

Everest

INSTITUTE

2007-2008 CATALOG

Georgia 121007

www.everest.edu

Approved and Regulated by the Nonpublic Postsecondary
Education Commission, Tucker, Georgia

2007-2008 CATALOG

Everest Institute

1213-GA-FVI

LOCATIONS

ATLANTA/MAIN CAMPUS¹

101 Marietta Street NW, Suite 600
Atlanta, Georgia 30303
(404) 525-1111, (404) 525-0966 (fax)
The Atlanta campus has additional classrooms located at
55 Marietta Street NW, Atlanta, GA 30303, (404) 523-3543.

DEKALB CAMPUS²

1706 Northeast Expressway
Atlanta, GA 30329
(404) 327-8787, (404) 327-8980 (fax)
A branch of Everest Institute, Cross Lanes, WV

JONESBORO CAMPUS^{1,2}

6431 Tara Boulevard
Jonesboro, Georgia 30236
(770) 603-0000, (770) 210-3259 (fax)
The Jonesboro campus has additional classrooms located at
6608 Tara Boulevard, Jonesboro, GA 30236, (678) 422-8260.
A branch of Everest College, Ontario, CA

MARIETTA CAMPUS^{1,2}

1600 Terrell Mill Road, Suite G
Marietta, Georgia 30067
(770) 303-7997, (770) 303-4422 (fax)
A branch of Everest College, Reseda, CA

NORCROSS CAMPUS²

1750 Beaver Ruin Road, Suite 500
Norcross, Georgia 30093
(770) 921-1085, (770) 923-4533 (fax)
A Branch of Everest College, Gardena, CA

¹Accredited by the Accrediting Bureau of Health Education Schools (ABHES), www.abhes.org

²Accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACC SCT), www.accsct.org

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The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the School. The School reserves the right to make and designate the effective date of changes in School policies and procedures at any time such changes are considered to be desirable or necessary.

The information contained in this catalog, supplements and addenda (if applicable) is true and correct to the best of my knowledge. Any addenda become an integral part of this catalog as of their effective date.



Tapas Ghosh
Acting President, Atlanta Campus



Tira Harney Clay
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CORINTHIAN COLLEGES, INC.

Everest Institute is a part of Corinthian Colleges, Inc. (CCI). CCI was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCI is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CCI provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CCI provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Colleges, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CCI ownership, the School will maintain its long-standing reputation for innovation and high-quality private vocational education.

MISSION STATEMENT

The mission of the School is to provide quality education to students seeking careers in medically related fields. Our mission is to fulfill the professional and educational needs of growth-oriented individuals who are prepared to change their careers and lives for the better. In an effort to fill the needs of these professions for trained personnel and to provide meaningful and fulfilling careers to capable individuals, the School maintains the highest level of professional dedication. The School is constantly updating its curricula, recognizing its obligation to the students and the professions they serve.

OBJECTIVES

A supportive staff and innovative faculty are open to helping students reach their goals. In a warm, friendly, and professional setting, students realize their strengths through a team approach with staff and faculty. With their futures in mind, and the wealth and welfare of students continuously considered, a winning spirit that promotes self-esteem and viable career alternatives becomes the goal of everyone involved with Everest Institute.

EDUCATIONAL PHILOSOPHY

The educational philosophy of Everest Institute is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the school will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society

SCHOOL HISTORY AND FACILITIES

Atlanta, Jonesboro and Marietta

The genesis of the Georgia campuses of Everest Institute was a school called Georgia Medical Employment Preparatory Center founded in 1977 by Ms. Ginger Gibbs. Ms. Gibbs guided Georgia Medical to become a primary training school for medical personnel in the Atlanta area. In 1986 the school was acquired by Mr. Dominic J. Dean, Mr. Arthur Cuff, and Ms. Linda Lippmann-Cuff. At that time, the school became "Georgia Medical Institute" and was expanded to three campuses: Atlanta, Jonesboro and Marietta. Corinthian Schools, Inc. purchased the three campuses in 2000. In April of 2007 the names of the campuses were changed to Everest Institute. The founders' goal of providing quality medical education continues while Everest Institute and those who attend grow.

Each school contains modern classrooms with laboratories, computer and typing labs, and a student break room. All schools are equipped with fire extinguishers to comply with the local fire codes and are properly ventilated, heated and air conditioned. All labs are properly equipped and meet OSHA safety guidelines. All campuses have accessibility for disabled persons.

Norcross

The Everest Institute campus in Norcross, Georgia, opened its doors as the newest and fifth campus of Georgia Medical Institute in the Atlanta Metropolitan area in March 2003. In April of 2007 the campus became Everest Institute. The Norcross campus is conveniently located just off the Highway 378 exit from Interstate 85 in the city of Norcross, Georgia. The attractive facility includes computer, massage, dental, and medical assisting laboratories, lecture rooms, library, student lounge, and administrative areas.

The modern air-conditioned facility is designed for training students for the working world. The facility has over 19,000 square feet containing classrooms, administrative offices, student lounge, restrooms, and a resource center containing reference and reading materials related to the academic programs. Several classrooms are designed and equipped for laboratory instruction.

Dekalb

The Everest Institute campus in Atlanta, Georgia, on the east side of the Atlanta metroplex, began classes in May 2000 under the name National Institute of Technology. In July 2002, the school name was changed to Georgia Medical Institute. In April of 2007 the

campus became Everest Institute. The campus occupies approximately 25,000 square feet comprised of classrooms, laboratories, student lounges, resource center, and administrative areas.

The campus is conveniently located on the frontage road on the south side of the Northeast Expressway (Interstate 85) just south of Clairmont Road. The School occupies the first and second floors of two (2) adjacent stand-alone buildings. Ample parking is available on-site. In addition, public transportation is available on the frontage road.

These institutions, the facilities they occupy and the equipment used complies with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

ACCREDITATION, APPROVALS AND MEMBERSHIPS

The Dekalb, Jonesboro, Marietta and Norcross campuses of Everest Institute are accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT), www.accscct.org.

The Atlanta, Jonesboro and Marietta campuses of Everest Institute are accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is recognized as a national accrediting agency by the U.S. Secretary of Education and is recognized by the National Advisory Committee on Institutional Quality and Integrity (NACIQI) for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs and the programmatic accreditation of medical assistant, medical laboratory technician, and surgical technology programs, leading to a certificate, diploma, or the Associate of Applied Science and Associate of Occupational Science degrees. ABHES is located at 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043 (703) 917-9503, Fax (703) 917-4109, www.abhes.org.

The Surgical Technology program of the Marietta campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354.

- Eligible institution under Federal Stafford Federal Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work- Study (FWS) programs.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

School approvals and memberships are displayed in the lobby. The School President can provide additional information.

Authorized by

- Nonpublic Postsecondary Educational Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, 770-414-3300, 770-414-3309 (fax).

Certified by

- U.S. Department of Education

Membership Affiliations

- Association of Surgical Technologists
- Career College Association
- American Medical Technologist

Documents supporting Everest Institute's accreditation, licensing, authorization, approval, and memberships are available for review during normal business hours, Monday through Friday.

Consumer information reports (completion rates, placement rates, crime statistics) are available upon request through the Director of Admissions located at each campus.

STATEMENT OF NON-DISCRIMINATION

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Campus President is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex 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 working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255 or by email at studentservices@cci.edu.

ADMISSIONS

REQUIREMENTS AND PROCEDURES

Graduation from a U.S. high school or its recognized equivalent is a requirement for admission to the institution, unless the student applies under the Ability to Benefit (ATB) provision, as described below. Non-ATB students must score at least 120 on the Career Programs Assessment Test (CPAT) offered by ACT, Inc.

Students should apply for admissions as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete an application form and bring it to the School or call for a priority appointment to visit the School and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the School's equipment and facilities, meet the staff and faculty, and ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable School administrators to determine whether an applicant is acceptable for enrollment into the program.

Once an applicant has completed and submitted the Enrollment Agreement, the School reviews the information and informs the applicant of its decision. If an applicant is not accepted, all monies paid to the School are refunded.

The School follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Administration and evaluation of an applicable entrance examination; and
- Enrollment Agreement (if applicant is under 18 years of age it must be signed by parent or guardian).

The School reserves the right to reject students if the items listed above are not successfully completed.

This campus does not offer training in English as a Second Language.

Prospective students who have a U.S. high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof of high school completion by providing the school with a copy of the high school diploma, official high school transcript, and/or a copy of a recognized equivalency certificate (GED), which will be placed in the student file, AND
2. Achieve a score of at least 120 on the Career Programs Assessment Test (CPAT) offered by ACT, Inc. This test measures an applicant's basic skills in reading and arithmetic. Applicants who fail the test can be re-tested using a different nationally normed, standardized test. The re-test(s) will be administered within the period specified by the test developer. Should the applicant fail the test a second time, the applicant must wait for 30 days prior to being re-tested. Should the applicant fail the test a third time, one year or alternate training must take place before the student will be allowed to retest.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

The "Ability to Benefit" is applicable only for students in certain programs (see table below). Students entering programs that do not accept ATB students must have a high school diploma, GED or recognized equivalent to enroll in the program.

Programs That Accept ATB Students	Programs That Do Not Accept ATB Students
Dental Assisting	Dialysis Technician
Medical Assisting	Massage Therapy
Medical Administrative Assistant	Pharmacy Technician
Medical Insurance Billing and Coding	Respiratory Care
Patient Care Technologist	Surgical Technologist

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

Retesting Requirements

An applicant who has failed either the CPAT or COMPASS/ESL may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or

2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAT

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

Retaking the COMPASS/ESL

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAT with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAT must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

ALLIED HEALTH PROGRAMS – ADMISSIONS REQUIREMENTS

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the School.

Students entering allied health programs may be required to have a physical examination including their records of immunizations. Students must complete their physical examinations, provide their records of immunization, and begin the Hepatitis B series prior to beginning their first clinical rotation or externship.

Due to regulations regarding X-rays, applicants to the Dental Assisting program must be at least 17 years old.

Applicants to the Respiratory Care and Dialysis Technician programs must be interviewed and accepted by either the Respiratory Care Program/Clinical Director or Dialysis Program Director as part of the acceptance procedures. Program requirements include the completion of studies in a clinical or extern environment. It is essential that all applicants be available for any shift assignment (AM, PM, Night or Weekend). It is also essential that all applicants have the ability to travel to any clinical or externship assignment within a 75-mile radius of the campus. Assignment to any specified shift or site cannot be guaranteed. Each student must be willing and able to accept whatever assignment is given.

Applicants to the Massage Therapy program must be at least 18 years old at the time of their graduation from the program and must be a citizen of the United States or a permanent resident.

See table above for the list of allied programs that do not accept ATB students.

ALLIED HEALTH STUDENT DISCLOSURE - CRIMINAL BACKGROUND CHECK

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard H.R. 1.2 #5, which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. Rationale: This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004).

Students enrolling in the Patient Care Technician, Pharmacy Tech, Massage Therapy, Respiratory Care and Dialysis Technician programs will be subjected to a criminal background check, which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

For programs requiring a background check, \$38 will be charged. The fee for this background check may be covered by financial aid for those who qualify. This fee is non-refundable.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or incomplete deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Burglary	Medicare or Medical related offenses
All drug and alcohol related offenses	Concealed weapons	Possession of stolen property
Any crime against person or property	Drug paraphernalia	Sexual crimes
Assault	Fraud	Robbery
Battery	Harassment	Theft/shoplifting/extortion-including convictions for bad check charges

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion. It is the student's responsibility to contact Intellisense to verify conditions. The school cannot contact Intellisense.

CREDIT FOR PREVIOUS EDUCATION OR TRAINING

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meets the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript and catalog from the educational institutional providing the training prior to starting the program. Students who fail to submit these documents prior to starting the program will not be eligible to receive credit for previous education or training.

ACADEMIC POLICIES

GRADING – NORCROSS AND DEKALB

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89-80	3.0
C	Good	79-70	2.0
F	Failing	69-0	0.0
I	Incomplete		
L	Leave of Absence		
PE	Proficiency Exam		
W	Withdrawal		
CR	Transfer Credit		
Key to Transcript Symbols			
1	May need to repeat class		
2	Class has been repeated		
R	Class is currently being repeated		
W	Repeat is waived		

GRADING - ATLANTA, JONESBORO, NORCROSS

The following grading system is used in all programs except Surgical Technology:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
L	Leave of Absence	
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	
P/F	Externship Pass or Fail	

The following grading system is used for the Surgical Technology Program:

Grade	Meaning	Percentage
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-75
F	Failing	74-0
L	Leave of Absence	

Grades are issued to the student on report cards and recorded on transcripts. Students will receive the designated credits only for a course when they have achieved 70% or better in that course, 75% for Surgical Technology. Students will be recognized for their academic/personal achievements as determined by the Director of Education.

REQUIRED STUDY TIME

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by their instructors and must turn in assignments at the designated time.

STUDENT AWARDS

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

MAXIMUM CLASS SIZE – NORCROSS AND DEKALB

To provide meaningful instruction and training, classes are limited in size. Standard lecture classes average 24 students. The maximum class size is 30 students. In Massage Therapy classes, the maximum class size is 20 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students. The maximum class size for laboratories is 30 students. In Massage Therapy labs, the maximum class size is 20 students.

MAXIMUM CLASS SIZE – ATLANTA, JONESBORO AND MARIETTA

Atlanta – Lecture and lab: 24 (20 for Massage Therapy classes)

Jonesboro – Lecture: 36; lab: 32 (20 for Massage Therapy classes)

Marietta – Lecture: 30; lab: 25 (23 in Surgical Technologist classes; 20 in Massage Therapy classes)

UNIT OF ACADEMIC CREDIT

A clock hour is 50 minutes of instruction in a 60-minute period. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory/clinical or 30 hours of externship.

TRANSFER OF CREDIT

Any student who has either attended a Everest Institute campus or been enrolled in a similar course elsewhere may, upon meeting the policy requirements (see “Credit for Previous Education or Training”), be given appropriate transfer credit, provided all other requirements have been met. In all cases, acceptance of transfer credits must be approved by the College President or Director of Education. Transfer of credits will decrease tuition costs and may provide an earlier program completion date.

TRANSFER OF CREDIT FOR STUDENTS RECEIVING VA BENEFITS

VA Students who have previously attended Everest Institute or have been enrolled in a similar course at another postsecondary institution must provide the Director of Education with a transcript reflecting the course(s). Students will be given appropriate credit after meeting all Transfer of Credit policy requirements including testing, if testing is required for a particular course.

In all cases, acceptance of transfer credits must be approved by the Director of Education. Transfer of credits will decrease tuition costs and may provide an earlier program completion date.

HONORS AND AWARDS

Everest Institute’s Honors Program allows the student to receive a certificate as a member of the Director’s Lists if the student has successfully maintained a GPA 3.8 or better (95% or better) for the term. Students are awarded the Honors List certificate if they have successfully maintained a GPA of 3.6 or better (90% or better) for the term. Perfect Attendance awards are also given if the student has maintain perfect attendance for the term with no absences, tardies or early departures.

GRADUATION REQUIREMENTS

Formal graduation ceremonies are held twice a year. To be eligible for graduation in **all programs except Respiratory Care**, students must meet the following criteria:

1. The student must have passed all required courses and maintained at least a 70% overall grade average in his/her courses. Surgical Technology students must maintain at least a 75% overall average in all courses.
2. Meet the grade requirements for the module components, if applicable;

3. The student must have successfully completed his/her required clinical experience or externship.
4. Receive satisfactory evaluations from the externship/clinical facility, if applicable; and
5. Complete all program requirements.
6. The student must have satisfied all school obligations, including academic, attendance, and current in-school financial payments.
7. Complete all program requirements.

To be eligible for graduation in the **Respiratory Care** Program, students must meet the following criteria:

1. Complete all required courses with a grade of at least 70%;
2. Meet all requirements described under the section on "Repeat Policy";
3. Meet the grade requirements for the course components, as applicable;
4. Successfully complete required clinical activities;
5. Receive satisfactory evaluations from the clinical facility; and
6. Complete all program requirements.

Students on academic probation may qualify for graduation if at the end of the probationary term they meet the Satisfactory Academic Progress requirements.

Diplomas will be issued to those students who have successfully completed their programs and those meeting their financial obligations. Students must complete an exit placement and financial aid interview prior to receiving their diplomas.

ACADEMIC ADVISEMENT AND TUTORING

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department.

ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Consecutive Absence Rule (All Programs)

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.

- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See “Student Academic Appeals Policy.”

Percentage Absence Rule (Modular Programs)

For students who *have not* previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total program hours missed	Attendance warning letter sent
20% of the total program hours missed	Dismissed from the program

For students who *have* been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student’s withdrawal shall be the student’s last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the earliest of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Re-admission Following a Leave of Absence

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave

of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

1. Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
2. They may have to wait for the appropriate module to be offered;
3. They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;
4. Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

Veterans: Leave of Absence

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

EXTERNSHIP/CLINICAL TRAINING

Upon successful completion of all classroom requirements, students are expected to begin the externship/clinical portion of their program, if applicable, within 14 calendar days from the last day of their final classroom module.

Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship/clinical site. The School recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship/clinical to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship/clinical training for more than 10 scheduled work (extern) days will be dropped from the program by the College.

Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship/clinical that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship/clinical within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the Director of Education and approved by the Appeals Committee. Students may be reinstated only once due to extenuating circumstances.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example: $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables

35 Quarter Credit Hour Modular Program (MIBC). Total credits that may be attempted: 52 (150% of 35).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-18	70%	25%	66.7%	33%
19-36	70%	65%	66.7%	66.7%
37-52	N/A	70%	N/A	66.7%

46 Quarter Credit Hour Modular Program (Dialysis Tech). Total credits that may be attempted: 69 (150% of 46).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-69	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (Dental Assisting, Dialysis Tech, Medical Administrative Assistant, Medical Assisting, Pharm Tech). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

47 Quarter Credit Hour Modular Program (Medical Insurance Billing and Coding v 2.0). Total credits that may be attempted: 70 (150% of 47).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-48	2.0	1.8	66.7%	63%
49-70	N/A	2.0	N/A	66.7%

49.5 Quarter Credit Hour Modular Program (Massage Therapy). Total credits that may be attempted: 74 (150% of 49.5).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-74	N/A	70%	N/A	66.7%

51 Quarter Credit Hour Modular Program (Patient Care). Total credits that may be attempted: 76 (150% of 51).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-76	N/A	70%	N/A	66.7%

54 Quarter Credit Hour Modular Program (Massage Therapy). Total credits that may be attempted: 81 (150% of 54).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	20%	66.7%	25%
29-54	70%	60%	66.7%	55%
55-66	70%	65%	66.7%	64%
67-81	N/A	70%	N/A	66.7%

55 Quarter Credit Hour Modular Program (Massage Therapy v 3-o). Total credits that may be attempted: 82 (150% of 55).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	2.0	N/A	66.7%	N/A
13-24	2.0	1.0	66.7%	25%
25-54	2.0	1.5	66.7%	55%
55-66	2.0	1.8	66.7%	64%
67-82	N/A	2.0	N/A	66.7%

69 Quarter Credit Hour Modular Program (Surg Tech). Total credits that may be attempted: 103 (150% of 68).				
Total Credits Attempted	Probation if CGAP is below	Suspension if CGAP is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	70%	N/A	66.7%	N/A
17-37	70%	20%	66.7%	25%
38-57	70%	60%	66.7%	55%
58-77	70%	65%	66.7%	64%
78-103	N/A	70%	N/A	66.7%

108 Quarter Credit Hour Quarter-Based Program (Respiratory Care). Total credits that may be attempted: 162 (150% of 108).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-162	N/A	2.0	N/A	66%

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an **Academic Advising Plan** in conjunction with their advisor, and place the student on probation.

Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGPA.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program ($24/96=25\%$) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ($48/96 = 50\%$).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

1. The specific academic decision at issue
2. The date of the decision
3. The reason(s) the student believes the decision was incorrect
4. The informal steps taken to resolve the disagreement over the decision
5. The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program and that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

ADMINISTRATIVE POLICIES

STUDENT CONDUCT CODE

Background

The School maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given an opportunity to change his or her behavior to meet the expectations of the School and to prepare for what the student might later expect to find in a professional-level work environment.

1. The School maintains the right to discipline students found in violation of School policies in accordance with the procedures below.
2. The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. Federal Work Study students who violate the student conduct of conduct in the performance of their work study duties are subject to disciplinary action/procedures.
3. The Campus President or designee (typically the Director of Education/Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
4. Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other School-related activity.
5. All student conduct code violations shall be documented in the student's academic record.
6. Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the School.
7. Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

Students must show respect toward and be cooperative with School faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of School property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the School's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated School official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the School has reason to believe that a student has violated the student conduct code, the School shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the School.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the School may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the School deems appropriate. The School may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the School.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Academic Integrity

1. Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the School.
2. If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the School as per the disciplinary procedures outlined above.
3. All violations of academic policy are documented and made part of the student's academic record.

TRANSCRIPTS AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the School computer system. Permanent records are kept in paper form, microfiche or microfilm. The School maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the School are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA

allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools 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 school;
- 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.

Schools 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, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest Institute has established policies regarding campus security.

The School strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The School encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that School personnel are aware of any such problems on School campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The School will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the School for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The School has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off School premises or during any School activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/megan.htm>.

Statistical Information

The public law referenced herein requires the School to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the School will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any School activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should

immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the School President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

Requests for further action should be made to: Nonpublic Postsecondary Education Commission, 2189 Northlake Parkway, Building 10, Suite 100, Tucker, Georgia 30084-5305, (770) 414-3300.

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at the school is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Campus President. Please be reminded that this policy applies to students as well as employees.

DRESS CODE

Students enrolled in allied health programs are required to wear the standard medical uniform and shoes with a closed heel and toe as described in the School's dress code policy. Scrubs will be provided to students who enroll in programs in which this type of uniform is a requirement for matriculation. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment.

ACADEMIC ADVISEMENT AND TUTORING

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Education Department. Mandatory tutoring is required for students achieving below 70% in any given course, or any student currently on probation.

WEATHER EMERGENCIES

The School reserves the right to close during weather emergencies or other "acts of God." Under these conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the School does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

GUESTS/CHILDREN ON CAMPUS

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the school that children, friends and/or relatives shall not be brought to classrooms, labs or the library and may not be left in lounges or offices.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

The school does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the School immediately. All medical and dental appointments should be made after school hours.

The School will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

TERMINATION PROCEDURES

Students may be terminated by the School for cause. Examples include, but are not limited to, the following:

4. Violation of the School's attendance policy;
5. Failure to maintain satisfactory academic progress;
6. Violation of personal conduct standards;
7. Inability to meet financial obligations to the School.

Students to be terminated are notified in writing and may appeal to the School President.

TRANSFERABILITY OF CREDITS

Everest Institute does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution.

POLICY AND PROGRAM CHANGES

The School catalog is current as of the time of printing. CCI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The School reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this School catalog.

CERTIFICATION EXAMS

Graduates of the Medical Administrative Assisting, Medical Assisting, Medical Insurance Billing and Coding, Patient Care Technician, and Surgical Technology programs are encouraged to challenge their respective certification exams.

Students completing the Massage Therapy and Respiratory Therapy program are required to challenge the respective licensure examinations in order to secure employment in the field.

Costs of the certification and licensure exams are established by the certifying or licensure organization and vary by program.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fee information can be found in Appendix B: Tuition and Fees in this catalog.
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The Enrollment Agreement obligates the student and the School for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this School catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

Students entering the Respiratory Therapy program are required to have a physical examination including routine health screening, laboratory tests and a series of three Hepatitis B injections.

Graduates wishing to attend the Graduation Ceremony must pay a graduation fee estimated at \$55.00. The graduation fee includes the graduate's ceremonial gown and cap and four (4) invitations.

Miscellaneous Fees that the student may encounter after enrollment:

- Linens and Creams \$60 (Massage Therapy only)

VOLUNTARY PREPAYMENT PLAN

The School provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Business Office.

BUYER'S RIGHT TO CANCEL – CANCELLATION

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

REFUND POLICIES

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

1. First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
2. Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement (see below).

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

Return of Unearned SFA Program Funds

The School must return the lesser of:

1. The amount of SFA program funds that the student did not earn; or
2. The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the

student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

REQUIREMENTS FOR GRADUATION

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

GEORGIA REFUND POLICY

The institution ensures that one of the following criteria is used to calculate refunds:

1. the date on which the student has begun the official withdrawal process as prescribed by the institution;
2. the last date of attendance by the student or for the institution not taking attendance, the date that is one day prior to the midpoint of the period of enrollment for the student who stops attending classes without notification to the institution;
3. the last date of academically significant interaction for asynchronous programs of study.

The institution ensures that:

4. refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement, i.e., quarter, semester or term (as defined by the institution), but in no case more than twelve (12) months;
5. if the institution's refund policy is more favorable to the student than NPEC's, it will refund the student the greater amount;
6. refunds are made in full to the student within thirty (30) days of the date of withdrawal;
7. the applicant requesting cancellation more than three (3) business days after signing the contract or the student completing no more than five (5) percent of instructional time is refunded no less than ninety-five (95) percent of tuition;
8. the student completing more than five (5) percent but no more than ten (10) percent of instructional time is refunded no less than ninety (90) percent of tuition;
9. the student completing more than ten (10) percent but no more than twenty-five (25) percent of instructional time is refunded no less than seventy-five (75) percent of tuition;
10. the student completing more than twenty-five (25) percent but no more than fifty (50) percent of instructional time is refunded no less than fifty (50) percent of tuition;
11. the student completing more than fifty (50) percent of instructional time is informed that the institution is not required to issue a refund.

For programs longer than one year (12 months) in length, the cancellation and refund policy will apply to the stated tuition price attributable to each 12-month period. All of the stated tuition prices attributable to the period beyond the first year will be canceled and/or refunded when students terminate during the first year

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;

4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

ALTERNATIVE FINANCING OPTIONS

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For **detailed** information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan - Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

SCHOLARSHIPS

Imagine America Scholarships (DeKalb and Norcross Campuses)

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program, two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31, of the year in which they are awarded. The scholarship cannot be used in conjunction with any of the other two types of scholarships offered by Everest Institute.

STUDENT SERVICES

PLACEMENT ASSISTANCE

The School encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the School cannot guarantee employment, it has been successful in placing the majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

1. Preparation of resumes and letters of introduction - an important step in a well-planned job search.
2. Interviewing techniques. Students acquire effective interviewing skills through practice exercises.
3. Job referral by Placement Department. The Placement Department compiles job openings from employers in the area.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Participation in the placement assistance program includes students actively developing their own job leads from the direction provided by the placement department. Graduates may continue to utilize the School's placement assistance program at no additional cost.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The School believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

TRANSPORTATION ASSISTANCE

The School maintains information on public transportation and a list of students interested in car-pooling.

FIELD TRIPS

This campus believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

DRUG ABUSE PREVENTION

Information on drug abuse prevention is available at the School for all students and employees.

LIVING ACCOMMODATIONS

Because most students live within daily commuting distance of the various campuses, the school does not have formal housing. In cases in which the student is unfamiliar with the Atlanta area, school officials will provide as much assistance as possible.

TEACHING AIDS AND SPECIAL LECTURES

Up-to-date equipment and audio/visual aids are available for the instruction of students. Televisions and VCR's, overhead projectors, mannequins, etc., are also utilized. Through cooperative efforts with hospitals and medical offices, clinics, insurance companies, etc., students are also exposed to more extensive equipment used in medical facilities. Periodically, resource people from the medical/business field, including graduates, are invited to address students on various subjects.

LIBRARY

A library is available at each of the schools for student use. The library contains current books and periodicals covering a wide variety of medical specialties and other pertinent subject matter. The campuses also have access to the world wide web on the Internet. The students are encouraged to use the area's larger public or university libraries for further research.

ADVISING ACTIVITIES

Everest Institute offers assistance to all students. Student assistance is available upon request during school hours to help students with academic, personal, or other related problems. The staff conducts periodic seminars on such topics as substance abuse, infectious diseases, study skills, relationships and career guidance. Drug and alcohol counseling referral services, childcare information and other referral sources are made available through the Director of Education.

Tutorial assistance in various courses is available through sessions held by instructors.

PROGRAMS OFFERED

	Atlanta	Dekalb	Jonesboro	Marietta	Norcross
Modular Programs					
Dental Assisting			☑*		☑
Dialysis Technician		☑			
Massage Therapy	☑	☑	☑	☑	☑
Medical Administrative Assistant	☑	☑	☑	☑	☑
Medical Assisting	☑	☑	☑	☑	☑
Medical Insurance Billing and Coding	☑	☑	☑*	☑	☑
Patient Care Technician	☑		☑	☑*	
Pharmacy Technician	☑		☑		
Surgical Technology				☑	
Quarter Based Programs					
Respiratory Care		☑*			

*No longer enrolling new students.

MODULAR PROGRAMS

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

DENTAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Jonesboro*, Norcross	1-1

*No longer enrolling new students

Dental assistants have become indispensable to the dental care field, and dentists have become more reliant upon the dental assistant to perform a wide range of patient procedures. And, as the need for their services continues to grow, the role and responsibilities of the dental assistant also continue to expand.

The goal of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

The objective of the Dental Assisting program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for entry-level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Dental Office Emergencies and Compliance	80	6.0
MODULE B	Dental Radiography	80	6.0
MODULE C	Dental Specialties	80	6.0
MODULE D	Operator Dentistry	80	6.0
MODULE E	Laboratory Procedures	80	6.0
MODULE F	Dental Anatomy and Orthodontics	80	6.0
MODULE G	Dental Health	80	6.0
MODULE X	Dental Assisting Externship	160	5.0
	Program Totals:	720	47.0

Major Equipment		
Amalgamators	Model Vibrators	Autoclave
Oral Evacuation Equipment	Automatic and Manual Processing Equipment	DXTR and Typodont Manikins
Dental Unit and Chairs	Personal Computers	X-Ray Units
Ultrasonic Units	Handpieces	Model Trimmers

<p>Module A – Dental Office Emergencies and Compliance 6.0 Quarter Credit Hours</p> <p>In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, and barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Career development skills are also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>
<p>Module B – Dental Radiography 6.0 Quarter Credit Hours</p> <p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students</p>

process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Related dental terminology is also taught. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Dental Specialties **6.0 Quarter Credit Hours**
 In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children’s dentistry (Pediatric Dentistry) as a specialty is presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Operatory Dentistry **6.0 Quarter Credit Hours**
 This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module E – Laboratory Procedures **6.0 Quarter Credit Hours**
 In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Related dental terminology is studied. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module F – Dental Anatomy and Orthodontics **6.0 Quarter Credit Hours**
 This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Related spelling and terminology is studied throughout the module. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module G – Dental Health **6.0 Quarter Credit Hours**
 Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students also study related dental terminology. Coronal polish theory and procedures are taught and practiced on manikins and then on clinical patients under the direct supervision of a licensed dentist. Completion of coronal polish requirements will permit the assistant to perform the procedure after obtaining the Registered Dental Assistant license (California programs only). Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module X – Dental Assisting Externship **5.0 Quarter Credit Hours**
 This module is 160 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. Prerequisite: Completion of Modules A-G. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.

DIALYSIS TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	740	47	8 months	Dekalb	1-1

The Dialysis Technician Program is designed to provide the student with a comprehensive introduction to the field of hemodialysis and the skills necessary to obtain an entry level position within this very fast growing field of allied health care.

The aim of the Dialysis Technician program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary to prepare them for an entry level position as a dialysis technician. The graduate can expect to find employment in hospitals, medical centers, and clinics in today's private and government-run dialysis centers. In addition to studying concepts and hands-on applications required of today's dialysis technicians, students will also gain an understanding of diagnostic and procedural terminology as it relates to the field of hemodialysis.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the field of hemodialysis. Additionally, professionalism and general communication topics, deemed to be essential for healthcare workers, are also taught.

Classroom instruction includes both lecture and hands-on applications of clinical and laboratory infection control procedures. Students study all aspects of Dialysis to include: The History and Environment of Hemodialysis Systems; Pre, Intra, and Post Hemodialysis Procedures; Dialysis Complications; Vascular Access, Reprocessing and Water Treatment; Psychosocial Issues; Dietary Regulation; and blood chemistries related to Dialysis.

Instruction in the clinical externship facilities include: preparation of artificial dialyzers, physical pre, intra, and post assessments, data collection, fluid management, initiating and concluding dialysis, access to the circulation, patient and equipment monitoring, universal and dialysis precautions, and the treatment of routine hemodialysis problems in accordance with the standard dialysis policies and procedures of the facilities. All students completing their clinical externship rotation are directly supervised by a registered nurse.

Module	Module Title	Total Contact Hours	Total Credit Units
Module A	Overview of Dialysis	80	7.0
Module B	Hemodialysis History & Environment	80	7.0
Module C	Hemodialysis Systems	80	6.0
Module D	Pre, Intra & Post Hemodialysis Procedures	80	5.0
Module E	Complications of Dialysis	80	5.0
Module F	Vascular Access	60	5.0
Module G	Reprocessing & Water Treatment	80	6.0
Module X	Externship	200	6.0
	TOTAL	740	47.0

**This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

Module A - Overview of Dialysis

7.0 Quarter Credit Hours

The module is designed to familiarize the student with the dialysis patient and to present the main topics of the other modules within this program. This module must be taken first in order to provide the student with the basic knowledge required to successfully complete the other modules. Prerequisite: None. Lecture hours: 60.0 Lab hours: 20.0 Other Hours: 0.0

Module B - Hemodialysis History & Environment

7.0 Quarter Credit Hours

This module describes the history of dialysis including the development of the technology in the Medicare End-Stage Renal Disease Program. This module also discusses issues in quality of dialysis care and ways to measure that quality including continuous quality improvement in the development of clinical practice guidelines. Finally this module describes national professional organizations for dialysis technicians and discusses professionalism in the dialysis setting. This module will familiarize the student with the various renal care team members and will discuss the employment opportunities that the renal patient care technician has available to him/her. The student will also be introduced to the commonly prescribed medications and lab tests that the renal patient requires. Prerequisite: Module A. Lecture hours: 60.0 Lab hours: 20.0 Other Hours: 0.0

Module C - Hemodialysis Systems

6.0 Quarter Credit Hours

Dialyzers and dialyzer efficacy, hemodialysis delivery systems and dialysate are described as the important aspects of dialysis. Monitoring systems are described and the importance of careful monitoring is discussed with the technician being the most important monitor of the patient's hemodialysis treatment. Measuring dialysis adequacy and factors that can affect the hemodialysis treatment are also described. Prerequisite: Module A. Lecture hours: 40.0 Lab hours: 40.0 Other Hours: 0.0

Module D - Pre, Intra, & Post Hemodialysis Procedures	5.0 Quarter Credit Hours
<p>This module helps the technician to understand the rationale behind the procedures that he or she will need to learn. It breaks the numerous complex tasks that make up a dialysis treatment into manageable pieces, organized to cover the process from equipment preparation to equipment clean-up.</p>	
<p>Each procedure is named and described with a purpose providing the reason for the procedure and key points offering suggestions, cautions, tips and guidelines. In addition to treatment procedures, this module discusses patient and staff safety issues including body mechanics, dealing with emergency situations and preventing infection and disease in the unit. General issues such as medication administration, blood samples for laboratory tests and documentation are also covered in detail. Prerequisite: Module A. Lecture hours: 20.0 Lab hours: 60.0 Other Hours: 0.0</p>	
Module E - Complications of Dialysis	5.0 Quarter Credit Hours
<p>In this module, students will gain an understanding of how dialyzer reprocessing takes place and will be able to practice the various steps involved during the procedure. Subjects covered include: the history of dialyzer reprocessing and its relationship to the Medicare ESRD Program; the benefits of dialyzer reprocessing to patients and the risks of dialyzer reprocessing to patients and staff members; the precautions that are required by staff members to ensure safety for both patients and themselves during dialyzer reprocessing; the federal regulations that apply to quality control procedures for reprocessing of dialyzers; medical terminology; professional development. Prerequisite: Module A. Lecture hours: 20.0 Lab hours: 60.0 Other Hours: 0.0</p>	
Module F - Vascular Access	5.0 Quarter Credit Hours
<p>In this module, the student will learn about the importance of vascular access, and how without its proper functioning, the patient cannot receive adequate dialysis. Subjects covered include: The importance of vascular access; the history of vascular access, including major types of permanent and temporary vascular access; types of anastomosis used for internal arteriovenous fistulae; steps involved in appropriate needle insertion for arteriovenous fistulae and grafts; steps involved in appropriate connection of a catheter used for dialysis; the technique used to determine direction of blood flow within an internal arteriovenous access; management of thrombosis, infection, hematoma, bleeding, steal syndrome, aneurysm and pseudo-aneurysm, and catheter dislodgement; medical terminology; professional development. Prerequisite: Module A. Lecture hours: 40.0 Lab hours: 20.0 Other Hours: 0.0</p>	
Module G - Reprocessing & Water Treatment	6.0 Quarter Credit Hours
<p>In this module, students will learn about the importance of water treatment as it relates to hemodialysis. Subjects covered include: reasons for treatment water used in dialysis; how water becomes impure; types of contaminants that can cause water to become impure, and their effects on the patient; advantages and disadvantages of sediment filters, ultra filters, water softeners, carbon tanks, ultraviolet light, deionizers, and reverse osmosis in the treatment of water for dialysis; use of a typical water treatment monitoring schedule; medical terminology; and professional development.</p>	
<p>This module describes the history of dialyzer reprocessing as well as the benefits and risks for the patients and staff. Safe handling of sterilants and disinfectants is emphasized. The reprocessing procedure is described in detail from preparation to documenting every step of the reprocessing procedure. Federal regulations and guidelines on dialyzer reprocessing including AAMI, FDA, and OSHA are described.</p>	
<p>Also this module details the purpose of water treatment as well as the contaminants that must be removed to prevent harm to patients. Each component of the water treatment system is described and the student will learn how to monitor each piece of equipment to ensure that it is functioning properly. AAMI and EPA regulations regarding water treatment and water quality are described. Prerequisite: Module A. Lecture hours: 40.0 Lab hours: 40.0 Other Hours: 0.0</p>	
Module X – Externship	6.0 Quarter Credit Hours
<p>This course is 200-hours of unpaid, supervised, practical in-service in a hospital, dialysis center, medical office, or clinic in which the student practices direct application of all hands-on and didactic skills, and any other functions required of the dialysis technician. Prerequisite: All classes in the Dialysis Technician Core must be completed prior to enrollment. (Modules A-G) Lecture hours: 0.0 Lab hours: 0.0 Other hours: 200.0</p>	

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	750	55	9 months	Dekalb, Norcross	3-0

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 750-hour program consists of one pre-requisite course, eight self-contained units of learning called modules, and a 30 hour clinic, which the student must complete before they graduate. Each student must successfully complete the pre-requisite course before moving on to any one of the remaining modules in the program. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Module	Module Title	Lecture Hours	Lab Hours	Other Hours	Total Contact Hours	Quarter Credit Units
Prerequisite Course						
MTD100	Introduction to Massage Therapy	40	40	0	80	6.0
Modular Courses						
MTD201	Business and Ethics	40	40	0	80	6.0
MTD237	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	40	40	0	80	6.0
MTD263	Eastern Theory and Practice	40	40	0	80	6.0
MTD220	Energy & Non-Traditional Therapies, Wellness & CPR	40	40	0	80	6.0
MTD282	Deep Tissue, Myofascial Release & Pin and Stretch	40	40	0	80	6.0
MTD214	Neuromuscular/Trigger Point and Muscle Energy Techniques	40	40	0	80	6.0
MTD246	Clinical and Sports Massage	40	40	0	80	6.0
MTD295	Health and Wellness	40	40	0	80	6.0
MTD278	Massage Therapy Clinic	0	0	30	30	1.0
PROGRAM TOTAL		360	360	30	750	55.0

Massage Therapy Clinic hours are to be scheduled throughout the last three modules of training.

<p>MTD100 – Introduction to Massage Therapy</p> <p>This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion of the shoulder, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	6.0 Quarter Credit Hours
<p>MTD201 - Business and Ethics</p> <p>This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, and chair massage. Prerequisite MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	6.0 Quarter Credit Hours
<p>MTD237 – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage</p> <p>This module is designed to provide the student with the theory & hands-on skills involved in practicing Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	6.0 Quarter Credit Hours
<p>MTD263 – Eastern Theory and Practice</p> <p>This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	6.0 Quarter Credit Hours

MTD220 – Energy & Non-Traditional Therapies, Wellness & CPR	6.0 Quarter Credit Hours
<p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
MTD282- Deep Tissue, Myofascial Release & Pin and Stretch	6.0 Quarter Credit Hours
<p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
MTD214 – Neuromuscular/Trigger Point and Muscle Energy Techniques	6.0 Quarter Credit Hours
<p>This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
MTD246 - Clinical and Sports Massage	6.0 Quarter Credit Hours
<p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review of the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
MTD295 – Health and Wellness	6.0 Quarter Credit Hours
<p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: MTD100 Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	
MTD278 – Massage Therapy Clinic	1.0 Quarter Credit Hours
<p>This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or ‘mock’ clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: Successful completion of 6 of the 9 modules and Instructor approval. Students may be able to start the clinic prior to the 6th module with instructor approval. Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 30.0.</p>	

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	54	9 months	Dekalb*, Norcorss*	1-0
*No longer enrolling new students in this version of the program. New students at the Dekalb and Norcross campuses will be enrolled in the Massage Therapy program on the preceding page.					

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine self-contained units of learning called modules. Included in this program are 225 hours of Anatomy and Physiology, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodyworks, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Business and Ethics	80	6.0
MODULE B	Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease	80	6.0
MODULE C	Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage	80	6.0
MODULE D	Eastern Theory and Practice	80	6.0
MODULE E	Energy & Non-Traditional Therapies, Wellness & CPR	80	6.0
MODULE F	Deep Tissue, Myofascial Release & Pin and Stretch	80	6.0
MODULE G	Neuromuscular/Trigger Point and Muscle Energy Techniques	80	6.0
MODULE H	Clinical and Sports Massage	80	6.0
MODULE I	Health and Wellness	80	6.0
PROGRAM TOTAL		720	54.0

Major Equipment

Massage Tables	Massage Chairs
CPR Manikins	Anatomical Charts
AV Equipment	

Module A - Business and Ethics

6.0 Quarter Credit Hours

This module is designed to provide students with an understanding of the job opportunities in the massage industry while building core computer and business skills. Professionalism, ethical practice, the law as it relates to massage and communication are discussed. Clinical practice in Swedish massage, chair massage and integrated techniques continues to build the massage therapist's practical skills. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module B – Swedish Massage, Western Theory & History, Practice & Mechanisms of Health & Disease

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish massage. Also covered in this module are joint classification, range of motion for shoulder, and Western theory & history. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module C – Swedish Massage, Pre-Natal, Post-Natal and Infant, & Elder/Geriatric Massage

6.0 Quarter Credit Hours

This module is designed to provide the student with the theory & hands-on skills involved in practicing a form of massage known as Swedish Massage. Also covered in this module is range of motion for hip, pre-natal, post-natal, infant & elder/geriatric massage. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

Module D – Eastern Theory and Practice

6.0 Quarter Credit Hours

This module is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork. The student will also learn the immune and lymphatic systems. For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

<p>Module E – Energy & Non-Traditional Therapies, Wellness & CPR</p> <p>This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including Polarity and Beginning Reiki hand-placements. The student will be introduced to basic health and wellness concepts including CPR. This module will also provide the student with the understanding of the Integumentary System and musculature of the forearms and hands. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F - Deep Tissue, Myofascial Release & Pin and Stretch</p> <p>This module is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. In addition students will develop an understanding of the digestive system, urinary system and the muscles of the anterior neck. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – Neuromuscular/Trigger Point and Muscle Energy Techniques</p> <p>This module is designed to provide the student with the understanding and knowledge of neuromuscular techniques (NMT), muscle energy techniques (MET) and trigger point therapy and the assessment skills necessary for these modalities. The student will also learn the nervous system and the musculature of the deep posterior spinal muscles. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module H - Clinical and Sports Massage</p> <p>This module is designed to provide the student with the understanding and knowledge of clinical and sports massage techniques and the assessment skills necessary for these modalities. The student will also learn the assessment skills, charting/documentation, clinical applications and focus within the endocrine system with a review or the nervous system (CNS/PNS). For specific musculature covered for this module please refer to the anatomy and physiology outline. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module I – Health and Wellness</p> <p>This module is designed to provide the student with an overall understanding of the skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Prerequisite: None. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.</p>	<p>6.0 Quarter Credit Hours</p>

MASSAGE THERAPY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	49.5	36 weeks	Atlanta, Jonesboro, Marietta	1-0

The Massage Therapy Program is an entry-level program in the area of soft tissue dysfunction/massage therapy. The student will gain a solid foundation in anatomy and physiology and various other medical courses. The student will demonstrate competency and skill in massage techniques, documentation, and business areas.

The Massage Therapy Program graduate will have diverse opportunities for employment in health clubs, massage clinics, day spas, chiropractor's offices, pain clinics, sports teams, rehabilitation centers, neuromuscular clinics, naturopathic physicians' offices, orthopedic offices, dental offices, athletic clubs and home/office settings.

Course Number	Course Title	Clock Hours	Credit Hours
MT 101D-F	Swedish Massage	112	4.5
MT 102A-C	Neuromuscular Therapy	112	4.5
MT 103A	Orthopedic Assessment	32	2.0
MT 104	Onsite Chair Massage	16	1.0
MT 105	Intro to Clinic Practicum and HIV/AIDS	16	1.0
MT 106	Clinic Practicum	64	2.0
MT 107A	Anatomy & Physiology I	32	3.0
MT 108A	Anatomy & Physiology II	32	3.0
MT 109A	Anatomy & Physiology III	32	3.0
MT 110B	Anatomy & Physiology IV	32	3.0
MT 111C-D	Movement Anatomy	48	4.5
MT 112A	Law & Ethics	16	1.5
MT 113A	Business Success	16	1.5
MT 114A	Hydrotherapy	16	1.5
MT 115A	Pathology	16	1.5
MT 116A	Essentials of Documentation	16	1.5
MT 118A	Medical Terminology	16	1.5
MT 120B	Introduction to Herbs & Nutrition	16	1.5
MT 121E	Adjunctive Therapies Overview	16	1.5
MT 121F	Adjunctive Therapies Overview	16	1.5
MT 121G	Adjunctive Therapies Overview	16	1.5
MT 121H	Adjunctive Therapies Overview	16	1.5
MT 122A	Stress Management/CPR	16	1.5
	Program Total	720	49.5

Major Equipment

Massage Tables Massage Chairs
 CPR Manikins Anatomical Charts
 AV Equipment

MT101D-E SWEDISH MASSAGE 4.5 Quarter Credit Hours Fundamentals of Swedish Massage, a relation based therapeutic form of massage, will include physiologic effects and techniques focusing on effleurage, petrissage, friction, vibration and tapotement. Body mechanics, joint range of motion and deep tissue massage will be covered. Prerequisite: None. Lec Hrs: 024, Lab Hrs: 088, Other Hrs: 000
MT102A-C INTRODUCTION TO NEUROMUSCULAR THERAPY 4.5 Quarter Credit Hours This course addresses the theory and application of neuromuscular therapy and technique. Physiological principals, assessments and treatment of myofascial trigger points and soft tissue dysfunction will be addressed. Various applications of neuromuscular therapy also will be addressed. Prerequisite: None. Lec Hrs: 024, Lab Hrs: 088, Other Hrs: 000
MT103A ORTHOPEDIC ASSESSMENT 2.0 Quarter Credit Hours This course introduces the student to basic orthopedic assessment techniques for evaluation and treatment of common soft tissue dysfunction and injury. Active and passive range of motion tests, manual resistive tests, and an overview of common conditions and assessments by anatomic region will be introduced. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 016, Other Hrs: 000
MT104 ONSITE CHAIR MASSAGE 1.0 Quarter Credit Hours This course introduces the student to onsite seated massage. Students will learn techniques to perform a fifteen minute seated massage. Prerequisite: None. Lec Hrs: 008, Lab Hrs: 008, Other Hrs: 000

MT105 INTRODUCTION TO CLINIC PRACTICUM and HIV/AIDS AWARENESS	1.0 Quarter Credit Hours
Students are introduced to the proper procedure for performing massages in a supervised clinical setting. Students will practice massage techniques and explore the logistics and operations of running a professional clinic. Scheduling appointments, SOAP charting, assessment, documentation, and medical history evaluations are part of the clinic experience. Students are required to perform four (4) student massages in a supervised clinical setting prior to Clinic Practicum (MS106). Students are introduced to issues relating to HIV/AIDS infection and how this effects massage therapy. Pathology transmission and prevention of disease will be discussed. Prerequisite: None. Lec Hrs: 012, Lab Hrs: 004, Other Hrs: 000	
MT106 CLINIC PRACTICUM	2.0 Quarter Credit Hours
Students will perform massages in a supervised clinical setting. Students practice massage techniques and learn to operate a professional clinic through experience. Scheduling appointments, SOAP charting, assessment, documentation and medical history evaluation are part of the clinic experience. Students are required to perform thirty (30) massages in a supervised clinical setting. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 064, Other Hrs: 000	
MT107A ANATOMY & PHYSIOLOGY I	3.0 Quarter Credit Hours
Students thoroughly explore the structure and function of the human body. Besides providing an introduction to basic anatomical terms, the course covers the pathology of the various systems. Cellular structures, integumentary, skeletal, muscular, and digestive systems are covered in the course. Emphasis is placed on the musculoskeletal, nervous, and circulatory systems as they are relevant to massage therapy. Relevant pathological conditions as they relate to body systems will also be introduced. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000	
MT108A ANATOMY & PHYSIOLOGY II	3.0 Quarter Credit Hours
Students will explore the structure and function of the human body. The course covers the pathology of the various systems including cellular structures, integumentary, skeletal, muscular, and digestive systems. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000	
MT109A ANATOMY & PHYSIOLOGY III	3.0 Quarter Credit Hours
Students will explore the structure and function of the human body. The course covers the pathology of the various systems including cellular structures, integumentary, skeletal, muscular, and digestive systems. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000	
MT110B ANATOMY & PHYSIOLOGY IV	3.0 Quarter Credit Hours
Students will further explore the structure and function of the human body. Prerequisite: None. Lec Hrs: 032, Lab Hrs: 000, Other Hrs: 000	
MT111C-D MOVEMENT ANATOMY	4.5 Quarter Credit Hours
This course is a thorough and comprehensive study of the musculoskeletal system and muscle groups that provide the elements of motion. Emphasis is placed on origin, insertion, action, function and nerves. This course offers a "hands on" approach with the use of armatures to build musculature. Prerequisite: None. Lec Hrs: 048, Lab Hrs: 000, Other Hrs: 000	
MT112A LAW AND ETHICS	1.5 Quarter Credit Hours
This course explores the ethical and legal issues in the massage therapy profession. Credentialing, right of refusal, client boundaries and confidentiality will be discussed. The history and development of massage therapy is also covered. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT113A BUSINESS SUCCESS	1.5 Quarter Credit Hours
This course is designed to teach students the aspects of successful business practice. Topics include marketing, advertising, independent contracting and basic accounting principles. Students will prepare a formal business plan, business cards, and a brochure. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT114A HYDROTHERAPY	1.5 Quarter Credit Hours
This course introduces the student to hydrotherapy. Students will learn the physiologic and therapeutic effects and applications of heat therapy, cryotherapy, and contrast therapy in the treatment of disease and trauma. Students will learn physiologic effects and applications of vapor treatments and balneology, and gain an understanding of articular dysfunction and the use of therapeutic applications. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT115A PATHOLOGY	1.5 Quarter Credit Hours
This course introduces the student to some of the most common ailments and conditions the massage therapist will encounter in practice. Students will learn indications and contraindications for massage, and when to refer a client. Topics include carpal tunnel syndrome, rotator cuff injuries, fibromyalgia, chronic pain syndrome, myofascial pain, arthritis, and diabetes. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT116A ESSENTIALS OF DOCUMENTATION	1.5 Quarter Credit Hours
This course teaches the essentials for documenting and assessing a client within the scope of practice. Topics include SOAP charting skills, interview and listening skills, medical history/intake forms, documentation/assessment of injury, and when to refer. The student is introduced to CPT/ICD-9 coding for office visits. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT118A MEDICAL TERMINOLOGY	1.5 Quarter Credit Hours
This course will introduce the student to the most commonly used medical terms and abbreviations as they apply to various medical facilities. A systems approach method will be utilized. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT120B INTRODUCTION TO HERBS AND NUTRITION	1.5 Quarter Credit Hours
This course is a basic introduction to herbology and nutrition. The student will gain a basic knowledge of herbs and their actions and the importance of holistic nutrition in achieving the greatest level of health and fitness. Information will also be provided on vitamin and mineral supplementation, herbs, herb supplement, actions-hot/cold herbs, common use of herbs, and medicinal effects of herbs. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT121E ADJUNCTIVE THERAPIES OVERVIEW	1.5 Quarter Credit Hours
Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	
MT121F ADJUNCTIVE THERAPIES OVERVIEW	1.5 Quarter Credit Hours
Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000	

<p>MT121G ADJUNCTIVE THERAPIES OVERVIEW Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000</p>	<p>1.5 Quarter Credit Hours</p>
<p>MT121H ADJUNCTIVE THERAPIES OVERVIEW Introduces students to a variety of adjunctive therapies. The class integrates Eastern and Western modalities and students will learn how to integrate these therapies into their massage therapy. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000</p>	<p>1.5 Quarter Credit Hours</p>
<p>MT122A STRESS MANAGEMENT/CPR/FIRST AID This course introduces the student to the effects of stress on the body, both emotionally and physically. Stress reduction techniques will be discussed and demonstrated. This course is also designed to help the student recognize and respond to life threatening emergencies through principles and skills defined by the American Heart Association. Students will also learn basic first aid techniques. Prerequisite: None. Lec Hrs: 016, Lab Hrs: 000, Other Hrs: 000</p>	<p>1.5 Quarter Credit Hours</p>

MEDICAL ADMINISTRATIVE ASSISTANT

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Atlanta, Dekalb, Jonesboro, Marietta, Norcross	1-0

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. This campus provides practice in using personal computers, calculators, transcription machines and tele-trainers. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand-alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G, students participate in a 160-clock-hour externship.

Completion of the Medical Administrative Assistant program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Patient Billing and Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	Program Total	720	47

Major Equipment

Autoclave	Calculators
Personal Computers	Patient Examination Table
Stethoscopes	Sphygmomanometer
Transcription Machine	

<p>Module A - Office Finance</p> <p>Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module B - Patient Processing and Assisting</p> <p>In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is also taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module C - Medical Insurance</p> <p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module D - Insurance Plans and Collections</p> <p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>

<p>Module E - Patient Billing and Office Procedures</p> <p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F - Patient Care and Computerized Practice Management</p> <p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G - Dental Administrative Procedures</p> <p>This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will also become familiar with essential dental terminology. Prerequisites: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X – Externship</p> <p>Upon successful completion of classroom training, medical administrative assistant students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisites: Completion of Modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>

MEDICAL ASSISTING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Atlanta, Dekalb, Jonesboro, Marietta, Norcross	1-1

The Medical Assisting Program (diploma) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship. This constitutes a supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions as a medical assistant.

Completion of the Medical Assisting Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	720	47.0

Major Equipment

Ace bandages in assorted sizes	Canes
CPR manikins – infant, adult	Anatomical charts
Autoclave	Biohazard containers
Bandage and dressing supplies – tape, gauze rolls, sterile gauze squares, band-aids	
Blood pressure cuffs and wall-mounted units (sphygmomanometers)	
Anatomical models – brain, lung, kidney, ear, eye, heart, torso	
Centrifuge, microhematocrit and test tube	

MODULE A - Patient Care and Communication

6.0 Quarter Credit Hours

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

MODULE B - Clinical Assisting and Pharmacology

6.0 Quarter Credit Hours

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

<p>MODULE C - Medical Insurance, Bookkeeping and Health Sciences</p> <p>Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>MODULE D - Cardiopulmonary and Electrocardiography</p> <p>Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>MODULE E - Laboratory Procedures</p> <p>Module E introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>MODULE F - Endocrinology and Reproduction</p> <p>Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>MODULE G - Medical Law, Ethics and Psychology</p> <p>Module G covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>MODULE X - Externship</p> <p>Upon successful completion of Modules A through G, Medical Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. Prerequisite: Completion of Modules A through G. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	8 months	Norcross, Dekalb	2-0

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The Medical Insurance Billing and Coding Program is a 720 Clock Hours/47.0 Credit Unit course of study, consisting of seven individual learning units, called modules. Students are required to complete all modules, starting with Module MEDINTRO and continuing in any sequence until all seven modules have been completed. After the MEDINTRO Introductory Module is completed, the remaining six modules stand alone as units of study. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion all modules, students participate in an externship. This consists of 160 Clock Hours of hands-on experience working either in a tutorial classroom setting called a practicum or in an outside facility in the field of medical insurance billing and coding.

Upon successful completion of all program courses, students will be awarded a diploma.

Module	Module Title	Total Contact Hours	Quarter Credit Hours
MEDINTRO	Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel	80	6.0
MIBCL	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems	80	6.0
MIBGU	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitorurinary System	80	6.0
MIBIE	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology	80	6.0
MIBMS	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System	80	6.0
MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	80	6.0
MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	80	6.0
MIBE	Externship	160	5.0
	PROGRAM TOTAL	720	47.0

Major Equipment : Calculators, Personal Computers

<p>Module MEDINTRO</p> <p>This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>Introduction to Medical Terminology, Keyboarding, Word Processing, Basic Math, Insurance Coding, and Administrative Duties of Medical Personnel</p> <p style="text-align: right;">6.0 Quarter Credit Hours</p>
<p>Module MIBCL</p> <p>This module presents a study of basic medical terminology focused on the cardiovascular system, and the lymphatic system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding</p>	<p>Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Cardiovascular and Lymphatic Systems</p> <p style="text-align: right;">6.0 Quarter Credit Hours</p>

conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBGU Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Genitourinary System 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the genitourinary system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBIE Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Integumentary and Endocrine Systems, and Pathology 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBMS Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Musculoskeletal System 6.0 Quarter Credit Hours

This module presents a study of basic medical terminology focused on the musculoskeletal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000

Module MIBRG	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Respiratory and Gastrointestinal Systems	6.0 Quarter Credit Hours
<p>This module presents a study of basic medical terminology focused on the respiratory system and the gastrointestinal system. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
Module MIBSN	Anatomy & Physiology, Medical Terminology, Diagnostic and Procedural Coding of the Sensory and Nervous Systems, and Psychology	6.0 Quarter Credit Hours
<p>This module presents a study of basic medical terminology focused on the sensory system, the nervous system, and psychology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment including medical billing software, Word and Excel. The major medical insurances and claims form processing is presented in an ongoing approach to build this skill set. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as, the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions, and medication uses in relation to body systems and medical terminology. To prepare the student to comprehend the complexity of the health care system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management. Prerequisite: MEDINTRO. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>		
<p>Once a student has completed all modules, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</p>		
Module MIBE	Externship	5.0 Quarter Credit Hours
<p>Upon successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules MIBINTRO, MIBCL, MIBGU, MIBIE, MIBMS, MIBRG, and MIBSN. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>		

MEDICAL INSURANCE BILLING AND CODING

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	560	35	6 months	Atlanta, Dekalb*, Jonesboro**, Marietta, Norcross*	1-0
*No longer enrolling new students in this version of the program. New students at will be enrolled in the Medical Insurance Billing and Coding program on the preceding pages.					
**No longer enrolling new students in this program.					

The Medical Insurance Billing and Coding Program is designed to prepare students for entry level positions as medical insurance billers and coders in today's health care offices, clinics and facilities. Students study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through E, students participate in a 160-clock-hour externship or practicum.

Completion of the Medical Insurance Billing and Coding Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship		
Program Total		560	35

*Either a Practicum or an Externship, but not both

Major Equipment: Calculators, Personal Computers

<p>Module A – Introduction to Medical Insurance and Managed Care</p> <p>Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	6.0 Quarter Credit Hours
<p>Module B – Government Programs</p> <p>Module B develops students' proficiency in preparing and processing insurance claims, as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	6.0 Quarter Credit Hours
<p>Module C – Electronic Data Interchange and Modifiers</p> <p>Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	6.0 Quarter Credit Hours

<p>Module D – Medical Documentation, Evaluation, and Management</p> <p>Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module E - Health Insurance Claim Forms</p> <p>Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.</p>	
<p>Module F – Practicum</p> <p>Upon successful completion of Modules A through E, Medical Insurance billing/coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by an instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A - E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>
<p>Module X – Externship</p> <p>Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation. Prerequisite: Successful completion of Modules A – E. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 160</p>	<p>5.0 Quarter Credit Hours</p>

PATIENT CARE TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	51	9 months (day and evening) 11 months (evening, Marietta only)	Atlanta, Jonesboro, Marietta*	0-0

*No longer enrolling new students.

In recent years the patient care technician profession has become indispensable to the health care field. Much of the reason for this is because of the many skills this multi-faceted occupation employs. Not only have physicians and nurses become more reliant on the PCT, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Patient Care Technicians have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Patient Care Technician Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as nursing assistants, home health aides, physical therapy and occupational therapy aides, phlebotomists, EKG Technicians, and of course, patient care technicians. Since PCTs are "cross-trained" in a number of clinical procedures, they are capable of filling a variety of entry-level positions currently in large demand throughout the health care industry.

This training program is divided into nine learning units called modules. Students must complete modules A through D before they can go on to E, which is their first clinical rotation. Before completing their second clinical rotation, which is module I, they must complete modules F through H. All modules, except C, E, and I, stand alone as units of studies and are not dependent upon previous training.

Completion of the Patient Care Technician Program is acknowledged by the awarding of a diploma.

Module	Module Title	Clock Hours	Credit Hours
Module A	Basic Healthcare Concepts	80	8.0
Module B	Anatomy & Physiology and Medical Terminology	80	8.0
Module C	Nursing Fundamentals I	80	6.0
Module D	Nursing Fundamentals II	80	6.0
Module E	Clinical Rotation I	80	2.5
Module F	Phlebotomy and Electrocardiography	80	6.0
Module G	Physical Therapy and Occupational Therapy	80	6.0
Module H	Clerical Skills	80	6.0
Module I	Clinical Rotation II	80	2.5
Program Total		720	51.0

Major Equipment

Stethoscope	Littman Nursing model or equivalent
Uniforms	Closed toe shoes

Module A – BASIC HEALTHCARE CONCEPTS	8.0 Quarter Credit Hours
Module A provides the student with an overall understanding and introduction to the field of healthcare, particularly as it relates to the "multi-skilled" Patient Care Technician. Included in this module is an introduction to healthcare, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Prerequisite: None. Lec Hrs: 080, Lab Hrs: 000, Other Hrs: 000	
Module B – ANATOMY AND PHYSIOLOGY AND MEDICAL TERMINOLOGY	8.0 Quarter Credit Hours
Module B is concerned with providing the student with an understanding of anatomy and physiology. In addition to covering all body systems, students also become acquainted with the terminology associated with these systems, as well as common disorders and diseases affecting each. Prerequisite: None. Lec Hrs: 080, Lab Hrs: 000, Other Hrs: 000	
Module C – NURSING FUNDAMENTALS I	6.0 Quarter Credit Hours
Module C provides the student with the theory and hands-on applications involved in providing basic patient care as it would be required by a certified nursing assistant and/or patient care technician. Some of these skills include taking and recording vital signs, providing personal patient care, admitting, transferring and discharging patients, providing restorative care and meeting the patients physical and psycho-social needs. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
Module D – NURSING FUNDAMENTALS II	6.0 Quarter Credit Hours
Module D provides the student with the theory and hands-on skills involved in providing advanced patient care and home health care. Some of these skills include providing therapeutic diets, infection control, body mechanics, and caring for the client/patient in the home care setting. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000	
Module E – CLINICAL ROTATION I	2.5 Quarter Credit Hours
Upon successful completion of Modules A, B, C, and D, patient care technician students are given the opportunity to participate in their first clinical rotation. This provides the students with an opportunity to work with patients and apply the principles and practices learned in the classroom and laboratories. Students work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. Students will be evaluated by supervisory personnel at the halfway point and at the completion of the rotation. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 080, Other Hrs: 000	

<p>Module F – PHLEBOTOMY AND ELECTROCARDIOGRAPHY</p> <p>Module F will provide the students with the theory and hands-on skills involved in phlebotomy and electrocardiography. Some of these skills include learning about the professions of both phlebotomy and electrocardiography, performing basic laboratory skills, including blood withdrawal and specimen collection, and learning how to take and record electrocardiograms and how to interpret basic EKGs for possible abnormalities. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G – PHYSICAL THERAPY AND OCCUPATIONAL THERAPY</p> <p>In Module G, students will have the opportunity to learn the basic theory and hands-on applications involved in the field of physical therapy and occupational therapy as they relate to the patient care technician, the physical therapy aide, and the occupational therapy aide. Some of the skills covered in this module include performing basic procedures required of physical therapy and occupational therapy aides and identifying various therapeutic modalities used in both physical therapy and occupational therapy. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module H – CLERICAL SKILLS</p> <p>In this module, students will be given the opportunity to learn some of the basic clerical and administrative procedures required of the patient care technician in the hospital and health care environment. Some of these skills include working with various types of communication devices, medical chart preparation, and transcribing medical and physician's orders. Prerequisite: None. Lec Hrs: 040, Lab Hrs: 040, Other Hrs: 000</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module I – CLINICAL ROTATION II</p> <p>Upon completion of Modules F, G, and H, students will be given the opportunity to complete their second clinical rotation. As with their first rotation, during this time, the student will be given the opportunity to apply what they have learned in the classroom and laboratory, to the "real-life" clinical facility. As part of their experiences, students may rotate throughout various departments within the clinical facility, including patient care units, physical therapy, cardiology, the laboratory, central service, and admitting and the business office. Students will once again work under the direct supervision of qualified personnel in participating institutions and under the general supervision of the school staff. All students will be evaluated at the halfway point and at the conclusion of the clinical experience. Patient care technician must complete both clinical rotations in order to fulfill their requirements for graduation. Prerequisite: None. Lec Hrs: 000, Lab Hrs: 000, Other Hrs: 080</p>	<p>2.5 Quarter Credit Hours</p>

PHARMACY TECHNICIAN

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	720	47	32 weeks	Atlanta, Jonesboro	1-0

The Pharmacy Technician Diploma program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB).

Module	Module Title	Total Contact Hours	Quarter Credit Units
MODULE A	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
MODULE B	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
MODULE C	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
MODULE D	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
MODULE E	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	6.0
MODULE F	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
MODULE G	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
MODULE X	Clinical Externship	160	5.0
	PROGRAM TOTAL	720	47.0

Module A Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems 6.0 Quarter Credit Hours

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services are discussed. Conversions and calculations used by pharmacy technicians will be discussed along with drug dosages in units and working with compounds, admixtures, and parenteral and IV medications. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module B Aspects of Retail Pharmacy and Pharmacology of the Nervous System 6.0 Quarter Credit Hours

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module C History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice 6.0 Quarter Credit Hours

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

Module D Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses 6.0 Quarter Credit Hours

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0

<p>Module E Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System</p> <p>In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy. Students will learn about migraine headaches, analgesics and drugs for NSAID. Use of computers in the pharmacy practice setting are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module F Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System</p> <p>This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module G Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System</p> <p>This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0</p>	<p>6.0 Quarter Credit Hours</p>
<p>Module X Clinical Externship</p> <p>This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills, gaining experiences in all aspects of drug preparation, and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 160.0.</p>	<p>5.0 Quarter Credit Hours</p>

SURGICAL TECHNOLOGY

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Diploma	1,200	69	48 weeks	Marietta	1-0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1200-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1,200-hour program is preparation of the student to be a competent entry level Surgical Technologist by achievement and demonstration of learning within the following three domains; cognitive (knowledge), affective (behavior), and psychomotor (skills).

Students must document a total of 125 procedures in the first scrub solo role (FSS) or with assist (FSA). Eighty of these procedures must be in the five CORE areas of General, Orthopedics, Otorhinolaryngology (ENT), Gynecology, and Genitourinary (GU). The remaining 45 procedures will be in the SPECIALTY areas, such as:

- Cardiothoracic Endoscopy
- Ophthalmology
- Oral and Maxillofacial
- Plastic and Reconstructive
- Neurosurgery
- Cardiothoracic
- Peripheral Vascular

Within the total 125 procedures, 35 must be in the first scrub solo role (FSS). Students must also fulfill requirements with regard to appropriate distribution for the CORE and Specialty areas and level of complexity. These requirements meet the Core Curriculum for Surgical Technology, 5th Edition

Module	Module Title	Total Contact Hours	Quarter Credit Units
STS 1004	Anatomy and Physiology I	32	3.0
STS 1005	Anatomy and Physiology II	32	3.0
STS 1006	Anatomy and Physiology III	32	3.0
STS 1007	Anatomy and Physiology IV	32	3.0
STS 1008	Career Development	32	3.0
STS 1009	Medical Terminology I	32	3.0
STS 1010	Medical Terminology II	32	3.0
STS 1011	Medical Law & Ethics I	16	1.5
STS 1012	Medical Law & Ethics II	16	1.5
STS 1013	Surgical Technology I	64	4.5
STS 1014	Surgical Technology II	64	4.5
STS 1015	Surgical Technology III	96	6.0
STS 1016	Surgical Technology IV	96	6.0
STS 1017	Microbiology	16	1.5
STS 1018	Microbiology II	16	1.5
STS 1019	Surgical Pharmacology	32	3.0
STS 1020	Externship I	280	9.0
STS 1021	Externship II	280	9.0
TOTAL QUARTER CREDIT HOURS:		1,200	69.0

**This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet the enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

STS 1004 Anatomy & Physiology I	3.0 Quarter Credit Hours
This course is an introduction to the scientific study of the structure of the human body and its parts including relationships and functions of the cells, cellular metabolism and tissues. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1005 Anatomy & Physiology II	3.0 Quarter Credit Hours
This course is a scientific study of the structure of the human body and its parts; including relationships, functions, and disease processes of the integumentary, skeletal, muscular, nervous and special senses. Prerequisite: STS 1004 (Anatomy & Physiology I). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0.	
STS 1006 Anatomy & Physiology III	3.0 Quarter Credit Hours
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the endocrine, blood, cardiovascular, lymphatic and digestive system. Prerequisite: STS 1005 (Anatomy & Physiology II). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1007 Anatomy & Physiology IV	3.0 Quarter Credit Hours
This course is a scientific study of the human body and its parts including the relationships and functions of the respiratory, urinary, and reproductive systems. Prerequisite: STS 1006 (Anatomy & Physiology III). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1008 Career Development	3.0 Quarter Credit Hours
This course is designed to prepare the student for entering the job market in the health field. Topics include professional growth, job hunting skills, and interviewing skills. Emphasis is placed on formulating a professional resume and rendering a successful interview. Prerequisite: None. Lecture Hours: 28.0 Lab Hours: 4.0 Other Hours: 0.0	
STS 1009 Medical Terminology I	3.0 Quarter Credit Hours
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1010 Medical Terminology II	3.0 Quarter Credit Hours
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: STS 1009 (Medical Terminology I). Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1011 Medical Law & Ethics I	1.5 Quarter Credit Hours
This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society. Prerequisite: None. Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1012 Medical Law & Ethics II	1.5 Quarter Credit Hours
This course is designed to help the student understand moral behavior, acceptable standards of conduct, professional relations and professional organizations. In addition to covering laws pertinent to the health care facility, the course outlines various ethical codes and their current impact on society -- includes HIPPA and OSHA training. Prerequisite: (STS 1011 Medical Law & Ethics I). Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1013 Surgical Technology I	4.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding and orientation to the field of surgical technology. Included in this course are professional responsibilities and relations in the operating room environment and the hands-on skills involved in following medical and surgical aseptic techniques, scrubbing, gowning, and gloving and providing basic pre-operative care to the surgical patient. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 32.0 Other Hours: 0.0	
STS 1014 Surgical Technology II	4.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in the use and maintenance of surgical instruments and equipment. This course also introduces robotics and the principles of physics and electricity. Prerequisite: STS 1013 (Surgical Technology I). Lecture Hours: 32.0 Lab Hours: 32.0 Other Hours: 0.0	
STS 1015 Surgical Technology III	6.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in the general, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisite: STS 1014 (Surgical Technology II). Lecture Hours: 32.0 Lab Hours: 64.0 Other Hours: 0.0.	
STS 1016 Surgical Technology IV	6.0 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of the theory and hands-on applications, involved in surgical procedures of the ear, nose, and throat, ophthalmic surgery, plastic surgery, orthopedic surgery, surgery of the nervous system, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: STS 1015 (Surgical Technology III). Lecture Hours: 32.0 Lab Hours: 64.0 Other Hours: 0.0	
STS 1017 Microbiology	1.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them. Additionally, wound healing, as well as the terminology associated with each of these areas of concentration will also be included. Prerequisite: None. Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0	
STS 1018 Microbiology II	1.5 Quarter Credit Hours
This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisite: STS 1017 (Microbiology I). Lecture Hours: 16.0 Lab Hours: 0.0 Other Hours: 0.0	

<p>STS 1019 Surgical Pharmacology</p> <p>This course is designed to provide the student with an overall understanding of the theory and the hands-on applications involved in surgical pharmacology. Prerequisite: None. Lecture Hours: 32.0 Lab Hours: 0.0 Other Hours: 0.0</p>	<p>3.0 Quarter Credit Hours</p>
<p>STS 1020 Externship I</p> <p>During this course the student will spend his or her time in a hospital or clinic working under the supervision of a nurse or operating room technician. This course is the final course of the surgical technology program. Successful completion is required for graduation. All externships must be completed in daytime hours. This course is designed to provide acclimation to the Operating Room through observation of surgical cases, studying and preparing for cases, opening sterile supplies and instruments. Students will second assist surgical procedures. The student will also be introduced to Specialty Surgical procedures to include but not be limited to Orthopedic, ENT, Plastics and Reconstructive and Eyes. The student will also rotate through Central Supply and other surgical areas permitted by the hospital. Prerequisite: STS 1016 (Surgical Technology IV & Mock Final Exam). Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 280.0</p>	<p>9.0 Quarter Credit Hours</p>
<p>STS 1021 Externship II</p> <p>This course is designed to enhance previously learned surgical skills by repetition. Students will show independence in preparing the operating room for surgery, opening surgical cases, setting up the back –table and mayo stand, first assisting surgical cases and turning over the surgical suite. Prerequisite: STS 1020 (Externship I). Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 280.0</p>	<p>9.0 Quarter Credit Hours</p>

QUARTER-BASED PROGRAMS

A quarter is a term approximately 12 weeks in length. All programs are measured in Quarter Credit Units.

RESPIRATORY CARE

Credential	Clock Hours	Credit Units	Length	Campuses	Version
Associate's degree	1,500	108	21 months (7 quarters)	Dekalb*	1-0
*No longer enrolling new students.					

The Respiratory Care Associate in Science Degree Program provides both technical and practical training that will enable the graduate, upon licensure and/or certification, to function as a competent entry-level Respiratory Therapist.

The program provides the student with the basic knowledge of and practice in medical terminology and the metric conversions required in respiratory therapy, cardiopulmonary anatomy and physiology and pulmonary mechanics are studied. Students will learn to recognize normal and abnormal arterial blood gas results, gas physics, oxygen, aerosol and humidity therapy, respiratory pharmacology, bronchial hygiene, airway care and mechanical ventilation. Students will learn the conditions that indicate the use of oxygen therapy and how to assemble and troubleshoot all necessary respiratory equipment.

The program emphasizes classroom didactics, as well as hands-on laboratory practice, and clinical activities (externship). Upon successful completion of the student externship, and the overall program objectives, the graduate will be fully prepared to take the Certified Respiratory Therapy (CRT) examination offered by the National Board for Respiratory Care, Inc. Graduates must take and pass the CRT exam before they can take the NBRC Registered Respiratory Therapy exam.

Program Objectives:

1. To provide a balanced education of the science and ethics of respiratory care practitioners as a member of the health care team through theory, lecture, and application that meets state and national certification requirements.
2. To create both a group learning and individual learning environment that nurtures an in-depth experience in the study of respiratory therapy.
3. To develop the knowledge, specialized skills and understanding of the role of each student in becoming a successful, professional licensed respiratory care practitioner.
4. To create a learning environment that will instill in each student a deep commitment to the services of others and give the students the ability to interface with other health care practitioners.
5. To prepare graduates to become innovative in their role as a professional respiratory therapist in a growing profession through continued education and personal development.

The Respiratory Care Practitioner Program is designed to provide graduates with the knowledge and practical skills needed for employment as a Respiratory Therapist in an acute care hospital or other facility.

The Respiratory Care Practitioner (RCP) program is an Associate Degree Program consisting of 1,500 hours. The program consists of 810 lecture hours, 240 laboratory hours, and 450 clinical hours.

The Associate Degree Program includes General Education Requirements, College Core Requirements and Major Core Requirements in Respiratory Therapy.

General education requirements include anatomy and physiology, English composition I and II, College Business Mathematics, General Psychology and Oral Communications. College Core Requirements include an introduction to Windows, Speed Building Skills, and Medical Terminology. A few of the major core requirements include Microbiology, General Chemistry, Physics, Clinical Medicine, Pulmonary Functions, and Mechanical Ventilation, to name a few.

Upon successful completion of this program, graduates will have received the necessary education to attain a career in the most engaging and exciting fields of health care today. With the skills of a well-trained respiratory therapist, the graduate may work in an entry level position as a respiratory therapist in a variety of health care facilities, including but not limited to acute hospitals, medical clinics, skilled nursing facilities, hospice care facilities, or in private practice.

The Respiratory Care (RC) Program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders.
2. Interpret arterial blood gas values.
3. Perform cardiopulmonary resuscitation, chest auscultation and metered dose inhalation therapy.
4. Collect and discern patient's chart information.
5. Give indications for continuous mechanical ventilation, explain physiological effects, describe problems and corrections and describe how to set up a ventilator.
6. Describe the needs for and application of ventilatory discontinuation techniques.
7. Maintain a patient airway

This program is designed to provide graduates with the knowledge and practical skills needed for employment as a Respiratory Therapist in an acute care hospital or other facility.

The Respiratory Care (RC) therapist is a key member of the medical team, specializing in diagnostics, treatments and procedures in the care of patients with respiratory problems. The graduate will be prepared to take the entry-level certification examination of the National Board for Respiratory Care. The program combines relevant academic studies in the classroom with clinical training in hospitals.

Completion of the Respiratory Care program is acknowledged by the awarding of an Associate of Science Degree with a major in Respiratory Therapy.

**This program requires clinical placement in contracted off campus sites. Sites must be identified and contracted to meet enrollment numbers. This insures placement of the students and decreases the potential for over enrollment.

Course Number	Course Name	Total Contact Hours	Total Credit Units
College Core Requirements			
CGS 2167C	Computer Applications	50	4.0
OST 1141L	Keyboarding	40	2.0
MEA 1239	Medical Terminology	40	4.0
Total Quarter Hours:		130	10.0
Major Core Requirements			
BIO 102	Microbiology	40	4.0
CHM 101	General Chemistry	40	4.0
PHY 101	Physics Mechanics	40	4.0
RT 1001	Integrated Sciences	70	6.0
RT 1002	Medical Gas Therapy	70	6.0
RT 1003	Clinical Applications/Therapeutics	70	6.0
RT 2001	Clinical Medicine I	50	4.0
RT 2010 C	Clinical Practicum I	60	2.0
RT 2002	Clinical Medicine II	50	4.0
RT 2002 C	Clinical Practicum II	75	2.5
RT 3001	Pulmonary Functions and Cardiopulmonary Pathophysiology	50	4.0
RT 3001 C	Clinical Practicum III	75	2.5
RT 3002	Continuous Mechanical Ventilation I	50	4.0
RT 3002 C	Clinical Practicum IV	75	2.5
RT 3003	Continuous Mechanical Ventilation II	50	4.0
RT 3003 C	Clinical Practicum V	75	2.5
RT 3004	Clinical Medicine III Pharmacology and Professional Development	50	4.0
RT 3004 C	Clinical Practicum VI	90	3.0
RT 3005	Respiratory Care Review	50	5.0
Total Quarter Hours		1130	74
General Education Requirements			
BIO 101	Anatomy and Physiology	40	4.0
ENC 1101	Composition I	40	4.0
ENC 1102	Composition II	40	4.0
MAT 1033	College Business Mathematics	40	4.0
PSY 2012	General Psychology	40	4.0
SPC 2016	Oral Communications	40	4.0
General Education Total Quarter Hours:		240	24
Total Quarter Credit Hours Required for Graduation:		1500	108

COURSE DESCRIPTIONS

<p>BIO101 Anatomy & Physiology</p> <p>This course focuses on the basic normal structure and function of the human body. Topics include an overview of each body system, how systems coordinate activities to maintain a balanced state, recognizing deviations from the normal, and medical terminology including word structure and terms related to body structure and function. Prerequisite: None. Lec Hrs. 040 Lab Hrs 000, Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>BIO 102 Microbiology</p> <p>This course provides an introduction to infectious disease agents of significance in individual and community health settings. The course also reviews the characteristics, symptoms, diagnosis, control, and treatment of infectious diseases. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CGS 2167C Computer Applications</p> <p>This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>CHM 101 General Chemistry</p> <p>This course covers the basic principles of general, organic, and biochemistry designed for allied health profession majors. Topics to be covered include elements and compounds, chemical equations, nomenclature, and molecular geometry. Prerequisite: None. Lecture Hours: 040 Lab Hours: 000 Other Hours: 000.</p>	<p>4.0 Quarter Credit Hours</p>

ENC 1101 Composition I	4.0 Quarter Credit Hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 Quarter Credit Hours
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAT 1033 College Business Mathematics	4.0 Quarter Credit Hours
This course addresses the algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MEA 1239 Medical Terminology	4.0 Quarter Credit Hours
This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building, systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented with each unit. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
OST 1141L Keyboarding	2.0 Quarter Credit Hours
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
PHY 101 Physics Mechanics	4.0 Quarter Credit Hours
This course covers statistics, motions of particles and rigid bodies vibratory motion, gravitation, properties of matter, and the flow of fluids. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PSY 2012 General Psychology	4.0 Quarter Credit Hours
This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
RT 1001 Integrated Sciences	6.0 Quarter Credit Hours
This course introduces the students to college policy, the role of RC, and hospital organization. In addition students learn medical terminology and the metric conversions required in respiratory therapy. Cardiopulmonary anatomy and physiology and pulmonary mechanics are studied. Prerequisite: Formal Acceptance in the RC Program. Lec. Hrs. 050 Lab Hrs. 020 Other Hrs. 000	
RT 1002 Medical Gas Therapy	6.0 Quarter Credit Hours
In this course students learn to recognize normal and abnormal arterial blood gas results, gas physics, oxygen, aerosol and humidity therapy. Students learn the conditions that indicate the use of oxygen therapy, the potential hazards, the different oxygen delivery devices, and how to assemble and troubleshoot all necessary equipment. Prerequisite: RT 101. Lec. Hrs. 050 Lab Hrs. 020 Other Hrs. 000	
RT 1003 Clinical Applications/Therapeutics	6.0 Quarter Credit Hours
In this course the student will learn to describe, define and calculate drugs used in Respiratory Care. The student learns the mechanics of bronchodilation and specific bronchodilators used their receptor sites, duration and dosage. An understanding of the indications, dosages and effects of xanthines, parasympatholytics, steroids, and cromolyn sodium are presented. The types and uses of mucokinetics are studied. The student will learn to perform and know indications and contraindications for hyperinflation therapy along with equipment utilized. The student will learn theory and perform CPR. Students also learn to perform auscultation and are able to describe various sounds. Prerequisite: RT 101 & RT 102. Lec. Hrs. 050 Lab Hrs. 020 Other Hrs. 000	
RT 2001 Clinical Medicine I	4.0 Quarter Credit Hours
This course is designed for students to work in both a classroom and clinical site environment. Students learn to perform patient assessments including the need for and application of secretion removal techniques. Students also learn to identify common pathogenic organisms and the various isolation and sterilization techniques. Prerequisite: RT 101, RT 102, & RT 103. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
RT 2001C Clinical Practicum I	2.0 Quarter Credit Hours
This 50-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Students learn to perform patient assessments including the need for and application of secretion removal techniques. Students also learn to identify common pathogenic organisms and the various isolation and sterilization techniques. (Student must complete RT 101, RT 102, RT 103, and RT 201 prior to taking this course). Prerequisite: RT 101, RT 102, RT 103, & RT 201 Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 060	
RT 2002 Clinical Medicine II	4.0 Quarter Credit Hours
In this course students learn to maintain and manage patient's artificial airway. An understanding of the techniques of analysis of analysis of arterial blood gas samples and the physiology involved with various arterial blood gas states is presented. Prerequisite: RT 101, RT 102, RT 103, RT 201, & RT 201C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
RT 2002C Clinical Practicum II	2.5 Quarter Credit Hours
In this course students learn to maintain and manage patient's artificial airway. An understanding of the techniques of analysis of arterial blood gas samples and the physiology involved with various arterial blood gas states is presented. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C & RT 202 Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 075	

<p>RT 3001 Pulmonary Functions & Cardiopulmonary Pathophysiology</p> <p>This course is designed to assist students to identify various types of pulmonary function tests required to render a specific diagnosis, perform testing and determine accurateness. Instruction is given in the various pathologies of the cardiopulmonary systems, and the manifestations and symptoms involved in both restrictive and obstructive pulmonary diseases. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, & RT 202C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>RT 3001C Clinical Practicum III</p> <p>This 75-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. This course is designed to assist students to identify various types of pulmonary function tests required to render a specific diagnosis, perform testing and determine accurateness. Instruction is given in the various pathologies of the cardiopulmonary systems, and the manifestations and symptoms involved in both restrictive and obstructive pulmonary diseases. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, & RT 301. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 075</p>	<p>2.5 Quarter Credit Hours</p>
<p>RT 3002 Continuous Mechanical Ventilation I</p> <p>In this course the student learns the various mechanical ventilators used, examines indications for continuous mechanical ventilation, and learns how to set-up a ventilator. The student learns how to monitor a ventilator patient, apply PEEP/CEAP and apply intermittent mandatory ventilation. Prerequisite: RT 101, RT 102, RT 103, RT 201, 201C, RT 202, RT 202C, RT 301, & RT 301C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>RT 3002C Clinical Practicum IV</p> <p>This 75-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. This course will provide the student with an introduction to the critical care environment, including all aspects of ventilatory support. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, & RT 302. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 075</p>	<p>2.5 Quarter Credit Hours</p>
<p>RT 3003 Continuous Mechanical Ventilation II</p> <p>In this course students learn to apply advanced techniques and proper maintenance in continuous mechanical ventilatory care and long term life support systems. Students team the needs and application ventilatory discontinuation techniques, the various pulmonary disease states associated with ventilator patients, and how to evaluate patient status and response to therapy. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302 and RT 302C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>RT 3003C Clinical Practicum V</p> <p>In this course students learn to apply advanced techniques and proper maintenance in continuous mechanical ventilatory care and long term life support systems. Students team the needs and application ventilatory discontinuation techniques, the various pulmonary disease states associated with ventilator patients, and how to evaluate patient status and response to therapy. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 075</p>	<p>2.5 Quarter Credit Hours</p>
<p>RT 3004 Clinical Medicine III Pharmacology & Professional Development</p> <p>In this course an overview of the anatomy, physiology, and respiratory care of the pediatric and neonatal patient is presented. The student learns the pharmacological agents utilized in the critical areas and its administration, as well as the goals and objectives of pulmonary rehabilitation and patient education. Case studies will be assigned and presented to the class. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303 & RT 303C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>RT 304C Clinical Practicum VI</p> <p>This 90-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. In this course an overview of the anatomy, physiology, and respiratory care of the pediatric and neonatal patient is presented. The student learns the pharmacological agents utilized in the critical areas and its administration, as well as the goals and objectives of pulmonary rehabilitation and patient education. Case studies will be assigned and presented to the class. Emphasis is placed on complete respiratory care for the neonatal and pediatric populations. Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303, RT 303C, & RT 304 Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 090</p>	<p>3.0 Quarter Credit Hours</p>
<p>RT 3005 Respiratory Care Review</p> <p>This course is a comprehensive review of material presented in all of the respiratory classes taken to date. It is intended to prepare the student for the NBRC entry-level exam. The course will combine the use of preparatory texts, computer simulated programs and audio tapes with accompanying Workbooks Prerequisite: RT 101, RT 102, RT 103, RT 201, RT 201C, RT 202, RT 202C, RT 301, RT 301C, RT 302, RT 302C, RT 303, RT 303C, RT 304 & RT 304C. Lec. Hrs. 050 Lab Hrs. 000 Other Hrs. 000</p>	<p>5.0 Quarter Credit Hours</p>
<p>SPC 2016 Oral Communications</p> <p>This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>

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 Melbourne, FL (branch of Everest University, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)

Las Vegas College

Henderson, NV (main campus)

National School of Technology

Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

WyoTech

Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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Paul R. St. Pierre	Peter Waller	President and Chief Operating Officer
Jack D. Massimino	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Linda Arey Skladany	Beth A. Wilson	Executive Vice President, Operations
Hank Adler	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
Alice T. Kane	William Buchanan	Executive Vice President, Marketing
Robert Lee	William Murtagh, Jr.	President, CSI Division
	David Poldoian	President, Online Learning Division
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	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs & Chief Academic Officer
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	Jim Wade	Senior Vice President, Human Resources
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Peter Waller	William Murtagh	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ATLANTA (Main Campus)

ADMINISTRATION		
Open	President	
Open	Director of Finance	
Michelle Hammothe	Director of Education	
Open	Director of Admissions	
Open	Business Manager	
Montrell Dobbins	Director of Career Services	B.S., Middle Tennessee State University
Lucille Fagin	Student Services Coordinator	C.M.A., Richmond Meadows
Brenda Apkins	Sr. Registrar	B.A, Dillard University
Joy Stallworth	Admin. Asst. to President	
Ramona Powell	Senior Student Finance Representative	
Maquita Gilmore	Receptionist	
Teresa Crowe	Student Finance Representative	B.S., Shaw University
Adrienne Robinson	Student Finance Planner	
Latoya Bostic	Student Finance Representative	
Twijauna White	Campus Collection Representative	
Kristi Snellings	Student Accounts Representative	CIS Atlanta Area Tech
Alia Carter	Sr. Externship Coordinator	MA, Bryman College
Jennifer Smith	Externship Coordinator	ACT, B.A., Shorter College
FACULTY		
Coordinators		
Carolyn Harrell	Education Chair, Patient Care	L.P.N, Atlanta Area Technical School of Nursing
Delores Price	Education Chair, Medical Assistant	MA, Bryman College, AA, Axia College
Instructors		
Lawanda Cooke	Instructor- Massage Therapy	MT, Georgia Medical Institute
Leonta Julien	Instructor- Medical Billing	MIBC, Georgia Medical Institute
Onda Wilson	Instructor- Medical Assisting	MA, Georgia Medical Institute
Katrina Border	Instructor- Pharmacy Technician	
Gwendolyn Jordan	Instructor- Medical Assisting	C.M.A., Career Academy
Rosalin Dent	Instructor- MIB	
Sandy Martin	Instructor- Medical Assisting	
Charles Nisiotis,	Instructor- Massage Therapy	MT., St. Pete Jr. College, D.C., Life Chiropractic College
Felicia Oldham	Instructor- Medical Assisting	MA., Ross Medical School
Vickie Snipes	Instructor- Patient Care Technician	L.P.N., Atlanta Area Technical School of Nursing
Kyna Paxton	Instructor- Pharmacy Technician	MA., Clayton State University
Corey Spicer	Instructor- Massage Therapy	MT, Capelli Learning Center
Bettie Green,	Instructor- Patient Care Technician	L.P.N., Miami Dade College
Tonya Lewis	Lead Instructor- Pharmacy Technician	CPhT., Academy of Health Sciences
Arthur White	Instructor- Patient Care Technician/ Medical Assisting	L.P.N., Richmond School of H & T
Tonya Neal	Instructor- Medical Adm. Asst.	

DEKALB

ADMINISTRATION		
Tira Harney-Clay	President	BA Spelman College MS, Stevens Institute of Technology
Ted Neuman	Director of Education	Ed.D., University of Georgia M.S., Illinois State University B.A., University of South Alabama.
Lloyd Jones	Director of Admissions	BBA, Western Michigan University
Carita Wilson	Director of Career Services	BS, Notre Dame College
Debra King	Director of Finance	BA, Baptist College of Charleston, SC
Elena Panchana	Business Manager	BS, DeVry University
Admissions		
Sandra R. Antoine	Admissions Representative	

Angelique Murray	Admissions Representative	MBA, Florida A&M University
Diana Smith	High School Admissions Representative	
Janix Yates	Admissions Representative	BA, Florida State University
Financial Aid		
Marquis C. Wilkins	Student Finance Planner	
FACULTY		
Tonya Olusola	Dialysis Technician Chairperson	CHT, A+, MCSE, CCNA, LPN
Monique Blake	Medical Ins. & Billing Chairperson	
Leroy Tavares, Jr.	Massage Therapy Chairperson	CMT
Marcia Green	Medical Assisting Chairperson	CMA
Christine S. Reilly	Respiratory Care Program Director	BA, Ogelthorpe University BS, Georgia State University; RRT
Traci Braswell	Respiratory Care Clinical Director	BS, Tennessee State University; RRT
Mary Kaye Hooker	Librarian	MLS, University of California - Berkeley MA, Texas A&M University Certified Librarian
Sherry Lee	Registrar	AAS, National Institute of Technology
Sherri Harris	Specialized Program Instructor	BS, DeSales University
Career Services		
Kevin Carr	Career Services Representative	BS, Chapman University
Allen Bryant	Career Services Representative	BS, Florida A&M University
Maxine Harrington	Extern Coordinator	BA, AAS, Shorter College
Katina Logan	Extern Coordinator	CCHT
General Administration		
Claudia Garrells	Administrative Assistant	
Kathy Sparks	Administrative Assistant	MIBC, Georgia Medical Institute
Danielle Daniels	Student Accounts Rep	
Adjunct Faculty		
James Scales	Dialysis Technician Instructor	AA, Ashworth College
Marilene Xavier	Dialysis Technician Instructor	PCT
John Meddling	Massage Therapy Instructor	AA, Nashville State University, CMT
Parnisia Duckworth	Massage Therapy Instructor	BS, Life University CMT, Asher College
Tara Yvonne Powers	Massage Therapy Instructor	BA, University of Georgia MS, Alabama A&M University; CMT, Georgia Medical Institute
Alayna Blash	Medical Assisting Instructor	BS, Spelman College DPM, Temple University
Theresa Booker	Medical Assisting Instructor	MA Certificate
Deborah Bryant	Medical Assisting Instructor	MA Certificate
Arceola Fair-Goin	Medical Assisting Instructor	
Hatti Thomas-Ekhaton	Medical Assisting Instructor	AA, Georgia Military Academy MA Diploma, Asher College
Claudette Mitchell	Medical Assisting Instructor	BS, DeVry University LPN, DeKalb Technical College
Cathy Moss	Medical Assisting Instructor	MA Diploma
Tammy Jones	Medical Assisting Instructor	MA Diploma
William B. McDonald	Respiratory Care-Clinical Preceptor	BS, Ft. Hayes State University; RRT
Bessie Lee Ainuddin	Respiratory Care Clinical Preceptor	AA, California College; RRT
Shaheed Abdul-Azeez	Respiratory Care Instructor	BS, Georgia State University; RRT
Grace Foronda-Passos	Respiratory Care Instructor	BS, Georgia State University; RRT
George H. Sweat	Respiratory Care Instructor	BS, Armstrong State University; RRT
Tracy Vance	Respiratory Care Instructor	AA, University of Akron; RRT
Griselle Montanez	General Education Instructor	PHD, Georgia State University
LaTanya R. Onuzo	General Education Instructor	BS, Bethune Cookman College
Kimberly D. Palmer	General Education Instructor	MTS,BS, Vanderbilt University

JONESBORO

ADMINISTRATION		
Bryan Gulebian	President	Bachelors in Information Technology American Intercontinental University
Meredith Parrish	Director of Admissions	B.S. University of Kentucky
Earl Brown	Admissions Manager	M.P.A Troy State, B.S. University Maryland
Emmanuel Harris	Admissions Representative	
Tina Spears	Admissions Representative	
Lamara Cato	Admissions Representative	
Brandon Stevens	Admissions Representative	
Pierre Bertrand	Admissions Representative	
Karen James	Admissions Representative	
Charlene Gordon	Admissions Representative	
Amne Matthews	Admissions Representative	
David Cook	Admissions Representative	
Carlton Thomas	Admissions Representative	
Cytnhia Taylor-Henderson	Admissions Representative	
Kharla Bennett	Admissions Representative	
Demond Daniel	Admissions Representative	
Rosalyn Terrell	Admissions Representative	
Les Burns	Admissions Representative	
Jamila Crum	Admissions Representative	
Tonya Pearson	Finance Director	B.B.A., University of Davenport
Cantina Waters	Student Finance Rep	
Christopher Smith	Student Finance Rep	B.S., University of Tennessee
Anitra Jefferies	Student Finance Rep	
Lisa Dunham	Student Finance Rep	
Rodney Smith	Student Finance Rep	B.A., Georgia State University
Linda Green	Student Finance Rep	
Sonya Beasley	Student Finance Rep	
Audrey Howard	Student Finance Rep	
Darlene Braswell	Student Finance Rep	
Patricia Joseph	Director of Student Accounts	
Brandi Davis	Student Accounts Rep.	
Lora Walker	Student Accounts Rep.	B.S., Troy State University
Open	Director of Career Services	
Maxine Perry	Externship Coordinator	
Piper Burks	Externship Coordinator	
John Childs	Career Services Rep	
James Crawford	Career Services Rep	
Jonique Robinson	Career Services Rep	
Nicole Latimer	Career Services Rep	
Kharla Walker	Career Services Rep	
Patricia Cunningham	Director of Education	B.S. Business Admin South East Missouri State M.A. Health Services Mgmnt Webster University M.A. Procurement Webster University
FACULTY		
Diana Payne	Dept. Chair - Massage Therapy	
Jennie Frazer	Dept. Chair - Medical Assisting	RMA, Bryman College New Orleans
Open	Dept. Chair - Patient Care Technician/Pharmacy Tech	
Erica Wynn	Interim Dept. Chair - Dental Assistant	DA, Diploma
Gary Amos	Dept. Chair - Medical Administrative & Medical Insurance Billing/Coding	A.B.A Southeast College
Kyhia Ruiz	Instructor - Dental Assisting	
Donna Miller	Senior Instructor - Massage Therapy	N.M.D., St. Luke's University,
David Brown	Instructor - Massage Therapy	C.M.T., Capelli's School of Massage
Marlisee Singleton	Instructor - Massage Therapy	C.M.T., Atlanta School of Massage
Michael Clark	Instructor - Massage Therapy	B.S., University of Texas, C.M.T. Atlanta School of Massage N.C.T.M.B

Pam Montgomery	Instructor - Massage Therapy	C.M.T., Georgia Medical Institute
Stacia Lewis	Instructor - Massage Therapy	C.M.T., Georgia Medical Institute
Ursula Edwards	Instructor - Massage Therapy	C.M.T., Atlanta School of Massage, N.C.T.M.B.
LaTonya Lewis	Instructor - Medical Admin. Assistant	
Mia Thompson	Instructor - Medical Admin. Assistant	
Shirley Dobbins-Rodgers	Instructor - Medical Admin. Assistant	
Loretta Norman	Instructor - Medical Admin. Assistant	Business Administration Diploma, Sawyer Business College
Talarisha Price	Instructor - Medical Assistant	
Helen Caldwell	Instructor - Medical Assistant	
Odessa Johnson	Instructor - Medical Assistant	
Ladina Weems	Instructor - Medical Assistant	
Altamese Rogers	Instructor - Medical Assistant	
Carolyn Stacey	Instructor - Patient Care Technician	L.P.N., Walton Area Tech
Norma Ballew	Instructor - Patient Care Technician	L.P.N., Atlanta Area Tech,
Stephanie Welch	Instructor - Patient Care Technician	EMT, Dekalb College
Crystal Bennett	Instructor - Pharmacy Technician	
Monica Yancey	Instructor - Pharmacy Technician	PHT, Asheville-Buncombe Technical College
Lori Aviles	Sr. Registrar	B.S. Clayton State
Latosha Steele	Registrar	Diploma Software Applications, Career Education Institute
Marcia Myers	Administrative Assistant	Medical Office Management Certificate, Texas
Wayne Gibbs	Re-Entry Coordinator	B.S. Winston Salem University
Helen Wilson	Sr. Administrative Assistant	
Delisa Cunningham	Administrative Assistant	
Shantay Days	Administrative Assistant	
Tiffany Maddox	Administrative Assistant	
Chakeeta Scott	Administrative Assistant	

MARIETTA

ADMINISTRATION

Liana Lusson	President	BA, Xavier University
Lisa Cochran	Administrative Assistant	
Barbara Hiney	Director of Education	MBA, University of Nebraska
Brady Tillman, Jr.	Director of Career Services	MEd, American Continental University
Vivian Woods	Director of Student Finance	BS, Armstrong Atlantic State University
Gary Vance	Director of Admissions	MS, Suffield University
Wendel Brown	Director Student Accounts	BS, Voorhees College
Sean Carmichael	Sr. Registrar	AA, Central Piedmont Community College
Ann Wrinkle	Student Accounts Representative	MEd, Georgia State University
David Lynch	Student Finance Planner	BS, University of Maryland
Tanya Wright	Student Finance Planner	
Antonio Davis	Student Finance Planner	
Kyle Douglas	Student Finance Representative	BS, University of North Colorado
Adrienne Amari	Student Finance Representative	AA, Century College
Danielle Thornton	Campus Admissions Representative	
Dona Guster	Campus Admissions Representative	
Corinthia Emanuel	Sr. Campus Admissions Representative	AA, Central City Business Institute
Vanessa Robinson	Campus Admissions Representative	BS, Mississippi University for Women
Robert Gil	Campus Admissions Representative	
Margaret Anochie	Externship Coordinator	AA, Western International University
Warrick Ozor	Career Services Representative	BS, London South Bank University
Dorothy Habbison	ST Preceptor	AS DeKalb Community College Miami Dade Junior College – Diploma Operating & Delivery Room Technician
Amanda Booth	Receptionist	
Lisa Cochran	Administrative Representative	

FACULTY

Tammy Hatcher	Education Chair	Daytona Beach Community College – Surgical Technology
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Kari Cain	Massage Therapy	BS, University of Alabama Certification Massage Therapy & Neuromuscular Therapy, Birmingham School of Massage
Vivian Raneer Allen	Massage Therapy	Self Health School of Medical Massage – Massage Therapist
Heather Ruggerio	Medical Assisting	
Brenda Pleasant	Medical Administrative Assistant	
Paulette Robinson	Medical Assisting	Troy State University
Johnny Cole	ST Instructor	Tennessee Technical Center
Mary Beth Cleveland	MT Sr Instructor	Certificate Clinical Massage Therapy and Neuromuscular Therapy, Atlanta School of Massage
Brenda Henrich	MA Instructor	GMI – Atlanta - MA
Audrey Gabel	ST Instructor	Nassau Community College AAS Surgical Technician
Tod Kaplan	MT Instructor	New York College for Wholistic health Education & Research Associate in Occupational Studies Essential of Manual Trigger Point Therapy Level One University of State of New York Licensed Massage Therapy
Kathy LaRue	ST Instructor	GMI-Marietta – Surgical Technician
Gina Foster	MA Instructor	
Rachel Butler	MA Instructor	Medix Diploma, Medical Assisting
Lynda Morris	MAA Instructor	Atlanta-Area Technical LPN
Paula San Miguel	MT Instructor	BA, University of Tennessee Certified Massage Therapist, Atlanta School of Massage
Betty Ross	PCT Instructor	Orange Technical Education Center – Orlando Tech General Hospital, San Fernando Trinidad & Tobago Certificate Midwifery, Medical and Surgical Nursing
Cheryl Shacor	MT Instructor	Atlanta School of Massage
Robert Thibodeaux	MAA Instructor	Delgado Comm College, All but clinical nursing
Tammy Hagan	MAA Instructor	GMI – Atlanta - MA
Kerri James	Externship Coordinator	Athens Area Technical Institute – Diploma Surgical Technology
Patricia Sanders	On-Call Instructor	Beeville State Community College

NORCROSS

ADMINISTRATION		
Larry Veeneman, Jr.	President	M. Ed , Grand Valley State University BS, Grand Valley State University
Deborah von Deutsch	Director of Education	BA, New York Institute of Technology
Hani Ismail	Director of Finance	BBA, Georgia State University
Tina Turk	Director of Admissions	B.A., Edinboro University
Ikenna Uzoka	Director of Career Services	BSC, Nnamdi Azikiwe University MBA, American Intercontinental University
Trina Hodge	Registrar	AS, Atlanta Junior College
FACULTY		
Department Chairs		
Karina Boyd	Education Chair	Medical Specialist – US Army; BS Florida Metropolitan University
Medical Assisting Program		
Bernadette Herbert	Sr. Instructor	BS, University of Wexford
Stephanie Egleston		BS, University of Phoenix
Shanelle Jones		MA Diploma, Georgia Medical Institute
Dawn McGrane		LPN, Atlanta Area Technical School
Ellen McKinley		MA Diploma, Minnesota Institute of Medical and Dental Careers
Kelly Moore		AS, University of Hawaii
Jeannine Zigrang		MA Diploma, Medix
Medical Administrative Assistant / Medical Insurance Billing and Coding Programs		
Susan Gresham		MAA Diploma, Concorde Career School
Dina Jones		Diploma, Bryant and Stratton; Medical Specialist – US Army
Sue Harned		B. Ed, University of Miami
Lisa Seidel-Peak		BS, Kaugmannsgehilfenbrief
Johneille Whittaker		Diploma, Capps College
Dental Assisting Program		

Ahn Tate	Sr. Instructor	DA Diploma, Bryman College
Berline Beaubrun		AA, Borough of Manhattass
Cherylene Johnson		AS, West Central Texas College
Massage Therapy Program		
Nancy Arnett	Education Chair	BS, Lehigh University
Caryn Henderson		NMT, Academy of Somatic Healing Arts
Sigrid Ballanfonte		AS, Gainesville State College
Eric Newdom		BFA, State University of New York
Nathan White		MT Diploma, Georgia Medical Institute

APPENDIX B: TUITION AND FEES

ATLANTA

Program	Program Length	Credit Units	Textbooks & Equipment (estimated)	Tuition
Massage Therapy	9 months	49.5	\$925	\$13,300
Medical Administrative Assistant	8 months	47	\$840	\$12,175
Medical Assisting	8 months	47	\$800	\$12,200
Medical Ins Billing & Coding	6 months	35	\$675	\$8,925
Patient Care Technician	9 months	51	\$838	\$11,850
Pharmacy Technician	8 months	47	\$775	\$11,250
Effective date: January 1, 2007				

DEKALB

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Dialysis Technician	8 modules	47	\$545	\$13,400
Massage Therapy	9 Modules	55	\$1215	\$13,300
Medical Administrative Assistant	8 Modules	47	\$1075	\$12,175
Medical Assisting	8 Modules	47	\$1055	\$12,200
Medical Insurance Billing and Coding	8 Modules	47	\$1700	\$11,925*
Effective date: Sept 1, 2007				

JONESBORO

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Dental Assisting	8 months	47	\$735	\$12,250
Massage Therapy	9 months	49.5	\$1080	\$13,300
Medical Administrative Assistant	8 months	47	\$1100	\$12,175
Medical Assisting	8 months	47	\$1115	\$12,200
Medical Insurance Billing/Coding	6 months	35	\$675	\$8,925
Patient Care Technician	8 months	51	\$800	\$11,850
Pharmacy Technician	8 months	47	\$610	\$11,250
Effective date 9/17/07.				

MARIETTA

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Medical Assisting	\$12,200		\$1,040.77	\$13,240.77
Medical Administrative Assistant	\$12,175		\$1,067.81	\$13,242.81
Patient Care Technician	\$11,850	\$38	\$800	\$12,688.00
Massage Therapy	\$13,300	\$38	\$940.35	\$14,278.35
Surgical Technologist	\$23,650	\$38	\$1,058.79	\$24,746.79
Effective date: January 1, 2007				
*A \$38 fee will be charged for programs requiring a background check				

NORCROSS

Program	Program Length	Credit Units	Textbook & Equipment (Estimated)	Tuition
Dental Assisting	8 Modules	47	\$735	\$12,250
Massage Therapy	9 Modules	55	\$925	\$13,300
Medical Administrative Assistant	8 Modules	47	\$840	\$12,175
Medical Assisting	8 Modules	47	\$800	\$12,200
Medical Insurance Billing and Coding	8 Modules	47	\$1,750	\$11,925*
Effective date: May 1, 2007				

Miscellaneous Fees that the student may encounter after enrollment:

Graduation fees	\$55
Series of three HBV injections	\$180 (\$60.00 per Injection)
Linens and Creams	\$60 (Massage Therapy only)
Background check (where required)	\$38

Tuition Payment Plans are available. Consult your student Financial Service Officer for details.

Textbooks and Other Ancillary Items - Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils, are to be furnished by students.

Certification Exams - Graduates of the Medical Administrative Assisting, Medical Assisting, Medical Insurance Billing and Coding, Patient Care Technician, Massage Therapy and Surgical Technology programs are encouraged to challenge their respective certification exams. Costs of the certification exams are established by the certifying organization and vary by program. Everest Institute will pay 50 percent of the certification exam cost for any graduate who challenges the test within one year of the student's graduation date. Everest Institute will pay for one exam per student.

School Supplies - Students must come to class prepared with their own school supplies (paper, pens, notebooks, etc.).

Uniforms - Students must wear a uniform to class. Students are provided one uniform per completion of the enrollment agreement. Additional uniforms may be purchased through the school or a local uniform supply store.

Immunizations - Students must provide proof of current immunization before attending their clinical externship. Prices of immunization vary. See your instructor or the Director of Education for more information.

APPENDIX C: CALENDARS

ATLANTA (Main Campus)

Start/End Dates for Even Rotation:

Start/End Dates	Class Breaks:	Holidays:
11/14/07-12/13/07		11/22/07-11/23/07
12/17/07-01/24/08		12/24/07-01/02/08
		01/21/08

Start/End Dates for Odd Rotation:

Start/End Dates	Class Breaks:	Holidays:
11/05/07-12/04/07	12/05/07	11/22/07-11/23/07
12/06/07-01/14/08		12/24/07-01/02/08

Start/End Dates for Additional Rotation

Start/End Dates	Class Breaks	Holidays
12/03/07-1/09/08		12/24/07-1/02/08

DEKALB

Dekalb

**Dialysis Technician, Massage Therapy, Medical
Assisting & Medical Insurance Billing & Coding,
2007**

Start Dates		End Dates	
12-Nov	Monday	7-Dec	Friday
10-Dec	Monday	18-Jan	Friday

Dekalb

Respiratory Care Technician, 2007

Start Dates		End Dates	
1-Oct	Monday	4-Jan	Friday

Dekalb

**MA, DT, MT, MIBC, RT
Student Holidays 2007**

Winter Recess	Dec 17-Jan 1, 2008
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Dekalb

**Medical Assisting Mini Session
2007**

Start Dates		End Dates	
12-Nov	Monday	7-Dec	Friday
10-Dec	Monday	18-Jan	Friday

Dekalb

**Massage Therapy Mini Session
2007**

Start Dates		End Dates	
17-Dec	Monday	13 Dec	Thursday

Dekalb

**Student Holidays- Massage Therapy and Medical Assisting Mini
Sessions Only - 2007**

Thanksgiving	Nov 22-23
Winter Recess	Dec 24 '07-Jan 4, '08

Dekalb

**Medical Administrative Assistant
2007**

Start date		End date	
12-Nov	Monday	7-Dec	Friday
19-Nov	Monday	14-Dec	Thursday
10-Dec	Monday	18-Dec	Thursday
17-Dec	Monday	08'-24-Jan	Thursday

Dekalb Massage Therapy, Weekend Schedule, Saturday and Sunday, 7 a.m. to 5 p.m. 2007-2008	
Start	End
11/17/07	12/09/07
**Sat/Sun 11/24/07 & 11/25/07 THANKSGIVING BREAK---NO CLASS	
12/22/07	01/13/08
01/19/08	02/10/08
02/16/08	03/09/08
03/15/08	04/06/08
04/12/08	05/04/08
05/10/08	06/01/08
06/07/08	06/29/08
**Sat/Sun 07/05/08 & 07/06/08-- SUMMER BREAK ----NO CLASS	
07/12/08	08/03/08
08/09/08	08/31/08
09/06/08	09/28/08
10/04/08	10/26/08
11/01/08	11/23/08
**Sat/Sun 11/29/08 & 11/30/08 THANKSGIVING BREAK---NO CLASS	
12/06/08	01/04/09
**Sat/Sun 12/27/08 & 12/28/08 CHRISTMAS BREAK--NO CLASS	
01/10/09	02/01/09

Dekalb Medical Insurance Billing & Coding Monday thru Thursday 9:00 a.m.-2:00 p.m. 2007-2008			
Start date		End date	
19-Nov	Monday	13-Dec	Thursday
17-Dec	Monday	08'-24- Jan	Thursday
28-Jan	Monday	21Feb	Thursday
25-Feb	Monday	21-March	Thursday
24- March	Monday	24-April	Thursday
28-April	Monday	22-May	Thursday
27-May	Monday	20-June	Thursday
23-June	Monday	25-July	Thursday
28-Jul	Monday	21-Aug	Thursday
25-Aug	Monday	18-Sep	Thursday
22-Sept	Monday	16-Oct	Thursday
20-Oct	Monday	13-Nov	Thursday
17-Nov	Monday	11-Dec	Thursday
15-Dec	Monday	09'-22- Jan	Thursday

JONESBORO

GMI JONESBORO - CLASS SCHEDULE			
	Module	Start Date	End Date
	Mod XI	Nov-15-07	Dec-14-07
	Mod XII	Dec-17-07	Jan-22-08
2008 STARTS	Mod I	Jan-24-08	Feb-21-08
	Mod II	Feb-25-08	Mar-21-08
	Mod III	Mar-24-08	Apr-18-08
	Mod IV	Apr-21-08	May-16-08
	Mod V	May-19-08	Jun-16-08
	Mod VI	Jun-18-08	Jul-16-08
	Mod VII	Jul-21-08	Aug-15-08
	Mod VIII	Aug-18-08	Sep-15-08
	Mod IX	Sep-17-08	Oct-14-08
	Mod X	Oct-16-08	Nov-12-08
	Mod XI	Nov-17-08	Dec-16-08
	Mod XII	Dec-18-08	Jan-23-09
2009 STARTS	Mod I	Jan-26-09	Feb-23-09
	Mod II	Feb-25-09	Mar-24-09
	Mod III	Mar-26-09	Apr-22-09
	Mod IV	Apr-27-09	May-22-09
	Mod V	May-26-09	Jun-22-09
	Mod VI	Jun-24-09	Jul-22-09
	Mod VII	Jul-27-09	Aug-21-09
	Mod VIII	Aug-24-09	Sep-21-09
	Mod IX	Sep-23-09	Oct-20-09
	Mod X	Oct-22-09	Nov-18-09
	Mod XI	Nov-19-09	Dec-18-09
	Mod XII	Dec-21-09	Jan-25-10
	Mod XIII	Jan-27-10	

Holiday
Nov-22-07
Nov-23-07
Dec-24-07 Thru Jan-01-08
Feb-18-08
May-26-08
Jul-04-08
Sep-01-08
Nov-27-08
Nov-28-08
Dec-25-08 Thru Jan-02-09
Feb-16-09
May-25-09
Jul-03-09
Sep-07-09
Nov-26-09
Nov-27-09

MARIETTA

Marietta 2007 Class Terms		
Start Date	End Date	Program(s)
11/12/2007	12/17/2007	MDAE, MMAN, PCDE
11/12/2007	1/22/2008	STD1, STDN1
11/14/2007	12/13/2007	MMA, MDA (10:30 a.m.), MTD (1:00 p.m.)
11/20/2007	12/19/2007	MTD, MMA, MDA, PCD
12/19/2007	2/5/2008	MDAE, MMAN, PCDE
12/20/2007	1/30/2008	MTD, MMA, MDA, PCD
**** BOLD indicates new student starts for ST program****		
Program Key:		
MMA	Medical Assisting Day	
MMAN	Medical Assisting Night	
MDA	Medical Administrative Assistant Day	
MDAE	Medical Administrative Assistant Night	
PCD	Patient Care Technician Day	
PCDE	Patient Care Technician Night	
MTD	Massage Therapy	
STD1	Surgical Technology Day	
STDN1	Surgical Technology Night	

NORCROSS

Norcross Modular Calendar FY 08, Weekend Program		
Mod Start	Mod End	
12/1/2007	1/13/2008	(class days: 12/1, 12/2, and 12/8, 12/9, and 12/15, 12/16, and 1/12, 1/13) - orientation date: 11/28.... Off three weekends/Holiday break
1/19/2008	2/10/2008	(class days: 1/19, 1/20, and 1/26, 1/27, and 2/2, 2/3, and 2/9, 2/10)... off weekend of 2/16, 2/17 - orientation date: 1/15
2/23/2008	3/16/2008	(class days: 2/23, 2/24, and 3/1, 3/2, and 3/8, 3/9, and 3/15, 3/16)... off weekend 3/22, 3/23 (Easter) - orientation date: 2/21
3/29/2008	4/20/2008	(class days: 3/29, 3/30, and 4/5, 4/6, and 4/12, 4/13, and 4/19, 4/20) - orientation date: 3/27
4/26/2008	5/18/2008	(class days: 4/26, 4/27, and 5/3, 5/4, and 5/10, 5/11, and 5/17, 5/18)... off 5/24, 5/25 (Memorial weekend) - orientation date: 4/25 (unique to other orientation dates)
5/31/2008	6/22/2008	(class days: 5/31, 6/1, and 6/7, 6/8, and 6/14, 6/15, and 6/21, 6/22) - orientation date: 5/28
6/28/2008	7/27/2008	(class days: 6/28, 6/29, and 7/12, 7/13, and 7/19, 7/20, and 7/26, 7/27).... Off 7/5, 7/6 (Indep Holiday) - orientation date: 6/26

Norcross Modular Programs			
Cycle A		Cycle B	
Start Date	End Date	Start Date	End Date
11/12/2007	12/11/2007	11/29/2007	1/9/2008
12/13/2007	1/24/2008	<i>no Dec start</i>	
1/28/2008	2/25/2008	1/16/2008	2/13/2008
2/27/2008	3/26/2008	2/19/2008	3/17/2008
3/31/2008	4/25/2008	3/19/2008	4/16/2008
4/29/2008	5/27/2008	4/17/2008	5/14/2008
5/29/2008	6/25/2008	5/19/2008	6/16/2008
6/30/2008	7/28/2008	6/18/2008	7/16/2008

2007 Holidays	
12/20/07-1/3/08	Winter Break
2008 Holidays	
1/21/2008	MLK Day
2/18/2008	President's Day
3/21/2008	Good Friday
5/26/2008	Memorial Day
7/4/2008	Independence Day
9/1/2008	Labor Day
11/27-11/28/08	Thanksgiving
12/22/08-1/2/09	Winter Break

APPENDIX D: HOURS OF OPERATION

ATLANTA (main campus)

Office Hours

8:00 am to	9:30 pm	Monday through Thursday
8:00 am to	5:00 pm	Friday

School Hours – All Programs

8:00 a.m. – 8:00 p.m.	8:00 a.m. – 5:30 p.m.
Mon – Thurs	Fri
Breaks: 10 min each hour, 10 min between classes	

DEKALB

Office Hours

8:00 AM to	8:00 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School Hours

Dialysis Technician, Massage Therapy, Medical Insurance Billing/Coding		
Morning Schedule Monday - Friday	Afternoon Schedule Monday - Thursday	Evening Schedule Monday - Thursday
6:00am- 10:50am 8:00am-12:00pm	10:00am- 2:00pm 12:30pm - 5:30pm	6:00pm - 10:50pm
Respiratory Therapy**		
Morning Schedule	Afternoon Schedule	Evening Schedule
General Education/General Studies Courses		
Monday – Thursday 10:00am-2:00pm		Monday – Thursday 6:00pm – 10:50pm
Major Core Courses		
Monday – Thursday * 9:00am – 12:50pm 12:30pm – 5:30pm		
Major Core Courses during Clinical Rotation		
	Monday 12:00pm – 5:00pm	
**Schedule subject to change		
* Lab Hours/Tutorials/Remediation Training:		
Friday 10:00am - 12:00pm		

Exceptions (All Programs)

Externship Training and Clinical Rotation Hours of Instruction vary by the program of study and the site to which the student has been assigned. [Students must be available for any shift assignment – AM, PM, Night or Weekend and have the ability to travel to any clinical or externship assignment within a 75-mile radius of the campus.]

Hours of Instruction for Campus Practice and Review, Remediation, Field Trips and Tutorials will be established by the applicable Program Director and will vary by program and training specifics.

Standard Hours for Class Breaks		
Morning Schedule	Afternoon Schedule	Evening Schedule
10:50-11:00	12:50-1:00	6:50 - 7:00
11:50-12:00	1:50-2:00	7:50 - 8:00
12:50-1:00	2:50-3:00	8:50-9:00
1:50-2:00	3:50-4:00	

Note:

Class breaks may vary depending on the hours of instruction, course of study, scheduled class/course calendar of events, lab and class assignments, testing, etc.

Instructors will advise students of changes in class breaks as applicable to assure the effective and efficient delivery of course curriculum and maintain compliance with program objectives.

JONESBORO

Office Hours

8:00 AM to	8:30 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School Hours

Start End	(Morning I)	(Morning II)	(Evening)
	8:00 a.m. 11:50 a.m.	10:00 a.m. 1:50 p.m.	6:00 p.m. 9:50 p.m.
Dental Assisting	X	X	X
Massage Therapy	X		X
Medical Insurance Billing & Coding	X	X	X
Medical Administrative Assistant	X	X	X
Medical Assisting	X	X	X
Patient Care Technician	X	X	X
Pharmacy Technician		X	X
All programs run Monday through Friday			
Breaks: 10 min between classes			

MARIETTA

Office Hours

8:00 AM to	9:30 PM	Monday through Thursday
8:00 AM to	5:00 PM	Friday

School Hours

Start End	(Morning I)	(Morning II)	(Afternoon)	(Evening)
	8:30 a.m. 12:30 p.m.	10:30 a.m. 2:30 p.m.	1:00 p.m. 5:00 p.m.	6:00 p.m. 9:50 p.m.
Massage Therapy	X		X	X
Medical Administrative Assistant	X	X	X	X
Medical Assisting	X	X	X	X
Surgical Technologist	X			X
All morning and afternoon programs run Monday through Friday. All evening programs run Monday through Thursday, except Massage Therapy.				

NORCROSS

Office Hours

9:00 am to	8:00 pm	Monday through Thursday
9:00 am to	6:00 pm	Friday

School Hours

Morning	6:00 am – 10:00 am
	8:00 am - 12:00 pm
Afternoon	10:00 am – 2:00 pm
	2:00 pm – 6:00 pm
Evening	6:00 pm – 10:00 pm