.

GEORGIA ALLIED HEALTH INSTITUTE

EST.2003

EDUCATION AND CAREER ENHANCEMENT

2026 Catalog & Student Handbook

"BEGIN YOUR FUTURE WITH US"

11 E. Coffee Street
Hazlehurst, GA 31539
PHONE 770-370-7686

Authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC)

EMAIL: INFO@ALLIEDHEALTHINST.COM **WEBSITE: ALLIEDHEALTHINST.COM**

Volume 14, Number 1, Issue date: Jan 2025

Contents

LETTER FROM THE DIRECTOR 5
SCHOOL HISTORY 5
MISSION AND OBJECTIVES 6
AUTHORIZATIONS Certification and licenses 6
STAFF 6
FACULTY 7
FACILITIES DESCRIPTION 7
CLASSROOM EQUIPMENT 7
MEDIA CENTER/LIBRARY 7
SCHOOL COMPLIANCE 7
NON-DISCRIMINATION POLICY – AFFIRMATIVE ACTION STATEMENT 7
RECORDS AND FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 7
ADMISSIONS 8
APPLYING FOR ADMISSION 8
STUDENT RESPONSIBILITY FOR REGISTRATION 8
ABILITY TO BENEFIT 8
ACCEPTANCE 8
NEW STUDENT ORIENTATION 9
RECEIPT OF CLASS SCHEDULES 9
2026 ACADEMIC CALENDAR 9
HOLIDAYS OBSERVED 10
FINANCIAL PLANS and Responsibility 10
REFUND POLICY 11
VETERAN AFFAIRS 11
EXECUTIVE ORDER 13607 11
VETERANS ONLY ATTENDANCE & REFUNDS POLICIES 11
STUDENT ACCOMMODATIONS 13
HOUSING 13
TRANSPORTATION 13
DISABLED STUDENT SERVICES 13
STUDENT ACTIVITIES 13
ATTENDANCE 13
ATTENDANCE POLICY 13
TARDINESS 14
ATTENDANCE PROBATION 14
LEAVE OF ABSENCE POLICY 14
PREGNANCY POLICY (FOR ULTRASOUND STUDENTS ONLY) 14

WEATHER CLOSING 14
TRANSFERS **15**
COURSES BETWEEN PROGRAMS WITHIN THE INSTITUTION 15
TRANSFER OF COURSES FROM ANOTHER INSTITUTION 15
TRANSFER OF COURSES TO OTHER INSTITUTIONS 15
WITHDRAWALS/RESTARTS **15**
WITHDRAWAL FROM COURSES 15
CONDITIONS OF READMITTANCE 15
RE-STARTS 16
UPON COMPLETIONS **16**
GRADUATION REQUIREMENTS 16
CERTIFICATION TESTS 16
CERTIFICATES OF COMPLETION 16
GUIDANCE SERVICES 16
CO-OPERATIVE EDUCATION/EXTERNSHIPS 17
JOB PLACEMENT ASSISTANCE 17
POST GRADUATION STATISTICS 17
STUDENT RECORDS **18**
STUDENT IDENTIFICATION NUMBER 18
CHANGE OF NAME 18
CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER 18
RECORD RETENTION AND MAINTENANCE 18
STUDENT CONDUCT AND CAMPUS SAFETY **18**
STUDENT CONDUCT AND DISCIPLINE ..... **Error! Bookmark not defined.**
DRESS CODE 19
TELEPHONE USAGE 19
SMOKING 19
DRUG AND ALCOHOL POLICY 19
ALCOHOL AND OTHER DRUGS 19
STUDENT ALCOHOL POLICY 19
DRUG-FREE SCHOOLS AND COMMUNITIES ACT – PUBLIC LAW 101-226 21
STUDENT GRIEVANCE PROCEDURE 21
CAMPUS SAFETY 21
CAMPUS SECURITY REPORT 21
ACADEMICS **23**
CLASSIFICATION OF STUDENTS 23
STUDENT COURSE LOAD 23
GRADING SYSTEM 23

DEFINITION OF GRADES 23
ACADEMIC STATUS DEFINITIONS 24
SATISFACTORY ACADEMIC PROGRESS 24
Makeup WORK 25
REPEATING COURSES/EXTENSION OF HOURS 25
REPEAT OF COURSE CALCULATIONS OF GRADE AVERAGE 25
RIGHT OF APPEAL 25
TUITION & FEES 26
APPLICATION FEES 26
TUITION AND FEES 26
RE-START FEE 26
TRANSCRIPT FEES 26
Programs 28
MEDICAL ASSISTANT 28
PATIENT CARE TECHNICIAN 29
PHLEBOTOMY TECHNICIAN 30
EKG TECHNICIAN – Electrocardiogram Technician 31
NURSING ASSISTANT 32
DIALYSIS TECHNICIAN 33
ULTRASOUND TECHNICIAN 34
COURSE DESCRIPTIONS 35
Medical Assistant 35
Patient Care Technician - multiple certification combination program 36
Phlebotomy Technician 37
EKG Technician 38
Nursing Assistant 32
Dialysis Technician 39
Diagnostic Sonographer (Ultrasound Technician) 41

LETTER FROM THE DIRECTOR

WELCOME TO GEORGIA ALLIED HEALTH INSTITUTE, INC.!!

Georgia Allied Health Institute, Inc, "Job Training and Career Enhancement Program" offers training that leads to jobs in the medical industry. Our program offers job training to obtain the skills necessary to be successful in today's patient care environment.

The Allied Health 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) takes 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.

Georgia Allied Health 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!
Georgia Allied Health 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!
Georgia Allied Health 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 - do not 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 workforce in the demanding and exciting medical industry.
I sincerely hope that your educational experience at Georgia Allied Health Institute, Inc. will be rewarding and meets all 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

Georgia Allied Health Institute was established by Ms. Rose Tabi Ndamukong, RN, BSN, MSED and is part of a vision that continues. In June of 2003, the vision began with an offering of 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 1955 Buford Highway, Suite 100 Buford, GA 30518. Georgia Allied Health Institute now offers training in a variety of allied health fields including Patient Care Technician, EKG Technician, Phlebotomy Technician, Ultrasound Technician, Medical Assistant, Certified Nursing Assistant, Medication Technician (CNA rider). The institute also offers a list of seminars to prepare for certification or re-certification testing and skills practices. Georgia Allied Health Institute began as New Horizons Medical Institute, opened a branch campus at 114 North Broad Street, Winder, Georgia 30680 in September 2006. In 2014 the Winder Campus opened Extended Classrooms at 138 Park Avenue, Winder, Georgia 30680. In 2021 we closed and consolidated the services of the Winder and Norcross campuses to Buford, GA. In 2023, due to a tremendous need and the opportunity to work with Jeff Davis Hospital, the campus now is located in Hazlehurst, GA. 31539

MISSION AND OBJECTIVES

The Mission Statement:

The mission of Georgia Allied Health 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 Georgia Allied Health 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, education, 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 workplace.
- Anticipate and prepare for challenges by continually assessing and prioritizing programs, services, and community needs and,
- Seek the resources required to function effectively.

AUTHORIZATIONS Certification and licenses

Georgia Allied Health Institute is authorized by the Georgia Nonpublic Post-secondary Education Commission (GNPEC), our certifying agent is the National Health Career Association (NHA) and the licensing agent Georgia Health Partnership.

STAFF

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

Director/CEO/CAO	Rose Tabi Ndamukong, RN, BS, BSN, MSED
Director of Administration & Finance	Jo Harlan, MAET – Education/Training, MS
Financial Officer	Tahirih Greenidge, Finance, BS

FACULTY

Our faculty are highly qualified and meet all standards set forth by the Georgia Non-Public Post-Secondary Education Commission, and the 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 in the city Hazlehurst, GA. in Jeff Davis County. The facility contains training and classroom space. All current faculty members are listed at the end of the catalog.

Hernan E. Mercedes - Patient Care Tech, Phlebotomy Tech, Medical Assistant, EKG Technician, BLS **RMA,** America Registry of Medical Assistants; Doctor of Medicine, Universidad Iberoamericiana
Rose Tabi Ndamukong -Dialysis Technician, Patient Care Tech, Medical Assistant, Phlebotomy Tech, EKG/Telemetry Tech **RN, BS, BSN, MSED**
Glenese Smith - **RDMS**- UltraSound Tech, Sanford Brown Institute

FACILITIES DESCRIPTION

Our location is a physical facility that consists of approximately 1200 square feet divided into 1 large classroom with labs, administrative offices, Media Center/Library, restrooms, and student lounge.

CLASSROOM EQUIPMENT

Georgia Allied Health 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, along with GAHI Operations, Maintenance, and Improvement plan, and GAHI’s Health and
Safety plan to be reviewed by students and staff. The 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 videos, 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.

SCHOOL COMPLIANCE

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 Georgia Allied Health 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.
Georgia Allied Health Institute complies with Section 504 policies (non-discrimination against handicapped persons) and does not discriminate against hiring or enrolling handicapped persons based on the handicap.

RECORDS AND FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 and the Buckley Amendment, Georgia Allied Health Institute gives notice that the following types of directory information will be released to the 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.

ADMISSIONS

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.

Admissions will review each applicant file for indication of high school graduation, high school or higher education 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 Georgia Allied Health 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.

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.

ABILITY TO BENEFIT

Georgia Allied Health Institute requires a high school or higher education diploma or GED for the programs listed, except for Certified Nurse's Assistant CNA.

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
- Must have graduated High School, College or GED certificate **(NA course registration and enrollment do not require high school completion)**
- Pay a NON-REFUNDABLE application fee of $75.00.
- Complete a TABE, If required. (The Adult Basic Education) test with a score of 8.0 to 12.0 or higher depending on course of study*.

TABE Test Score when required for GAHI entry

- PCT - 8.0 or higher
- MA - 8.0 or higher
- PHL- 8.0 or higher
- UT - 12.0 or higher
- EKG – 8.0 or higher
- CNA - TABE Test is Not Required
- Medication Technician (CNA rider) Test is Not Required

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.

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.

Georgia Allied Health 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 today; and/or,
3. Taking a leave of absence.

2026 ACADEMIC CALENDAR

HOURS OF OPERATION

The school provides classes during the following hours:

Monday through Thursday 9:00 a.m.- 10:00 p.m., Saturday through Sunday 9:00 a. m. – 4:00 p.m.(when weekend classes are in session)

Administration offices are open from 9 a.m. until 5 p.m., Monday through Thursday. **STARTS -** Weekday **c**lass 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, which is set by each instructor for each class.

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

2026 Calendar

New Year's Day January 1-4
Martin Luther King Day January 19
Spring Break April 6-10
Memorial Day May 25
Juneteenth June 19
Independence Day July 3-5
Labor Day September 7

Thanksgiving November 25 – 29
Christmas/ New Years
December 23, 2025 – January 2, 2025

Ultrasound Program ONLY
(When in session)
Summer Break June 29 - July 3

FINANCIAL PLANS and Responsibility

Georgia Allied Health Institute offers Allied Health Certification Training. Payment for training is cash based. Admissions must include a payment plan for completion of Program cost within the classroom hours of attendance. For all Programs that require a 15% down payment to establish a payment plan, an applicant cannot be entered into the chosen program until the down payment has been submitted. Payment plans must be upheld to continue progression. If two weeks of agreed upon payment is not paid, the student will be counseled and maybe un-enrolled if payment is not made current.

The following approved payment method are also accepted.

- Veterans' benefits
- WIOA
- Eligible scholarships and grants (No internal scholarship available currently)
- Private loans and financing

CANCELLATION POLICY: A full refund of all monies paid, not including application fee paid, will be made to any student who cancels the enrollment contract with 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; the enrollment of the student was procured as a result of any misrepresentation in advertising, promotional materials of the School, or misrepresentation by the owner or representatives of the School. Cancellation must be written in accordance with the terms of the enrollment agreement.

Georgia Allied Health Institute, Inc
11 E. Coffee Street
Hazlehurst, GA 31539

REFUND POLICY

The refund computation will be based on the refund policy guidelines on scheduled clock hours of attendance to period of obligation (total hours of the program) for the program. 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:
Tuition and other applicable fees will be refunded at a prorated amount based on the percentage of paid segment completed should withdrawal occur before 50% of course completion. After 50% of course completion the school will retain all funds paid.

Students will be held responsible for any monies still owing to Georgia Allied Health 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 eight (8) 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 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 because 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 or start date is moved.

Refunds will be totally consummated within 45 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.

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

VETERAN AFFAIRS

EXECUTIVE ORDER 13607

The order directs the Department of Defense and Veteran Affairs to require those institutions to provide each of their prospective veteran and service member students with a personalized and standardized form describing the cost of the educational program and the amount of that cost that may be covered by available Federal education benefits and financial aid.

VETERANS ONLY ATTENDANCE & REFUNDS POLICIES

The following statements apply only to students receiving VA Education Benefits

Attendance:
Veterans enrolled in any GAHI programs will be interrupted for unsatisfactory attendance when accumulated absences, tardiness, 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, tardiness, 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, tardiness, 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 the tuition.

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

STUDENT ACCOMMODATIONS

HOUSING

Georgia Allied Health Institute does not provide institutional housing.

TRANSPORTATION

The campus is in an area that is easily accessible.. The campus is in an area that has ample parking is provided to those students with automobile.

DISABLED STUDENT SERVICES

Georgia Allied Health 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. GAHI 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

Georgia Allied Health 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.

ATTENDANCE

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 may 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 eight (8) days for all other programs. Excess absences without medical documentation will result in termination from the Program. Students completing 50 % of the required coursework will be considered fully obligated for tuition costs and considered "completers" for statistical purposes.
- Students using veteran benefits attending Georgia Allied Health Institute will have their attendance monitored until the time that the student drops, graduates or completes the program.

Students who miss coursework 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, classwork 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 a 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 always current in all assignments. 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 thirty minutes late will be marked "absent" for that class day. Three instances of tardiness will equal one full hour of absence in any class.

ATTENDANCE PROBATION

Students absent for four consecutive days in all classes or who have been absent from classes more than 48 clock hours will be placed on attendance probation and counseled by A 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.

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. Leave of absence must be less than 180 days, there will be no additional cost for enrollment, and students' enrollment will be extended. Restart students will return to the same SAP status when they return.

- For Ultrasound Students- If the leave of absence is during a quarter, the student must re-take that quarter upon returning.
- For All other programs – Students must retake 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 All other programs – Students returning from leave of absence after two weeks will repeat course.

PREGNANCY POLICY (FOR ULTRASOUND STUDENTS ONLY)

- Students who are pregnant are strongly discouraged from entering 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.

WEATHER CLOSING

The Director and her designees have the authority to make closing decisions in the event of inclement weather. Decisions to cancel day classes will be made as early in the morning as possible. Similarly, decisions to cancel evening classes will be made by mid-afternoon, if possible, before 2 p.m.

When weather reports predict an impending weather emergency for the next day, all faculty, staff, and students should check the local area and county television station website and GAHI Facebook page.

TRANSFERS

COURSES BETWEEN PROGRAMS WITHIN THE INSTITUTION

Students at Georgia Allied Health Institute may transfer to different programs within the institution. Students must complete a Request for Program Change form. A School Director/admissions 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 enrollment. If a student has completed or withdrawn from Georgia Allied Health 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 Georgia Allied Health Institute.
- Transcripts must be received prior to the start date.
- All documents required for transfer credits and monies must be submitted prior to the start 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 the individual transfers. GAHI does not guaranteed transfer-ability of credits.

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 Georgia Allied Health 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.

WITHDRAWALS/RESTARTS

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 OF 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 be become a part of the student's permanent record. Readmitted students may be subject to additional fees.

RE-STARTS

Students who wish to re-enter Georgia Allied Health Institute after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart with Director approval. A $75 application 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 A Director.

UPON COMPLETIONS

GRADUATION REQUIREMENTS

Georgia Allied Health Institute awards certificates for successful completion of full-time day, evening, and weekend 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 coursework completed at Georgia Allied Health Institute. Students must be in good financial standing and all monies owed the school must be paid prior to earning the certification.

CERTIFICATION TESTS

Many of the programs offered at Georgia Allied Health Medical Institute are eligible for certification: National Health Career Association (NHA) – Patient Care Technician, Phlebotomy Technician, Medical Assistant. Diagnostic Medical Sonographer (Ultrasound Technician) testing for ARDMS SPI is offered. ARDMS registry is not offered at Georgia Allied Health Institute; however, testing is offered at other locations in Georgia. To request further information, see the School Director.

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 successful 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.

GUIDANCE SERVICES

The school aids students with career planning and selection of a program of study at Georgia Allied Health Institute. The School Educational Coordinator assists 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 transfer-ability 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. New student orientation provides new students with information about procedures, programs, registration, and services available throughout the community.

CO-OPERATIVE EDUCATION/EXTERNSHIPS

Georgia Allied Health Institute offers programs which fit the category of Co-operative Education. All GAHI'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.

The Externship Coordinator is required to place students in Externship. It is the responsibility of the student to remain at the facility they are placed to complete their Externship. Exceptions to this policy will be evaluated on an individual basis. A student may be placed into up to three (3) location. Students are expected to do the following to prevent being released by their Externship Site:

- Attend the Externship Site according to the days and hours the facility has scheduled for them.
- Have a positive, amiable, polite, and professional attitude with patients, staff, and physicians always.
- Follow all the rules and regulations of the facility.
- To be self-motivated by doing the task assigned to them and then seeking the next task that they need to do.
- To be able to perform the skill required once the facility has trained them in that procedure/process.
- Communicate in properly (orally and written)
- Call the facility manager **first** to notify them if you are going to be late or absent.
- Call the Externship Coordinator **second** to notify them if you are going to be late or absent.
- Falsify Externship attendance records is justification for termination from the program.
- Notify the Externship Coordinator immediately concerning issue arises.

JOB PLACEMENT ASSISTANCE

Job placement assistance is available for both graduates and currently enrolled students. Job listings of local and other 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 assistance 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. Georgia Allied Health Institute does not guarantee job placement or a starting salary upon graduation, completion, or withdrawal from the school.

POST GRADUATION STATISTICS

Graduation Rate

GAHI has a 100 % graduation rate as of the previous award year 2025.

EKG Tech - 3 students enrolled, 3 students graduated

Dropout Rate

GAHI has a 0% dropout rate as of the previous award year 2025.

EKG Tech - 3 students enrolled, 3 students graduated

Placement Rate

The overall placement rate for GAHI is 75% for the previous award year 2025.

EKG Tech - 3 students enrolled, 3 students graduated

STUDENT RECORDS

STUDENT IDENTIFICATION NUMBER

A social security number must be supplied when an individual completes the initial application to attend New Georgia Allied Health Institute. A unique number is generated by the computer system that becomes the Student ID number. The purpose of this identification is to prevent the misfiling 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.

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 A School Director, be permitted supervised access of copies of the record.

STUDENT CONDUCT, DISCIPLINE AND CAMPUS SAFETY

Students who attend Georgia Allied Health 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

DRESS CODE

All Students must wear the appropriate color scrubs and name tags while in class, or whenever the student is at the school studying or practicing skills. Students in all programs will be required to wear scrubs, the appropriate colored scrubs for their programs to be purchased by the student within the first week of class. Closed-toe shoes must be always worn. Repeated violations of the dress code may lead to probation and/or dismissal.

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 or airplane mode during class.

SMOKING

Smoking is not permitted inside Georgia Allied Health 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.

DRUG AND ALCOHOL POLICY

As a matter, of policy, GEORGIA ALLIED HEALTH INSTITUTE prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institutional activity.

Any violation of these policies will result in appropriate disciplinary actions, up to and including dismissal in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program, information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the campus administration.

ALCOHOL AND OTHER DRUGS

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on GAHI property or as any part of a GAHI sponsored activity is strictly prohibited. Local, state, and federal laws prohibit the unlawful use, manufacture, possession, control, sale, and dispensation of any illegal narcotic or other drugs. These laws carry penalties for violations, including monetary fines and imprisonment.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. There are obvious risks, such as suffering a hangover, being charged with driving under the influence or while intoxicated and sustaining or causing personal injury. There are several less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Unwanted sexual activity
- Sexually transmitted diseases, including HIV/AIDS.
- Jeopardizing future career prospects (e.g., admission to law school, government employment).

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to the students and the public.

Individuals' performance is impaired because of use or abuse of drugs or alcohol (either on or off campus); who illegally use or abuse drugs or alcohol on campus; who violate any provision of Student Conduct and Drug and Alcohol Policy are subject to severe sanctions. These can include required completion of an appropriate rehabilitation program, suspension, separation, and referral to law enforcement authorities.

STUDENT ALCOHOL POLICY

The primary concern of the alcohol policy is the health and safety of members of the GAHI community. As part of Georgia Allied Health Institute's overall alcohol education efforts, the alcohol policy aims to deepen student

awareness of the problems that the abuse of alcohol can create, and to involve the institute and members of the GAHI community in helping to alleviate these problems whenever possible. GAHI's primary goals in this area remain educational ones: to develop alcohol guidelines that are clear, readily understood, consistent, and equally applicable to all students; to create a non-coercive social environment for those who choose not to drink; to promote moderation, safety, and individual accountability for those who choose to drink; and to maintain a community where the effects of alcohol abuse and the problems of behavior associated with it are openly discussed. Therefore, all members of the community need to be mindful of their responsibility to aid others in need of help because of a problem relating to alcohol. The specific policies that follow apply to all GAHI students. These policies also apply in connection with student events of GAHI.

- Possession or consumption of alcoholic beverages by individuals under the applicable legal drinking age is a violation of GAHI policy. Purchasing alcohol or attempting to purchase alcohol for an individual under the legal drinking age or distributing alcohol to an individual under the legal drinking age either by someone over the legal drinking age or by someone under the legal drinking age using false identification is prohibited.
- Public intoxication is prohibited. Intoxication is identified by generally reliable signs. These signs may include, but are not limited to,
    - the strong odor of alcohol on an individual's breath
    - slurred speech
    - impaired coordination
    - glassy eyes
    - exaggerated emotions and behaviors
- Students may be considered to have violated the GAHI policy prohibiting public intoxication if their level of impairment attracts the attention of GAHI, town, or other officials and warrants medical care or custody by police. With respect to this policy, "public" is understood to be any place to which members of the community have general access, including hallways, common spaces, and restrooms of administrative and academic buildings.
- Good Samaritan Policy. In case of medical emergency, students should call 911 for assistance by local police, fire safety or medical professionals.
    - Students that seek assistance from these sources, the individual assisted, and others involved will not be subject to GAHI disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of GAHI standards, such as causing or threatening physical harm, sexual abuse, damage to property, harassment, etc. students should also be aware that this policy does not prevent action by local and state authorities.)
    - Safety and Security will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to enable any other necessarily follow up. For this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up will normally result in disciplinary action and could also prompt the imposition of a medical withdrawal.
- Providing an alcoholic beverage to an obviously intoxicated person is prohibited. The possession of open containers of alcoholic beverages, and/or the consumption of alcoholic beverages, is specifically prohibited: in and around academic administrative areas. The possession of open containers of alcoholic beverages, and/or consumption of alcoholic beverages is also prohibited.
- GAHI prohibits the possession of paraphernalia designed or used to deliver a high volume of alcohol or to facilitate rapid alcohol intake.
- Common sources of alcohol (kegs, half-kegs, quarter-kegs, beer balls or punches) are not permitted on GAHI grounds. Punches are strictly prohibited.

- Commercial delivery of alcohol to individual students or student groups at GAHI is prohibited. This includes, but is not limited to, the commercial delivery of alcohol to GAHI students who are on school grounds.
- NO GAHI funds designated for student activities may be used for the specific purchase of alcohol. Such funds may be used for training or employment of servers or for the purchase of food and non-alcoholic beverages. No alcoholic beverages may be purchased through the treasury of any GAHI recognized organization.

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.

Georgia Allied Health 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 assistance, 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 financial assistance is used for education.

STUDENT GRIEVANCE PROCEDURE

Georgia Allied Health 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 School Director, who shall review the grievance with all parties concerned. Contact information is: 770.370.7686

Student grievances that cannot be resolved at the institutional level should be submitted to the Nonpublic Post-secondary Education Commission (NPEC).GNPEC complaints website:https://gnpec.georgia.gov/student-resources/complaints-against-institution
NPEC 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305. 770-414-3300

CAMPUS SAFETY

Georgia Allied Health Institute maintains open, well-lit buildings with appropriate, lit parking areas. All incidents including damage to personal property or suspicious persons should be promptly reported to the administration. Our Buford Campus are under 24/7 surveillance.

CAMPUS SECURITY REPORT

Georgia Allied Health Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes, and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement, and access to campus facilities.
The Annual Security Report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. This report is published annually by October 1 and contains statistics for the three most recent calendar years. A copy of the

Annual Security Report is provided to all current students and employees, upon request. A copy of the most recent Annual Security Report may be obtained from the campus administration during regular business hours. In addition to the Annual Security Report, Georgia Allied Health Institute maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours by contacting the campus administration. Georgia Allied Health **Institute** will report to the campus community, any occurrence of any crime, reportable in the Annual Security Report that is reported to campus security or local police, which is an immediate threat to students or employees. For ground students, Georgia Allied Health Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. Identification badges are required to be always displayed at all ground campuses.

ACADEMICS

CLASSIFICATION OF STUDENTS

FULL-TIME - Students enrolled in a full course program and attending at least 20+ hours per week.

PART-TIME - Students enrolled in a part-time course program and attending at least 12+ hours per week.

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

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 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.

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.

The student must maintain a grade point average of 2.0 or better, plus must achieve a passing grade on Mid-Terms and Finals.

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

Grade	Explanation	Numeric grades	Grade Point	Grade	Explanation	Numeric grades	Grade Point
A	Excellent	90-100	4	I	Incomplete	Not computed	Not Computed
B	Above Average	80-89	3	W	Withdrawn	Not computed	Not Computed
C	Average	70-79	2	CR	Credit	Not computed	Not Computed
D	Below Average	60-69	1	NC	Non-Credit	Not computed	Not Computed
F	Failing	Below 60	0	T	Transfer Credit	Not computed	Not Computed

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 to receive credit.

ACADEMIC STATUS DEFINITIONS

A. GOOD STANDING

Students who maintain a passing score on their tests within their program as well as have an 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 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.

SATISFACTORY ACADEMIC PROGRESS

To maintain enrollment students must make satisfactory academic progress as outlined by Georgia Allied Health Institute.

Qualitative and Quantitative

Satisfactory Progress always requires a minimum GPA during the program.

Appeals

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the school Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is illness, death in the family, etc.) The student must include in the appeal, why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory progress at the end of the next evaluation.

Maximum Time frame

A student must satisfactory complete a minimum number of hours, 67% of the scheduled attendance, toward his/her educational goal based on time increments and complete his/her course of study in 1 ½ times the normal time frame for completion. The programs at GAHI vary in length but each student has 1 ½ times the normal length to complete the programs. The full-time Ultrasound Technician program is normally completed in 78 weeks a student will have 117 within maximum time frame to finish. Patient Care Technician combination - full time is 16 weeks (classroom attendance) and students will have 26 weeks to complete the program within maximum time frame. Medical Assistant is 10 weeks (classroom attendance) in length and students will have 20 weeks to complete the program within maximum time frame.

Course in-completes, Repetition, and Non-credit Remedial courses

Course in-completes, repetitions, and non-remedial courses do not normally apply but are considered in the maximum time frame for completion. Transfer of credit Transfer hours will be considered when determining the maximum time frame for completion of the program.

Withdrawals

If the student withdraws from the program, the student's maximum time frame is normally not affected.

Makeup WORK

Students must make up ALL work/hours missed even with an acceptable absence to become eligible for state and national testing. 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. To receive an acceptable absence, a student must provide a 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 one week of the absence.
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.
6. Must attend another class to make up absent hours with approval of director and instructor.

REPEATING COURSES/EXTENSION OF HOURS

Georgia Allied Health Institute offers an independent, competency-based educational curriculum. Students are expected to complete course requirements as scheduled. During study, a student may pursue extra laboratory time at no additional charge. Once a student exhaust all scheduled hours in their program, additional laboratory time must be scheduled with A School Director. Students repeating courses/classes are subject to additional fees.

In the case of extenuating circumstances, a student may be granted an extension to complete graduation requirements by making a request to A 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.

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.

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 A 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.

TUITION & FEES

APPLICATION FEES

A nonrefundable application fee of $75 is charged to all students who apply for admission to enroll in a certificate/license 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 application fee is required.

TUITION AND FEES

Georgia Allied Health 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.

- Application fee - The application 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 that follows.
- Transcript/Certificate- Students are provided one transcript and one certificate of completion at no charge. Additional certificates/transcripts are available for additional fee of $20.

RE-START FEE

Students who wish to re-enter Georgia Allied Health Institute after having voluntarily or involuntarily withdrawn for any reason from their program of study may restart with Director Approval. A $75 application fee will be assessed.

TRANSCRIPT FEES

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

Tuition and Fees breakdown

PATIENT CARE TECHNICIAN- (includes PHL, EKG, PCT)

Tuition	$2,275
Application fee	$ 75
Books, Kits, Tests, & Fees	$1,000
Total	**$3,350**

ULTRASOUND TECHNICIAN

Tuition	$20,000
Application fee	$ 75
Books, Kits, Tests, & Fees	$ 1.755
Total	**$21,830**

MEDICAL ASSISTANT

Tuition	$2,700
Application fee	$ 75
Books, Kits, Tests, & Fees	$1,100
Total	**$3,875**

PHLEBOTOMY TECHNICIAN

Tuition	$875
Application fee	$ 75
Books, Kits, Tests, & Fees	$ 250
Total	**$1,200**

DIALYSIS TECHNICIAN

Tuition	$3,700
Application fee	$ 75
Books, Kits, Tests, & Fees	$ 1,111
Total	**$4,886**

ELECTROCADIOGRAM (EKG) TECHNICIAN

Tuition	$875
Application fee	$ 75
Books, Kits, Tests, & Fees	$ 250
Total	**$1200**

CERTIFIED NURSES ASSISTANT

Tuition	$675
Application fee	$ 75
Books, kit, testing, tb screen	$175
CPR	$ 75
Cert. Test	$112 (not included Subject to change by the state)
Total	**$1000**

Georgia Allied Health 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 student is enrolled and has been participating on a continuous basis in a qualified program.

Programs

MEDICAL ASSISTANT

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, urgent care, 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 administrative 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
- Procedure assistance and exams

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.

Subject #	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
MTY 101	Medical Terminology	32/00/00	32
MAP 201	Medical Anatomy and Physiology	32/00/00	32
MA 101	Medical Health Care Roles	30/10/00	40
PHL 108	Phlebotomy/Safety Training	30/16/00	46
EKG 101	EKG	30/30/00	60
CPR 101	CPR/AED/First Aid	04/4/00	8
MA 104	Behaviors & Health	10/08/00	18
PHL 101	PHL/venipuncture	32/32/00	64
EXT 106	Externship	00/00/80	80
	Total Hours	**200/100/80**	**380**

TOTAL CLOCK HOURS: 380

ESTIMATED COMPLETION TIME: 14 weeks includes externship.

PATIENT CARE TECHNICIAN

The Patient Care Technician is a comprehensive program designed to prepare the graduate to become a Patient Care Technician EKG Tech and Phlebotomy Technician. Graduates will receive training on inpatient health care to include EKG, cardiac circulation and blood pressure monitoring, phlebotomy and veni-puncture skills. All areas of program concentration will prepare and make eligible each student for the National certification exams CPCT/A Certification for Patient Care Technician.

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

- How to perform basic first aid
- How to perform CPR/AED
- Take vital signs and patient triage.
- 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 veni-puncture

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

Subject #	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
PCT 101	Patient Care	32/46/00	78
CAR 101	Career Development	22/00/00	22
MTY 101	Medical Terminology	36/00/00	36
MAP 201	Medical Anatomy and Physiology	32/10/00	42
PHL 108	Phlebotomy/Safety Training	30/34/00	64
EKG 101	EKG	50/46/00	96
CPR 101	CPR/AED/First Aid	04/04/00	08
PHL 101	Venipuncture	20/36/00	56
EXT 104	Externship	00/00/120	120
	Total Hours	**226/176/120**	**522**

TOTAL CLOCK HOURS: 522

ESTIMATED COMPLETION TIME: 16 Weeks, includes externship.

PHLEBOTOMY TECHNICIAN

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 pathological 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.

Subject #	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
PHL 108	Phlebotomy/Safety Training	30/30/00	60
MTY 101	Medical Terminology	36/00/00	36
PHL 101	Venipuncture	20/36/00	56
CAR 101	Career Development	08/00/00	08
EXO 101	Phlebotomy Extern Observation	00/00/08	8
	Total Hours	**94/66/08**	**168**

TOTAL CLOCK HOURS: 168

ESTIMATED COMPLETION TIME: 6 weeks including externship (observation)

EKG TECHNICIAN – Electrocardiogram Technician

The student will be trained to in an established standard of care among EKG technicians to record 3-lead, 5 lead and 12 lead reports on a patient. Emphasis will be placed on infection prevention, proper patient identification, proper labeling of reports, and quality assurance. Students will be taught to calculate a patience heart rate form the EKG tracing, identify artifacts from the tracing and remove artifacts from the tracing Upon successful the course, the student will be awarded a certificate of completion and will be eligible to sit for the national certification exam.

Program Objectives:
The EKG Technician Program is designed to provide students with:
The technical skills needed to competently and safely provide patient care and record heart rhythms use electrocardiograms.

- The interpersonal skills needed to interact with others.
- An introduction to health care professions with emphasis on clinical testing.
- Demonstrate knowledge of the health care delivery system and medical terminology.
- Demonstrate proper lead placement and safety.
- Demonstrate identity of EKG waves and direction of deflection.
- Demonstrate 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 pathological condition/illness.
- Determine T and p wave symmetry.
- Measure the heart rate from the EKG tracing.
- Differentiate artifacts form normal EKG tracing waves.
- Describe how to maintain the EKG machine.
- Describe the proper response for life threatening arrhythmias.

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 CET National Exam and qualify to find entry-level positions in in testing facilities, including hospitals, and clinics.

Subject #	Subject Title	Clock Hours Lec./Lab/Ext	Total Clock Hours
EKG 101	Introduction to the Heart: Anatomy & Physio.	24/16/00	40
MTY 101	Medical Terminology	26/00/00	26
EKG 102	EKG Monitoring	30/50/00	80
CAR 101	Career Development	04/00/00	04
EXO 101	EKG Extern	00/00/40	40
	Total Hours	**84/66/40**	**190**

TOTAL CLOCK HOURS: 190
ESTIMATED COMPLETION TIME: 6 weeks including externship.

NURSING ASSISTANT

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.

Subject #	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
CNA 101	CNA Preparation	32/32/00	64
CNA 102	Clinical Externship	00/00/24	24
CPR 101	CPR/AED/First Aid	06/10/00	16
	Total Hours	**38/42/24**	**104**

TOTAL CLOCK HOURS: 104

ESTIMATED COMPLETION TIME: 6 weeks

DIALYSIS TECHNICIAN

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.

Subject #	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
DIA 101	Intro to Dialysis	50/14/00	64
DIA 102	The Person with Kidney failure	40/24/00	64
DIA 103	Principles of Dialysis	63/00/00	64
DIA 104	Hemodialysis Devices	30/10/00	40
DIA 105	Vascular Access	50/14/00	64
DIA 106	Hemodialysis Procedures and Complications	50/14/00	64
DIA 107	Dialyzer Reprocessing	40/00/00	40
DIA 108	Water Treatment	40/00/00	40
DIA 109	Hemodialysis Technician Certification Review	32/00/00	32
MAP 201	Medical Anatomy and Physiology	32/00/00	32
PHL 101	Venipuncture	20/36/00	56
CPR 101	CPR/AED/First Aid	04/04/00	08
CAR 101	Career Development	08/00/00	08
EXT 101*	Externship for Hemodialysis Technician	00/00/196	196
	Total Hours	**458/116/196**	**770**

TOTAL CLOCK HOURS: 770 hours

ESTIMATED COMPLETION TIME: 28 weeks

ULTRASOUND TECHNICIAN

The Ultrasound Technician program is a comprehensive program designed to prepare the graduate to become a certified ultrasound technician. This course includes the Medical Assistant program. Students will learn skills inpatient care as it applies to ultrasound techniques and medical assistant while observing patient rights, as well as those needed to pass the requirements to become a certified ultrasound technician and medical assistant.

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
- Along with all the objectives of the Medical Assistant program

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, mobiles imaging units, and veterinary clinics.

Subject #	Subject Title	Clock Hours Lec/Lab/Ext	Total Clock Hours
DMS 101	Sonographic physics and instrumentation	140/48/00	188
DMS 102	Medical terminology	96/00/00	96
DMS 103	Patient care	96/00/00	96
DMS 201	Fundamentals of General Sonography I	140/48/00	188
DMS 202	Principles of Hemodynamics and Doppler	140/48/00	188
DMS 301	Fundamentals of Obstetrics and Gynecological Ultrasound I	140/48/00	188
DMS 302	Fundamentals of General Sonography II	140/48/00	188
DMS 401	Professional Development	106/00/00	106
DMS 402	Fundamentals of Obstetrics and Gynecological Ultrasound II	140/48/00	188
DMS 403	Introduction to Clinical Practicum	106/00/00	106
CPR 101	CPR/AED/First Aid	02/04/00	06
CAR 101	Career Development	08/00/00	08
DMS 501	Clinical Externship I	00/00/500	500
DMS 502	Clinical Externship II	00/00/500	500
	Total Hours	**1254/292/1000**	

TOTAL CLOCK HOURS: 2546
ESTIMATED COMPLETION TIME: 18 months

COURSE DESCRIPTIONS

Medical Assistant

MTY 101: Medical Terminology Lec: 32/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 healthcare professions are in the healthcare 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: 16/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: 30/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: 04/Lab: 04/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 Heart saver First Aid course teaches chocking 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: 10/Lab: 08/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

PHL 101: Venipuncture Lec/ 32Lab: 32/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 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.

Patient Care Technician - multiple certification combination program

PCT 101: Patient Care Lec: 32/Lab: 46/Ext: 00 At the end of this program the student will be able to perform the following duties: Mastering vital signs, bathing, feeding, dressing, toileting, and ambulation, bed making and assisting the patient with all activities of daily living. OSHA Requirements for Patient care technician for safety training.

CAR 101: Career Development Lec: 22/Lab: 00/Ext: 00 The career preparation ensures that all students have the academic background and technical skills essential to lead productive and successful lives as they enter the workforce. 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: 10/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 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: 50/Lab: 46/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: 04/Lab: 04/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 Heart saver First Aid course teaches chocking 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: 120 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.

Phlebotomy Technician

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.

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.

EKG Technician

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.

EKG 102: EKG Lec:30/50 This module provides students with the practices and skills required to monitor EKG patient readings, to determine if medical intervention is needed, to report conditions and changes to medical professionals with recording.

MTY 101: Medical Terminology Lec: 32/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.

EXT 104: Externship Lec: 00/Lab: 00/Ext 32 Clinical externships are provided at acute care and cardiac care units. The student receives practical experience in the various skills and techniques involved in EKG technology as performed under the supervision and instruction appropriate physicians certified EKG techs, nurses and Medical Assistants. Students are provided with opportunity to operate EKG machines that record the electrical activity of a patient's heart, which provide data for the diagnoses and treatment of heart conditions.

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 history 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.

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 The course work covers phlebotomy-related topics including the history of phlebotomy, healthcare 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. This course covers 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: BLS- CPR/AED & First Aid Training Lec: 04/Lab: 4/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 chocking 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: 8/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.

Diagnostic Sonographer (Ultrasound Technician)

DMS 101: Sonographic Physics and Instrumentation Lec: 140/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: 140/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: 140/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 101L

DMS 301: Fundamentals of Obstetrics and Gynecological Ultrasound I Lec: 140/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: 140/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: 140/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 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 202 and DMS 301

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.

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 Heart saver First Aid course teaches chocking 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 workforce. 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 & 502: Clinical Externship I & II Lec: 00/Lab: 00/Ext: 1000 Prerequisite: SPI These courses are externship on the job training for a total of 500 hours each section. 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 equipment 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.