FROM THE DIRECTOR/CEO/CAO

WELCOME TO NEW HORIZONS MEDICAL INSTITUTE, INC.!!

New Horizons Medical Institute, Inc., “Job Training and Career Enhancement Program” offers training that leads to jobs in the medical industry. Our program offers job training in order to obtain the skills necessary to be successful in today’s job environment.

The Job Training and Career Development Program develops WINNERS! Winners who display positive attitudes, excellence, and professionalism as they pursue their individual careers and personal goals. We realize that the success of our graduates is dependent upon a mixture of the right attitudes, and skills in their chosen career therefore, our staff of dedicated instructors (role models) take a highly structured approach to classroom training in that they are committed to providing an environment conducive to learning and one in which students can develop their potential skills.

New Horizons Medical Institute, Inc., recognizes that a winning attitude displayed through enthusiasm, optimism, and goal setting create an atmosphere for success…thus, the tone is set for a POSITIVE outcome!

New Horizons Medical Institute, Inc., recognizes that the ability of its graduates to perform with competence in the job market reflects the quality of the total training program, thus the tone is set for EXCELLENCE!

New Horizons Medical Institute, Inc., also recognizes that one’s personal presentation and image makes a statement just as loudly as words…thus, the tone is set for PROFESSIONALISM!

If in reading this catalog you see words or expressions that you may have never heard before - don’t be alarmed. You will quickly learn what the term (or word) is and how it relates to the medical field. So if you do not have a background in the medical field, our courses will give you the full-scale knowledge to begin a GREAT CAREER (or enhance a present career).

Quality training – positive attitudes, excellence and professionalism are responsive to a culturally diverse and changing work force in the demanding and exciting medical industry.

I sincerely hope that your educational experience at New Horizons Medical Institute, Inc. will be rewarding and meets all of your educational expectations. The staff and faculty join me in welcoming you and providing you the education that will assist you on your personal career path!

Rose Tabi Ndamukong
Director/CEO/CAO
SCHOOL HISTORY
New Horizons Medical Institute was established by Ms. Rose Tabi Ndamukong, RN, BSN, MSED in June, 2003 by offering a 90 hour Certified Nursing Assistant program. Ms. Tabi Ndamukong believed there was strong need for highly trained and qualified individuals in the allied health fields. The School is located at 5675 Jimmy Carter Blvd, Suite J, Norcross, Georgia 30071. New Horizons Medical Institute now offers training in a variety of allied health fields including: Patient Care Technician, EKG, Phlebotomy, Pharmacy Technician, Dialysis Technician, Ultrasound Technician, Medical Assistant, Certified Nursing Assistant, and Electronic Health Records Specialist. New Horizons Medical Institute opened a branch campus at 114 North Broad Street, Winder, Georgia 30680 in September, 2006.

FACILITIES DESCRIPTION
The main campus physical facility consists of approximately 4800 square feet divided into four large classrooms with labs, administrative offices, Media Center/Library, restrooms, and student lounge. The Winder School physical facility consists of approximately 3000 square feet made up of four classrooms, a clinical lab, administrative offices, Media Center/Library, restrooms, and student lounge.

LICENSES AND AUTHORIZATIONS
New Horizons Medical Institute is certified by the Georgia Nonpublic Postsecondary Education Commission, the National Health Career Association and the Georgia Health Partnership.

MISSION AND OBJECTIVES
The Mission Statement:

The mission of New Horizon Medical Institute is to provide allied health educational programs that are responsive to diverse students and communities and that will lead to careers in the allied health field.

The objectives of New Horizon Medical Institute are to:
- Provide academic instruction to promote fulfillment and the best opportunity to acquire marketable skills that can be utilized in the healthcare industry.
- Provide work-force skills training through occupational programs.
- Provide basic skills educational and student services programs to help students become successful learners.
- Establish partnerships with businesses and governmental entities as well as other educational institutions to advance employment development.
- Improve the quality of life for students and communities through learning and academic achievement.
- Prepare students with the skills to function effectively in the work place.
- Anticipate and prepare for challenges by continually assessing and prioritizing programs, services, and community needs and,
- Seek the resources required to function effectively.

CLASSROOM EQUIPMENT
New Horizons Medical Institute utilizes “state of the art” classroom and lab equipment to give the students the opportunity to practice and train in the most modern allied health environment. Students are provided use of practice mannequins to simulate patient care. Audio/video equipment is incorporated in classroom instruction by faculty.

MEDIA CENTER/LIBRARY
The Media Center/Library contains reference texts and periodicals directly related to allied health. These reference materials supplement texts and other related instructional materials are used in all programs offered at the institution. The Media Center/Library presents information in a variety of ways, including print and non-print materials such as cassettes, videotapes, internet access to the worldwide web and other media. The media center is accessible from 8:00 a.m. - 5:00 p.m. - Monday through Thursday and an as-needed basis.
NON-DISCRIMINATION POLICY - AFFIRMATIVE ACTION STATEMENT

The school requires that all admission and hiring practices be structured and applied equally without regard to factors that are non-job related. These factors include, but are not limited to race, sex, creed, color, religion, national origin, age, source of income, marital status, sexual preferences, and physical or mental disabilities when the individual is otherwise qualified; or status as disabled and Vietnam-era veterans. This policy commits New Horizons Medical Institute to provide equal admission and hiring opportunity to all phases or aspects of student or employee recruitment, including, but not limited to selection, placement, transfers, training and development, and terminations and all conditions or privileges of admission or hire. New Horizons Medical Institute complies with Section 504 policies (non-discrimination against handicapped persons) and does not discriminate against hiring or enrolling handicapped persons on the basis of the handicap.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101-226

The Drug Free Schools and Communities Act Amendment of 1989 requires, as a condition of receiving funds or any form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

This program will be an ongoing prevention project that, at a minimum, will include the following:

- Annual distribution in writing to each employee and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student’s program of study, to include:
  - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
  - A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
  - A description of any drug or alcohol counseling, treatment, or rehabilitation program that is available.

New Horizons Medical Institute will impose disciplinary action on students and employees up to and including expulsion or termination of education or employment and referral for prosecution for the violation of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education.

RECORDS AND FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, New Horizons Medical Institute gives notice that the following types of directory information will be released to the general public and agencies without the written consent of the student:

- Student name
- Dates of attendance
- Major field of study and awards, degree received
- Most recent previous institution attended

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request with the Administrative Office. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing.

Students must authorize release of any additional information pertaining to student records, in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, and cooperation with law enforcement officials in an official investigation. Students, parents of students considered “minors”, and guardians of “tax dependent” students have a right to inspect, review and request copies of and challenge the contents of their educational records, but are responsible for the cost of such requested copies.
The Administrative Office is responsible for maintenance of students’ records. The staff will supply students with information related to their records and refer those students requiring additional assistance to appropriate school officials.

**WORKFORCE INVESTMENT ACT (WIA)**

New Horizons Medical Institute provides services through contractual agreements with the local workforce investment boards. Participants must be certified as eligible for WIA services prior to enrollment at New Horizons Medical Institute.

The objective of the program is to provide training for individuals who lack the occupational and job-seeking skills needed to obtain employment. The purpose of the program is to increase participant occupational skill levels to be adequately prepared for obtaining unsubsidized employment. Participants certified as eligible and officially enrolled will receive additional training in the areas of general communication and job search skills.

In some cases, training is conducted on an open-entry/open-exit basis. Students who believe they may qualify for this program should contact the Admission’s office.

**APPLYING FOR ADMISSION**

The admissions procedure is based upon a free exchange of information between the applicant and the school. In cases where the applicant is applying to the school directly from high school, the applicant’s high school counselor may be consulted. Education representatives conduct a personal interview with each applicant before any decision is made regarding enrollment. During the interview, the representative will discuss the school’s programs and the applicant’s career goals.

The School Director will review each applicant file for indication of high school graduation, high school diploma, GED or transcript from an accredited post-secondary educational institution for acceptance. If the applicant is not accepted for a desired program, an alternative program may be suggested. Any applicant refused for admission will be notified within seven working days. Any fees paid with the application will be fully refunded.

The following requirements and procedures are established by New Horizons Medical Institute for admission:

- Visit the school
- Complete the entrance interview with the admission’s department
- Complete the admission’s package
- Complete the financial arrangements prior to the class start
- Sign the enrollment agreement

All applicants enrolling in a certificate program are admitted as regular students.

**ACCEPTANCE**

To qualify for acceptance, each applicant must meet the following requirements:

- Be at least 16 years of age.
- Complete the registration package including tuition agreement
- Signature of receipt for this Catalog/Student Handbook
- Provide a copy of Government Issued Photo ID & Social Security Card
- Provide a copy of High School diploma or GED certificate
- Pay a NON-REFUNDABLE registration fee of $75.00
- Complete a TABE (The Adult Basic Education) test with a score of 12.5 to 15.0 or higher
- For WIA students - Submit WIA voucher on or before the first day of class

**RE-STARTS**

Students who wish to re-enter New Horizons Medical Institute after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart with Director approval. A $75 registration fee will be assessed. Tuition will be assessed proportionally based on previous credit earned. Re-entry students will be responsible for any additional tuition resulting from a tuition increase whether such increase was announced prior to or after the withdrawal date. Any prior balances or financial obligations to the school must be cleared before the student will be permitted to re-enter. Subsequent withdrawal and re-entry will only be permitted upon written appeal and approval from the Director.
ABILITY TO BENEFIT

New Horizons Medical Institute requires a High school diploma or GED for the programs listed. For certain courses that are offered no High school diploma or GED is required.

TRANSFERS:

COURSES BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at New Horizons Medical Institute may transfer to different programs within the institution. Students must complete a Request for Program Change form. The School Director and Business Manager must sign this form prior to approval.

If applicable, courses will be evaluated by the School Director and applied towards the new program. To be eligible for transfer, student must have successfully completed the class with a minimum grade of a "C".

Students will only be allowed to transfer into another program once during the course of enrollment. If a student has completed or withdrawn from New Horizons Medical Institute and wishes to enroll into a new program, the student will be treated as a new enrollment.

TRANSFER OF COURSES FROM ANOTHER INSTITUTION

Students may transfer from other accredited post-secondary public or private institutions. Admission and transfer of courses will be based on an evaluation of the academic transcript by the School Director.

Credit for courses with a final grade of "C" or better from another accredited post-secondary institution will be accepted under the following conditions:

- Courses/Credit must have been awarded within (7) years.
- There is comparability in the nature, content and level of credit earned to the appropriate and applicable course and program offered by New Horizons Medical Institute.
- Transcripts must be received within six (6) weeks of enrollment date.

A transcript must be furnished from the educational institution previously attended prior to request for evaluation. A course competency examination may be required.

TRANSFER OF COURSES TO OTHER INSTITUTIONS

Post-secondary institutions vary greatly in their practice of accepting transfer credit for courses completed at other post-secondary institutions. The acceptance of transfer credits is left at the discretion of the institution to which an individual transfers. Students who transfer may be required to repeat courses in which a grade of "D" or "F" was received. Courses for which credit was received through nontraditional means, including evaluation of Military Occupation Specialties, or other examination programs, may not be accepted for transfer, except for CLEP.

Students planning to transfer are urged to contact the school to which they intend to transfer and apply for transfer credit. Many of the courses offered by New Horizons Medical Institute have been developed to prepare students with skills appropriate to the employment market rather than for college transfer. Some institutions may accept such courses as credit, while other institutions may not accept the transfer credit.

RECORD RETENTION AND MAINTENANCE

Admissions material submitted to the School should be original documents. Upon receipt by the admissions office, the documents submitted become property of the school. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with school policy, admissions applications and supporting documentation will be retained for a period of one year and then destroyed if the student has not started classes.

In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to the records or copies of the documents therein, will not be permitted without the written consent of the student. Validation of the written consent will be required prior to release of information in the record. A reasonable period (not to exceed 45 calendar days) will be requested to review the record or receive copies thereof, and, upon presentation of acceptable identification to the School Director, be permitted supervised access of copies of the record.
STUDENT IDENTIFICATION NUMBER
A social security number must be supplied when an individual completes the initial application to attend New Horizons Medical Institute. The last four numbers of the social security card become the applicant’s student identification number. The purpose of this identification is to prevent the mis-filing of any records and to enable the use of data processing in maintaining student records.

CHANGE OF NAME
At the time of application for admission, individuals must provide their legal name, as it is to appear on the official student record and diploma. After submission of the application for admission, any name changes must be reported, in writing, to the School Director’s office.

In the case of a name change because of marriage or divorce, legal documentation to identify the name under which the record is to be maintained must be provided. In the case of a legal name change, a copy of the court order for the change should be provided to the School Director.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER
The address and telephone number provided by the student at the time of registration is used for all correspondence from the school. The student is responsible for reporting changes of address and telephone number, in writing, to the School Director’s office.

TUITION AND FEES
New Horizons Medical Institute reserves the right to modify tuition and other charges upon sufficient notice to students. Tuition and fees can be found at the end of this catalog. Tuition is based on scheduled hours of attendance.

Announced tuition increases will not apply to students who maintain continuous attendance in a program of study.

- Registration Fee - The registration fee is assessed upon enrollment and is non-refundable unless the student is not accepted for enrollment or meets the conditions of cancellation as outlined in the refund policy.
- Tuition - Tuition charges are assessed and payable as arranged when the student enrolls. The charges for each program are detailed in the tuition section located at the back of this catalog.
- Transcript/Certificate - Students are provided one transcript and one certificate of completion or diploma at no charge.

REGISTRATION FEES
A nonrefundable registration fee of $75 is charged to all students who apply for admission to enroll in diploma and/or degree granting programs. Payment of this fee is valid for a period of one year from the date of initial application. Should an individual fail to enroll within this period, reapplication for admission and payment of the registration fee is required.

TRANSCRIPT FEES
One transcript will be provided to each student free of charge. Additional copies will be provided at $20 each.

RE-START FEE
Students who wish to re-enter New Horizons Medical Institute after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart with Director approval. A $75 registration fee will be assessed.

CANCELLATION POLICY
A full refund will be made to any student who cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed and a
tour of the facilities and equipment is made by the prospective student. Cancellation must be in writing and otherwise in accordance with the terms of the enrollment agreement and mailed or hand delivered to:

New Horizons Medical Institute,
5675 Jimmy Carter Blvd., Suite J,
Norcross, GA 30071

REFUND POLICY
The refund computations will be based on the refund policy guidelines on scheduled clock hours of attendance. The determination of refunds will be calculated based on the most advantageous refund to the student. The refund computations will be based on scheduled clock hours of class attendance through the last date of attendance:

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

Students will be held responsible for any monies still owing to New Horizons Medical Institute and will be billed accordingly. The effective date of the termination for refund calculations will be the last recorded date of attendance or the date of receipt of written notice from the student—whichever is earlier.

The effective date of termination will be:

- The day following ten consecutive days of absence;
- The date the student fails to return from a leave of absence;
- The date the student notifies the school of withdrawal.
- The last day of attendance if the student is terminated from the school for any other purposes.

If tuition is collected in advance of entrance, and if after expiration of the 72-hours cancellation privilege, the student does not begin class, not more than $75 shall be retained by the school.

The student will be issued instructional supplies, books or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses and/or withdraws from the institution before payment has been made books will be billed accordingly to the student. Once these materials have been issued used, no refund will be granted.

A refund of tuition and fees is due and refundable in each of the following cases:

- An applicant is not accepted for enrollment.
- If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representative of the school.
- If a course is discontinued

Refunds will be totally consummated within 30 days after the effective date of termination on students who withdraw or who are terminated by the school. Refunds, when due, are made without requiring a request from the student. Upon request by a student or any state or federal department, the institution shall provide an accounting for such amounts retained within five workdays. Refund on graduates and completed students will be consummated within 45 days.

The school shall provide a full refund if educational service is discontinued by the school, preventing a student from completing the program.

CERTIFICATION TESTS
Many of the programs offered at New Horizons Medical Institute are eligible for certification: Pearson Vue – CAN, National Health Career Association - PCT, Phlebotomy, Medical Assistant, Electronic Health Records Specialist. Dialysis, Ultrasound and Pharmacy Tech testing are not offered at New Horizons Medical Institute; however, testing is offered at other locations in Georgia. To request further information, see the School Director.

CLASSIFICATION OF STUDENTS
FULL-TIME - Students enrolled in a full course program and attending at least 12+ hours per week.
PART-TIME - Students enrolled in a part-time course program and attending at least 9+ hours per week.

NONCREDIT – Students enrolled in continuing education, contact hour courses and seminars, or single-subject courses.

STUDENT RESPONSIBILITY FOR REGISTRATION
Information regarding the conditions and criteria for student enrollment and registration is contained in this Catalog/Student Handbook. It is the responsibility of each student to be knowledgeable in these policies, procedures, and requirements and to satisfy all conditions related to registration and enrollment.

NEW STUDENT ORIENTATION
New student orientation is an advisory service offered prior to the beginning of each class start date. The orientation session acquaints new students with school policies, procedures, and services. Class schedules are distributed and the registration process is thoroughly explained during these sessions. New students are strongly encouraged to attend an orientation session to ease the transition into the school environment.

DRESS CODE
Students must wear scrubs and name tags while in class, or whenever the student is at the school studying or practicing skills. Closed toe shoes must be worn at all times. Repeated violations of the dress code may lead to probation and/or dismissal.

SMOKING
Smoking is not permitted inside New Horizons Medical Institute at any time. Students wishing to smoke must do so outside away from the building. Smoking is only permitted during designated class breaks or before or after classes.

TELEPHONE USAGE
Telephones in the office areas are for faculty and staff use only. Students are not allowed to make or receive cellular phone calls during class. To promote a productive learning environment, all cellular phones should be kept off during class.

FACULTY
Our faculty at the Main Campus and the Branch Campus are highly qualified and meet all standards set forth by the Georgia Non-Public Post Secondary Education Commission, and the Council on Occupational Education and Georgia Health Partnership. The school provides in service educational training as a means of maintaining the high quality and expertise of each instructor. The facilities are centrally located in the metro Atlanta area (Norcross, Georgia in Gwinnett County and Winder, Georgia in Barrow County). Both facilities contain training and classroom space. All current faculty members are listed at the end of the catalog.

STAFF
Our staff maintains standards of quality and professionalism that are in accordance with the expectations of today's business environment. Each employee takes pride in providing a personal, caring environment. All current staff members are listed at the end of the catalog.

STUDENT COURSE LOAD
The recommended load for a full-time certificate-seeking student is 20 clock hours per week.

Students placed on academic probation will be counseled prior to returning to class. The date, actions taken, and terms of the probation shall be clearly indicated in the academic record. Students whose enrollment is terminated as an academic dismissal may restart after a minimum of one grading period. The terms of the approved refund policy shall be applied.
Students who return after enrollment is terminated due to academic dismissal shall continue on probation for the next grading period. Students shall be advised of this action and the academic record documented accordingly. If students do not return to good standing at the end of this probationary period, permanent academic dismissal shall occur. Such students may not restart for a minimum of one calendar year.

**CO-OPERATIVE EDUCATION/EXTERNSHIPS**

New Horizons Medical Institute offers programs which fit the category of Co-operative Education. All of NHMI’s programs are structured to combine classroom/lab based education and practical work experience. Our Co-operative Education/Externships experience range from 8 to 1,000 hours in length.

**RECEIPT OF CLASS SCHEDULES**

All students receive an official class schedule before classes are scheduled to begin. All students should be familiar with the class/course program as published in the School Catalog.

Classes are in session for 50 minutes. After each class there is a 10-minute break to allow sufficient time for students to begin their next class. There is no scheduled lunch hour.

New Horizons Medical Institute will make every effort to schedule your classes during the hours and/or campus per your request upon enrollment. However, some classes are only offered in the evening, during the day, or vary by campuses. The following occurrences may cause scheduling conflicts and/or delay your estimated graduation date:

1. Withdrawing from a class;
2. Changing your schedule from day to night or night to day; and/or,
3. Taking a leave of absence.

**MAKE-UP WORK**

Students may make up work missed with an acceptable absence if the absence is less than two weeks. An acceptable absence is defined as a death in the family, hospitalizations of the student or an immediate family member, jury duty, an unavoidable court appearance, or an automobile accident. In order to receive an acceptable absence, a student must provide the Director with verification of the previously listed conditions. Under no circumstances will an absence be removed for attendance purposes.

All make-up work will be:

1. supervised by an instructor approved for the class;
2. require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
3. be completed within two weeks of the end of the grading period during which the absence occurred;
4. be documented by the school as being completed, recording the date, time duration of the make-up session, and the name of the supervising instructor, and
5. be signed and dated by the student to acknowledge the make-up session.

**GRADING SYSTEM**

Grades will be distributed to students at the end of each instructional period by the instructor or placed in the student's academic file. Grades may be mailed to the address contained in the student’s academic file, if requested in writing to the School Director.

To assist students in assessing progress in their course work, the following grading system will be used:

**GRADING STRUCTURE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Numeric grades</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>80-89</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-79</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
<th>Numeric grades</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>Not computed</td>
<td>Not Computed</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Not computed</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>
### DEFINITION OF GRADES

The “F” means the student has not satisfactorily met course requirements and must repeat the course.

The "I" grade is assigned when a student has arranged an extension with an instructor to complete course requirements. For purposes of grade point and satisfactory progress, the “I” grade will not be computed. The student will have three weeks from the end of the grading period in which the “I” is awarded to complete course requirements as specified in the agreement with the instructor. If the requirements are met within three weeks, the "I" will be converted to a final grade and the grade point average recalculated. In the event the "I" is not converted to a final grade, a course grade of “F” will be recorded as a final grade.

The "W" grade is assigned when a student withdraws from a class after the official census date (the sixth day of each grading period) and up to the midpoint of the class. Students receiving a "W" have not met the minimum objectives of the course and must **repeat** the course in order to receive credit.

### REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE

If a student takes the same course more than once, the last grade received for the course will be recorded on the transcript; however, all grades received will remain on the student’s transcript. In the case of the same or equivalent grades being earned in the multiple course enrollments, the last grade earned will be used to compute the cumulative grade point average. The cumulative grade average will be determined by adding the numeric values of all grade points earned and divided by the total number of credit hours. If additional repeats are necessary, students will be charged accordingly.

### ACADEMIC STATUS DEFINITIONS

**A. GOOD STANDING**

Students who maintain a passing score on their entire test within their program as well as have a average attendance will remain in good standing.

**B. ACADEMIC PROBATION**

Students whose grades are falling below passing are not considered making satisfactory progress. Students determined to be making unsatisfactory progress at the end of the grading period shall be placed on academic probation for the next grading period(s) as determined by the School Director. Students who increase their grades to passing during the academic probation period will be returned to good standings.

Students who fail to achieve overall satisfactory progress for the program at the end of one grading period will be subject to academic dismissal.

Students placed on academic probation will be counseled prior to returning to class. The date, actions taken, and terms of the probation shall be clearly indicated in the academic record. Students whose enrollment is terminated as an academic dismissal may restart after a minimum of one grading period. The terms of the approved refund policy shall be applied.

Students who return after enrollment is terminated due to academic dismissal shall continue on probation for the next grading period Students shall be advised of this action and the academic record documented accordingly. If students do not return to good standing at the end of this probationary period, permanent academic dismissal shall occur. Such students may not restart for a minimum of one calendar year.

### RIGHT OF APPEAL

Students may petition an instructor for a change of grade within three weeks after the original grade is awarded. Students receiving an “I” grade will have the right to appeal the grade to which the “I” is converted, provided the appeal is initiated within (15) days from the conversion date.
Students placed on academic probation or dismissed will have the right to appeal. Such appeal must be initiated with the School Director within (15) days from the end of the grading period when the student is placed on probation or dismissal status. The basis of such appeals will be limited to challenges of the grades received or in the calculation of grade point averages or both.

ATTENDANCE POLICY

Students are expected to attend each class meeting for every class in which they are officially enrolled. The instructor of each course will provide the student with a course syllabus that identifies the attendance requirements and a statement of the course objectives, including grading criteria. New students who have not attended at least one (1) class session during the first week of class will be withdrawn.

The following guidelines will be used to assure minimum attendance standards to be maintained by all students:

- Absence shall be charged for a full day when the student does not attend any of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during or at the end of the day.

- Students who miss more than three (3) consecutive classes due to illness must provide medical documentation from a licensed physician. Excess absences are defined as three (3) or more absences. Excess absences without medical documentation will result in termination from the Program. Students completing 50% of the required course work will be considered fully obligated for tuition costs and considered “completers” for statistical purposes.

- Students using veteran benefits or WIA attending New Horizons Medical Institute will have their attendance monitored until the time that the student drops, graduates or completes the program.

Students who miss course work or assignments must arrange with their Instructor to make up their work or obtain coursework from fellow students. Makeup work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, class work can be evaluated for credit. Makeup work will be allowed for the following reasons: illness, death in the family, court dates, job interviews, military duty, an appointment with a government agency, jury duty or other situations approved by the School Director. Reasons for absence must be documented. It is the student’s responsibility to contact instructors for assignments during the absence. Students are reminded it is their responsibility to be current in all assignments at all times. Absence does not excuse program obligation, which leads to satisfactory progress. A maximum of one week from the original date that an assignment, report, or test was due is allowed for makeup, unless otherwise stipulated by the school policy or the instructor.

Students should remember that attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

TARDINESS

Students are expected to be on time for each class meeting and to remain in class for the scheduled time. All classes begin on the hour. Students up to fifteen minutes late will be marked “tardy” for that class hour. Students more than fifteen minutes late will be marked “absent” for that class hour. Three instances of tardiness will equal one full hour of absence in any class.

ATTENDANCE PROBATION

Students absent for five consecutive class hours in any class, eight consecutive days in all classes or who have been absent from classes in excess of 100 clock hours will be placed on attendance probation and counseled by the School Director. (A student placed on attendance probation will remain on probation for six weeks. If the student demonstrates acceptable attendance during that time, the probationary status will be removed. Probation will be documented in the student’s academic file. Students who have further attendance problems will be notified that the continued absences may result in immediate dismissal.

STUDENT LEAVE OF ABSENCE POLICY

Students who wish to take a leave of absence must first submit a written request to both the Educational Coordinator as well as the Director.
• For Ultrasound Students - If the leave of absence is during a quarter, the student must re-take that quarter upon returning.
• For PCT/NA and Dialysis – Students must re-take the entire course if absent for more than two weeks.
• For Ultrasound Students – New classes start every six months; the student returning from a leave of absence may join the next class once they reach the quarter the student left on
• For PCT/NA and Dialysis – Students returning from leave of absence after two weeks will repeat course.

PREGNANCY POLICY (FOR ULTRASOUND STUDENTS)
• Students who are pregnant are strongly discouraged from entering into the ultrasound program.
• If a student becomes pregnant while in the program, the student will be allowed to continue the program so long as the pregnancy is not considered “high risk” and the student is able to maintain the required attendance for the program.
• If the pregnancy becomes a distraction (i.e. excessive sick days, doctor’s appointments, failing grades, etc.) the student will be asked to take a leave of absence until clearance from a doctor post delivery.
• If asked to take a leave of absence for pregnancy, the student will have to follow the leave of absence policy for returning.

VETERANS ONLY ATTENDANCE & REFUND POLICIES

The following statements apply only to students receiving a VA Education Benefits

Attendance:

Veterans enrolled in any NHMI programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran’s last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran’s pursuit of a course/program of study, and which are judged to be beyond the student’s control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran’s immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published “Leave of Absence Policy” should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence."

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1/3 hour of absence. Three instances of tardiness will equal one full hour of absence in any class.

Students exceeding 3 unexcused absences in a 3 month period will be terminated from their VA benefits for unsatisfactory attendance.

The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.
Refunds:
When refunds are due, they shall be made within thirty (30) days of the last day of attendance, if written notification has been provided to the institution by the student on or before the last day of attendance. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. Any unused portion of fees and other institutional charges shall be refunded.

Refunds for classes canceled by the institution: If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within thirty (30) days of the planned start date.

Refunds for a student that does not start class: If tuition and fees are collected in advance of the start date and the student does not begin class, the institution shall retain only the application fee. Appropriate refunds for a student who does not begin class will be made within thirty (30) days of the class start date.

(a) For an applicant requesting cancellation more than three (3) business days after signing the contract or for a student completing no more than five (5) percent of the instructional time, no less than ninety-five (95) percent of the tuition is refunded.

(b) For a student completing more than five (5) percent but no more than ten (10) percent of instructional time, no less than ninety (90) percent of the tuition is refunded.

(c) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 75% of the tuition.

(d) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution will refund at least 50% of the tuition, and,

(e) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

This school will refund the unused portion of the pre-paid tuition and fees on a pro-rata basis. Any amount in excess of $10.00 for an enrollment or registration fee will also be pro-rated.

REPEATING COURSES/EXTENSION OF HOURS
New Horizons Medical Institute offers an independent, competency-based educational curriculum. Students are expected to complete course requirements as scheduled. During the course of study, a student may pursue extra laboratory time at no additional charge. Once a student exhausts all scheduled hours in their program, additional laboratory time must be scheduled with the School Director. Students repeating courses/classes are subject to additional fees.

In the case of extenuating circumstances, a student may be granted an extension in order to complete graduation requirements by making a request to the School Director. Any approved extension may not exceed one and a half times the original graduation date. Expected graduation dates may be altered because of additional time required to complete graduation requirements.

WITHDRAWAL FROM COURSES
Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Educational Coordinator.

The official withdrawal form should be completed in person, if possible. If unable to withdraw in person, a student may submit a written request to the School Educational Coordinator. Such withdrawals will be effective as of the date the written request is postmarked. Third party, other than a designated school official, may not request a student withdrawal without the expressed, written authorization of the student.

Students who are in attendance and withdrawn from a class may restart within one year of the effective date of the withdrawal. Application to restart must be made to the School Educational Coordinator. Resumption of studies will usually be at the next available regular start date following the date of the new application. Students who are out of school must reapply through the Admission office to resume attending classes.
CONDITIONS FOR READMITTANCE

Students dismissed for violation of school rules or policies, attendance, or academic reasons will only be considered for re-admittance after an interview with the School Educational Coordinator. Readmission criteria are determined on an individual basis. Students are granted one readmission per calendar year. Readmission will be granted based on the student’s progress reports and prior attendance record, as well as consideration given to correct poor academic or attendance performance. Readmitted students will be counseled by the School Educational Coordinator and placed on probation for one academic term. Students may be readmitted at the start of a new grading period. Readmitted students must agree to sign a copy of the attendance policy and any counseling forms, which will become a part of the student’s permanent record. Readmitted students may be subject to additional fees.

GRADUATION REQUIREMENTS

New Horizons Medical Institute awards certificates for successful completion of full-time day and/or evening programs. Students must meet the certificate of completion requirements as outlined in the Academic Catalog current at the time of application for graduation.

Students must successfully complete all courses in the program of study. Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. Certificates will not be awarded if the highest grade recorded for a course is “F”, “W”, or “I”.

Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at New Horizons Medical Institute. Students must be in good financial standing and all monies owed the school must be paid prior to earning the diploma/degree.

CERTIFICATES OF COMPLETION

Certificates of Completion are awarded upon satisfactory completion of all courses in the student’s program. A degree or diploma will not be issued nor will record of graduation of the program be posted to a student’s academic record until satisfactory completion of all requirements for graduation is met. If a student does not complete the necessary credit or courses for graduation, a certificate of completion indicating the amount of credit hours earned will be awarded.

JOB PLACEMENT ASSISTANCE

Job placement assistance is available for both graduates and currently enrolled students. Extensive job listings of local and out-of-town opportunities are available for students to review. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications and experiences. The Career Development class provides students with information on job search skills, interviewing techniques, resume writing, and market demands. Individual counseling with student services’ staff is encouraged. Information concerning job placement assistance may be obtained by contacting the Externship/Job Placement Coordinator. New Horizons Medical Institute does not guarantee job placement or a starting salary upon graduation, completion or withdrawal from the School.

GUIDANCE SERVICES

The school provides assistance to students with career planning and selection of a program of study at New Horizons Medical Institute. The School Educational Coordinator assist students in broadening their interpersonal skills and recognizing their aptitude and abilities. Self-development and support in the process of adjusting to school life are also provided. Other guidance services include exploration of career occupational interest, evaluations for transferability of courses, new student orientation, and educational planning.

The school provides a referral for guidance services for more personal issues and concerns. These are available to all students through an “outreach” program that provides information about community programs and services.

Information regarding services available to the handicapped and international students is also available.
Student orientation provides new students with information about procedures, programs, registration and services available throughout the community.

**DISABLED STUDENT SERVICES**

New Horizons Medical Institute recognizes that handicapped persons wish to pursue a full range of occupational and educational opportunities and integrates disabled students into existing programs. Optimum accessibility to our programs is provided through combined efforts of the school, community and state service agencies. Disabled persons who wish to enroll should contact the Admission’s Office well in advance of registration so individual needs and assistance can be assessed in ample time. NHMI will make all reasonable accommodations for persons with a handicap. Handicapped students are provided with a wide range of services including academic counseling, admission assistance, and individual support.

**STUDENT ACTIVITIES**

New Horizons Medical Institute recognizes an obligation to help students develop and promote activities that will expand their cultural, social and community service awareness and involvement. The administration encourages participation and provides professional support and guidance in all student activities.

**HOUSING**

New Horizons Medical Institute does not provide institutional housing.

**CAMPUS SAFETY**

New Horizons Medical Institute maintains open, well-lit buildings with appropriate, lit parking areas. Any and all incidents including damage to personal property or suspicious persons should be promptly reported to the administration.

**TRANSPORTATION**

The main campus is located in an area that is easily accessible to public transportation. The branch campus is located in an area that is accessible to public transportation. Ample parking is provided to those students with automobile.

**STUDENT CONDUCT AND DISCIPLINE**

Students who attend New Horizons Medical Institute are expected to conduct themselves in a socially acceptable and responsible manner. A major contribution to the student’s preparation for employment in business is an individual’s ability to follow instructions. All students are required to follow instructions provided by any staff or faculty member and to maintain a high degree of personal integrity.

Violations of satisfactory conduct include but are not limited to:

- Harming or threatening to harm school officials or students with bodily harm or violence;
- Possession of alcoholic beverages, illegal substances on school property;
- Appearance on school property under the influence of alcoholic beverages or illegal substances;
- Gambling on school property;
- Abusive conduct toward school, employees or students;
- Theft of property belonging to the school, employees or students
- Willful destruction of property belonging to school, employees or students;
- Conduct that is detrimental to the best interest of the students or the school.
- Stalking or harassing school employees or students
- Smoking in non-designated areas
- Speeding in school parking lot
- Inappropriate behavior on school property
- Inappropriate dress
STUDENT GRIEVANCE PROCEDURE

New Horizons Medical Institute provides a prompt and equitable process for resolving student grievances. The procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights, or privileges as a student. Students with a grievance must first make a reasonable effort to resolve the issue on an informal basis with faculty or administrative personnel. If the issue is not resolved to the student’s satisfaction, the student may meet with the School Director who shall review the grievance with all parties concerned.

The CEO decision is considered final at the institutional level. Student grievances that cannot be resolved at the institutional level should be submitted to the Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305. www.gnpec.org, 770-414-3300, and the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, www.council.org, 770-396-3898.

PROGRAMS

DIALYSIS TECHNICIAN
MEDICAL ASSISTANT
NURSING ASSISTANT
PATIENT CARE TECHNICIAN/NURSE ASSISTANT
PHARMACY TECHNICIAN
PHLEBOTOMY TECHNICIAN
ULTRASOUND TECHNICIAN
DIALYSIS TECHNICIAN
Offered at both the Main and Branch

The Dialysis Technician program is a comprehensive program designed to prepare the graduate to become a certified clinical hemodialysis technician. Graduates will receive the necessary training to become certified hemodialysis technicians. Students will learn skills phlebotomy, venipuncture, patient care as it relates to dialysis as well as skills needed to become a certified hemodialysis technician.

Program Objectives:
Upon completion of the course, the student will be able to perform the duties of a certified hemodialysis technician to include:

- Prime dialysis equipment, then get dialyzer (artificial kidney) and delivery system ready, monitor all equipment while in use and clean equipment following the treatment.
- Record the patient’s weight and vital signs before and after treatment.
- Observe the patient during the dialysis procedure, monitoring and recording vital signs during treatment.
- Administer local anesthetics and drugs under supervision of Registered Nurse.
- Assess patients for any complications that occur during the procedure. They must be ready to take any necessary emergency measures – including administering oxygen or performing basic Cardiopulmonary Resuscitation (CPR) or blood transfusions.

To qualify for graduation from this program the students must demonstrate competency in each of the skills and successfully complete the externship. Graduates in this program will be qualified to take the CCHT National Exam and qualify to find entry-level positions in dialysis centers, hospitals, and skilled medical facilities.

<table>
<thead>
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<th>Subject #</th>
<th>Subject Title</th>
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<td>DIA 103*</td>
<td>Principles of Dialysis</td>
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<td>DIA 104*</td>
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<td>Vascular Access</td>
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<td>DIA 106*</td>
<td>Hemodialysis Procedures and Complications</td>
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<td>DIA 108*</td>
<td>Water Treatment</td>
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<td>DIA 109 *</td>
<td>Hemodialysis Technician Certification Review</td>
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<tr>
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<td>32/00/00</td>
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<td>Venipuncture</td>
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<td>EXT 101*</td>
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Total Hours 552/152/196 900

TOTAL CLOCK HOURS: 900 hours

ESTIMATED COMPLETION TIME: 28 weeks

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
MEDICAL ASSISTANT
Offered ONLY at the Main Campus

The Medical Assisting (MA) student will be trained to perform at a minimum entry level in positions normally available in a medical facility such as physicians’, chiropractors’, or podiatrists’ offices and clinics. The program provides the MA with entry-level theory and limited “hands-on” training in basic and routine clinical and office tasks. This will equip the MA with the competencies required to perform in either a clinical or office capacity. The graduate will be able to assist in EKG, X-ray procedures, first aid, and phlebotomy. He/She will be able to perform clinical procedures, preparing the patient for physical exams, and assisting the physician with other exams. The MA may help the physician with minor surgical procedures and can sterilize and care for instruments. The MA possesses a thorough understanding of health-related ethics and other business principles that bear on the practitioner’s relationship with the patient.

Program Objectives:

Upon completion of the course, the student will be able to perform, the duties of a medical assistant to include:

- How to perform basic first aid
- How to perform CPR/AED
- Take vital signs
- Apply proper body mechanics for patient care
- Hand washing and cleanliness skills
- An introduction to all body systems
- EKG
- Phlebotomy
- Injections

To qualify for graduation from this program the students must demonstrate competency in each of the skills and successfully complete the externship. Graduates in this program will be qualified to take the CCMA National Exam and qualify to find entry-level positions in doctor offices, hospitals, and urgent medical facilities.

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TOTAL CLOCK HOURS: 380

ESTIMATED COMPLETION TIME: 16 weeks

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
NURSING ASSISTANT
Offered at both the Main and Branch Campuses

The Nurse Assistant program is a comprehensive program designed to prepare the graduate to become a certified nurse assistant. Graduates will receive training in patient health care to include blood pressure monitoring, vital signs, proper body mechanics, cleanliness skills and introduction to body skills. Students will learn skills in patient care assisting patients in attaining and maintaining maximum functional independence, while observing patient rights, as well as the Georgia State certification as a Nurse Assistant.

Program Objectives:
Upon completion of the course, the student will be able to perform the duties of a nurse assistant to include:
- How to perform basic first aid
- How to perform CPR/AED
- Take vital signs
- Apply proper body mechanics in bed making, lifting, and turning patients.
- Hand washing and cleanliness skills
- An introduction to all body systems

To qualify for graduation from this program the students must demonstrate competency in each of the nurse assistant skills and successfully complete the clinical externship. Graduates in this program will be qualified to find entry-level positions in doctor’s offices, hospitals, nursing and convalescent health care facilities.

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Clock Hours Lec/Lab/Ext</th>
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TOTAL CLOCK HOURS: 85

ESTIMATED COMPLETION TIME: 5 weeks

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course of have the instructor’s permission to enter the course.
The Patient Care Technician/Nurse Assistant program is a comprehensive program designed to prepare the graduate to become a patient care technician and a certified nurse assistant. Graduates will receive training in patient health care to include EKG, cardiac circulation and blood pressure monitoring, phlebotomy and venipuncture skills. Students will learn skills in patient care assisting patients in attaining and maintaining maximum functional independence, while observing patient rights, as well as those needed to pass the National Certification for Patient Care Technician, Phlebotomy Technician, EKG Technician and the Georgia State certification as a Nurse Assistant.

Program Objectives:
Upon completion of the course, the student will be able to perform the duties of a patient care technician/nurse assistant to include:
- How to perform basic first aid
- How to perform CPR/AED
- Take vital signs
- Apply proper body mechanics in bed making, lifting, and turning patients.
- Hand washing and cleanliness skills
- An introduction to all body systems
- EKG
- Phlebotomy and venipuncture

To qualify for graduation from this program the students must demonstrate competency in each of the patient care skills and successfully complete the both externships. Graduates in this program will be qualified to find entry-level positions in doctor’s offices, hospitals, nursing and convalescent health care facilities.

<table>
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<td>Medical Clinical Procedures I</td>
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Total Hours 279/154/252 685

TOTAL CLOCK HOURS: 685

ESTIMATED COMPLETION TIME: 21 Weeks

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course or have the instructor’s permission to enter the course.
PHARMACY TECHNICIAN
Offered ONLY at the Main Campus

Pharmacy Technician student, will be trained and prepared to be employed in a hospital pharmacy, a community pharmacy, or a large pharmacy chain store. Pharmacy Technicians are trained Health Care professionals who work in both hospitals and retail pharmacies under the supervision of a pharmacist. Pharmacy Technicians prepare and fill prescriptions under the direction of a pharmacist, issue medications, and label and store supplies. Graduates of this training program will have learned the basic aspects of pharmacy practice, including reading, filling and distributing prescriptions. They will understand the legal responsibilities of a pharmacy for record maintenance and the handling of various categories of drugs, and they will know basic pharmaceutical calculations, medications, common drug interactions and their side effects and pharmaceutical agents and their uses.

Program Objectives:
- To prepare graduates for entry-level pharmacy technician positions.
- To give graduates an understanding of medical and pharmaceutical terminology and the pharmacology of medications in relation to the anatomy they affect.
- To give graduates familiarity with the federal and state laws that govern pharmacy.
- To provide graduates a strong grasp of the differences between hospital and retail pharmacy environments.
- To give graduates the ability to communicate effectively with patients and medical professionals.
- To equip graduates with the skill and confidence necessary to excel in the range of responsibilities they will assume as pharmacy technicians, from interpreting physician orders and prescriptions and preparing and distributing medications to performing pharmaceutical calculations, processing insurance billing, and controlling inventory.
- To provide graduates the knowledge necessary to meet the highest standards of professionalism, confidentiality, and ethics.

To qualify for graduation from this program the students must demonstrate competency in each of the skills and successfully complete the externship. Graduates in this program will be qualified to take the PTCB or ExCPT National Exams and qualify to find entry-level positions in drug store, pharmacies, hospitals, and medical facilities.

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Clock Hours</th>
<th>Total Clock Hours</th>
</tr>
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<tbody>
<tr>
<td>MTY 101</td>
<td>Medical Terminology</td>
<td>36/00/00</td>
<td>36</td>
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<tr>
<td>MAP 201</td>
<td>Medical Anatomy and Physiology</td>
<td>32/00/00</td>
<td>32</td>
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<tr>
<td>PHR 101</td>
<td>Introduction to Pharmacy</td>
<td>16/20/00</td>
<td>36</td>
</tr>
<tr>
<td>PHR 102</td>
<td>Pharmaceutical Math &amp; Drug Dose Calculation</td>
<td>30/26/00</td>
<td>56</td>
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<tr>
<td>PHR 103</td>
<td>Pharmacy Drug Therapy and Treatment</td>
<td>30/30/00</td>
<td>60</td>
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<td>PHR 104</td>
<td>Pharmacy Ethics and Procedures</td>
<td>30/00/00</td>
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<tr>
<td>PHR 105</td>
<td>Intravenous Admixture/Sterile Compounding</td>
<td>00/30/00</td>
<td>30</td>
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<td>PHR 106</td>
<td>Pharmacy Technician Certification Review</td>
<td>15/15/00</td>
<td>30</td>
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<td>EXT 107</td>
<td>Pharmacy Technician Externship</td>
<td>00/00/130</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>189/121/130</strong></td>
<td><strong>440</strong></td>
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TOTAL CLOCK HOURS: 440 hours

ESTIMATED COMPLETION TIME: 16 weeks

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course of have the instructor’s permission to enter the course.
PHLEBOTOMY TECHNICIAN
Offered ONLY at the Main Campus

The student will be trained to perform a variety of blood collection methods using proper techniques and precautions including: vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children and infants. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of specimens, and quality assurance. Students will be taught specimen handling, processing and accessioning. The testing performed will include: manual hematocrits, Urinalysis dipsticks, fecal occult blood, erythrocyte sedimentation rate and pregnancy testing. Upon successful completion of the following two courses the student will be awarded a certificate of completion and will be eligible to sit for the national certification exam.

Program Objectives:
The Phlebotomy Technician Program is designed to provide students with:
The technical skills needed to competently and safely collect and handle blood specimens from a variety of patients.
- The interpersonal skills needed to interact with others.
- An introduction to health care professions with emphasis on clinical laboratory science.
- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate knowledge of infection control and safety.
- Demonstrate basic understanding of the anatomy and physiology of body systems. Associate the major areas / departments of the clinical laboratory with the laboratory tests ordered to evaluate a patient’s pathologic condition / illness.
- Demonstrate understanding of the importance of specimen collection in the overall patient care system.
- Demonstrate knowledge and use of collection equipment, various types of additives used, special precautions necessary substances and pre-analytical variables that can adversely affect the blood sample and/or interfere in clinical analysis of blood constituents.
- Demonstrate proper techniques to perform venipuncture and capillary puncture.
- Demonstrate understanding of requisitioning, specimen transport and specimen processing.

To qualify for graduation from this program the students must demonstrate competency in each of the skills and successfully complete the externship. Graduates in this program will be qualified to take the CPT National Exam and qualify to find entry-level positions in laboratories, hospitals, and clinics.

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Clock Hours Lec/Lab/Ext</th>
<th>Total Clock Hours</th>
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<tr>
<td>PHL 108</td>
<td>Phlebotomy/Safety Training</td>
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<tr>
<td>MTY 101</td>
<td>Medical Terminology</td>
<td>36/00/00</td>
<td>36</td>
</tr>
<tr>
<td>PHL 101</td>
<td>Venipuncture</td>
<td>20/36/00</td>
<td>56</td>
</tr>
<tr>
<td>EXO 101</td>
<td>Phlebotomy Extern Observations</td>
<td>00/00/08</td>
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<td><strong>Total Hours</strong></td>
<td><strong>86/66/08</strong></td>
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</table>

TOTAL CLOCK HOURS: 160

ESTIMATED COMPLETION TIME: 6 weeks
*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course of have the instructor's permission to enter the course.
ULTRASOUND TECHNICIAN
Offered ONLY at the Main Campus

The Ultrasound Technician program is a comprehensive program designed to prepare the graduate to become a certified ultrasound technician. Students will learn skills in patient care as it applies to ultrasound techniques, while observing patient rights, as well as those needed to pass the requirements to become a certified ultrasound technician.

Program Objectives:
Upon completion of the course, the student will be able to perform the duties of a certified ultrasound technician to include:
- Preparation of the patient for ultrasound procedures
- Performing ultrasound on the patient
- Explanation of the ultrasound procedure to the patient

To qualify for graduation from this program the students must demonstrate competency in ultrasound procedures and successfully complete 1000 hours of clinical externship. Graduates will receive the necessary training to work in diagnostic laboratories, doctor’s offices hospitals, mobile imaging units and veterinary clinics.

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Clock Hours Lec/Lab/Ext</th>
<th>Total Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMS 101</td>
<td>Sonographic physics and instrumentation</td>
<td>144/48/00</td>
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<tr>
<td>DMS 102</td>
<td>Medical terminology</td>
<td>96/00/00</td>
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<td>DMS 103</td>
<td>Patient care</td>
<td>96/00/00</td>
<td>96</td>
</tr>
<tr>
<td>DMS 201*</td>
<td>Fundamentals of General Sonography I</td>
<td>144/48/00</td>
<td>192</td>
</tr>
<tr>
<td>DMS 202*</td>
<td>Principles of Hemodynamics and Doppler</td>
<td>144/48/00</td>
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<tr>
<td>DMS 301*</td>
<td>Fundamentals of Obstetrics and Gynecological Ultrasound I</td>
<td>144/48/00</td>
<td>192</td>
</tr>
<tr>
<td>DMS 302*</td>
<td>Fundamentals of General Sonography II</td>
<td>144/48/00</td>
<td>192</td>
</tr>
<tr>
<td>DMS 401*</td>
<td>Professional Development</td>
<td>106/00/00</td>
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<tr>
<td>DMS 402*</td>
<td>Fundamentals of Obstetrics and Gynecological Ultrasound II</td>
<td>144/48/00</td>
<td>192</td>
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<tr>
<td>DMS 403*</td>
<td>Introduction to Clinical Practicum</td>
<td>106/00/00</td>
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<td>MA 101</td>
<td>Medical Health Care Roles</td>
<td>30/10/00</td>
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<td>MAP 201</td>
<td>Medical Anatomy &amp; Physiology</td>
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<td>MAA 300</td>
<td>Medical Clinical Procedures</td>
<td>30/50/00</td>
<td>80</td>
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<tr>
<td>MA 104</td>
<td>Behaviors &amp; Health</td>
<td>20/20/00</td>
<td>40</td>
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<tr>
<td>CPR 101</td>
<td>CPR/AED/First Aid</td>
<td>06/10/00</td>
<td>16</td>
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<tr>
<td>CAR 101</td>
<td>Career Development</td>
<td>32/00/00</td>
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<tr>
<td>DMS 501*</td>
<td>Clinical Externship I</td>
<td>00/00/500</td>
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</tr>
<tr>
<td>DMS 502*</td>
<td>Clinical Externship II</td>
<td>00/00/500</td>
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**Total Hours** 1418/378/1000 2796

**TOTAL CLOCK HOURS:** 2796

**ESTIMATED COMPLETION TIME:** 21 months

*Indicates prerequisite exists. Student must complete the prerequisite course prior to entry into this course of have the instructor’s permission to enter the course.
COURSE DESCRIPTIONS

Dialysis Technician

DIA 101: Introduction to Dialysis Lec: 50/Lab: 14/Ext: 00 After completing this course, the student will be able to discuss how dialysis therapy is reimbursed in the US, list the quality standards for dialysis treatment, list the steps of the continuous quality improvement process, describe ways that dialysis technicians can demonstrate professional behavior when working with patients, and explain the certification process for dialysis technicians. OSHA rules and regulations will be reviewed in this course also. Prerequisites: None

DIA 102: The Person with Kidney Failure Lec: 40/Lab: 24/Ext: 00 After completing this course, the student will be able to identify the structure and function of the normal kidney, describe acute vs. chronic kidney disease, list five symptoms of uremia, describe the conditions that occur due to kidney failure, identify the members of the care team, discuss the communication skills that dialysis technicians use while working with patients, describe the goal of rehabilitation and the technicians role in it.

DIA 103: Principles of Dialysis Lec: 64/Lab: 00/Ext: 00 After completing this course, the student will be able to define the basic principles of diffusion, filtration, ultrafiltration, convection, and osmosis. The student will also be able to explain how diffusion, filtration, ultrafiltration, convection, and osmosis relate to solute transport and fluid movement during dialysis. In addition, the student will be able to describe the principles of fluid dynamics and how they relate to dialysis. OSHA rules and regulations will be reviewed in this course also.

DIA 104: Hemodialysis Devices Lec: 30/Lab: 10/Ext: 00 Risk analysis for medical devices is a crucial process to grant adequate levels of safety. Identification of device exposure-related hazards is one of the main objectives. Artificial detoxification devices currently under clinical evaluation include the Molecular Adsorbent Recirculation System (MARS), Single Pass Albumin Dialysis (SPAD) and the Prometheus system. Instruments are discussed and reviewed on the internet and catalogs for preparation of externship. To list a few Double-hose pump hemodialysis/hemofiltration device, double-hose pump hemodialysis/hemofiltration device, Simple and easy medical tourniquet Hemodialysis Artery Radial Compression Device.

DIA 105: Vascular Access Lec: 50/Lab: 14/Ext: 00 After completing this course, the student will be able to describe the three main types of vascular access, identify the predialysis assessments for all types of vascular access, describe the methods of needle insertion for AVFs and grafts, and describe the predialysis assessment, accessing procedure, exit site care, and monitoring of catheters.

DIA 106: Hemodialysis Procedures and Complications Lec: 50/Lab: 14/Ext: 00 Upon completing this course, the student should be able to do the following: Describe the predialysis set up of the hemodialysis machine and extracorporeal circuit, explain the start, monitoring, and end of a routine treatment, identify the vital signs that should be monitored before, during, and after treatments, discuss the basics of infection control, explain how to draw up and give intravenous medication, describe how to draw a blood sample, discuss the importance of documenting patient care, and identify causes, signs and symptoms, and prevention of clinical and technical complications that may occur during dialysis. OSHA rules and regulations will be reviewed in this course also.

DIA 107: Dialyzer Reprocessing Lec: 40/Lab: 00/Ext: 00 After completing this course the student should be able to do the following: discuss the duties of dialyzer reprocessing, list the reasons why dialysis centers reprocess dialyzers, explain the steps involved in dialyzer reprocessing, discuss the hazards to patients and staff that can occur with dialyzer reprocessing, and list the required documentation for dialyzer reprocessing.

DIA 108: Water Treatment Lec: 40/Lab: 00/Ext: 00 After completing this course, the student will be able to do the following: Discuss the purpose of water treatment for dialysis, list the components of a dialysis centers water treatment system, discuss the advantages and disadvantages of water softeners, carbon tanks, reverse osmosis, deionization, and ultraviolet irradiation in the treatment of water for dialysis, describe the method for microbiological testing of the water treatment system, and describe a typical water treatment monitoring schedule. OSHA rules and regulations will be reviewed in this course also.

DIA 109: Hemodialysis Technician Certification Review Lec: 32/Lab: 00/Ext: 00 This Dialysis Technician program will provide students with the knowledge and skills necessary to perform the duties required of Dialysis Technicians. Dialysis Technicians operate kidney dialysis machines, which filter normal water products and excess fluids from the blood of patients whose kidneys can no longer perform this function. The technicians are responsible for direct patient care. Under the direction of senior technicians, nurses, and doctors, the Dialysis Technician plays a vital role as part of the dialysis team.

PHL 108: Phlebotomy Lec: 30/Lab: 30/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures,
Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. OSHA Requirements for Phlebotomists with safety training.

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course is designed to provide students with a fundamental understanding of basic anatomy, physiology and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included. Prerequisites: None

PHL 101: Venipuncture Lec: 20/Lab: 36/Ext: 00 This course focuses on the routine venipuncture procedure including the tools that are available, steps in the procedure, recommendations for venipuncture site choices as well as sites to avoid, pre-analytic errors, and safety issues. A blood test is only as good as the specimen that is collected.

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two rescuer scenarios, and use of bag valve mask, foreign body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

CAR 101: Career Development Lec: 32/Lab: 00/Ext: 00 The career preparation class ensures that all students have the academic background and technical skills essential to lead productive and successful lives as they enter the work force. Students are prepared in the following areas: resume writing, interviewing skills, how to dress for an interview, and how to respond to interview questions.

EXT 101: Externship for Hemodialysis Technician Lec: 00/Lab: 00/Ext: 196 To provide the Dialysis Technician the basic hands on training with various duties and skills. This experience can be taught during externship in a dialysis clinic, and or hospital setting. Clinical externships provide students with hands on training with actual patients in the above stated settings.

Medical Assistant

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course is designed to provide students with a fundamental understanding of basic anatomy, physiology and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included. Prerequisites: None

MA 101: Medical Health Care Roles Lec: 30/Lab: 10/Ext: 00 Allied health care professions are in the health care industry. They work in health care teams to make the health care system function by providing a range of diagnostic, technical, therapeutic and direct and indirect patient care and support services. This is very critical to the other health professionals they work with and the patients they serve. Prerequisites: None

PHL 108: Phlebotomy Lec: 30/Lab: 30/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. OSHA Requirements for Phlebotomists with safety training.

EKG 101: EKG Lec: 30/Lab: 50/Ext: 00 This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, obtaining a blood pressure, Holter monitor, and medical terminology. CPR / AED and Fist Aid Certification.
CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two rescuer scenarios, and use of bag valve mask, foreign body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

MA 104: Behaviors and Health Lec: 20/Lab: 00/Ext: 20 This course presentation encompasses exploring and understanding cultural diversity, types of cultural communication, and general psychology principles. This course prepares students to learn how to critically think and relate with a wide variety of people coming from various cultures in and out of the medical community. This course will also use a variety of teaching tools to include current events, role playing, and an active research project focusing on presentation of various cultures and their belief system. Prerequisites: None

EXT 106: Externship Lec: 00/Lab: 00/Ext: 80 Medical Assistant externships are provided at acute care and long term living sites after completing on-campus lab sessions. Such tasks include: vital signs, bathing, feeding, dressing, and toileting, and ambulation, bed making and assisting the patient with all activities of daily living.

Nurse Assistant

CNA 101: CNA Preparation Lec: 23/Lab: 22/Ext: 00 At the end of this program the student will be able to perform the following duties of a nursing assistant: Mastering vital signs, bathing, feeding, dressing, toileting, and ambulation, bed making and assisting the patient with all activities of daily living. OSHA Requirements for Certified Nursing Assistant for safety training.

CNA 102: Clinical Externship Lec: 00/Lab: 00/Ext: 24 Clinical externships are provided at acute care and long term living sites after completing on-campus lab sessions. Clinical externships provide students with hands on training with actual patients in the above stated settings. Such tasks include: vital signs, bathing, feeding, dressing, and toileting, and ambulation, bed making and assisting the patient with all activities of daily living.

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two rescuer scenarios, and use of bag valve mask, foreign body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

Patient Care Technician

CNA 101: CNA Preparation Lec: 23/Lab: 22/Ext: 00 At the end of this program the student will be able to perform the following duties of a nursing assistant: Mastering vital signs, bathing, feeding, dressing, toileting, and ambulation, bed making and assisting the patient with all activities of daily living. OSHA Requirements for Certified Nursing Assistant for safety training.

CNA 102: Clinical Externship Lec: 00/Lab: 00/Ext: 24 Clinical externships are provided at acute care and long term living sites after completing on-campus lab sessions. Clinical externships provide students with hands on training with actual patients in the above stated settings. Such tasks include: vital signs, bathing, feeding, dressing, and toileting, and ambulation, bed making and assisting the patient with all activities of daily living.

CAR 101: Career Development Lec: 32/Lab: 00/Ext: 00 The career preparation class ensures that all students have the academic background and technical skills essential to lead productive and successful lives as they enter the work force. Students are prepared in the following areas: resume writing, interviewing skills, how to dress for an interview, and how to respond to interview questions.

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course is designed to provide students with a fundamental understanding of basic anatomy, physiology and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included. Prerequisites: None

MAA 300: Medical Clinical Procedures Lec: 40/Lab: 40/Ext: 00 This course combines lecture and lab experience designed to introduce the multi-competent health care provider to the clinical laboratory and point-of-care testing. Emphasis will be placed on quality control, the collection and processing of specimens, and performing selected tests that assist with the diagnosis and treatment in various health care settings. Prerequisites: None
PHL 108: Phlebotomy Lec: 30/Lab: 34/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology; Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing. OSHA Requirements for Phlebotomists with safety training.

EKG 101: EKG Lec: 60/Lab: 16/Ext: 00 This course covers various cardiopulmonary diagnostic testing methods including 12-lead EKG procedures, obtaining a blood pressure, Holter monitor, and medical terminology. CPR / AED and First Aid Certification.

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two rescuer scenarios, and use of bag valve mask, foreign body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

PHL 101: Venipuncture Lec: 20/Lab: 36/Ext: 00 This course focuses on the routine venipuncture procedure including the tools that are available, steps in the procedure, recommendations for venipuncture site choices as well as sites to avoid, pre-analytic errors, and safety issues. A blood test is only as good as the specimen that is collected.

EXT 104: Externship Lec: 00/Lab: 00/Ext: 228 Clinical externships are provided at acute care and long term living sites after completing on-campus lab sessions. Clinical externships provide students with hands on training with actual patients in the above stated settings. Such tasks include: vital signs, bathing, feeding, dressing, and toileting, and ambulation, bed making and assisting with all activities of daily living.

Pharmacy Technician

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course is designed to provide students with a fundamental understanding of basic anatomy, physiology and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included. Prerequisites: None

PHR 101: Introduction to Pharmacy Lec: 16/Lab: 20/Ext: 00 The student will receive an overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources, safety techniques, and supply and inventory techniques.

PHR 102: Pharmaceutical Math & Drug Dose Calculation Lec: 30/Lab: 26/Ext: 00 The course includes reading and interpreting and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurement within the apothecary, and metric systems with emphasis on the metric system of weight and volume. Teaching & learning will include ratio and proportion percentage, dilution and concentration, milliequivalent, units, intravenous flow rates, and solving dosage problems.

PHR 103: Pharmacy Drug Therapy and Treatment Lec: 30/Lab: 30/Ext: 00 The student will learn therapeutic agents, their classifications, properties actions, and effects on the human body and their role in the management of disease. The student will learn detailed information regarding drug therapy and treatment. This will provide the detailed information regarding drug dosages, side effects, interaction, toxicities and incompatibilities. Prerequisite: None

PHR 104: Pharmacy Ethics and Procedures Lec: 30/Lab: 00/Ext: 00 This course introduces the student to laws that govern pharmacies as well as good ethical practices. Federal and state laws and legal and ethical constraints involving technician and pharmacists in a variety of settings is discussed. This course will cover the Law and Ethics of Pharmacy, which include the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The course will also focus on collecting, organizing, screening, and evaluating information/payment and prescription documentation pertaining to the patient, in the professional aspects of working in pharmacy technology. It will cover customer health records as well as determining counseling requirements in accordance with the laws and ethics that apply to pharmacy operations. Also stresses the management of inventory within the pharmacy. Prerequisite: None
PHR 105: Intravenous Admixture/Sterile Compounding Lec: 00/Lab: 30/Ext: 00 Intravenous Admixture & Sterile Compounding: The student will master the skills for compounding sterile products and intravenous admixtures. The student will be introduced to sterile products, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, (syringes, needles, auto injectors, pumps), preparations of sterile products (intravenous, irrigations, ophthalmic, total parenteral nutrition, and chemotherapy drugs), and safe handling of antineoplastic drugs. Prerequisite: PHR 102 and PHR 103

PHR 106: Pharmacy Technician Certification Review Lec: 15/Lab: 15/Ext: 00 This course covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. This class will provide the necessary information to prepare students to sit for the National Pharmacy Technician Certification Examination. This course will review major topics covered on the National Pharmacy Technician Certification Examination; including (but not limited to) pharmacokinetics, drug names, drug interactions, dosages and possible side effects of drugs, pharmaceutical calculations, aseptic techniques, tasks/duties of pharmacists and pharmacy technicians, applicable pharmacy law, and ethics. Prerequisite: PHR 101-PHR102-PHR103-PHR104-PHR105

EXT 107 Pharmacy Technician Externship Lec: 00/Lab: 00/Ext: 130 This 130-hour course is considered on the job training. It 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: All PHR Course's Completed

Phlebotomy Technician

PHL 108: Phlebotomy Lec: 30/Lab: 34/Ext: 00 The course work covers phlebotomy-related topics including the history of phlebotomy, health-care and laboratory structure, hospital staff and organization; Safety, Infection Control, Medical Terminology, Human Anatomy and Physiology with emphasis on the Circulatory, Lymphatic, and Immune System; Venipuncture Equipment, Routine Venipuncture, Dermal Puncture, Venipuncture Complications, Blood Collection in Special Populations, Arterial Blood Collection, Special Collections and Procedures, Special Non-Blood Collection Procedures, Specimen Transport, Handling, and Processing; Quality Phlebotomy, Legal Issue in Phlebotomy, and Point-of-Care Testing.

OSHA Requirements for Phlebotomists with safety training.

MTY 101: Medical Terminology Lec: 36/Lab: 00/Ext: 00 The basic medical terminology course provides the framework needed before advanced medical terminology. It focuses on the components of a medical term and how to break down a term by simply knowing the prefix or suffix. The objective of this course is to learn the basic rules and elements of the medical term and to learn the medical terms related to the body structures.

PHL 101: Venipuncture Lec: 20/Lab: 36/Ext: 00 This course focuses on the routine venipuncture procedure including the tools that are available, steps in the procedure, recommendations for venipuncture site choices as well as sites to avoid, pre-analytic errors, and safety issues. A blood test is only as good as the specimen that is collected.

EXO 101: Phlebotomy Extern Observation Lec: 00/Lab: 00/Ext: 08 This course includes observation of on the job training, laboratory training and practical training. Students will observe the practice under the observation and guidance of the training instructor / on site administrator. After theory and laboratory training, each student is required do a clinical observation. Each student is sent to a clinical laboratory for on the job clinical observation.

Ultrasound Technician

DMS 101: Sonographic Physics and Instrumentation Lec: 148/Lab: 00/Ext: 00 The General Ultrasound Program Provides a Firm Foundation in the Basic Principles and Practices of Ultrasound Theory and Scanning Techniques. This course will cover Sound Production and Propagation, Interaction of sound in Matter, Instrument Options and Transducer Selection. Prerequisites: None

DMS 101L: Sonographic Physics and Instrumentation Lab Lec: 00/Lab: 48/Ext: 00 Students will be provided with Hands-on Laboratory Instruction in Equipment Operation including Evaluating Anatomic Structures in the Regions of Interest, Recognizing the Sonographic Appearance of Normal Tissue Structures, and Recognizing the Importance of, and Employ, Ergonomically Correct Scanning Techniques. Prerequisites: None

DMS 102: Medical Terminology Lec: 96/Lab: 00/Ext: 00 During this Course, the Student will learn how to Comprehend and Employ Appropriate Medical Terminology, Abbreviations, Symbols, Terms, and Phrases that Will be Used in the Sonographic Setting. Prerequisites: None

DMS 103: Patient Care Lec: 96/Lab: 00/Ext: 00 This Course Prepares the Student to Provide Basic Patient Care and Comfort. Specific Concentrations will be; Infection Control and Standard Precautions, Respond to Patient's Needs, Identifying Life-Threatening Situations, Proper Patient Positioning, Spiritual/Cultural Needs HIPPA Policies, Medical Law and Ethics as well as Ergonomics. Prerequisites: None
DMS 201: Fundamentals of General Sonography I Lec: 144/Lab: 00/Ext: 00 During this Course, the Student will learn the Fundamentals of Abdominal Sonography along with the Anatomy and Pathophysiology of the Abdomen to Include: Anterior Abdominal Wall, Peritoneal Cavity, GI Tract, Abdominal Vasculature, Pancreas, Liver, Biliary System, Spleen, Kidneys, Adrenals, and Urinary Tract. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101

DMS 201L: Fundamentals of General Sonography I Lab Lec: 00/Lab: 48/Ext: 00 During this Lab Duration, the Student will learn to Select the Appropriate Technique(s) for the Exam(s) being Performed, Adjust Instrument Controls to Optimize Image Quality, Perform Linear, Area, and Circumference, and Other Related Measurements from Sonographic Images or Data, Recognize and Compensate for Acoustical Artifacts, Utilize Appropriate Devices to Obtain Pertinent Documentation, Minimize Patient Exposure to Acoustic Energy, Apply Basic Physics: Master the Protocols of the Right Upper Quadrant and the Abdomen Complete. Prerequisites: DMS 101L

DMS 202: Principles of Hemodynamics and Doppler Lec: 144/Lab: 00/Ext: 00 This Course Will Give the Student a Full Understanding of Hemodynamics, Physics of Doppler, Principles of Doppler Techniques, Methods of Doppler Flow Analysis, Recording Techniques, Acoustic Artifacts, Biological Effects, Pertinent In-Vitro and In-Vivo Studies, Exposure Display Indices, Generally Accepted Maximum Safe Exposure Levels, ALARA Principle, and Emerging Technologies. Prerequisites: None

DMS 202L: Principles of Hemodynamics and Doppler Lab Lec: 00/Lab: 48/Ext: 00 Students will be provided with Hands-on Laboratory Instruction in Hemodynamics and Doppler techniques including Evaluating Anatomic Structures in the Regions of Interest, Recognizing the Sonographic Appearance of normal blood flow doppler, and Recognizing the Importance of, and Employ, Ergonomically Correct Scanning Techniques. Prerequisites: DMS 101

DMS 301: Fundamentals of Obstetrics and Gynecological Ultrasound I Lec: 144/Lab: 00/Ext: 00 During this Course, the Student will learn the Fundamentals of Gynecological Ultrasound as well as Anatomy and Pathophysiology of Gynecology. Specific Concentrations will be: Reproductive System, Pelvic Muscles, Suspensory Ligaments, Peritoneal Spaces, and Pelvic Vasculature as well as 1st Trimester OB Evaluation. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101, DMS 201 & DMS 202

DMS 301L: Fundamentals of Obstetrics and Gynecological Ultrasound I Lab Lec: 00/Lab: 48/Ext: 00 The Student will Learn to Select the Appropriate Technique(s) for the Exam(s) being Performed, Adjust Instrument Controls to Optimize Image Quality, Perform Linear, Area, and Circumference, and Other Related Measurements from Sonographic Images or Data, Recognize and Compensate for Acoustical Artifact, Utilize Appropriate Devices to Obtain Pertinent Documentation, Minimize Patient Exposure to Acoustic Energy, Apply Basic Physics: Master the Protocol of the non-gravid female pelvis. Prerequisites: DMS 101, DMS 201, and DMS 202

DMS 302: Fundamentals of General Sonography II Lec: 144/Lab: 00/Ext: 00 During this Course, the Student will Learn the Fundamentals of Small Parts (Superficial Structures) as well as Vasculature, and Muscular-Skeletal Ultrasound along with the Anatomy and Pathophysiology Associated With Each Concentration to Include: Thyroid Gland, Scrotum, Prostate, Breast, Per-Vertebral Arteries, Extremities, Brain and Spinal Cord, Muscular-Skeletal Structures and non-cardiac chest. The Student will also be able to Obtain and Evaluate Pertinent Patient History and Physical Findings, Extend Standard Diagnostic Testing Protocol, Review Data from Current and Previous Exams to Produce a Summary of Findings, Recognize Examination Findings that Require Immediate Response and Notify the Interpreting Physician in the Concentrated Areas of Study. Prerequisites: DMS 101, DMS 201 & DMS 202

DMS 302L: Fundamentals of General Sonography II Lab Lec: 00/Lab: 48/Ext: 00 During this Lab Duration, the Student will Learn to Select the Appropriate Technique(s) for the Exam(s) being Performed, Adjust Instrument Controls to Optimize Image Quality, Perform Linear, Area, and Circumference, and Other Related Measurements from Sonographic Images or Data, Recognize and Compensate for Acoustical Artifacts, Utilize Appropriate Devices to Obtain Pertinent Documentation, Minimize Patient Exposure to Acoustic Energy, Apply Basic Physics: Master the Protocols of the Thyroid, Scrotum, Breast, Carotid Artery, DVT, and Muscular Skeletal Ultrasound. Prerequisites: DMS 101, DMS 201 and DMS 202

DMS 401: Professional Development Lec: 102/Lab: 00/Ext: 00 This Course Utilizes Student Case Presentations and Peer Review to Assess the Student’s the Ability to Interpret Sonographic Criterions and Findings, Correlate with Other Diagnostic Studies and Clinical Signs and Symptoms to Derive at Clinical Impressions. Additionally the Student is Prepared for the Real World of Work via Assistance with Resume Writing, Interviewing Techniques, and Job Placement. Prerequisites: None

DMS 402: Fundamentals of Obstetrics and Gynecological Ultrasound II Lec: 144/Lab: 00/Ext: 00 During this Course, the Student will learn the Fundamentals of Obstetrical Ultrasound as well as Anatomy and Pathophysiology of Obstetrics. Specific Concentrations will be: Sectional Anatomy, Pertinent Measurement Techniques, Doppler Applications, Placenta, Congenital/Genetic Anomalies, Growth Anomalies, Amniotic Fluid, Viability, Multiples, Fetal Monitoring, Maternal Factors, Postpartum, and Fetal Therapy. The Student will also be able to Obtain and Evaluate Pertinent Patient History and
in a clinical setting, what they have learned in the classroom for a clinical setting is classified as on the job training. This coursework with team, communicate in medical terminology, and understand how to apply concepts in real-life settings. Externship is classified as on the job training. This will prepare students for more hands-on with procedures. This will include the classroom instruction, lab work and that is needed for clinical externship. The Heartsaver First Aid course teaches choking for adults and children. Students will practice on ultrasound equipments and conduct examinations, learn how to work with team, communicate in medical terminology, and understand how to apply concepts in real-life settings. Externship is classified as on the job training. This course is externship on the job training for a total of 500 hours. Students will practice in a clinical setting, what they have learned in the classroom for a clinical setting. This will provide students with a fundamental understanding of basic anatomy, physiology, and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function, and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included. Prerequisites: None

MAP 201: Medical Anatomy and Physiology Lec: 32/Lab: 00/Ext: 00 This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. This course will be designed to provide students with a fundamental understanding of basic anatomy, physiology, and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function, and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included. Prerequisites: None

MA 101: Medical Health Care Roles Lec: 30/Lab: 10/Ext: 00 Allied health care professions are in the health care industry. They work in health care teams to make the health care system function by providing a range of diagnostic, technical, therapeutic, and direct and indirect patient care and support services. This is very critical to the other health professionals they work with and the patients they serve. Prerequisites: None

DMS 403: Introduction to Clinical Practicum Lec: 106/Lab: 00/Ext: 00 Introduction to the critiquing of ultrasound images on a basic level to improve the student’s ability to use sonographic terminology in describing ultrasound images. Students will submit basic normal case studies and the analysis of two ultrasound journal articles.

MA 104: Behaviors and Health Lec: 20/Lab: 00/Ext: 20 This course presentation encompasses exploring and understanding cultural diversity, types of cultural communication, and general psychology principles. This course prepares students to learn how to critically think and relate with a wide variety of people coming from various cultures in and out of the medical community. This course will also use a variety of teaching tools to include current events, role playing, and an active research project focusing on presentation of various cultures and their belief system. Prerequisites: None

MAA 300: Medical Clinical Procedures Lec: 40/Lab: 40/Ext: 00 This course combines lecture and laboratory experience designed to introduce the multi-competent health care provider to the clinical laboratory and point-of-care testing. Emphasis will be placed on quality control, the collection and processing of specimens, and performing selected tests that assist with the diagnosis and treatment in various health care settings. Prerequisites: None

CPR 101: CPR/AED & First Aid Training Lec: 06/Lab: 10/Ext: 00 This course covers core material such as adult, pediatric, and infant CPR, one and two rescuer scenarios, and use of bag valve mask, foreign body airway obstructions, AED, and barrier devices. The Heartsaver First Aid course teaches choking for adults and children. Students will also learn how to manage illnesses and injuries in the first few minutes before professional help arrives. Course completion cards are issued for successfully completing a written and skills exam. Following American Heart Association guidelines.

CAR 101: Career Development Lec: 32/Lab: 00/Ext: 00 The career preparation class ensures that all students have the academic background and technical skills essential to lead productive and successful lives as they enter the work force. Students are prepared in the following areas: resume writing, interviewing skills, how to dress for an interview, and how to respond to interview questions.

DMS 501: Clinical Externship I Lec: 00/Lab: 00/Ext: 500 This course is externship on the job training for a total of 500 hours. Students will practice in a clinical setting, what they have learned in the classroom for a clinical setting. This course will include the classroom instruction, lab work and that is needed for clinical externship. This will prepare students to work with ultrasound equipments and conduct examinations, learn how to work with team, communicate in medical terminology, and understand how to apply concept in a real-life setting. Externship is classified as on the job training.

DMS 502: Clinical Externship II Lec: 00 / Lab: 00 / Ext: 500 Continuation from Externship I. This part of externship will be more hands on with procedures. This course will include the classroom instruction, lab work and that is needed for clinical externship. This will prepare students to work with ultrasound equipments and conduct examinations, learn how to work with team, communicate in medical terminology, and understand how to apply concept in a real-life setting. Externship is classified as on the job training. This course is externship on the job training for a total of 500 hours. Students will practice in a clinical setting, what they have learned in the classroom for a clinical setting.
## TUITION AND FEES BREAKDOWN

### PATIENT CARE
#### TECHNICIAN/NURSING ASSISTANT

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Tuition</td>
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<tr>
<td>Registration Fee</td>
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<tr>
<td>Books</td>
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<tr>
<td>Lab Fees</td>
<td>$108</td>
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<tr>
<td>Hepatitis B Shot/Drug Screen</td>
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</tr>
<tr>
<td>CPR/First Aid</td>
<td>$  75</td>
</tr>
<tr>
<td>BP Cuff/Stethoscope</td>
<td>$  20</td>
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<tr>
<td>Certification Examinations</td>
<td>$ 294</td>
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<td><strong>Total</strong></td>
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### DIALYSIS TECHNICIAN

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<td>CPR/First Aid</td>
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<td>Hepatitis B Shot/Drug Screen</td>
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### ULTRASOUND TECHNICIAN

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<td>BP Cuff/Stethoscope</td>
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<td>Hepatitis B Shot/Drug Screen</td>
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### NURSING ASSISTANT

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<td>CPR/First Aid</td>
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### MEDICAL ASSISTANT

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<td>BP Cuff/Stethoscope</td>
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### PHARMACY TECHNICIAN

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### PHLEBOTOMY TECHNICIAN

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New Horizons Medical Institute reserves the right to adjust program costs and fees for services as determined necessary; however, no student will be charged additional tuition costs if the students is enrolled and has been participating on a continuous basis in a qualified program.
2012 & 2013 ACADEMIC CALENDAR

HOURS OF OPERATION

The school provides classes during the following hours:

Monday through Sunday 8:00 a.m.—10:00 p.m.

Administration offices are open from 9 a.m. until 5 p.m., Monday through Thursday. The Admissions office is open from 9 a.m. until 4 p.m. Monday through Thursday.

STARTS

Class start dates occur on Monday, except in the case of an observed holiday when the school is closed.

INDIVIDUAL CLASS SCHEDULES AND PROGRESS EVALUATIONS

Class schedules for each student are subject to revision each start date.

Slight overlap of schedules may vary occasionally for individual students when special course requests or requirements exist. Progress evaluations will be made at least four—week intervals except for new or probationary students that may have progress checks after three weeks of class. Classes are fifty minutes in length with a 10 minute break every hour. There is a one hour break for lunch.

PROGRAM END DATES AND GRADUATION

Program end dates are variable by course of study. Each program consists of a specific number of hours that must be earned. Each student must complete his/her program of study in accordance with the requirements of the academic catalog. The number of class hours listed for each program is intended as a guideline only.

HOLIDAYS OBSERVED

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2012 Calendar</th>
<th>2013 Calendar</th>
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</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>January 16</td>
<td>January 21</td>
</tr>
<tr>
<td>Easter</td>
<td>April 7-8</td>
<td>March 30-31</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 26-28</td>
<td>May 25-27</td>
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<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>July 4</td>
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<tr>
<td>Labor Day</td>
<td>September 1-3</td>
<td>Aug 31 – Sept 2</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 21(half day)-25</td>
<td>Nov 26(half day)–Dec 1</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 22-25</td>
<td>Dec 24-26</td>
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<tr>
<td>New Year’s Break</td>
<td>December 31- January 1, 2013</td>
<td>Dec 31 - Jan 2, 2014</td>
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STAFF AND FACULTY

Administration

Director/CEO/CAO
Rose Tabi Ndamukong, RN, BS, BSN, MSED

Director of Administration & Finance
Michael Owens, BBA - Management

Admission/Administrative Coordinator–Winder
Wendy Fischer, AS – Business Finance

Admission/Administrative Coordinator–Norcross

Externship & Placement Coordinator
Dorothi Prescott

Faculty – Part-time

Sterlin Adekweh – Dialysis Tech, Phlebotomy Tech
BS – Industrial Relations & Personnel Mgmt, Lagos State University, CCHT, CPT

Maribel Blanco – Certified Nurse Assist., Patient Care Tech, Phlebotomy Tech, Medical Assist.
LPN – Boces School of Nursing

Noor Fatima – Ultrasound Technician
BSM & BSS – Nawabshah Medical College; RDMS (AB OB/GYN) - ARDMS

Wil Fletcher – Certified Nurse Assist., Patient Care Tech, Phlebotomy Tech, Medical Assist., CPR
LPN – Boces School of Nursing

Jin Kim – Ultrasound Technician
BSME – Norwich University, SPI – ARDMS, CCMA, CPT, & CET – NHA

Kevin Knight – Patient Care Tech, Phlebotomy Tech, Medical Assist
AAS-Medical Assisting – Westwood College

Francine Lumpkin – Dialysis Tech, Phlebotomy Tech, Certified Nurse Assist., Patient Care Tech
LPN – North Georgia Tech & Vocational School

Edwige Naounou-Bolou – Certified Nursing Assistant Clinical Instructor
LPN - Ultimate Healthcare School;

Epie Ntuba – Medical Assistant, Patient Care Tech., Phlebotomy Tech., EKG Technician
BS – Medicine & Surgery, Universita di Padova

Fabian Stone – Pharmacy Technician
AS-Pharmacy Technician – Kennesaw State University

Hilda Zoutendijk – Patient Care Tech, Phlebotomy Tech, Medical Assistant
LPN – Gwinnett College, PI – Gwinnett College, BSJD – Saratoga School of Law