative*
Deborah Waldemar: *Admission's Representative*
Sakata Holloway: *Admission's Representative*
Tina Corley: *Admission's Representative*
Ethal Gaines: *Admission's Representative*
Natalie Ward: *High School Admission's Representative*
Mia Bethel: *High School Admission's Representative*
Laticia Gibbes: *High School Admission's Representative*
Nicole Williams: *High School Admission's Representative*

Silvana Tarca: *Director of Financial Aid*
Grace Butler: *Financial Aid Officer*
Francis Simpson: *Financial Aid Officer*
Tracey Stevenson: *Financial Aid Officer*
Janice Harper: *Financial Aid Officer*

Joslin Lee, MLS, Wayne State University: *Director of Learning Resource Center*
Ryan Gaylor, BA, Georgia College & State University: *Learning Resource Center*