

*Tamika Keith  
GC Student*

*"I started my externship taking with me only what I learned at Gwinnett College and was offered a job...one week before I finished my externship."*

*Donna Anderson  
GC Graduate*

*"Gwinnett College has really opened my eyes to the future. The staff here is dedicated and concerned about their students."*

*Natasha Smith  
GC Student*

*"My goal is to walk down on my graduation day and receive my diploma and give it to my son."*

*Daysia Guadalupe  
GC Student*

*"No one at my externship had to train me for the job I was hired to do, Gwinnett College prepared me, YOU DID A GREAT JOB."*

*Deanne Scalera  
GC Graduate*

*"I believe Gwinnett College to be more than just a school, it is a place where I can reach my goal for a successful future...valued as a person and not just a number."*

*Ofelia Ramirez  
GC Student*

*"Since enrolling in Gwinnett College....My days are filled with promise and my dreams filled with hope."*

*Stephanie Cass  
GC Student*

*"Thanks for sending Stacy as an extern, she is professional, courteous, and smart and shows an outstanding ability to learn how to be a legal assistant."*

*Jessica R. Towne  
CLARK & TOWNE, P.C.*

# Gwinnett College

## ***"YOU'RE WORTH IT"***

Thank you for your interest in Gwinnett College. We are proud of our school. We believe when you compare our courses to those of other schools in the area, you will see that we are "head and shoulders" above the rest.

### **FACTS TO CONSIDER WHEN COMPARING WITH OTHER SCHOOLS:**

***YOU*** will learn the most current versions of popular software available -- Windows, Microsoft Office, QuickBooks, etc. -- assuring you of the most up-to-date job skills.

***YOU*** will attend small classes -- ensuring you of personal attention.

***YOU*** can schedule either day or night classes at your convenience.

***YOU*** can apply for Federal Student Aid Programs including Pell Grants, Stafford subsidized and unsubsidized Loans, and Plus Loans. Alternative financial assistance is also available to you.

***YOU*** can depend on our placement office to assist you in the search for your new career.

***YOU*** can bypass subjects in which you are already proficient. This means you may shorten your time in school or choose electives to broaden your education.

There are many more advantages to attending Gwinnett College, such as, superior faculty and hands-on training. So give us a call or come visit. Let us show you Gwinnett County's best kept secret because . . . **You're Worth It!**

### ***Education The Way It Should Be!***

**4230 Highway 29, Suite 11  
Lilburn, Georgia 30047  
(770) 381-7200**

***It's Never Too Late.***

# Gwinnett College

4230 Highway 29, Suite 11  
Lilburn, Georgia 30047  
(770) 381-7200

FAX: (770) 381-0454  
WEB: [www.gwinnettcollege.com](http://www.gwinnettcollege.com)

**FOUNDED 1976**  
*Celebrating over 35 years in Georgia, Gwinnett County*

## 2011 - 2013 CATALOG

The content of this catalog does not constitute a contract between Gwinnett College and its students on either a collective or individual basis. Gwinnett College reserves the right to change any provision listed in this catalog; including, but not limited to, course and curriculum changes, academic requirements for graduation, or modifications of tuition, fee or other charges without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the individual student's responsibility to keep apprised of current graduation requirements.

Gwinnett College does not discriminate on the basis of race, color, national origin, age, sex, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

This catalog is effective November 1, 2011.

## Quotes

*"It takes courage, wisdom, knowledge, and commitment to decide to change your life..."*

*Cynthia Moorehead  
GC Student*

*"...here comes the new and improved me, and there's no limit as to what else I can achieve."*

*Carol Thebes  
GC Student*

*"Now, I dream what I want to dream, go where I want to go, I am what I want to be...."*

*Elena Banciu  
GC Graduate*

*"Your kindness and perseverance to make Gwinnett College a great place is really appreciated with this student."*

*Amy Mitchell  
GC Graduate*

*"Thanks for my new life, it looks good on me!"*

*Wendy Gates  
GC Graduate*

*"...Gwinnett College students consistently average in the upper twenty percent bracket of our national certification examinations."*

*C. Stan Adams  
Vice President Operations  
National Center for Competency Testing*

*"Gwinnett College is enthusiastic about their programs, students, and campus."*



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TP 114-KEYBOARDING/TYPING IV: 3 credits. Prerequisites: TP 113. This course is designed for the student to apply his/her knowledge and skill to different environments. Each simulation will demonstrate the student's abilities and stress the importance of meeting deadlines. The student will be challenged with various tasks and responsibilities as if he/she were working in that particular office environment. A review of word processing formats and commands is presented to ensure success with the documents. A minimum of 50 words per minute required to exit course.

**Learn the Skills  
Employers  
WANT!!**

Therapy.

OR 102-ORIENTATION 2: 1.65 credits. Prerequisite: OR 102, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. The Orientation 102 class is designed to introduce the student to basic Anatomy and Physiology, NMT trigger points, basic background and theories and an orientation into Clinic practicum.

## **PSYCHOLOGY**

PY 111-INTRODUCTION TO PSYCHOLOGY: 4.5 credits. Prerequisite: None. This course introduces the student to the science of psychology. The student will acquire the basic knowledge and understanding of human behavior, the mental process and how they affect everyday human interactions.

## **SCIENCE**

SC 211-PHYSICAL SCIENCE: 4.5 credits. Prerequisite: MT 103. This course enables students to understand and gain a conceptual awareness of the science around us in our everyday lives.

## **SPEECH**

SP 201-INTRODUCTION TO PUBLIC SPEAKING: 4.5 credits. Prerequisite: None. This course exposes the student to the basic elements of many types of verbal and nonverbal communication, thus preparing the student for speaking in front of other people. Emphasis is placed on the many different types of speeches and how to present them effectively.

## **KEYBOARDING/TYPING**

TP 111-KEYBOARDING/TYPING I: 3 credits. Prerequisite: None. This course is designed as an introduction to basic typing skills. It presents the student with the challenges of basic computer skills and mastering the keyboard. Minimum typing speed of 20 words per minute required to exit course.

TP 112-KEYBOARDING/TYPING II: 3 credits. Prerequisite: TP 111. This course is designed to continue the development of typing and a working knowledge of document development. It presents the student with challenges of accuracy and speed, letter styles, memorandums and reports. An introduction and/or review of word processing is presented based on the needs of the students. A minimum of 30 words per minute required to exit course.

TP 113-KEYBOARDING/TYPING III: 3 credits. Prerequisite: TP 112. This course is designed to increase the student's typing speed with accuracy and reinforce the student's skills in the following areas: formatting tables, generating reports, administrative and employment communications, and mastery of business forms. A review of word processing formats and commands is presented to ensure success with the documents. A minimum of 40 words per minute required to exit course.

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# Professional Recognitions

## Chartered by

The Georgia Secretary of State

## Authorization

Authorized under the Nonpublic Postsecondary  
Educational Institutions Act of 1990  
Georgia Board of Massage Therapy

## Approved for

Georgia State Approving Agency for Veterans Education  
Authorized under Federal Law to Enroll Non-Immigrant Alien Students  
Approved by the Georgia Department of Labor Workforce Investment  
Act/NAFTA/TAA

## Accredited by

The Accrediting Council for Independent Colleges and Schools to award Diplomas and Associate Degrees. Gwinnett College is accredited as a Junior College by the Accrediting Council for Independent Colleges and Schools located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone number 202-336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

## Member of

Georgia Association of Financial Aid Administrators (GASFAA)  
National Association of Financial Aid Administrators (NASFAA)  
Georgia Private School Association (GPSA)  
American Massage Therapy Association (AMTA)

## Certifications

National Center for Competency Testing (NCCT)  
National Association of Legal Assistants, Inc. (NALA)  
National Certification Board of Therapeutic Massage & Bodywork (NCBTMB)

perform venipuncture using the vacutainer, syringe, and capillary methods. Minimum of grade of “C” or better needed to exit this course.

MS 208-DISEASES: 4 credits. Prerequisite: None. The student learns basic information about many common diseases including testing procedures, recognizing signs & symptoms, and prevention.

MS 215-MEDICAL LAB PROCEDURES: 3 credits. Prerequisite: MS 105. Introduction to clinical laboratory, including basic hematology, serology and microbiology. Colon procedures and radiology are also covered. Students will perform common reagent tests, hematocrit, glucometer tests and sedimentation rate as well as physical, chemical and microscopic urinalysis. Minimum grade of “C” or better needed to exit this course.

MS 220-EXTERNSHIP: 8 credits. Prerequisite: All medical classes completed or substantially completed and all clinical classes completed with Director of Education and/or President approval. The students will put all of their learning to the test in a real world setting. The students work 240 hours in a typical medical assistant setting. The externship is required to be completed in the student’s last quarter.

MS 251-EXTERNSHIP: 4 credits. Prerequisite: All medical classes completed or substantially completed with Director of Education and/or President approval. The students will put all their learning to the test in a real world setting. The student must complete a minimum of 120 hours in a typical medical office setting. The externship is required to be completed in the student’s last quarter.

## OFFICE PROCEDURES

OP 220-EXTERNSHIP: 4 credits. Prerequisite: All secretarial classes completed or substantially complete with Instructor/Director of Education and/or President’s approval. The student will put all of his/her learning to the test in a real world setting. The student must complete a minimum of 120 hours in a typical office setting. The externship is required to be completed in the student’s last quarter.

OP 221-PROFESSIONAL DEVELOPMENT/OFFICE PROCEDURES: 3.5 credits. Prerequisite: None. This course transitions the student from student to employee and concludes with a mock job interview. Work ethics, job search, resume writing, application completion, job interview skills and continuing education are emphasized. Also, provides students with basic training in records management and telephone techniques.

## ORIENTATION STUDIES

\*Minimum grade of “C” or better needed to exit courses with a prefix of “OR”.  
OR 101-ORIENTATION I: 2 credits. Prerequisite: None. The Orientation I class is designed to introduce the student to the basic terminology, muscles, bones and Swedish hands-on strokes that the student will need to begin classes in Massage

an introduction to algebra and covers equations, functions, graphing, linear and quadratic equations.

### **MEDICAL STUDIES**

MS 101-MEDICAL LAW & ETHICS: 2 credits. Prerequisite: None. This course is designed to provide information on the medical assistant's legal and ethical responsibilities as it relates to litigation, the office environment, patient relations and jurisprudence.

MS 102-MEDICAL TERMINOLOGY: 3 credits. Prerequisite: None. Emphasis is placed on root words, common medical abbreviations, symbols, and prefixes/suffixes.

MS 103-PHARMACOLOGY: 4 credits. Prerequisite: MT 103. Introduction to drug administration, use of Physician's Desk Reference, drug classifications, and the actions and adverse effects on body systems.

MS 104-MEDICAL BOOKKEEPING: 3 credits. Prerequisite: CS 102. Basic bookkeeping is studied including manual and computerized systems. Emphasis is placed on practical applications of patient scheduling, billing, and record-keeping.

MS 105-MEDICAL LAB PROCEDURES I: 3 credits. Prerequisite: None. Triage skills (vital signs, patient interviewing and preparations), OB/GYN assistance, care of the infant child, infection control and barrier precautions are studied. Minimum grade of "C" or better needed to exit this course.

MS 107-FIRST AID & CPR: 1.5 credits. Prerequisite: None. The student will learn to perform cardiopulmonary resuscitation on adults, infants and children, and minor medical office first aid procedures. Upon successful completion, the student will have the skills to be certified in CPR. Minimum grade of "C" or better needed to exit this course.

MS 109-MEDICAL INSURANCE & CODING: 3 credits. Prerequisite: None. Both ICD-9 and CPT coding will be taught as well as Champus, Medicare, Medicaid, Workers' Compensation, and private insurance claims.

MS 112-ANATOMY & PHYSIOLOGY: 4 credits. Prerequisite: MS 102. This course covers the structure and functions of the 12 body systems.

MS 205-MEDICAL LAB PROCEDURES: 3 credits. Prerequisite: MS 105. This course concentrates on 12-lead electrocardiography; sterile tray setup for minor office surgical procedures; intramuscular, intradermal, and subcutaneous injections. Minimum grade of "C" or better needed to exit this course.

MS 207-PHLEBOTOMY: 1.5 credits. Prerequisite: MS 105. Students will learn to

## **The Registry** *(Organization and Structure)*

Gwinnett College is a wholly owned subsidiary of LTT Enterprises, Inc., Lilburn, Georgia. The administration of Gwinnett College is handled through LTT Enterprises, Inc. The principal offices of LTT Enterprises, Inc. are located at: 4230 Highway 29, Suite 11, Lilburn, GA 30047.

### **Corporate Officers**

Michael Davis ..... President  
Kathie M. Davis ..... Secretary/Treasurer

### **Administration**

Michael Davis ..... President  
Lenny Davis ..... Vice President  
Lisa McLario ..... Director of Education  
Lee Cates ..... Director of Admissions  
Whitney Wakasugi ..... Admissions Representative  
Angel Hernandez ..... Admissions Representative  
Kathie M. Davis ..... Bookkeeper  
James Davidson ..... Director of Financial Aid  
Kay Ray ..... Student Accounts  
Yogeswara Saddanathan ..... Placement  
Linda Mims ..... Registrar  
Joanne Garmon ..... Default Management Assistant/Evening Receptionist

### **Faculty**

See Faculty Supplement

### **Mission**

The mission of Gwinnett College (GC) is to provide diploma and associate degree higher education programs. These programs of high quality are designed to prepare a diverse student population to meet the needs of employers in the legal, medical, and business fields. The career-oriented degree programs contain up-to-date and integrated general education curriculum to provide for a well-rounded academic experience. GC has its goal of preparing students academically, intellectually, personally, and professionally for successful careers and advancement.

## **Philosophy and Objectives**

The philosophy of education which enables us to fulfill our mission is the following:

To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.

To offer, through a sincere concern on the part of educated and experienced teachers, the necessary tools of learning that will help to make the student's future a success.

To assure all students and prospective students that, from the first contact to graduation, the relationship with all school officials will meet high standards of education and business ethics.

## **Business Practices**

Gwinnett College is committed to quality education and training. Admission to programs is open to all persons regardless of race, religion, sex, or national origin.

The institution is committed to high standards of administration in its management, personnel, financial responsibility to and business relations with the community, honesty in advertising, and full disclosure of policies and financial dealings with the students.

Our instructors will be of high moral character and equipped both educationally and by skill to teach the courses they are assigned.

We will not enroll students in programs for which they are not qualified nor shall we offer training programs for which there is no professional demand.

Our representatives will not use deceptive or high pressure methods to enroll students in an educational program which they do not qualify to enter into or do not wish to conscientiously undertake. School financing and refund policies will be fully discussed with each student.

## **History**

Gwinnett College was founded in July, 1976, by its past president, Ruby B. Jackson, as an answer to the tremendous growth being experienced by Gwinnett and surrounding counties. The Board of Directors of Gwinnett College, Inc., elected Kenneth L. Furby President in July, 1987, upon the retirement of Mrs. Jackson.

Under the leadership of its new president, Gwinnett College began making major strides forward. The College made application and was granted initial accreditation from the Association of Independent Colleges and Schools, effective October 18, 1988. On October 24, 1988, the College opened its doors for classes in a new facility in Lawrenceville, Georgia. Certification to participate in the Title IV student financial assistance program was received February 23, 1989.

On February 1, 1991, Gwinnett College was purchased by Delta College, Inc., and Billy L. Clark was selected as President.

On February 1, 1992, Gwinnett College moved into its current location at 4230

completed or substantially completed with Director of Education and/or President approval. This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history and SOAP notes for each session held. Follow office decorum, answering phones, completing files, and filing will be practiced.

MG 254- CLINIC PRACTICUM: 1.12 credits. Prerequisite: OR 102, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history and SOAP notes for each session held. Follow office decorum, answering phones, completing files, filing will be practiced.

MG 256-COMMUNITY EVENT: .1 credits. Prerequisite: OR 101, MG 131. Student to volunteer for public chair massage. The student is to market themselves through business cards and flyers. Student will perform 15 minute chair massages for free. Student can design their own "community event" or choose from a selection posted on Gwinnett College's Community Event Board.

MG 257-COMMUNITY EVENT: .1 credits. Prerequisite: OR 101, MG 131. Student to volunteer for public chair massage. The student is to market themselves through business cards and flyers. Student will perform 15 minute chair massages for free. Student can design their own "community event" or choose from a selection posted on Gwinnett College's Community Event Board.

MG 258-COMMUNITY EVENT: .1 credits. Prerequisite: OR 101, MG 131. Student to volunteer for public chair massage. The student is to market themselves through business cards and flyers. Student will perform 15 minute chair massages for free. Student can design their own "community event" or choose from a selection posted on Gwinnett College's Community Event Board.

MG 260-NCE Review: 1.6 credits. Prerequisite: OR 102. This course prepares the student to take the National Certification Exam (NCE) for massage therapists. The course covers the various subjects by reviewing sample questions and answers. Students who find that they need a more in-depth review, may use the text material.

## **MATHEMATICS**

MT 103-BUSINESS MATH: 3 credits. Prerequisite: None. This course will give the student a review of basic mathematical operations and their application to business activities.

MT 201-COLLEGE ALGEBRA: 3.5 credits. Prerequisite: MT 103. This course is

system approach. This course will cover: Blood; Heart; Vascular System and Lymphatic System. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG 234-ANATOMY & PHYSIOLOGY - BODY TEMPERATURE AND FLUIDS, AND THE RESPIRATORY, DIGESTIVE, URINARY, AND REPRODUCTIVE SYSTEMS: 1.5 credits. Prerequisite: OR 102. This class explores the structure and function of the human body in a system-by-system approach. This course will cover: Respiratory System; Digestive System; Body Temperature; Urinary System; Reproductive System and Fluid Electrolyte and Acid Base Balance. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG 241-CLINICAL PATHOLOGY - INTEGUMENTARY, MUSCULOSKELETAL, NERVOUS, AND CIRCULATORY SYSTEMS: 1.25 credits. Prerequisite: OR 102. Provide students with a fundamental understanding of common dermatological disorders, common musculoskeletal and neurological conditions, common circulatory disorders, endangerment sites and hygienic methods for massage therapists.

MG 242-CLINICAL PATHOLOGY - DIGESTIVE, ENDOCRINE, URINARY, AND REPRODUCTIVE SYSTEMS: 1.25 credits. Prerequisite: OR 102. Provide students with a fundamental understanding of common dermatological disorders, common disorders of the lymph and immune systems, respiratory, digestive, urinary, endocrine and reproductive systems, endangerment sites and hygienic methods for massage therapists. Basic understanding of alcoholism, cancer, fatigue, insomnia, postoperative situations and substance abuse.

MG 251-CLINIC PRACTICUM: 1.12 credits. Prerequisite: OR 102, MG 111-114 completed or substantially completed with Director of Education and/or President approval. This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history and SOAP notes for each session held. Follow office decorum, answering phones, completing files, and filing will be practiced.

MG 252- CLINIC PRACTICUM: 1.12 credits. Prerequisite: OR 102, MG 111-114 completed or substantially completed with Director of Education and/or President approval. This course is designed to assist the student in developing their hands-on skills in massage therapy as well as their paperwork skills. The student is expected to complete 15 hours of massage, complete client history and SOAP notes for each session held. Follow office decorum, answering phones, completing files, and filing will be practiced.

MG 253- CLINIC PRACTICUM: 1.12 credits. Prerequisite: OR 102, MG 111-114

Highway 29 in Lilburn, Georgia. This move allowed the school to quadruple the size of our facility enabling us to better meet the needs of the community. On June 7, 1995, Gwinnett College was purchased by LTT Enterprises, Inc. and Michael Davis was named President.

In a review of its service to the community and its alumni, Gwinnett College casts an eye to the future with a great deal of pride in its past and with plans for even greater accomplishments for the College and its graduates.

In December, 2002, Gwinnett College received approval from Georgia Nonpublic Postsecondary Education Commission to offer Associate Degrees. In April, 2003, Gwinnett College applied for and received Associate Degree granting authority from the Accrediting Council for Independent Colleges and Schools. On July 1, 2003, Gwinnett College received approval from the U.S. Department of Education to award Associate Degrees.

### **Facilities**

Gwinnett College is located at 4230 Highway 29, Suite 11, Lilburn, Georgia, at the intersection of Highway 29 and Beaver Ruin Road. The building, approximately 25,000 square feet, is easily accessible from I-85.

The facility consists of classrooms, computer labs, medical lab, administrative offices, student lounge, restrooms equipped to accommodate the handicapped, library, a massage clinic, and fitness center.

### **Library**

Gwinnett College maintains a library providing additional educational reading, standard reference volumes, periodicals, Internet access, Lois Law On-Line access, and pleasure reading materials for students' use. Students also have access to Georgia's online library, GALILEO, through the state library system. Students are urged to use our facility and community resources. Computers are Internet accessible and students are encouraged to use the Internet to read newspapers, periodicals, and other information resources to complete class projects.

### **Admission Procedure**

Prospective students should contact the school to arrange an appointment for a personal interview with an admissions representative. At the time of the appointment, both parents or spouse should accompany the applicant.

During this interview, the applicant will complete a questionnaire and an informal aptitude test in order to ensure that the applicant has the ability to successfully pursue his/her studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the Financial Aid Officer. It is then decided whether or not the student should continue. If so, the student completes the "Certificate of Enrollment" and is scheduled into the appropriate courses.

Once the enrollee completes academic and career advising, attends an orientation, is issued a class schedule, and once the school has received a transcript

request and a signed letter attesting that the enrollee is a high school graduate or has attained a GED, he/she is considered a regular student.

### **Admission Requirements for Diploma Programs**

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants will be required to sign a transcript request and a statement that attests that the student is either a high school graduate or has successfully passed the GED examination. All applicants are required to have an in-person, pre-admission interview. Applicants are informed of their acceptance shortly after all required information is received and qualifications reviewed.

Due to the physical nature of the profession, Massage therapy students will be required to complete a health questionnaire to determine their ability to function as a massage therapist.

Applicants may apply for entry at any time.

### **Admission Requirements for Associate Degree Programs**

Graduation from high school, or successful completion of the General Education Development (GED), is required to be accepted as a student to Gwinnett College. All applicants to the College's degree programs will be required to successfully complete an assessment examination (Wonderlic) that will be designed to ensure that the applicant has the necessary skills needed to pursue a college level program.

Students wishing to enter into the Associate of Science (A.S.) in Medical Assisting or the A.S. in Business Programs will be required to have a minimum score of 18 on the Wonderlic exam. Students wishing to enter into the A.S. in Paralegal Studies must have scored a minimum of 20.

Applicants who have completed the ACT with a score of at least 18 or the SAT with a combined score of at least 800 on the mathematics and verbal sections will not be required to complete GC's assessment examination. Applicants will be notified of their acceptance status shortly after all required information is received and the qualifications of the student are reviewed.

Students can also submit proof of successful completion of at least 35 quarter hours or 24 semester hours of college credit at an accredited postsecondary institution and will not be required to complete GC's assessment examination.

### **International Students**

When foreign students apply for admission, a signed statement will be required by the student that attests that the student is a high school graduate. If the student has earned college level credits, an English translation of the college transcript must be provided if the transcript is written in a language other than English. The evaluating institution must be accredited and recognized by the U.S. Department of Education. An in-person, or telephone (E-mail, if outside U.S.) interview will be conducted with each applicant as part of the admissions process. A TOEFL (Test of English as a Foreign Language) may be required of applicants. If a TOEFL is requested, a score of 450 is required on paper-based TOEFL tests or 133 on computer-based TOEFL tests, or completion of Level 5 from a designated ESL

MG 223-NEUROMUSCULAR THERAPY - LOWER EXTREMITIES: 2.25 credits. Prerequisite: OR 102, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a step-by-step fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG 224-NEUROMUSCULAR THERAPY - HEAD, FACE, & NECK: 1.8 credits. Prerequisite: OR 102, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a step-by-step fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG 226-REHABILITATION PROTOCOLS: 1.6 credits. Prerequisite: OR 101. Introduce the valuable use of rehabilitation protocols in massage therapy such as: strengthening, stretching, mobilization exercises. This course provides the foundation of knowledge that will enable the graduate therapist to utilize the practical, scientific and clinical information presented in their massage therapy practice.

MG 231-ANATOMY & PHYSIOLOGY – BASIC CHEMISTRY, INTEGUMENTARY AND MUSCULOSKELETAL SYSTEMS: 1.25 credits. Prerequisite: OR 102. This class explores the structure and function of the human body in a system-by-system approach. This course will cover: Basic Chemistry; Integumentary System; Skeletal System and Muscular System. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG 232-ANATOMY & PHYSIOLOGY - THE SENSES, THE NERVOUS AND ENDOCRINE SYSTEMS: 1.5 credits. Prerequisite: OR 102. This class explores the structure and function of the human body in a system-by-system approach. This course will cover: Nervous System; Senses and Endocrine System. In addition to learning all the facts, emphasis is placed on clinical and applied information relevant to the massage therapist.

MG 233-ANATOMY & PHYSIOLOGY - THE BLOOD, THE HEART, AND THE VASCULAR AND LYMPHATIC SYSTEMS: 1.5 credits. Prerequisite: OR 102. This class explores the structure and function of the human body in a system-by-

UPPER BODY: 2 credits. Prerequisite: OR 101, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course will provide student with tools to evaluate common musculoskeletal conditions related to the upper body with which a client presents and determine whether to treat or refer the client, where to begin to treat, and to be able to document to what degree the client is making progress with their massage treatment. Students will be taught how to perform a visual inspection and postural analysis of the entire body, to perform myofascial palpation, range of motion analysis, muscle function analysis and several special musculoskeletal tests for each region of the body. Students will practice developing treatment plans, applying massage skills and practice skills.

MG 212-CASE MANAGEMENT FOR MUSCULOSKELETAL PATHOLOGIES – LOWER BODY: 1.75 credits Prerequisite: OR 101, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course will provide student with tools to evaluate common musculoskeletal conditions related to the lower body with which a client presents and determine whether to treat or refer the client, where to begin to treat, and to be able to document to what degree the client is making progress with their massage treatment. Students will be taught how to perform a visual inspection and postural analysis of the entire body, to perform myofascial palpation, range of motion analysis, muscle function analysis and several special musculoskeletal tests for each region of the body. Students will practice developing treatment plans, applying massage skills and practice skills.

MG 221-NEUROMUSCULAR THERAPY - TORSO: 2.25 credits. Prerequisite: OR 102, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a step-by-step fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

MG 222-NEUROMUSCULAR THERAPY - UPPER EXTREMITIES: 2.25 credits. Prerequisite: OR 102, MG 111-114 & MG 121-124 completed or substantially completed with Director of Education and/or President approval. This course includes lectures, which review anatomy and related physiology, using PowerPoint, anatomical models and other media for comprehension of information. Techniques are demonstrated in a step-by-step fashion, and video is employed to enhance visual learning. Demonstrations and lectures are followed by hands-on practice by students with instructor supervision. Clinical information is incorporated regarding NMT in practice and various approaches to clinical conditions.

center. A form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance and payment of the registration fee and tuition for two quarters. With these exceptions, the conditions for admission of foreign students are identical with those for American students. Foreign students must attend no less than twelve (12) credit hours per quarter. A student enrolling in a mid-quarter which begins during the middle of a full quarter must pay two academic quarters of at least 12 credit hours each.

## School Calendar

Breaks and Returns begin on the dates listed.

### FALL QUARTER 2011

Sep 29	New Student Orientation -- Day and Night
Oct 1	Beginning of Fall Quarter
Oct 3	First Day of Class
Oct 5	Last Day to Drop/Add Class
Oct 7	NCCT National Certification Exams
Oct 21	GRADUATION CEREMONY -- Spring/Summer 2011 Grads
Oct 31	Halloween Costume Contest -- Day and Night
Nov 9, 10	Mid-Term Exams
Nov 10	Mid-Quarter New Student Orientation --Day and Night
Nov 14	Mid-Quarter First Day of Class
Nov 16	Mid-Quarter Last Day to Drop/Add Class
Nov 18	<b>Friday Class</b>
Nov 24, 25	THANKSGIVING HOLIDAY
Dec 7	WINTER QUARTER PRE-REGISTRATION
Dec 21, 22	Final Exams
Dec 22	End of Fall Quarter
Dec 23-Jan 8	WINTER BREAK

### WINTER QUARTER 2012

Jan 5	New Student Orientation -- Day and Night
Jan 7	Beginning of Winter Quarter
Jan 9	First Day of Class
Jan 11	Last Day to Drop/Add Class
Jan 13	NCCT National Certification Exams
Jan 16	MLK HOLIDAY – No Class
Jan 20	<b>Friday Class</b>
Feb 15, 16	Mid-Term Exams
Feb 16	Mid-Quarter New Student Orientation -- Day and Night
Feb 20	Mid-Quarter First Day of Class
Feb 22	Mid-Quarter Last Day to Drop/Add Class
Mar 7	SPRING QUARTER PRE-REGISTRATION
Mar 28, 29	Final Exams
Mar 28	End of Winter Quarter
Apr 2-6	SPRING BREAK

### SPRING QUARTER 2012

Apr 5	New Student Orientation -- Day and Night
Apr 9	Beginning of Spring Quarter
Apr 9	First Day of Class
Apr 11	Last Day to Drop/Add Class
Apr 13	NCCT National Certification Exam
Apr 27	GRADUATION CEREMONY -- Fall 2011/Winter 2012 Grads
May 16, 17	Mid-Term Exams

MG 132-INTRO TO HYDROTHERAPY: 1.35 credits. Prerequisite: OR 101. Introduce the valuable use of adjunctive modalities in massage therapy such as hot and cold treatments. Provide an understanding of the cycles of muscle spasm and dysfunction, the physiology of pain and a basic massage therapy approach to injury management.

MG 134-ORIENTAL MEDICINE: 2.25 credits. Prerequisite: OR 101. This course is designed to introduce the student to Eastern medical philosophy. Explain the theoretical foundations of Oriental Medicine. Explore several methods of oriental diagnosis and several treatment modalities. Provide an understanding of the importance of self-cultivation and the concept of Chi, the principles and practice of Tai Chi Chuan and Chi Kung, the theory of Yin/Yang and the theory of the Five Elements.

MG 151-AIDS EDUCATION: .35 credits. Prerequisite: None. This course introduces the student to the pathological and immunological aspects of AIDS and provides information about universal precautions, the characteristics of the AIDS disease process, the effect treatment protocols may have on the selection of appropriate massage techniques and how the massage therapist should conduct themselves to prevent harm to their client and themselves.

MG 152-CPR/FIRST AID: .7 credits. Prerequisite: None. The course is designed to meet the training requirements as established by the American Heart Association for Adult Heartsaver. A certificate will be issued upon successful completion. The goal of this course is to provide the knowledge and skills necessary in an emergency until professional medical help arrives. Students learn to recognize emergencies, make appropriate decisions regarding care and the necessary skills of a citizen responder acting as the first link in the emergency medical services system. Students will receive information on the prevention of injury and illness, with a focus on personal safety.

MG 202-ADVANCED TECHNIQUES: .45 credits. Prerequisite: OR 101, MG 111-114 completed or substantially completed with Director of Education and/or President approval. This course is designed for the advanced student. Basic knowledge of Swedish and Deep Tissue massage is necessary. Class time will be spent learning specialized techniques for unique situations.

MG 203-INTRO TO REFLEXOLOGY: 1.8 credits. Prerequisite: OR 101. This course introduces the beneficial uses of Reflexology in the practice of massage therapy. This course will provide the foundation of knowledge that will enable the student therapist to utilize the practical, scientific and clinical information presented in their massage practice.

MG 211-CASE MANAGEMENT FOR MUSCULOSKELETAL PATHOLOGIES--

provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG 116-DOCUMENTATION SKILLS: 1.2 credits. Prerequisite: OR 101. This course covers the documentation requirements for health care professionals with regard to massage therapy treatments - Client history and SOAP charting. You will complete homework assignments which utilize the SOAP form. You will learn the basic abbreviations to SOAP charting.

MG 121-MUSCULOSKELETAL ANATOMY AND KINESIOLOGY - TORSO: 1.0 credits. Prerequisite: OR 101. This course will cover the Axial skeleton and the muscles that cover the torso. This course will is designed to provide students with the factual knowledge of origins, insertions and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG 122-MUSCULOSKELETAL ANATOMY AND KINESIOLOGY - UPPER EXTREMITIES: 1.25 credits. Prerequisite: OR 101. This course will cover the Upper Extremity and the muscles that cover the Upper Extremity. This course will is designed to provide students with the factual knowledge of origins, insertions and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG 123-MUSCULOSKELETAL ANATOMY AND KINESIOLOGY - LOWER EXTREMITIES: 1.25 credits. Prerequisite: OR 101. This course will cover the Lower Extremity and the muscles that cover the Lower Extremity. This course will is designed to provide students with the factual knowledge of origins, insertions and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG 124-MUSCULOSKELETAL ANATOMY AND KINESIOLOGY - HEAD, FACE, & NECK: 1.0 credits. Prerequisite: OR 101. This course will cover the Head/Neck and the muscles that cover the Head/Neck. This course will is designed to provide students with the factual knowledge of origins, insertions and actions of each skeletal muscle. The student will also gain palpatory skill to locate and identify each muscle and skeletal landmark on the human body.

MG 131-CHAIR MASSAGE: 1.8 credits. Prerequisite: OR 101. This course offers theory, practical techniques and business principles designed for seated massage. The course will approach the application of seated massage from three vantage points: as a relaxation tool, as a marketing tool and as a therapeutic tool. The student is expected to have a basic knowledge of the anatomy of the muscular and skeletal system and be able to identify the attachments of the superficial muscles.

May 17	Mid-Quarter New Student Orientation -- Day and Night
May 21	Mid-Quarter First Day of Class
May 23	Mid-Quarter Last Day to Drop/Add Class
May 28	MEMORIAL DAY HOLIDAY
Jun 6	SUMMER QUARTER PRE-REGISTRATION
Jun 28, Jul 2	Final Exams (Thursday/Monday exams)
Jul 2	End of Spring Quarter
Jul 3-6	SUMMER BREAK

**SUMMER QUARTER 2012**

Jul 5	New Student Orientation – Night
Jul 5	New Student Orientation -- Day
Jul 7	Beginning of Summer Quarter
Jul 9	First Day of Class
Jul 11	Last Day to Drop/Add Class
Jul 13	NCCT National Certification Exams
Jul 20	<b>Friday Class</b>
Aug 10	<b>Friday Class</b>
Aug 15, 16	Mid-Term Exams
Aug 16	Mid-Quarter New Student Orientation -- Day and Night
Aug 20	Mid-Quarter First Day of Class
Aug 22	Mid-Quarter Last Day to Drop/Add Class
Sep 3	LABOR DAY HOLIDAY – NO CLASS
Sep 5	FALL QUARTER PRE-REGISTRATION
Sep 7	<b>Friday Class</b>
Sep 24, 25	Final Exams
Sep 25	End of Summer Quarter
Sep 26-Oct 2	FALL BREAK

**FALL QUARTER 2012**

Oct 1	New Student Orientation -- Day and Night
Oct 2	Beginning of Fall Quarter
Oct 3	First Day of Class
Oct 5	Last Day to Drop/Add Class
Oct 12	NCCT National Certification Exams
Oct 19	<b>Friday Class</b>
Oct 26	GRADUATION CEREMONY -- Spring/Summer 2012 Grads
Oct 31	Halloween Costume Contest -- Day and Night
Nov 5, 6	Mid-Term Exams
Nov 6	Mid-Quarter New Student Orientation --Day and Night
Nov 7	Mid-Quarter First Day of Class
Nov 12	Mid-Quarter Last Day to Drop/Add Class
Nov 16	<b>Friday Class</b>
Nov 22	THANKSGIVING HOLIDAY
Dec 5	WINTER QUARTER PRE-REGISTRATION
Dec 7	<b>Friday Class</b>
Dec 19, 20	Final Exams

Dec 20 End of Fall Quarter  
Dec 21-Jan 4 WINTER BREAK

### WINTER QUARTER 2013

Jan 3 New Student Orientation -- Day and Night  
Jan 5 Beginning of Winter Quarter  
Jan 7 First Day of Class  
Jan 9 Last Day to Drop/Add Class  
Jan 11 NCCT National Certification Exams  
Jan 21 MLK HOLIDAY  
Jan 25 **Friday Class**  
Feb 13, 14 Mid-Term Exams  
Feb 13 Mid-Quarter New Student Orientation – Night  
Feb 14 Mid-Quarter New Student Orientation -- Day  
Feb 18 Mid-Quarter First Day of Class  
Feb 20 Mid-Quarter Last Day to Drop/Add Class  
Mar 6 SPRING QUARTER PRE-REGISTRATION  
Mar 27, 28 Final Exams  
Mar 28 End of Winter Quarter  
Mar 29-Apr 6 SPRING BREAK

### SPRING QUARTER 2013

Apr 5 New Student Orientation -- Day and Night  
Apr 6 Beginning of Spring Quarter  
Apr 8 First Day of Class  
Apr 10 Last Day to Drop/Add Class  
Apr 12 NCCT National Certification Exams  
Apr 26 GRADUATION CEREMONY -- Fall 2012/Winter 2013 Grads  
May 15, 16 Mid-Term Exams  
May 16 Mid-Quarter New Student Orientation --Day and Night  
May 20 Mid-Quarter First Day of Class  
May 22 Mid-Quarter Last Day to Drop/Add Class  
May 27 MEMORIAL DAY HOLIDAY  
Jun 12 SUMMER QUARTER PRE-REGISTRATION  
Jun 27, July 1 Final Exams (Thursday/Monday exams)  
Jul 1 End of Spring Quarter  
Jul 2-5 SUMMER BREAK

### SUMMER QUARTER 2013

Jul 2 New Student Orientation -- Day and Night  
Jul 6 Beginning of Summer Quarter  
Jul 8 First Day of Class  
Jul 10 Last Day to Drop/Add Class  
Jul 12 NCCT National Certification Exams  
Jul 26 **Friday Class**  
Aug 14, 15 Mid-Term Exams  
Aug 15 Mid-Quarter New Student Orientation --Day and Night

## MASSAGE THERAPY STUDIES

\*Minimum grade of “C” or better needed to exit courses with a prefix of “MG”.  
MG 111-SWEDISH/DEEP TISSUE MASSAGE - TORSO: 2 credits. Prerequisite: OR 101. This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the torso area of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG 112-SWEDISH/DEEP TISSUE MASSAGE - UPPER EXTREMITIES: 2 credits. Prerequisite: OR 101. This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the upper extremities of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG 113-SWEDISH/DEEP TISSUE MASSAGE - LOWER EXTREMITIES: 2 credits. Prerequisite: OR 101. This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the lower extremities of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to provide students with a foundation of knowledge in some of the most popular and effective bodywork therapies. In many instances these modalities can be used in conjunction with massage therapy. All of these modalities can be practiced independently from massage therapy.

MG 114-SWEDISH/DEEP TISSUE MASSAGE - HEAD, FACE, & NECK: 1.6 credits. Prerequisite: OR 101. This Swedish course is designed to teach the student how to perform an excellent professional massage that includes all of the fundamental Swedish strokes with particular focus on the head, face, and neck area of the body. Students learn Deep Tissue techniques. History and Ethics is designed to teach the student the historical context of the massage therapy profession as well as an ethical code of conduct. Alternative Treatment Modalities is designed to

individual components. Topics studied include the following: basic concepts of real property; titleholders; buying and selling real estate; surveys; deeds; title abstracts and insurance; mortgages; settlements and closings; and leasing.

LS 233-DEBTOR/CREDITOR: 2.25 credits. Prerequisites: LS 111. This course is designed to provide a brief introduction to debtor-creditor relationships and to the federal laws of bankruptcy and bankruptcy rules, emphasizing the Bankruptcy Reform Acts of 1979 (BRA). Discussion will include forms of debt relief, and bankruptcy relief; bankruptcy courts; bankruptcy jurisdiction; trustees; commencement of a bankruptcy proceeding under Chapter 7, Chapter 11, and Chapter 13.

LS 234-WILLS, TRUSTS, AND ESTATES: 4.5 credits. Prerequisites: LS 111. This course identifies the responsibilities and duties of a legal assistant working under the supervision of an attorney handling an estate. General and related law and terminology are covered, as well as a chronological study of the procedural steps required for administering an estate. Specific areas of study include estate planning; laws of succession; drafting and executing valid, legal wills; trusts; personal representatives; formal and informal probate; and tax considerations in estate administration.

LS 235-FAMILY LAW: 2.25 credits. Prerequisites: LS 111. This course is designed to provide an overview of civil law regarding marriage and the family. Topics include: the nature of marriage; marriage requisites; divorce and separation agreements; child support obligations; child custody; children's rights; legitimacy, illegitimacy, and paternity; and adoption and procreation.

LS 251-EXTERNSHIP: 4 credits. Prerequisite: All legal course work completed or substantially completed with Instructor/Director of Education and/or President's approval. The student will put all of his/her learning to the test in a real world setting. The student must complete a minimum of 120 hours in a typical legal administrative assistant setting. The externship is required to be completed in the student's last quarter.

LS 252-EXTERNSHIP: 4 credits. Prerequisite: All legal secretarial classes completed or substantially completed with Instructor/Director of Education and/or President's approval. The student will put his/her learning to the test in a real world setting. The student must complete a minimum of 120 hours in a typical legal office setting. The externship is required to be completed in the student's last quarter.

## MANAGEMENT

MN 201-PRINCIPLES OF MANAGEMENT: 4.5 credits. Prerequisite: None. The basic functions and skills of management and supervision are covered. These include planning, organizing, staffing, and controlling.

Aug 19	Mid-Quarter First Day of Class
Aug 21	Mid-Quarter Last Day to Drop/Add Class
Sep 2	LABOR DAY HOLIDAY – NO CLASS
Sep 6	<b>Friday Class</b>
Sep 11	FALL QUARTER PRE-REGISTRATION
Sep 20	<b>Friday Class</b>
Sep 23, 24	Final Exams
Sep 24	End of Summer Quarter
Sep 25-Oct 1	FALL BREAK

## FALL QUARTER 2013

Sep 30	New Student Orientation -- Day and Night
Oct 1	Beginning of Fall Quarter
Oct 2	First Day of Class
Oct 4	Last Day to Drop/Add Class
Oct 11	NCCT National Certification Exams
Oct 18	<b>Friday Class</b>
Oct 25	GRADUATION CEREMONY -- Spring/Summer 2013 Grads
Oct 31	Halloween Costume Contest -- Day and Night
Nov 1	<b>Friday Class</b>
Nov 11, 12	Mid-Term Exams
Nov 12	Mid-Quarter New Student Orientation --Day and Night
Nov 13	Mid-Quarter First Day of Class
Nov 18	Mid-Quarter Last Day to Drop/Add Class
Nov 21	THANKSGIVING HOLIDAY
Nov 29	<b>Friday Class</b>
Dec 4	WINTER QUARTER PRE-REGISTRATION
Dec 18, 19	Final Exams
Dec 19	End of Fall Quarter
Dec 20-Jan 5	WINTER BREAK

## Rules and Regulations

### Attendance

Employers are becoming more and more demanding about employees getting to work on time. All grades and evaluations earned by the student and issued by the faculty are based upon the quality of the student's overall academic performance both in and out of class. Students are expected to attend and participate in class regularly, and to assume responsibility for meeting all requirements as specified in the course syllabus.

### Student Responsibilities

1. Students are responsible for all materials covered in each course for which they are registered. In no instance does absence from class relieve a student from the responsibility for any coursework.

2. Students are responsible for complying with any special attendance regulations specified by the instructor in the course syllabus.
3. Students are responsible for initiating any request to make up work missed because of a class absence. The decision to assist the student with make-up work, including tests, in every case rests with the instructor.

**MAKE-UP TIME/APEAL** -- Students who have exceeded the maximum number of absences, as stated in the syllabus, may appeal to the Director of Education or President and may be reinstated one time per quarter, by coming to school during NON-class hours (after school and Fridays) or attending classes at a different time, and completing relevant class work. Reinstatement is predicated on the student's ability to satisfactorily complete courses. If a student's progress has not been satisfactory, it shall be assumed that the student will be unable to meet requirements for reinstatement. If a student has been reinstated and the instructor is not satisfied with the student's progress and/or attendance, the instructor will notify the administration and that student will be dismissed and not allowed to re-enter until the next academic period. All students are encouraged to come in during non-class hours to make up class work and time.

On the second occurrence, a committee of Faculty and Administration will review the appeal.

Each appeal must be in writing and include at a minimum the reason(s) with documentation, if available, for the excessive absences and how the problem has been resolved.

**IT IS THE STUDENT'S RESPONSIBILITY TO KEEP TRACK OF HIS/HER ATTENDANCE RECORD.**

Cultivation of correct habits is just as important as the acquisition of knowledge in the development of skills needed in a given occupation. Train yourself to be present and on time for all classes.

Each quarter, instructors may recommend a student for Perfect Attendance. A Perfect Attendance Certificate is awarded to students with perfect attendance on a quarterly basis. Those students receiving perfect attendance will join the President or Vice President for lunch or dinner the week of our awards ceremony.

### **Drop/Add**

The first three (3) days of each quarter are used to drop or add classes. Transfer credit or exemption must be satisfied during these three days. After the three day drop/add, the schedule is set for the quarter.

After three (3) days, if a student drops a class(es), but not all classes, the total class tuition will be owed by the student. No refund will be credited to the student's account.

### **Withdrawal**

It is the student's responsibility to formally withdraw from the College by notifying the Director of Education or Vice President. The student's withdrawal date is the day the student begins the withdrawal process. The College does not

**LS 216-TORT LAW:** 4.5 credits. Prerequisites: LS 111. This course provides a foundation of knowledge for the paralegal to understand intentional torts, negligence, and strict liability torts. In addition, this course examines the relationship between tort law and other areas of the law, including the scope of tort law and practice, trial and appeal, judgment enforcement, foreseeability in tort law, duty, breach of duty, proximate cause, damages, defenses of negligence claims, medical and legal malpractice, wrongful death and product liability.

**LS 218-EVIDENCE:** 2.25 credits. Prerequisites: LS 111. This course provides the student with an in-depth study of the rules and procedures of evidence. Topics covered include evidence presentation, relevancy, exclusion, writings, hearsay, disclosure and non-disclosure privileges and burdens of proof.

**LS 219-CONSTITUTIONAL LAW:** 2.25 credits. Prerequisites: LS 111. The Constitution is studied in its original intent, and how it is applied today. This course covers the basics including the allocation of powers, individual rights, liberties, responsibilities, and freedom.

**LS 222-CRIMINAL LAW:** 4.5 credits. Prerequisites: LS 111. This course provides an introduction to the field of criminal law. Topics of study include the following: general considerations of statutory crimes, and common law crimes including the Model Penal Code; definition of crime; justifications and excuses of collateral defenses; parties; inchoate crimes; criminal homicide; and constitutional limits on punishment for crime.

**LS 224-CIVIL PROCEDURE/LITIGATION:** 4.5 credits. Prerequisites: LS 111. This course is designed to introduce the student to understanding and applying Federal rules in civil procedural outline of activities in a civil action. Specific areas of study include the following: principles of litigation; lawyer and client relationships; causes of action, remedies, and defenses; jurisdiction; pleadings; gathering evidence and investigation; depositions; trial preparation; and juries, judgments, and appeals.

**LS 225-CONTRACT LAW:** 4.5 credits. Prerequisites: LS 111. The objective of this course is to provide an accurate general analysis and overview of common problems of contract law. Topics of concern include the following: offer; acceptance; consideration; statute of frauds; mistake, capacity, and misrepresentation; duress and undue influence; assignment and delegation; performance, discharge, and contract remedies.

**LS 231-REAL ESTATE:** 4.5 credits. Prerequisites: LS 111. This course provides a core foundation of knowledge for the legal assistant to use effectively for participating in real estate transactions. The broad scope of information included here insures a thorough understanding of the entire transaction, as well as its

written English but often communicate with difficulty and with many errors.

ES 104 ESL Level 4: Not for credit. Prerequisite: ES 103 or placement test. ESL level 4 is for adult “high intermediate” learners who understand most spoken and written English but have some problems with English grammar and vocabulary.

## **FINANCE**

FN 201-PERSONAL FINANCE: 4.5 credits. Prerequisites: None. This course exposes the student to financial management, money management skills, taxes, consumer credit, insurance, investing, and retirement planning.

## **HISTORY**

HS 111-CONTEMPORARY HISTORY: 4.5 credits. Prerequisites: None. This course helps students appreciate the importance of global history and how it has influenced current affairs. The twentieth century is the focus of this course.

## **LEGAL STUDIES**

LS 111-INTRODUCTION TO LAW & THE LEGAL SYSTEM: 4.5 credits. Prerequisite: None. This course provides an introduction to law and the American legal system. It is designed to stimulate students to exercise their powers of reasoning through an analysis of facts of various real-world case situations, along with descriptions of the numerous approaches. An appreciation is stressed for the theory of legal problem-solving.

LS 211-LEGAL RESEARCH: 4.5 credits. Prerequisite: LS 111 and 9 Credit Hours of Legal Credits or Approval of Instructor. The student is introduced to practices and procedures in finding and utilizing primary and secondary resources for legal research. A variety of tools are studied, including bibliographic procedures for both print- and computer-based research services. Theory and practice are combined to provide a solid foundation for the student.

LS 212-LEGAL WRITING: 4.5 credits. Prerequisite: LS 111, 9 Credit Hours of Legal Credits and EN 221 or Approval of Instructor. This course focuses on the legal analysis and written procedures of law practice, including fundamental principles of legal writing; analyzing facts, identifying legal problems, defining and developing a research plan; analyzing briefs for research; statutory interpretation and analysis; editing and proofreading; and persuasive writing.

LS 213-LEGAL INVESTIGATION AND INTERVIEWING: 4.5 credits. Prerequisites: LS 111. The purpose of the course is to provide a foundation for developing facility in factual analysis and case investigation, applicable to a full range of litigated disputes. Content includes objectives of investigation; evaluating probative worth of evidence; identifying evidence and building hypotheses; and oral interrogation and evidence extraction.

require attendance monitoring. If a student leaves and fails to formally withdraw, the College will assume the last date of attendance to be the midpoint of the quarter and will apply the refund policy and Return to Title IV calculation using this date unless there is evidence of attendance at a later academically related activity.

## **Student Conduct**

Gwinnett College reserves the right to dismiss any student whose conduct is unsatisfactory and detrimental to the best interest of the faculty, staff, or other students.

## **Dress Code**

Our goal while you are attending Gwinnett College is to prepare you for a professional environment. We feel that appropriate dress is an important part of your professional development. How we dress affects how we feel and how we conduct ourselves -- we want you to feel comfortable once you are employed in the business world.

Items such as tattered jeans or low-cut blouses do not reflect a professional environment; therefore, a few reminders are in order:

1. Always dress neatly (and preferably conservatively).
2. No shorts or mini-skirts.
3. All dresses must be no shorter than 4 inches above the knee.
4. No midriff tops/muscle shirts/tank tops.
5. No cut-off shirts/blouses or halter tops.
6. No spandex pants/shorts/shirts.
7. No T-shirts with offensive content.
8. Men--no caps, hats, or any type of head covering inside the building.
9. When in doubt, wear something else.
10. Medical students are to wear their medical uniforms for all classes.
11. Massage therapy students are to wear their clinic uniforms for all classes.

Students violating the dress code will be sent home to change. Any classes missed may be counted as absences.

## **Honor Code**

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your instructors and future employers a distorted view of your true abilities, and is also unfair to more honorable students who try hard to earn honest grades according to their abilities.

Students caught cheating will automatically be expelled from the class in question. Students will also be given a grade of “WF” (withdrew failing) on their official transcript. The “WF” may not be replaced by a future passing grade and will also prevent students from graduating “with honors” upon graduation. The student may also be expelled from the college, depending on the decision of the Director of Education and President. If not expelled from the College, the student may retake the class from which he/she was expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take one or more tests under controlled conditions to guarantee a fair grade for all.

## Security Policies and Procedures

Gwinnett College is monitored during all operating hours to provide a safe and secure area for staff and students.

The staff and students are encouraged to report crimes to local authorities and to the Director of Education or the President of the school. Should an incident occur, the Director of Education or President would be called immediately and they will respond, investigate, and notify authorities as warranted.

The administration encourages the reporting of all crimes to the Lilburn Police Department.

This campus is totally self-contained with outside entrance possible only through the three front doors. These doors are open and monitored during normal working hours. All visitors and non-students are required to check in at the front lobby before entering any other portion of the building.

There are no residence facilities associated with the college.

**Crime Prevention:** Normal operating procedures, rules, and regulations are covered with students during orientation.

A general assembly (for both day & evening classes) is devoted to crime prevention and self-protection. This assembly is conducted by an expert in the field.

**Illegal Drugs/Alcoholic Beverages:** Illegal Drugs/Alcoholic beverages are not allowed on the premises at any time--period. Any person caught on campus under the influence or in possession on campus will be asked to leave immediately for the remainder of the day (without pay for employees). On the next day, a determination will be made by the Director of Education and/or President as to further action which may include immediate suspension or expulsion (suspension without pay or termination for employees).

**Weapons:** Never acceptable. Any student caught possessing weapons will be immediately expelled from school (immediate termination for employees).

**Drug & Alcohol Abuse Prevention and Awareness:** All students and employees are encouraged to seek professional help for any problems and are advised to seek guidance from the Director of Education and/or President as to professional help available. Information will be given to students and employees at orientation.

## Re-Entrance After Dismissal

Each student dismissed will have a chance to appeal his/her dismissal. Permission to re-enter shall be granted on an individual basis. The decision of the Director of Education and/or President shall be final.

## Re-Entrance After Withdrawal

standards for preparing legal documents, and becoming familiar with Latin and legal terms and specialized rules of punctuation. A review of word processing formats and commands is presented to ensure success with the documents.

DT 113-INTERMEDIATE MEDICAL TRANSCRIPTION: 3 credits. Prerequisite: DT 103. A continuation of beginning medical transcription. Medical reports will be transcribed from individual case studies, each of which concerns a specific system of the body. The case studies have been taken from hospital medical records. A review of word processing formats and commands is presented to ensure success with the documents.

DT 203-ADVANCED MEDICAL TRANSCRIPTION: 3 credits. Prerequisite: DT 113. This course is a continuation of intermediate medical transcription. It continues to present challenges of developing skills necessary to transcribe medical documents in correct format: specialized rules of punctuation, creating report templates using macros, and merging parts of reports. The focus will be to master the above with increased speed.

## ENGLISH

EN 111-COLLEGE ENGLISH: 4.5 credits. Prerequisite: None. This course will give students a thorough review of basic sentence fundamentals, punctuation, mechanics, and grammar. Spelling and the Five C's of Good Business Writing will also be included.

EN 221-COMPOSITION: 4.5 credits. Prerequisite: EN 111. The primary purpose of this course is to provide a basic framework that will allow the student to write the five-part college essay effectively. Principles of writing, reading, grammar and spelling are integrated, and concurrent activities are keyed to on-going lectures. Required writing assignments ensure that the student becomes familiar with several writing strategies and practices planning, organization, and correct usage of language. The course includes keeping a weekly journal.

## ENGLISH AS A SECOND LANGUAGE

ES 101-ESL LEVEL 1: Not for credit. Prerequisite: None. English as a second language level 1 is for adult "true beginners" who have had little exposure to English. The course emphasizes skill building of listening, speaking, reading and writing. Social language, workplace language and vocabulary building is integrated. For student who scored at Level 1 on the placement test.

ES 102 ESL Level 2: Not for credit. Prerequisite: ES 101 or placement test. ESL level 2 is for adult "high beginners" who have had some exposure to English or who have completed Level 1.

ES 103 ESL Level 3: Not for credit. Prerequisite: ES 102 or placement test. ESL level 3 is for adult "intermediate" learners who understand much spoken and

approval. The student will put all of his/her learning to the test in a real world setting. The student must complete a minimum of 120 hours in Information Technology. The externship is required to be completed in the student's last quarter.

CS 221-FUNDAMENTALS OF THE INTERNET: 3 credits. Prerequisite: CS 102. Internet Browsers and E-mail basics are covered. Also, search techniques, communication tools and basic web page design are discussed.

### **DICTION TRANSCRIPTION**

DT 101-MACHINE TRANSCRIPTION: 3 credits. Prerequisite: TP 111. This course introduces the student to the basics of machine transcription. It presents the student with challenges of developing their listening, proofreading, and communication skills, vocabulary, grammar, self-discipline, as well as the overall use of transcription equipment and procedures. An introduction and/or review of word processing is presented based on the needs of the students.

DT 102-LEGAL TRANSCRIPTION: 3 credits. Prerequisite: TP 111, LS 111. This course introduces the student to the basics of machine transcription. It presents the student with challenges of developing his/her listening skills, communication skills, vocabulary, self-discipline, as well as the overall use of transcription equipment and procedures. The student is introduced to specific legal procedures and report formats. An introduction and/or review of word processing is presented based on the needs of the students.

DT 103-MEDICAL TRANSCRIPTION: 3 credits. Prerequisite: TP 111, MS 102. This course introduces the student to the basics of machine transcription. It presents the student with challenges of developing his/her listening skills, communication skills, vocabulary, self-discipline skills, as well as the overall use of transcription equipment and procedures. The student is introduced to specific medical procedures and report formats. An introduction and/or review of word processing is presented based on the needs of the students.

DT 111-INTERMEDIATE MACHINE TRANSCRIPTION: 3 credits. Prerequisite: DT 101. This course is a continuation of beginning business transcription. It presents the student with challenges of developing skills necessary to transcribe business correspondence and documents in correct format, understanding the importance of standards for preparing business documents, and becoming familiar with business terms and specialized rules of punctuation. A review of word processing formats and commands is presented to ensure success with the documents.

DT 112-INTERMEDIATE LEGAL TRANSCRIPTION: 3 credits. Prerequisite: DT 102. This course is a continuation of beginning legal transcription. It presents the student with challenges of developing skills necessary to transcribe legal correspondence and documents in correct format, understanding the importance of

A student who has withdrawn from college or has been dropped from the college and who wishes to re-enter must complete an application for re-entry. This includes meeting with the Director of Admissions, Director of Education, and if applicable, the Director of Financial Aid. Students not on an approved leave of absence are subject to a re-entry fee.

### **Appeal/Grievance Policy**

First Step – Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.

Second Step – If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Director of Education and/or President.

Third Step – If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved party must present to the President, in writing, all facts of the grievance.

Within 24 hours, upon receipt of the written information, the President will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the President and/or Director of Education and two staff or faculty members not involved with the incident in question.

All persons involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee's decision will be final.

### **Complaint Procedure**

Student complaints relative to college personnel should first be resolved with college officials. If the complaint is not answered to the student's satisfaction, the student should send the complaint in written form to "President, Gwinnett College, 4230 Highway 29, Suite 11, Lilburn, GA 30047" for resolution. After following the above, the student may write to the "Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084" and/or "Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241."

### **Notification of Changes from Provided Information**

The student is required to notify the Business Office and the Director of Education of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the Institution cannot locate students.

### **Examination of Student Records**

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

**A. Procedure for Examination**

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical, thereafter, but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time, and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

**B. Challenge to the Record**

A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) The specific data contested to be inaccurate, misleading or in violation of the privacy or the right of the student. b) The reasons why the data is contested to be inaccurate, misleading or in violation of the right of privacy or the rights of the student. c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data. d) A request for a hearing on the challenge.

**C. Release of Information**

Gwinnett College does not permit access to or release of confidential information without the written consent of the student, to any individual or agency for any reason except the following: 1) when records are required by college officials in the proper performance of their duties, 2) organizations conducting studies for educational and governmental agencies, 3) U. S. Government agencies as listed in Public Law 93-380, 4) accrediting agencies, 5) parents of dependent children as defined in the Internal Revenue Code of 1954, 6) appropriate persons in connection with an emergency, 7) other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) in connection with the award of financial aid, and 9) in response to legal court orders.

Gwinnett College maintains files containing the following information for each student: 1) social security number, 2) name, 3) local address, 4) local telephone number, 5) permanent address, 6) permanent telephone number, and 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended by the student.

**Facilities for the Disabled**

hands-on applications to apply concepts learned.

CS 204-MICROSOFT OFFICE WORD/EXCEL: 3 credits. Prerequisite: CS 102. Reviews Windows fundamentals and trains in the fundamentals of the Microsoft Office family including Microsoft Word and Microsoft Excel applications.

CS 205-MICROSOFT OFFICE POWERPOINT/ACCESS: 3 credits. Prerequisite: CS 102. Training in the Microsoft Office family using Microsoft PowerPoint and Access applications.

CS 207-ADVANCED COMPUTER APPLICATIONS: 3 credits. Prerequisites: CS 204, CS 205. The student will perform increasingly complex modifications and integrations of Microsoft Office applications.

CS 208-ADVANCED WORD: 3 credits. Prerequisite: CS 204. This course is designed to expand the student's knowledge of Microsoft Word from the entry level to prepare student for beginning Word MOS Certification.

CS 215-ADVANCED POWERPOINT: 3 credits. Prerequisite: CS 205. Microsoft PowerPoint features and functions are used to develop, customize and deliver a presentation using basic and advanced techniques.

CS 216-COMMUNICATION AND TELEPHONY: 3 credits. Prerequisite: CS 102 and CS 204, or approval of instructor. This course is designed to give students the opportunity to use practical applications to understand fundamental data communications concepts and communication networks. It presents the student with challenges on business data communications, Internet, and various types of communication networks.

CS 217-ADVANCED EXCEL: 3 credits. Prerequisite: CS 204. Microsoft Excel features and functions are used to develop worksheets, change appearances, incorporate formulas, advanced printing, graphics and linking using basic and advanced techniques.

CS 218-ADVANCED ACCESS: 3 credits. Prerequisite: CS 205. Microsoft Access features and functions are used to build a database, obtain information, print reports and view information using basic and advanced techniques.

CS 219-PC DIAGNOSTICS AND MAINTENANCE: 3 credits. Prerequisite: Instructor approval. The student will learn to install new software, peripherals and some chip upgrades. Troubleshooting using software diagnostics and board substitution will be performed.

CS 220-EXTERNSHIP: 4 credits. Prerequisite: All computer classes completed or substantially completed with Instructor/Director of Education and/or President's

## **ACCOUNTING**

AC 101A-ACCOUNTING I: 3 credits. Prerequisite: None. Introduction to accounting and the accounting cycle. Credits, debits, journal, general ledger, adjustments, closing entries and financial statements are covered.

AC 101B-ACCOUNTING II: 3 credits. Prerequisite: AC 101A. A continuation of AC 101A, stressing accounting for sales, purchases, payables, cash receipts, payroll, accruals, financial statements and closing procedures.

AC 207-COMPUTER ACCOUNTING: 3 credits. Prerequisite: AC 101A and CS 102. This course is designed to familiarize the student with computerized accounting programs. Applications, such as, QuickBooks, Peachtree, etc. are covered as they relate to utilization in the business community.

AC 220-EXTERNSHIP: 4 credits. Prerequisite: All accounting classes completed or substantially completed with Instructor/Director of Education and/or President's approval. The student will put all of his/her learning to the test in a real world setting. The student must complete a minimum of 120 hours in a typical accounting office setting. The externship is required to be completed in the student's last quarter.

## **BUSINESS ADMINISTRATION**

BA 201-INTRODUCTION TO BUSINESS: 4.5 credits. Prerequisite: None. This course provides an insight into the economic understanding of business. An analysis of the functional areas of business, including a business plan, will be completed.

BA 215-BUSINESS MASTERY – ORGANIZATION AND MANAGEMENT: 1.95 credits. Prerequisite: OR 101. Provide the students with the most pertinent business information and knowledge necessary to open a successful and conscious massage practice and/or to prepare students to practice massage within existing businesses and in working with other health care professionals. Emphasis is placed on business organization and management. Minimum grade of "C" or better needed to exit this course.

BA 216-BUSINESS MASTERY - MARKETING: 1.95 credits. Prerequisite: OR 101. Provide the students with the most pertinent business information and knowledge necessary to open a successful and conscious massage practice and/or to prepare students to practice massage within existing businesses and in working with other health care professionals. Emphasis is placed on business marketing. Minimum grade of "C" or better needed to exit this course.

## **COMPUTER SCIENCE**

CS 102-INTRODUCTION TO PCs: 3 credits. Prerequisite: None. This course will introduce the student to the essential concepts of computer hardware and software; basic concepts of Windows and Microsoft Internet Explorer. The student will use

Gwinnett College supports the tenets and spirit of the Americans with Disabilities Act (ADA). It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Gwinnett College will make reasonable accommodations to meet the needs of any student with a disability.

## **Scheduling**

The normal schedule for students in day school is six 50-minute class periods per day (Monday through Thursday) for a total of 24 class periods each week. The normal schedule for students in night school is four 50-minute class periods per night (Monday through Thursday) for a total of 16 class periods each week. The normal schedule for night massage students is five 50-minute class periods per night (Monday through Thursday). The normal schedule may be altered at the discretion of the Director of Education. Substitution of courses within some programs of study may be permitted with the Director of Education's and/or President's approval.

Course programs and individual schedules are approved by the Director of Education and/or President. The Institution reserves the right to determine when each course is offered, to decide the number of credit hours a student may carry, and to make adjustments in the program or course content; also, to substitute classes in all programs if deemed appropriate by the Director of Education and/or President.

Externships for both the day and night classes will be scheduled during normal daytime working hours. All scheduling must be approved by the Director of Education and/or President and is subject to availability.

The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled.

## **Audited and Refresher Classes**

A student auditing a class receives neither a grade nor credit hours for that subject. He is permitted to attend all classes but is not required to submit assignments or to take examinations. Tuition is charged on the same basis as for a credit class. Since no credit is given for an audited class, it does not apply toward the fulfillment of a program requirement. No change from audit to credit status, or from credit to audit status, may be made after the beginning of class.

A refresher class is one in which a student has had at least the equivalent instruction offered in the class to be reviewed. Graduates of the Institution have the option of taking a refresher class with no tuition charged, provided the class pertains to their course of study. Non-graduates will be charged the same tuition rates as for a credit class. No grades or credit hours will be awarded, nor does the student have to fulfill the regular course requirements. The instructor has no obligation to the student except to permit him/her to attend classes.

## Electives

After being admitted into a specific program of study, a student may elect to take courses that are not included in the requirements of his/her specified program outline. These are in addition to the required courses. The choice of electives must be approved by the Director of Education and/or President.

## Independent Study

Coursework by Independent Study allows students to work closely with an assigned tutor. A syllabus is given to the student outlining the program of study, the anticipated results, the reading list, and the methods of evaluation. The student must obtain the permission of the Director of Education and/or the President, and complete a signed agreement with the instructor before engaging in independent study. A student may participate in only one independent study course at a time. The following criteria must be met in order to qualify for an independent study course:

1. Minimum 3.0 CGPA, and
2. Within two (2) quarters of graduation, and
3. Receive written permission of the Director of Education and/or President.

The Attendance Policy for the student during Independent Study is the same as the Attendance Policy outlined on page 15 of this catalog.

## Grading Scale

<u>Grade</u>	<u>Quality Points</u>	<u>Range</u>	<u>Interpretation</u>
A	4.0	90-100	Excellent
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	*Minimum Passing
F	0.0	Below 60	Failure
P			Pass
W			Withdrawal
WF			Withdrew Failing
I			Incomplete
E			Exemption Test
T			Transfer Credit
V			Audit
R			Replacement Grade

A grade of Incomplete (I) may be given to a student who has been doing passing work up to the end of the quarter and has outstanding class work. If the outstanding class work is not completed within the first two (2) school weeks of the following quarter, the outstanding class work will be averaged as a zero and a final grade issued.

The grade for a repeated course replaces the previous grade when computing GPA except in the case of a "WF". All courses attempted will be listed on the transcript.

Quality points per class equals the number of credits earned multiplied by: (A=4,

# COURSE DESCRIPTIONS

## General

The courses named and numbered herein, if scheduled, will be taught as described during the time covered by this catalog. Additional courses may be added at a later date and will be described by a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited on the basis of course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of Gwinnett College.

## Numbering System

The course numbering system consists of a two (2) letter and a three (3) digit number combination for each course. The letters indicate subject area as identified below:

AC	Accounting
BA	Business Administration
CS	Computer Science
DT	Dictation/Transcription
EN	English
ES	English as a Second Language
FN	Finance
HS	History
LS	Legal Studies
MG	Massage Therapy Studies
MN	Management
MS	Medical Studies
MT	Mathematics
OP	Office Procedures
OR	Orientation
PY	Psychology
SC	Science
SP	Speech
TP	Keyboarding/Typing

The numbers indicate course level as identified below:

100 Level – 1<sup>st</sup> Year Coursework  
200 Level – 2<sup>nd</sup> Year Coursework

## PERSONAL TRAINING COURSEWORK

This 300-hour program is designed to give students the knowledge and hands-on experience necessary to work in the personal training/exercise training profession. Emphasis is placed on the science of the human body including anatomy, physiology, kinesiology, and pathophysiology. Under the supervision of an experienced instructor, students are required to work one-on-one with gym clientele to develop and implement individual exercise programs, track clients' progress, and demonstrate the effectiveness of the individual training program. The student will receive a solid business foundation for a well-rounded program of study which will prepare the graduate for many different employment opportunities in the personal health and fitness industry. Upon completion, students will be prepared to sit for any of the industry recognized certification exams required to be considered a Certified Personal Trainer (CPT). This curriculum is specifically geared toward the National Academy of Sports Medicine's (NASM) exam.

Students must attend 75% of the total lecture hours and 100% of the hands-on hours to receive the Personal Training Certificate and credit for having completed the program. Students who successfully complete the program will receive twenty four continuing education units (CEU's) applicable to the requirements set forth by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

### COURSE DESCRIPTION

*Classroom hours* – The classroom component of this program consists of 180 hours spread over 12 weeks. The breakdown of these hours consists of:

- Section 1, Weeks 1-3 – Fundamentals of Human Movement Science
- Section 2, Weeks 4-6 – Assessments, Training Concepts and Program Design
- Section 3, Weeks 7-9 – Nutrition and Supplements
- Section 4, Weeks 10-12 – Client Interaction and Professional Development

*Hands-on* – The hands-on portion of the curriculum will require 120 hours of work with gym members. During this time, personal training students will spend roughly 8 weeks planning, developing, and implementing fitness and nutrition programs. Students will be required to document goals and successes as they continue through this section.

B=3, C=2, D=1, F=0; grades of I, W, P, E & T are not used). GPA equals Total Quality points divided by Total Credits completed.

\*The student must make a "C" or better in the following medical classes: Phlebotomy, First Aid/CPR, and all Medical Labs. Students enrolled in the massage therapy program must make a "C" or better in ALL of their classes. Final grades of 69 or below will be registered as an "F" and the student must repeat the class.

### President's List and Dean's List

A student is placed on the President's List if he/she earned a 4.0 grade point average. A student is placed on the Dean's List if he/she has earned a 3.5 or better grade point average. The student must have earned 9 or more quarter hours or the equivalent. Certificates are issued on a quarterly basis honoring those students who meet these criteria.

### Graduation Requirements

A student must meet the following criteria in order to graduate from Gwinnett College.

- 1) Each student must maintain an overall 2.0 average (on a 4.0 scale).
- 2) Each student must have credit for each required course in his/her curriculum.
- 3) Each student must complete at least 50 percent (50%) of his/her studies at this Institution.
- 4) Each student must be in good standing with the Institution, both financially and academically.

Students who have distinguished themselves academically will be honored at graduation as follows:

Summa Cum Laude (With Greatest Praise)	3.90-4.00 Average
Magna Cum Laude (With Great Praise)	3.70-3.89 Average
Cum Laude (With Praise)	3.50-3.69 Average

Students who have received a grade of WF at any point throughout their program will not be permitted to graduate with honors.

### Transcripts

Transcripts are available upon request as long as the student is current with his/her financial obligation to the College. No transcript of grades will be released without the student's prior approval. There is no charge for the first transcript received. Each subsequent transcript will be furnished after receipt of a \$10.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

### Definition of Credit

Subjects are evaluated in terms of collegiate Quarter Hours of credit. Quarter Hours of credit are earned in the following manner:

- 1 Quarter Hour of Credit = 10 class periods of lecture.
- 1 Quarter Hour of Credit = 20 class periods of lab work.
- 1 Quarter Hour of Credit = 30 class periods of externship/shop time.

## ENGLISH AS A SECOND LANGUAGE

Classes may contain lecture, lab and/or shop components; therefore, credits are awarded based on the time spent in each method of instruction. Class lecture may include traditional instructor lecture, time spent in class reading material, in-class videos, software guided instruction, guest lectures, etc. Lecture is generally defined as the acquisition of knowledge versus the application of knowledge as performed in a laboratory environment. One class period is generally defined as 50 minutes of instruction within a 60 minute period of time. Students should expect roughly two hours of outside preparation for each hour of lecture and one hour of outside preparation for each two hours of lab work spent in class.

### Advanced Standing & Prior Credit Earned at this Institution

There is a fee of \$20 for each proficiency examination. Students must be able to show that they have special qualifications, skills, or knowledge obtained through work or other experience and that it is reasonable that they may be able to demonstrate proficiency through special examination in the course subject matter.

Credits earned as a result of credit by proficiency examination may not be used to satisfy more than 25 percent (25%) of the credits necessary for the program credential and are not considered as credits earned "in residence" at the college. Successful completion of the proficiency examination (minimum success grade is "B") will earn the student a grade of E on the academic transcript and credit for the course. Students who fail a proficiency examination **may not** make a second attempt. A student may not take an exemption test for a course in which he/she was previously enrolled at Gwinnett College.

This test is to be taken in advance, if possible, or within the Drop/Add period. Upon successful completion of the test, the student may select an elective to replace that class or choose to waive the elective in favor of reducing time in school.

Advanced standing credits are not used when calculating grade point average.

Credits earned previously at Gwinnett College will be recorded as letter grades (A, B, C, D, F) and will be calculated in the grade point average for that program.

### Transfer of Credit In

Gwinnett College will grant full academic credit for courses to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. The student must have earned a grade of "C" or better and the student must have taken course work at the post-secondary level from an accredited school within the last five years prior to his/her expected start date at Gwinnett College.

It is the student's responsibility to have official academic transcripts sent to Gwinnett College and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior college work shall be approved by the Director of Education and/or President. Written verification shall be placed in each student's file.

Transfer of Credits from other institutions are recorded as grades of "T" and are not used when calculating grade point average. Not more than 30 percent (30%) of the major field of study credits may be satisfied by transfer credit and/or exemption test.

This program is intended to help adult learners who speak, understand, read, and write little or no English. The goal of the program is to help these adult learners become conversational and able to read and write at a functional level. Students who have completed this program will be considered to be at the adult intermediate level and will be able to understand spoken and written general and employment related English; they will be able to communicate in their own words in English; they will be able to understand the culture and behavioral expectations of their new environment an workplace; and they will be able to spell commonly used words correctly.

Course No.	Course Title	Credits
ES 101	ESL Level I	n/a
ES 102	ESL Level II	n/a
ES 103	ESL Level III	n/a
ES 104	ESL Level IV	n/a

## Massage Therapy, continued:

Course No.	Course Title	Credits
MG 211	Case Management for Musculoskeletal Pathologies – Upper Body	2.00
MG 212	Case Management for Musculoskeletal Pathologies – Lower Body	1.75
MG 221	Neuromuscular Therapy – Torso	2.25
MG 222	Neuromuscular Therapy – Upper Extremities	2.25
MG 223	Neuromuscular Therapy – Lower Extremities	1.80
MG 224	Neuromuscular Therapy – Head, Face, and Neck	2.25
MG 226	Rehabilitation Protocols	1.60
MG 231	Anatomy and Physiology – Basic Chemistry, Integumentary and Musculoskeletal Systems	1.25
MG 232	Anatomy and Physiology – The Senses, the Nervous and Endocrine Systems	1.50
MG 233	Anatomy and Physiology – The Blood, the Heart and the Vascular and Lymphatic Systems	1.50
MG 234	Anatomy and Physiology – Body Temperature and Fluids, and the Respiratory, Digestive, Urinary, and Reproductive Systems	1.50
MG 241	Clinical Pathology – Integumentary, Musculoskeletal, Nervous, and Circulatory Systems	1.25
MG 242	Clinical Pathology – Digestive, Endocrine, Urinary, and Reproductive Systems	1.25
MG 251	Clinic Practicum	1.12
MG 252	Clinic Practicum	1.12
MG 253	Clinic Practicum	1.12
MG 254	Clinic Practicum	1.12
MG 256	Community Event	0.10
MG 257	Community Event	0.10
MG 258	Community Event	0.10
MG 260	NCE Review Course	1.60
OR 101	Orientation 1	2.00
OR 102	Orientation 2	1.65
<b>TOTAL CREDIT HOURS</b>		<b>57.63</b>

## DIPLOMA PROGRAM

## Articulation – Massage Therapy Students

Students transferring into Gwinnett College from Gwinnett College – Sandy Springs (formerly Rising Spirit Institute of Natural Health) or from The Medical Arts School are able to transfer all of their massage therapy coursework into Gwinnett College’s Massage Therapy program through an articulation agreement. This agreement is intended to give these students the opportunity to earn an associate degree after receiving their diploma in massage therapy.

### Transfer of Credit Out

The courses of study offered by Gwinnett College are essentially terminal in nature, and most students go directly into employment after graduation. Gwinnett College does not imply, promise, or guarantee transferability of credits earned while in pursuit of graduation.

### Articulation (“2 + 2”) --Associate Degree Graduates

The purpose of a “2+2” articulation agreement is to offer graduates of Gwinnett College’s associate degree programs the opportunity to transfer into bachelor degree programs at other accredited institutions. These agreements were developed to allow the maximum number of credits to transfer in the easiest manner possible. In the past, students have had to depend on registrars analyzing each individual student’s transcript to determine which classes may transfer into their curriculum. With a “2+2” articulation, the receiving institution agrees to accept at least 90 quarter credit hours or 60 semester credit hours allowing the graduate to transfer in as a junior into a designated bachelors degree. The following is a list of colleges/universities Gwinnett College has entered into articulations with: Argosy University, Colorado Technical University Online, DeVry University, and University of Phoenix.

For more information about transferring credits to another institution, visit ACICS’ website at <http://www.acics.org/students/content.aspx?id=2084>.

### Financial Aid Information

Gwinnett College coordinates a variety of programs of financial aid for entering and continuing students. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to society.

The Financial Aid Office at Gwinnett College is dedicated to: 1) helping to remove the financial barrier for those students who are unable to pay; 2) easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) striving to realize the goal of equality of educational opportunity; 4) utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The College provides student financial aid to eligible applicants and priority is given to students who have

the most financial need.

Most awards are renewable if the financial need still exists, if academic and citizenship records are adequate, and if the student is making satisfactory progress. Gwinnett College makes every effort to assist students who need financial aid to complete their college program.

### Forms/Application Information

Each student fills out the U. S. Department of Education's "Free Application for Federal Student Aid." This is a confidential financial statement of parental and student income. There is a separate promissory note required to apply for a Stafford Student Loan. Both of these forms are available in the Financial Aid Office. It is helpful to bring to the Financial Aid Office a copy of the appropriate U. S. Income Tax Return and W-2's for the most recent tax year. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the Financial Aid Office.

### Eligibility

1) You must be enrolled in a program of study as a regular student. 2) You must be a U. S. citizen or eligible non-citizen. 3) You must be making satisfactory progress. 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use. 5) You must sign a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

### Aid Recipient Selection

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the Financial Aid Officer know because your expenses may be higher with the costs associated with the handicap.

### How Will My Aid Be Processed?

During your financial aid interview, we will tell you how and when your financial aid will be processed and estimate how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts. The institution posts Stafford checks or electronic transfers as credits to students' accounts.

### When Will My Aid Be Processed?

Loan and grant payments are split into three quarterly payments since three quarters make up one academic year. The first loan disbursement is made to the student's account after the first day of the first quarter and as soon as the necessary paperwork is received. The second and third disbursements are made to the student's account at the beginning of the subsequent quarters. All grant payments may be made to the student's account on the first day of the quarter. Students will be required to reapply at least once every fourth quarter. This will vary slightly, depending on the quarter in which the student began school.

Once the Financial Aid Office has received all financial information/paperwork,

## MASSAGE THERAPY

The Massage Therapy program is a comprehensive program that meets the requirements of the American Massage Therapy Association. This program gives the student theoretical and practical knowledge and the business skills necessary to practice in the field of massage. The student will complete an intense sequence of anatomy, physiology, and kinesiology as well as learn various techniques such as NeuroMuscular Therapy, Chair Massage, and Oriental Medicine that are in demand in massage today. The graduate will receive a Diploma in Massage Therapy as well as several certificates. The graduate will receive a certification in NeuroMuscular Therapy, a certificate in First Aid and CPR, a Certificate of completion for the Carl Christie Chair Massage Program, and a Certificate of Attendance for the Zollinger Method of Reflexology.

Course No.	Course Title	Credits
BA 215	Business Mastery – Organization and Management	1.95
BA 216	Business Mastery – Marketing	1.95
MG 111	Swedish/Deep Tissue Massage – Torso	2.00
MG 112	Swedish/Deep Tissue Massage – Upper Extremities	2.00
MG 113	Swedish/Deep Tissue Massage – Lower Extremities	2.00
MG 114	Swedish/Deep Tissue Massage – Head, Face, and Neck	1.60
MG 116	Documentation Skills	1.20
MG 121	Musculoskeletal Anatomy and Kinesiology - Torso	1.00
MG 122	Musculoskeletal Anatomy and Kinesiology - Upper Extremities	1.25
MG 123	Musculoskeletal Anatomy and Kinesiology - Lower Extremities	1.25
MG 124	Musculoskeletal Anatomy and Kinesiology - Head, Face, and Neck	1.00
MG 131	Chair Massage	1.80
MG 132	Intro to Hydrotherapy	1.35
MG 134	Oriental Medicine	2.25
MG 151	Aids Education	0.35
MG 152	CPR/First Aid	0.70
MG 203	Intro to Reflexology	1.80

## COMPUTER OPERATIONS

This program is designed to give students job-related skills in various computer fields. Emphasis is placed on developing and using business applications with popular business software programs. The student will get a solid business foundation for a well-rounded program of study which will prepare the graduate for many different employment opportunities.

Course No.	Course Title	Credits
AC 101A	Accounting I	3.0
AC 101B	Accounting II	3.0
BA 201	Introduction to Business	4.5
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
CS 207	Advanced Computer Applications	3.0
CS 208	Advanced Word	3.0
CS 217	Advanced Excel	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
<b>ELECTIVES</b> (Three with a minimum of 9.0 credit hours)		<b>9.0</b>
<b>TOTAL CREDIT HOURS</b>		<b>59.0</b>

## DIPLOMA PROGRAM

this financial information will then be submitted. An estimated award letter will be created from this data. After signing the estimated award letter, the student will be given a copy.

### To Maintain Eligibility

1) A student must meet the satisfactory progress standards printed in this catalog. 2) You must be enrolled when the Stafford Student Loan and/or Pell Grant Student Aid Report (SAR) is processed. 3) If you are allowed to re-enter the school under a probationary or warning status after failing to meet the satisfactory academic progress standards, you must meet the terms and conditions of your probation or warning in order to be eligible for further financial aid assistance.

### Transfer Students

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Gwinnett College, check with our Financial Aid Officer to find out what steps you must take.

If you have a Pell Grant as a transfer student, we will help you obtain a duplicate copy of your Student Aid Report (SAR) to submit to the Financial Aid Officer at Gwinnett College.

### Verification

Some students are selected for a process called verification. When this happens Gwinnett College is required to obtain documents pertaining to specific information on the student's FAFSA. Once the information is verified, financial aid can be processed. If a student fails to provide the required documentation, he/she will not be eligible for financial aid and he/she must immediately make financial arrangements to remain in school.

## Financial Aid Programs

### Federal Pell Grants

This is the largest Federal grant program. Unlike loans, grants do not have to be paid back unless a student withdraws from school (see page 28, Refund Policy). The amount of your grant depends on your family size and income. Estimates for grant amounts can be obtained in the Financial Aid Office. Final notice of grant eligibility is determined by the U.S. Department of Education. The student may fill out a financial aid form with the U.S. Department of Education or visit our Financial Aid Office and utilize our EDEXPRESS Computer Program. We will file your financial aid form on-the-spot by inputting your information on the computer and electronically transferring the information to the U.S. Department of Education.

### Federal Direct Student Loans

These are student loans made to students attending school at least half-time. Loans are made through the U.S. Department of Education. This program consists of Federal Direct Stafford Loans (subsidized and unsubsidized) and Federal Direct PLUS loans. You must repay this loan.

A dependent, undergraduate student may borrow up to \$5,500 for the first full academic year (at least \$2,000 of this amount must be in unsubsidized Stafford

Loans) and \$6,500 for the second full academic year (at least \$2,000 of this amount must be in unsubsidized Stafford Loans).

An independent, undergraduate student may borrow up to \$9,500 for the first full academic year (at least \$6,000 of this amount must be in unsubsidized Stafford Loans) and \$10,500 for the second full academic year (at least \$6,000 of this amount must be in unsubsidized Stafford Loans).

### Federal PLUS Loans

These loans are available to parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student. The annual loan limit is your cost of education minus any estimated financial aid for which you are eligible.

### Alternative Loan Programs

These loans are not part of the Title IV Financial Aid Programs. They are processed through private lenders. These programs typically are based on the student's credit, with the interest rate based on the student's credit score. Some of these programs require co-signers for some students. Students may borrow up to the entire cost of education under these programs, if approved.

### DVA Educational Assistance Programs

The educational assistance program administered by the Department of Veterans Administration, under which a potentially eligible veteran and/or service person may be entitled, is largely dependent on when the individual served on active duty. DVA administers 11 educational assistance programs, and the basic eligibility criteria may vary from one to another. Generally, only DVA can determine an applicant's eligibility for educational assistance. In some instances, DVA will rely on the military to make the eligibility determination. It is most important to identify under what program a student may qualify, as the types of benefits payable will vary as well as the types of courses or programs of education that may be certified to DVA.

Veterans receiving benefits under the Montgomery GI Bill are required to be in attendance for at least 80 percent of the scheduled course hours each month. If a veteran fails to satisfy the attendance requirement for a given month, he/she will have two months to comply with the 80 percent attendance requirement to remain eligible for veterans' education assistance. If at the end of the two months, the veteran fails to maintain the minimum attendance, he/she will not be certified for education benefits until the minimum is met.

### Tuition

See Catalog Supplement of Program Costs

## ACCOUNTING

This program is designed to train the graduate for an entry-level career in the bookkeeping field. The graduate may work as an AR/AP Clerk, Bookkeeper, Payroll Clerk, Accountant's Assistant, or Inventory Control. The graduate of this program should possess advanced bookkeeping skills, familiarity with computerized bookkeeping systems, basic office skills, lots of end-user computer skills including Microsoft Office. They will also have a solid foundation in business math and English as well as intermediate typing skills (approximately 30 words per minute). The graduate will also be well prepared for the job search.

Course No.	Course Title	Credits
AC 101A	Accounting I	3.0
AC 101B	Accounting II	3.0
AC 207	Computer Accounting	3.0
AC 220	Externship – 120 hours	4.0
BA 201	Introduction to Business	4.5
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
CS 217	Advanced Excel	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
FN 201	Personal Finance	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
	<b>ELECTIVE</b> (Three with a minimum of 9.0 credit hours)	9.0
	<b>TOTAL CREDIT HOURS</b>	<b>64.5</b>

## DIPLOMA PROGRAM

## LEGAL SECRETARIAL SCIENCE

This program is designed to train the graduate for an entry-level career in the Secretarial (Office Administration) field. This graduate may work as a Secretary, Receptionist, or Administrative Assistant. The graduate of this program should possess basic bookkeeping skills, basic office skills, basic legal vocabulary and background of the legal environment, as well as lots of end-user computer skills including Microsoft Office. The graduate will also have a solid foundation in business math and English as well as advanced keyboarding skills (approximately 50 words per minute) and transcription skills. The graduate will also be well prepared for the job search.

Course No.	Course Title	Credits
AC 101A	Accounting I	3.0
AC 101B	Accounting II	3.0
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
CS 208	Advanced Word	3.0
DT 102	Legal Transcription	3.0
DT 112	Intermediate Legal Transcription	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
LS 111	Introduction to Law & the Legal System	4.5
LS 252	Externship — 120 hours	4.0
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
TP 113	Keyboarding/Typing III	3.0
TP 114	Keyboarding/Typing IV	3.0
<b>ELECTIVES</b> (Two 4.5 Credit or Four 2.25 Credits or a Combination from Legal)		9.0
<b>TOTAL CREDIT HOURS</b>		<b>69.0</b>

## DIPLOMA PROGRAM

## Exit Interview

When the student completes or withdraws from school, he/she should attend an exit interview with our Financial Aid Office. All charges and payments will be explained and given to the student. If the student still has a balance owed to the school, the student must pay the balance. He/she may apply for an institutional loan for the balance. This must be approved by the President. The institutional loan has an interest rate of nine (9) percent (APR = 9.381%) and payments begin 30 days after the graduation or withdrawal date.

If a student chooses not to attend an exit interview, the Financial Aid Office will mail exit interview papers and an institutional loan application to the student. The student is to complete the forms and return them to the school for the President's approval.

If the student chooses not to apply for an institutional loan, the student's remaining balance owed to the school will be turned over to the appropriate collection department. The student will be responsible for any collection and/or legal fees incurred.

## Refund Policy

All monies paid by the prospective student, including registration fee, will be refunded upon written request within three (3) business days after signing a Certificate of Enrollment. For students withdrawing from all classes prior to the completion of their first quarter, charges are determined by using the Georgia State refund policy, which is described in Paragraph B, and complies with the Higher Education Amendments Act of 1998. The student's "earned" financial aid is calculated by using the Return to Title IV (R2T4) procedures required by the U. S. Department of Education (ED) since October 7, 2000. These procedures are also described in Paragraph A.

A. When a student receiving Title IV grant or loan assistance withdraws from all classes at Gwinnett College during a payment period that he/she began attending, a determination of the amount of assistance earned must be made. If the student earned less than what he/she received, the excess funds must be returned. The student may owe part or all of the excess funds which must be returned.

The following steps will be taken to determine who must return Title IV grant or loan funds and how much:

Step 1: Determine the student's Last Day of Attendance (LDA).

Step 2: Student has completed 15 days of the 82 days in the quarter (calendar days, including weekends, are counted both as days completed and days in the quarter). This is 18.3% of the quarter. Based on regulations effective October 7, 2000, the student has earned 18.3% of the financial aid which was disbursed or was eligible to have been disbursed on the Last Day of Attendance (LDA). This student has received the following financial aid as of the LDA:

Pell Grant	\$1,100
Subsidized Loan	\$ 849

The total aid is \$1,949. 18.3 percent (18.3%) of this is \$357. The school is required to return the remainder, \$1,592, to the U. S. Department of Education, Title IV.

Step 3: Determine percentage of unearned aid (100% minus the percentage determined in Step 2).

Step 4: Determine unearned aid that must be returned by subtracting the percentage of assistance earned as calculated in Step 2 from the assistance disbursed to the student as of the date Gwinnett College determined that the student withdrew.

Step 5: Determine amount of unearned aid that must be returned by Gwinnett College. Gwinnett College will return the lesser of:

- a. The total amount of unearned charges as computed in Step 4; or,
- b. Institutional charges multiplied by the unearned percentage of aid computed in Step 3.

Step 6: Determine amount of unearned aid the student must return by subtracting the amount Gwinnett College was required to return from the total amount of unearned aid that must be returned as determined in Step 4:

- a. The student (or parent in the case of a PLUS loan) must return or repay loan funds in accordance with the terms of the loan.
- b. The student must return grant funds as an overpayment. However, he/she will be required to return only 50% of the overpayment. Failure to repay the overpayment or make satisfactory repayment arrangements within 45 days of notification will result in rendering the student ineligible for future Title IV funding.

Step 7: Order of return of Funds:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal PLUS Loans
4. Direct PLUS Loans
5. Federal PELL Grant
6. Other grant or loan assistance authorized by Title IV of the HEA
7. Any non-Title IV aid programs
8. Cash payments from student

B. The Georgia State Refund Policy is calculated as follows:

For an applicant requesting cancellation more than three (3) business days after signing the Certificate of Enrollment, or for a student completing no more than 5% of instructional time in the quarter, 95% of the tuition will be refunded. For a student completing more than 5% but not more than 10% of instructional time, 90% of tuition will be refunded. For a student completing more than 10% but not more than 25% of instructional time, 75% of tuition will be refunded. For a student completing more than 25% but not more than 50% of instructional time, 50% of tuition will be refunded. For a student completing more than 50% of instructional time, the institution will retain 100% of tuition

The student in Paragraph A, Step 2 has tuition of \$1,975. As you can see, if the student has completed 18.3% of the instructional time, the school would retain 25% of the tuition, which is \$494. In this case, the student has “earned” only \$357 of his/her financial aid, but the tuition is \$494. The student is responsible for the difference of \$137 to be paid to the school. In addition to the tuition charges, there could be other institutional charges, such as books and fees for which the student is

## ADMINISTRATIVE ASSISTING

This program is designed to train the graduate for an entry-level career in the Secretarial (Office Administration) field. This graduate may work as a Secretary, Receptionist, Executive Assistant, or Administrative Assistant. The graduate of this program should possess basic bookkeeping skills, basic office skills, lots of end-user computer skills including Microsoft Office. The graduate will also have a solid foundation in business math and English as well as advanced keyboarding skills (approximately 50 words per minute) and transcription skills. The graduate will also be well prepared for the job search.

Course No.	Course Title	Credits
AC 101A	Accounting I	3.0
AC 101B	Accounting II	3.0
AC 207	Computer Accounting	3.0
BA 201	Introduction to Business	4.5
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
CS 208	Advanced Word	3.0
DT 101	Machine Transcription	3.0
DT 111	Intermediate Machine Transcription	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
OP 220	Externship — 120 hours	4.0
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
TP 113	Keyboarding/Typing III	3.0
TP 114	Keyboarding/Typing IV	3.0
	<b>ELECTIVE</b> (One with a minimum of 3.0 credit hours)	3.0
<b>TOTAL CREDIT HOURS</b>		<b>66.0</b>

## DIPLOMA PROGRAM

## MEDICAL OFFICE ADMINISTRATION

This program is designed for the person desiring a career in the medical office environment. The student gains training in general office skills, computer skills, medical office procedures and medical insurance and coding procedures. The graduate of this program will be well qualified for a variety of front-office positions in the medical field. Immediately upon graduation from this program the graduate is eligible to take a national certification exam to become a Nationally Certified Medical Office Administrator and a Nationally Certified Billing and Coding Specialist.

Course No.	Course Title	Credits
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
DT 103	Medical Transcription	3.0
DT 113	Intermediate Medical Transcription	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
MS 101	Medical Law & Ethics	2.0
MS 102	Medical Terminology	3.0
MS 103	Pharmacology	4.0
MS 104	Medical Bookkeeping	3.0
MS 107	First Aid & CPR	1.5
MS 109	Medical Insurance & Coding	3.0
MS 112	Anatomy & Physiology	4.0
MS 251	Externship -- 120 Hours	4.0
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
SP 201	Introduction to Public Speaking	4.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
TP 113	Keyboarding/Typing III	3.0
<b>ELECTIVES -- Student MUST choose one (1):</b>		
DT 203	Advanced Medical Transcription	3.0
TP 114	Keyboarding/Typing IV	3.0
MN 201	Principles of Management	4.5
MS 105	Medical Lab Procedures I	3.0
<b>TOTAL CREDIT HOURS</b>		<b>71.5</b>

## DIPLOMA PROGRAM

responsible to pay to the school.

### Requirements for Satisfactory Academic Progress

**Application of Standards:** All students enrolled in a program must meet the following minimum standards of academic achievement and successful course completion. This applies to financial aid and non-financial aid recipients. Gwinnett College requires that all courses be successfully completed in order to graduate from the program.

**Normal Program Length (NPL):** The normal program length is measured in quarter credit hours. An hour attempted is further defined as any credit hour for which a student has incurred a financial obligation for tuition or where a student has received exemption or transfer credit for a course.

**Academic Year:** An academic year is three quarters.

**Maximum Program Length (MPL):** A student must complete the entire program in no more than one-and-one-half times the normal program length. Failure to complete the program during the allotted time period will result in the dismissal of the student from the Institution. Therefore, the maximum number of unsuccessfully completed credit hours for each program is 50% of the NPL for the program.

**Evaluation Points:** The student's progress will be evaluated at the end of each quarter with required minimums as listed in the Satisfactory Progress Table.

**Minimum Academic Achievement:** A student must achieve the minimum grade point averages (GPA's) at the specified evaluation points in order to remain enrolled as a regular student.

**Successful Course Completion:** All courses must be successfully completed in order to graduate from the program. A student must successfully complete the minimum percentage of the courses (credit hours) attempted in order to avoid probation or dismissal.

### Satisfactory Academic Progress Table (Diploma)

PROGRAM	CISBA	PS	MA	MOA	AA
NPL Credit Hours	87.00	107.25	81.00	71.50	66.00
MPL*	130.50	160.80	121.50	107.25	99.00
50% NPL	43.50	53.50	40.50	35.70	33.00
PROGRAM	LS	ACCT	CO	MG	
NPL Credit Hours	69.00	63.00	59.00	57.63	
MPL*	103.50	94.50	88.50	86.44	
50% NPL	34.50	31.50	29.50	28.81	

## MEDICAL ASSISTING

This program prepares graduates for an entry-level position in the medical back office. In addition to clinical and basic laboratory procedures, students learn current medical technology, medical codes, and other skills necessary to excel in the healthcare industry. Upon completion, students will have taken a variety of courses related to the healthcare field. Courses include Anatomy and Physiology, Pharmacology, Phlebotomy, and other Medical Lab classes. To ensure a well-rounded medical assistant, the Medical Assisting program covers medical insurance and coding, medical transcription, and medical bookkeeping as it relates to the medical office. Immediately upon graduation, the graduate is eligible to take a National Certification Exam to become a Nationally Certified Medical Assistant, Nationally Certified Phlebotomy Technician, and a Nationally Certified Electrocardiograph Technician.

### Satisfactory Academic Progress Table (Associate Degree)

PROGRAM	ASB	ASMA	ASPS
NPL Credit Hours	104.00	98.00	124.25
MPL*	156.00	147.00	186.38
50% NPL	52.00	49.00	62.10

\*Maximum Program Length (MPL) = 1.5 x Program Credit Hours

### Satisfactory Progress Table Minimum Successful

Evaluation Point	Minimum CGPA	Course Completion % Of Courses Attempted
Quarter 1	2.00	25.00%
Quarter 2	2.00	25.00%
Quarter 3	2.00	40.00%
Quarter 4	2.00	40.00%
Quarter 5	2.00	50.00%
Quarter 6	2.00	60.00%
100%Maximum Program Length	2.00	66.67%

\*whichever occurs first.

**Warning:** All students placed on warning will be counseled as to the terms and conditions of the warning and advised of extra help available. The term of the warning is one quarter or as defined in an academic plan created by the Director of Education. The student is considered a regular student and is eligible for Title IV Financial Aid during the term of the warning. If at the end of the warning period, the CGPA and Minimum Successful Course Completion Percentage are raised above the minimums for the scheduled evaluation point, the student will be removed from warning status. If the conditions of the warning are not met, the student will be dismissed.

If the conditions of the warning are met, but the Satisfactory Academic Progress checkpoint minimums are not met, the student may remain on warning for one additional quarter but will not be eligible for Title IV financial aid. Students will be dismissed if it is determined they cannot complete their program within one-and-one-half times the normal length of the program.

**Probation:** Should a student successfully appeal their satisfactory progress dismissal, they may be readmitted on probation. The term of the probation is one quarter and the student is considered a regular student and is eligible for Title IV Financial Aid. All appeals must be in writing and submitted to the Director of Education.

Course No.	Course Title	Credits
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
DT 103	Medical Transcription	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
MS 101	Medical Law & Ethics	2.0
MS 102	Medical Terminology	3.0
MS 103	Pharmacology	4.0
MS 104	Medical Bookkeeping	3.0
MS 105	Medical Lab Procedures I	3.0
MS 107	First Aid & CPR	1.5
MS 109	Medical Insurance & Coding	3.0
MS 112	Anatomy & Physiology	4.0
MS 205	Medical Lab Procedures	3.0
MS 207	Phlebotomy	1.5
MS 208	Diseases	4.0
MS 215	Medical Lab Procedures	3.0
MS 220	Externship -- 240 Hours	8.0
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
SP 201	Introduction to Public Speaking	4.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
<b>TOTAL CREDIT HOURS</b>		<b>81.0</b>

## DIPLOMA PROGRAM

## PARALEGAL STUDIES

This program is designed to train the graduate for an entry-level career in the paralegal profession. The objective of the program is to give the student theoretical and practical knowledge and the legal skills necessary to perform many paralegal functions including legal research, writing, investigation, and interviewing. The student also gains knowledge of the paralegal's role, tort law and several legal electives selected from litigation, criminal law, civil law, real estate, bankruptcy, wills, trusts and estates, and domestic relations. The graduate will also possess many clerical skills necessary to be an effective paralegal including keyboarding (approximately 50 words per minute on a five minute timed writing), dictation/transcription skills, and computer software applications. The graduate will also be prepared for the job search.

Course No.	Course Title	Credits
AC 101A	Accounting I	3.0
AC 101B	Accounting II	3.0
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
CS 208	Advanced Word	3.0
DT 102	Legal Transcription	3.0
DT 112	Intermediate Legal Transcription	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
LS 111	Introduction to Law & the Legal System	4.5
LS 211	Legal Research	4.5
LS 212	Legal Writing	4.5
LS 213	Legal Investigation and Interviewing	4.5
LS 216	Tort Law	4.5
LS 225	Contract Law	4.5
LS 251	Externship — 120 hours	4.0
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
SP 201	Introduction to Public Speaking	4.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
TP 113	Keyboarding/Typing III	3.0
TP 114	Keyboarding/Typing IV	3.0
<b>LEGAL ELECTIVES -- 20.25 CREDITS REQUIRED</b>		
LS 218	Evidence	2.25
LS 219	Constitutional Law	2.25
LS 222	Criminal Law	4.5
LS 224	Civil Procedures/Litigation	4.5
LS 231	Real Estate	4.5
LS 233	Debtor/Creditor	2.25
LS 234	Wills, Trusts, and Estates	4.5
LS 235	Family Law	2.25
<b>TOTAL CREDIT HOURS</b>		<b>107.25</b>

## DIPLOMA PROGRAM

**Continuation as a Non-Regular Student:** If a student is dismissed for satisfactory progress, the student may no longer continue as a regular student and is no longer eligible for Federal student aid.

However, if approved by the Director of Education, the student may continue as a non-regular student for a period of time not greater than one quarter and will not be eligible for Federal and State student aid in order to retake courses or to practice skills at which the student was previously unsuccessful. During this period (not greater than one quarter) the student will be charged tuition consistent with stated tuition fees.

However, in no case may the student extend beyond one-and-one-half times the normal length in order to complete the program and receive a diploma.

**Extended Enrollment Status:** With the approval of the Director of Education or President, a student who exceeds the maximum time may be placed in an Extended Enrollment Status. These students are not eligible for Title IV funds and may attend free of charge as long as they agree to the written terms and conditions. While in this status, the student must attempt to correct his/her academic deficiencies. A student may not continue studies in an extended enrollment status for a period beyond the maximum time frame and receive the original credential (diploma) for which he or she was enrolled. If all of the graduation requirements are met, a Certificate of Completion may be issued.

**Reinstatement as a Regular Student:** If a student demonstrates, after retaking courses or practicing skills over a period of at least one quarter, that he/she is academically and motivationally prepared to continue in the program, the student may be reinstated as a regular student. The Director of Education and/or President must approve reinstatement and the reinstatement is based on evaluations made by instructors who are familiar with the work of the student. If reinstated as a regular student, the student will not be eligible for Title IV financial aid until minimum course completion percentages are met. Reinstatement must be initiated by the student through a written appeal.

However, in no case may the student extend beyond one-and-one-half times the normal length in order to complete the program.

**Pass/Fail Course Grades:** All courses attempted are used in the Minimum Successful Course Completion Percentage computation requirement. Pass (P) grades, transfer credit (T), and exemption credit (E) are not used in computing GPA.

**Changing Programs:** A student may change his/her program of study a maximum of two times with the approval of the Director of Education or President. Relevant courses will be transferred to the new program and computed in the GPA, hours attempted, and completion requirements of the Satisfactory Academic Progress Policy.

**Course Repetitions, Incompletes, and Withdrawals:** Grades earned or skills developed as a regular student or during the continuation period as a non-regular

student may be substituted for the previous course failures in the calculation of the student's GPA and successful course completion rate. However, in no case may the student extend as a regular student beyond one-and-one-half times the normal program length in order to complete the program. Students who repeat a course receive the last grade taken (the last grade replaces the previous grade except in the case of a WF).

Both courses will be counted as courses attempted when calculating the satisfactory progress quantitative component. An "Incomplete" or "I" may be given to any student who does not completely fulfill the requirements of a course. A grade will be substituted for the "I" if the student successfully completes the unfinished work within the timeframe allowed by the instructor which will be no later than the end of the second week of the quarter after the one in which the "I" was given. Failure to complete the work required for a course in the period required above will result in the outstanding work being averaged as a zero and a final grade issued.

Students may withdraw from a course. The withdrawal will not be used in calculating GPA. However, the course will be calculated as a course attempted for purposes of determining satisfactory progress.

**Mitigating Circumstances and Leaves of Absence:** The Director of Education and/or President may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. If the appeal is approved, the student will be placed on probation for one quarter and will be considered a regular student for financial aid purposes.

**Appeals:** Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the Director of Education. If still unsatisfied, the student may then appeal in writing to the President. The decision of the President is final and may not be further appealed.

**Leaves of Absence:** Standards of satisfactory progress will not be affected during an approved leave of absence.

### Full-Time Student Definition

A student must be scheduled for a minimum of 12 quarter credit hours to be considered a full-time student.

### Orientation

By the first week of attendance, each new student attends an orientation to student life at Gwinnett College.

## COMPUTER INFORMATION SYSTEMS/ BUSINESS ADMINISTRATION

This program is designed to train the graduate for an entry-level career in Office Management utilizing Accounting and Computer Information Systems. The graduate may work in many areas within the business and computer fields including as an Assistant Manager, Computer Help Desk Specialist, or Microsoft Office Specialist. The graduate of this program should possess more advanced bookkeeping skills, both manual and computerized, many end-user computer skills including Microsoft Office, use of the Internet, and computer maintenance. The graduate will also have a solid foundation in business math and English as well as beginning keyboarding skills. The graduate will be well prepared for the job search.

Course No.	Course Title	Credits
AC 101A	Accounting I	3.0
AC 101B	Accounting II	3.0
AC 207	Computer Accounting	3.0
BA 201	Introduction to Business	4.5
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
CS 207	Advanced Computer Applications	3.0
CS 208	Advanced Word	3.0
CS 215	Advanced PowerPoint	3.0
CS 216	Communications and Telephony	3.0
CS 217	Advanced Excel	3.0
CS 218	Advanced Access	3.0
CS 219	PC Diagnostics and Maintenance	3.0
CS 220	Externship – 120 hours	4.0
CS 221	Fundamentals of the Internet	3.0
EN 111	College English	4.5
EN 221	Composition	4.5
LS 111	Introduction to Law & the Legal System	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
SP 201	Introduction to Public Speaking	4.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
	<b>ELECTIVES</b>	
	(Two with a minimum of 6.0 credit hours)	6.0
	<b>TOTAL CREDIT HOURS</b>	<b>87.0</b>

## DIPLOMA PROGRAM

**ASSOCIATE OF SCIENCE DEGREE  
in Medical Assisting, continued**

**MEDICAL ASSISTING CONCENTRATION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
DT 103	Medical Transcription	3.0
MS 101	Medical Law & Ethics	2.0
MS 102	Medical Terminology	3.0
MS 103	Pharmacology	4.0
MS 104	Medical Bookkeeping	3.0
MS 105	Medical Lab Procedures I	3.0
MS 107	First Aid & CPR	1.5
MS 109	Medical Insurance & Coding	3.0
MS 112	Anatomy & Physiology	4.0
MS 205	Medical Lab Procedures	3.0
MS 207	Phlebotomy	1.5
MS 208	Diseases	4.0
MS 215	Medical Lab Procedures	3.0
MS 220	Externship — 240 hours	8.0
	<b>Total MA Concentration</b>	<b>46.0</b>
	<b>TOTAL A.S. DEGREE REQUIREMENTS</b>	<b>98.0</b>

**Student Housing**

There are no dormitory facilities at Gwinnett College. Students from out-of-town or out-of-state must secure their own residence; however, the College will assist students in finding suitable accommodations.

**Books and Supplies**

Textbooks are available to the students according to the course listed on his/her class schedule. Textbooks can be purchased through the school or through local bookstores or possibly on the Internet. Textbook and supply charges are included in the program book costs. The College assumes no responsibility for lost textbooks or supplies. Incidental supplies such as paper, notebooks, pens, or pencils are the responsibility of the student and can be purchased at bookstores and/or retail stores.

**Placement Services**

Because of the proven competence of Gwinnett College graduates, area employers are in frequent communication with the school Placement Office, which maintains complete records of available positions and students' qualifications. Many students have earned promotions within their companies while pursuing their education or upon graduation from Gwinnett College and now consult with the Placement Officer when they need qualified employees.

The services of the Placement Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place each graduate in the position for which he/she is best qualified.

Placement services are available at no additional cost to Gwinnett College graduates.

All students seeking placement must submit a resume to the Placement Office during their final quarter prior to graduation. When possible, the Placement Office will arrange interviews for students seeking assistance in job placement.

**Tutoring**

Tutoring may be available for those students who need extra assistance because of academic difficulties. Help can be arranged through the Director of Education's Office.

**"Fun Day" Activities**

Each quarter, the administration sponsors a "Fun Day" or "Fun Night" activity for students and faculty and staff. These "Fun Days" provide a relaxed, amiable atmosphere for recreation, socialization, and enrichment. With input from students, activities are planned and may include pizza parties, ice cream/sundae parties, Halloween costume contests, skating parties, picnics, softball, volleyball, and bowling.

## *Programs of Study*

Based on full-time day schedule. Evening schedule will be longer.

### ***21 Month Associate of Science Degree*** Paralegal Studies

### ***18 Month Associate of Science Degrees*** Business Medical Assisting

### ***18 Month Diploma Programs*** Paralegal Studies

### ***15 Month Diploma Programs*** Computer Information Systems/Business Administration Medical Assisting

### ***12 Month Diploma Programs*** Accounting Administrative Assisting Computer Operations Legal Secretarial Science Medical Office Administration

### ***9 Month Diploma Programs*** Massage Therapy

### ***Non-credit Programs*** English as a Second Language Personal Training

## **ASSOCIATE OF SCIENCE DEGREE in Medical Assisting**

The Associate of Science Degree in Medical Assisting is designed to bridge the gap between the traditional nurse in the physician's office and the medical secretary. The degree prepares graduates for an entry-level position in the medical back office. In addition to clinical and basic laboratory procedures, students learn current medical technology, medical codes, and other skills necessary to excel in the healthcare industry. Upon completion of an Associate of Science Degree in Medical Assisting, students will have taken a variety of courses related to the healthcare field. Courses include Anatomy and Physiology, Pharmacology, Phlebotomy, and other Medical Lab classes. To ensure a well-rounded medical assistant, the Medical Assisting program covers medical insurance and coding, medical transcription, and medical bookkeeping as it relates to the medical office.

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
<b>General Education</b>		
EN 221	Composition	4.5
HS 111	Contemporary History	4.5
MT 201	College Algebra	3.5
PY 111	Introduction to Psychology	4.5
SC 211	Physical Science	4.5
SP 201	Introduction to Public Speaking	4.5
<b>Total General Education</b>		<b>26.0</b>
<b>Core Curriculum</b>		
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
EN 111	College English	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
<b>Total Core</b>		<b>26.0</b>

**Massage Therapy, continued:**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
MG 226	Rehabilitation Protocols	1.60
MG 231	Anatomy and Physiology – Basic Chemistry, Integumentary and Musculoskeletal Systems	1.25
MG 232	Anatomy and Physiology – The Senses, the Nervous and Endocrine Systems	1.50
MG 233	Anatomy and Physiology – The Blood, the Heart and the Vascular and Lymphatic Systems	1.50
MG 234	Anatomy and Physiology – Body Temperature and Fluids, and the Respiratory, Digestive, Urinary, and Reproductive Systems	1.50
MG 241	Clinical Pathology – Integumentary, Musculoskeletal, Nervous, and Circulatory Systems	1.25
MG 242	Clinical Pathology – Digestive, Endocrine, Urinary, and Reproductive Systems	1.25
MG 251	Clinic Practicum	1.12
MG 252	Clinic Practicum	1.12
MG 253	Clinic Practicum	1.12
MG 254	Clinic Practicum	1.12
MG 256	Community Event	0.10
MG 257	Community Event	0.10
MG 258	Community Event	0.10
MG 260	NCE Review Course	1.60
OR 101	Orientation 1	2.00
OR 102	Orientation 2	1.65
<b>Total Massage Therapy Concentration</b>		<b>57.63</b>
<b>TOTAL A.S. DEGREE REQUIREMENTS</b>		<b>112.98</b>

**ASSOCIATE OF SCIENCE DEGREE  
in  
Paralegal Studies**

The Associate of Science Degree in Paralegal Studies gives the student theoretical and practical knowledge and the legal skills necessary to perform many paralegal functions including legal research, writing, investigation, and interviewing. The student also gains knowledge of the paralegal's role, tort law and several legal electives selected from litigation, criminal law, civil law, real estate, bankruptcy, wills, trusts and estates, and domestic relations. The student will gain theoretical and practical knowledge of how a traditional legal office operates on a day-to-day basis.

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
<b>General Education</b>		
EN 221	Composition	4.5
HS 111	Contemporary History	4.5
MT 201	College Algebra	3.5
PY 111	Introduction to Psychology	4.5
SC 211	Physical Science	4.5
SP 201	Introduction to Public Speaking	4.5
<b>Total General Education</b>		<b>26.0</b>
<b>Core Curriculum</b>		
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
EN 111	College English	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
<b>Total Core</b>		<b>26.0</b>

**ASSOCIATE OF SCIENCE DEGREE  
in Paralegal Studies, continued**

**PARALEGAL STUDIES CONCENTRATION**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
AC 101A	Accounting I	3.0
CS 208	Advanced Word	3.0
LS 111	Introduction to Law & the Legal System	4.5
LS 211	Legal Research	4.5
LS 212	Legal Writing	4.5
LS 213	Legal Investigation and Interviewing	4.5
LS 216	Tort Law	4.5
LS 225	Contract Law	4.5
LS 251	Externship — 120 hours	4.0
	<b>Total Legal Core</b>	<b>37.0</b>

**Specialty Electives for Paralegal Studies**

Must have a minimum of 4.5 classes and 20.25 credits

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
LS 218	Evidence	2.25
LS 219	Constitutional Law	2.25
LS 222	Criminal Law	4.5
LS 224	Civil Procedures/Litigation	4.5
LS 231	Real Estate	4.5
LS 233	Debtor/Creditor	2.25
LS 234	Wills, Trusts, and Estates	4.5
LS 235	Family Law	2.25
LS 252	Externship — 120 hours	4.0
	<b>Total Legal Electives</b>	<b>20.25</b>
	<b>Total LAA Concentration</b>	<b>57.25</b>

**ASSOCIATE OF SCIENCE DEGREE  
in Business, continued**

**MASSAGE THERAPY  
Specialty Courses for Massage Therapy Concentration**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
BA 215	Business Mastery – Organization and Management	1.95
BA 216	Business Mastery – Marketing	1.95
MG 111	Swedish/Deep Tissue Massage – Torso	2.00
MG 112	Swedish/Deep Tissue Massage – Upper Extremities	2.00
MG 113	Swedish/Deep Tissue Massage – Lower Extremities	2.00
MG 114	Swedish/Deep Tissue Massage – Head, Face, and Neck	1.60
MG 116	Documentation Skills	1.20
MG 121	Musculoskeletal Anatomy and Kinesiology - Torso	1.00
MG 122	Musculoskeletal Anatomy and Kinesiology - Upper Extremities	1.25
MG 123	Musculoskeletal Anatomy and Kinesiology - Lower Extremities	1.25
MG 124	Musculoskeletal Anatomy and Kinesiology - Head, Face, and Neck	1.00
MG 131	Chair Massage	1.80
MG 132	Intro to Hydrotherapy	1.35
MG 134	Oriental Medicine	2.25
MG 151	Aids Education	0.35
MG 152	CPR/First Aid	0.70
MG 203	Intro to Reflexology	1.80
MG 211	Case Management for Musculoskeletal Pathologies – Upper Body	2.00
MG 212	Case Management for Musculoskeletal Pathologies – Lower Body	1.75
MG 221	Neuromuscular Therapy – Torso	2.25
MG 222	Neuromuscular Therapy – Upper Extremities	2.25
MG 223	Neuromuscular Therapy – Lower Extremities	1.80
MG 224	Neuromuscular Therapy – Head, Face, and Neck	2.25

**ASSOCIATE OF SCIENCE DEGREE  
in Business, continued**

**MEDICAL OFFICE ADMINISTRATION CONCENTRATION  
Specialty Courses for Medical Office Administration Concentration**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
DT 103	Medical Transcription	3.0
DT 113	Intermediate Medical Transcription	3.0
MS 101	Medical Law & Ethics	2.0
MS 102	Medical Terminology	3.0
MS 103	Pharmacology	4.0
MS 104	Medical Bookkeeping	3.0
MS 107	First Aid & CPR	1.5
MS 109	Medical Insurance & Coding	3.0
MS 112	Anatomy & Physiology	4.0
MS 251	Externship — 120 hours	4.0
	<b>Total Specialty Courses</b>	<b>30.5</b>

**Specialty Elective for Medical Office Administrative Concentration\***

Must have a minimum of 6 classes and 17 credit hours

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
AC 101A	Accounting I	3.0
AC 207	Computer Accounting	3.0
CS 208	Advanced Word	3.0
CS 221	Fundamentals of the Internet	3.0
DT 203	Advanced Medical Transcription	3.0
FN 201	Personal Finance	4.5
LS 111	Introduction to Law & the Legal System	4.5
MN 201	Principles of Management	4.5
MS 105	Medical Lab Procedures I	3.0
MS 208	Diseases	4.0
OP 220	Externship — 120 hours	4.0
TP 113	Keyboarding/Typing III	3.0
TP 114	Keyboarding/Typing IV	3.0
	<b>Total Specialty Electives</b>	<b>17.0</b>

**Total MOA Concentration            47.5**

**TOTAL A.S. DEGREE            104.0  
REQUIREMENTS**

\*Other electives may be used with the approval of the Director of Education, President, or Vice President.

**ASSOCIATE OF SCIENCE DEGREE  
in Paralegal Studies, continued**

**General Electives\***

Minimum of 5 classes and 15 credit hours

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
AC 101B	Accounting II	3.0
AC 207	Computer Accounting	3.0
BA 201	Introduction to Business	4.5
CS 207	Advanced Computer Applications	3.0
CS 215	Advanced PowerPoint	3.0
CS 217	Advanced Excel	3.0
CS 218	Advanced Access	3.0
CS 221	Fundamentals of the Internet	3.0
DT 102	Legal Transcription	3.0
DT 112	Intermediate Legal Transcription	3.0
FN 201	Personal Finance	4.5
MN 201	Principles of Management	4.5
TP 113	Keyboarding/Typing III	3.0
TP 114	Keyboarding/Typing IV	3.0
	<b>Total Legal General Electives</b>	<b>15.0</b>

**TOTAL A.S. DEGREE            124.25  
REQUIREMENTS**

\*Other electives may be used with the approval of the Director of Education, President, or Vice President.

**ASSOCIATE OF SCIENCE DEGREE  
in  
Business**

The Associate of Science Degree in Business is designed to help students better handle the changing business world. The wide variety of basic business courses, the solid general education courses, and the specialty elective courses allow the student to be successful in today's market. The broad base of specialty electives also enables the student to pursue his/her particular area of interest.

The Associate of Science Degree in Business is also designed for those students who may be interested in furthering their education beyond the Academic Associates level.

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
<b>General Education</b>		
EN 221	Composition	4.5
HS 111	Contemporary History	4.5
MT 201	College Algebra	3.5
PY 111	Introduction to Psychology	4.5
SC 211	Physical Science	4.5
SP 201	Introduction to Public Speaking	4.5
<b>Total General Education</b>		<b>26.0</b>
<b>Core Curriculum</b>		
BA 201	Introduction to Business	4.5
CS 102	Introduction to PCs	3.0
CS 204	Microsoft Office Word/Excel	3.0
CS 205	Microsoft Office PowerPoint/Access	3.0
EN 111	College English	4.5
MT 103	Business Math	3.0
OP 221	Professional Development/Office Procedures	3.5
TP 111	Keyboarding/Typing I	3.0
TP 112	Keyboarding/Typing II	3.0
<b>Total Core</b>		<b>30.5</b>

**ASSOCIATE OF SCIENCE DEGREE  
in Business, continued**

**COMPUTER INFORMATION TECHNOLOGY CONCENTRATION  
Specialty Courses for Computer Information Technology Concentration**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
AC 101A	Accounting I	3.0
AC 207	Computer Accounting	3.0
CS 207	Advanced Computer Applications	3.0
CS 208	Advanced Word	3.0
CS 215	Advanced PowerPoint	3.0
CS 217	Advanced Excel	3.0
CS 218	Advanced Access	3.0
CS 221	Fundamentals of the Internet	3.0
<b>Total Specialty Courses</b>		<b>24.0</b>

**Specialty Elective for Computer Information Technology Concentration\***

Must have a minimum of 7 classes and 23.5 credit hours

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
AC 101B	Accounting II	3.0
AC 220	Externship — 120 hours	4.0
CS 216	Communications & Telephony	3.0
CS 219	Diagnostics & Maintenance	3.0
CS 220	Externship — 120 hours	4.0
DT 101	Machine Transcription	3.0
DT 111	Intermediate Machine Transcription	3.0
FN 201	Personal Finance	4.5
LS 111	Introduction to Law & the Legal System	4.5
MN 201	Principles of Management	4.5
OP 220	Externship — 120 hours	4.0
TP 113	Keyboarding/Typing III	3.0
TP 114	Keyboarding/Typing IV	3.0
<b>Total Specialty Electives</b>		<b>23.5</b>

**Total CIT Concentration                    47.5**

**TOTAL A.S. DEGREE                            104.0  
REQUIREMENTS**

\*Other electives may be used with the approval of the Director of Education, President, or Vice President.