



GENESIS CAREER COLLEGE: DALTON CAMPUS

School Catalog

Genesis Career College: Dalton Campus is a branch campus of Genesis Career College

Campus Address:
1315 Abutment Road Dalton, GA 30721

Accredited by:
The Council on Occupational Education Atlanta, GA

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MISSION STATEMENT

At Genesis Career College, our mission is to attract qualified students, instruct them with quality education and training, and prepare them for career occupations in their respective fields.

We place “respect for the rights of the individual” at the forefront of our philosophy. We strive to provide a work environment which allows for the enhancement of our service to our employees, our students and our patrons.

EDUCATIONAL OBJECTIVES

All campuses affiliated with Genesis Career College (GCC) are dedicated to educating quality students...graduates who are able to meet both the present and future demands of their respective industry. Each student admitted to GCC receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for supervised work with the public. Each program offered by GCC is designed to provide a sound educational basis to maximize the employability of its graduates. Specifically, the objectives of all our instructional programs are as follows:

- To build a solid foundation of education and technical skills.
- To provide exposure to the role of the professionals, including opportunities for supervised practical “hands-on” work.
- To offer students an opportunity for exposure to modern equipment and techniques.
- To fulfill all State Board requirements, if applicable.

CAMPUS LOCATIONS

GENESIS CAREER COLLEGE: LEBANON CAMPUS – MAIN CAMPUS: The main campus of Genesis Career College (GCC) is located at 1505 Noah Court Lebanon, Tennessee. The training programs offered at the main campus are Cosmetology, Nail Technology, Teacher - Master Cosmetologist, Medical Assistant, Pharmacy Technician, Dental Assistant, Medical Billing and Coding, and Health Information Administration. GCC has two branch campuses. The location of the branch campuses and the programs offered at each are listed below:

GENESIS CAREER COLLEGE: DALTON CAMPUS is located at 1315 Abutment Road Dalton, GA. Cosmetology, Nail Technology, Teacher Training, Medical Assistant, Pharmacy Technician, Dental Assistant, Medical Billing and Coding, and Health Information Administration are offered at the Dalton campus.

GENESIS CAREER COLLEGE: NORTH ATLANTA CAMPUS is located at 11660 Alpharetta Highway, Building 700, Suite 700, Roswell, GA. Medical Assistant, Pharmacy Technician, Dental Assistant, and Medical Billing and Coding, are offered at the North Atlanta campus.

All Campuses are owned by common ownership.

FACILITIES AND EQUIPMENT

The campuses of Genesis Career College (GCC) are spacious facilities that consist of a reception area, administrative offices, classrooms for theory and student laboratory, a media/resource areas, and break rooms.

GCC has a clinical floor area for students to provide services on patrons to create realistic training scenarios in their professions. Classrooms are spacious and private. Student laboratories include a variety of equipment particular to the profession of training. Student laboratories in the Cosmetology and Nail Technology programs include manikins along with all of the equipment and supplies needed for skill development in each field of study.

The student laboratory in Medical Assisting includes an examination table, phlebotomy training arm, microscopes, autoclave, adult and infant scales, a variety of surgical instruments and supplies, syringes, and training manikins, and other equipment and supplies appropriate for the program. In the Pharmacy Technician training program, the student lab includes a retail pharmacy counter with cash register, computer and printer, files for patient and the inventory of supplies, along with shelving to house pill bottles and other supplies appropriate for the program. The student laboratory in Dental Assisting includes a full-service treatment chair and x-ray unit, various instruments, autoclave, molds, models, training manikins, and other equipment and supplies appropriate for the program. The Medical Billing and Coding and Health

Information Administration programs are administrative in nature (rather than clinical). The theory rooms serve as laboratories using hardware and software technologies to create a real world employment environment.

For the Allied Health Programs GCC has classrooms equipped with whiteboards and projection equipment to aid students in learning theory applications and student laboratories that include a variety of equipment particular to the profession of training. Allied Health students each receive a Google Chromebook laptop during their first term to be used as a digital textbook and research tool.

GCC houses a media/resource room supplied with books, DVDs, VHS videos, CDs, DVD/VHS/CD players and a TV. The media/resource room is open the same operating hours of the facility, which provides students access to this room before, during, and after classes are in session. Students may use their Chromebooks to access the internet as an additional resource tool.

AUTHORIZATION STATEMENT AND LICENSES

Genesis Career College: Dalton Campus is licensed by the Georgia State Board of Cosmetology and authorized to offer training in Cosmetology, Teacher - Master Cosmetologist, and Nail Technology.

Genesis Career College has applied for authorization by the Georgia Nonpublic Postsecondary Education Commission. This authorization is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Genesis Career College has applied for authorization to offer diplomas for Medical Assistant, Pharmacy Technician, Dental Assistant, Medical Billing and Coding, and Health Information Administration.

ACCREDITATION

Genesis Career College and its branch are dually accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the Council on Occupational Education (COE). The U.S. Department of Education lists NACCAS and COE as nationally recognized accrediting agencies under the provisions of Chapter 33, Title 38, U.S. Code and Subsequent Legislation.

ADMISSIONS REQUIREMENTS

- Students enrolling at GCC must be at least 17 years of age
- Proof of High School Education Completion: High School or GED transcript required.
- Students enrolling at GCC must be legally entitled to live and work in the United States.
- Identification Picture
- Current State License (instructor's programs only)

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a scheduled campus tour. Qualified applicants accepted to GCC will be placed in their programs based on a first come, first serve basis. High School transcript, GED, and proof of home school completion at a secondary level according to State regulations are acceptable forms of completion. Official transcripts must be received by the GCC Admissions Office within thirty (30) days of the start of classes. Only official transcripts will be accepted as proof of High School Education Completion.

STUDENT SCHEDULE

GCC offers full and part time schedules for clock hour programs. In the Cosmetology and Nail Technician programs, full time students are scheduled to attend 30 hours per week while part time students are scheduled to attend 20 hours per week. Students enrolled in quarter credit hour programs will be scheduled as full time only and scheduled to attend 20 hours per week.

STUDENT APPEARANCE – ALLIED HEALTH STUDENTS

As in many industries, Allied Health professionals demonstrate a recognizable appearance required for success. Appearance is important and required due to the nature of the job. Allied health professionals work in sterile environments

to serve patient needs. To prepare our students for successful transition into one of these careers, the following requirements have been established for the appearance of students enrolled in one of the allied health training programs. Tattoos are required to be covered at all times while on campus, extern sites, and while wearing the GCC uniform. Students with facial piercings are required to remove all jewelry prior to entering GCC facilities.

ENROLLMENT DATES AND HOLIDAYS

Students are accepted for enrollment every four - six weeks on dates to be determined by the campus director depending on program enrollment. GCC recognizes New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day as holidays.

The school is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions, local radio and TV stations will be advised and the announcement will be posted on the school's website. Students are advised to refer to these resources for updates on school closings.

PROGRAM OFFERINGS

COSMETOLOGY (SOC CODE 39-5012): The Cosmetology Program is a 1500 hour program covering a period of 50 weeks for full time students or 75 weeks for part time students.

TEACHER – MASTER COSMETOLOGIST (SOC CODE 25-1194): The Teacher - Master Cosmetologist Program is a 750 hour program spanning 25 weeks.

NAIL TECHNOLOGY (SOC CODE 39-5092): The Nail Technology Program is a 600-hour program covering a period of 20 weeks.

MEDICAL ASSISTANT (SOC CODE 31-9092): The Medical Assistant Program is a 53 quarter credit hour program covering a period of 36 weeks.

COSMETOLOGY: 1500 CLOCK HOURS

The Cosmetology program is a well-rounded program covering all phases of cosmetology, preparing the student for a career as a Licensed Cosmetologist or in a related field.

COSMETOLOGY PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Standard Cosmetology textbook, Student Workbook and Exam book. Dry Erase Boards and Markers, Audio/visual equipment and PowerPoint slides are available for faculty use.

GRADING PROCEDURES: The program is divided into three phases. Preceding phases are considered prerequisites for the next phase. Students must achieve a passing score of 75 or higher on each requirement included in Phase 1 to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each phase. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how

to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

| | |
|---|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69-Below |

COSMETOLOGY CURRICULUM

| HOURS | SUBJECT |
|-------|--|
| 50 | Theory—shall include instruction in the following areas as related to cosmetology: Chemistry; sanitation and sterilization; introduction to skin care and nail care; EPA; OSHA; Infection Control Standards; blood spill procedures; AIDS; HIV; and communicable diseases. |
| 20 | Theory of Permanent Waving—shall include instruction in the following subjects: The chemistry of permanent wave solution and its reaction; the chemistry of relaxers and its reaction; the principles of permanent wave rod placement. |
| 45 | Theory of Hair and Scalp Treatments and Conditioning—shall include instruction in the following subjects: Chemistry of color; principles of color application; the chemical action of hair color. |
| 20 | Theory of Hair and Scalp Treatments and Conditioning—shall include instruction in the following subjects: Hair analysis; scalp condition; treatments; analysis, condition and treatments. |
| 30 | Theory of Hair Cutting—shall include instruction in the following subjects: Proper handling and care of instruments. |
| 15 | Theory of Shampooing—shall include instruction in the following subjects: Proper procedure of shampoo formulas; water temperature. |
| 45 | Theory of Hairdressing—shall include instruction in the following subjects: 20 hours training on mannequins; 25 hours training on live models. |
| 25 | Theory of Nail Care and Skin Care—shall include instruction in the following subjects: 10 hours of concepts and principles of nail care procedures and correct handling of instruments; 15 hours of concepts and principles of skin care procedures and techniques. |
| 100 | Theory—Shall include instruction in the following areas as related to cosmetology: Sterilization and sanitation; physiology; electricity' safety precautions; chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches; salesmanship; telephone etiquette and ethics; salon department consisting of instruction in courtesy, neatness and professional attitude in meeting the public |
| 50 | Social Skills, reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules. |
| 50 | Laboratory—Shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training washing and sanitizing all equipment in the beauty salon. |
| 280 | Hairdressing, Shampoo and Comb-out—Shall include shampoos, comprising dry, soapless, oil and Re-conditioner, finger waving, wet curls, thermocurling, blow drying, hair styles, comb out and all types of pressing; hot combs and chemicals. |
| 125 | Hair Cutting and Shaping |
| 180 | Permanent Waving |
| 100 | Chemical Hair Relaxing |
| 140 | Hair Coloring and Hair Lightening—Shall include the following: Temporary rinses and semi permanent color; hair lightening; virgin tints; retouches; predisposition tests; dye and tint removal |

| | |
|----|---|
| 50 | Scalp and Hair Treatment—which shall include brushing and manipulations, corrective treatments reconditioning treatments. |
| 55 | Facial Treatment, Make-Up and Hair Removal: Facial treatments; make-up applications; brow and lash tint |
| 30 | Hair Removal: Lip, chin and face; brow tweezing, brow waxing. |
| 90 | Manicures, Pedicures, and Nail Sculpting: Manicures with hand and forearm massage, pedicures with foot and leg massage, nail sculpting |

TOTAL PROGRAM CLOCK HOURS—1500

NAIL TECHNOLOGY: 600 CLOCK HOURS

The Nail Technology Program is a well-rounded program covering all phases of manicuring, pedicuring and artificial nails, preparing the student for a career as a Licensed Manicurist or a career in a related field.

PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of manicuring, pedicuring and artificial nails.
6. Identify the composition of nails, disorders, diseases, and practical application of artificial nails, manicuring and pedicuring.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS : The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Standard Nail Technology textbook, Student Workbook and Exam book. Dry Erase Boards and Markers, Audio/visual equipment and PowerPoint slides are available for faculty use.

GRADING PROCEDURES: The program is divided into three phases. Preceding phases are considered prerequisites for the next phase. Students must achieve a passing score of 75 or higher on each requirement included in Phase 1 to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each phase. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- o Student attendance falls below the minimum requirements
- o There has been no attendance or contact with GCC from the student in 14 days
- o Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are

taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

| | |
|---|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69-Below |

NAIL TECHNOLOGY CURRICULUM

| HOURS | SUBJECT |
|-------|---|
| 140 | Theory—Personal hygiene, professional ethics, and customer relations; sanitation and sterilization; public health and safety, infection control and bacteriology; AIDS< HIV, and other communicable diseases; EPA< OSHA, other government standards; blood spill procedure; physiology and anatomy, including that of the hands, arms, feet and legs; the art of massage and massage techniques, introduction to reflexology; nail composition and structure, nail disorders and nail diseases; chemistry, including product knowledge, composition, usage, safety, and hazardous materials; methods and procedures and implements, including their usage and safety; salon business; salon development and business operations; client consultations; business development; marketing, advertising and retailing; career/business planning, including preparation for interviews, resume writing and goal setting; state board laws and rules. |
| 125 | Manicure with hand and forearm massage. |
| 60 | Pedicure with foot and leg massage. |
| 90 | Nail Sculpting |
| 60 | Artificial tip application with overlay |
| 20 | Nail wrapping |
| 30 | Fill-in application |
| 10 | Artificial nail removal/nail repair |
| 5 | Professional nail drill usage with professional drill designed for fingernails only. |
| 10 | Nail art techniques. |
| 5 | Airbrush nail art. |
| 5 | Paraffin treatments on hands and feed |
| 40 | Student competition: Advanced techniques and related subjects. |

TOTAL PROGRAM CLOCK HOURS—600

TEACHER – MASTER COSMETOLOGIST: 750 CLOCK HOURS

The Teacher - Master Cosmetologist program is a well-rounded program covering the most important phases of skilled instruction techniques for cosmetology and nail technology, preparing the trainee for a career as a Licensed Cosmetology Instructor or a related field.

PROGRAM OBJECTIVES: Upon completion of the program requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Understand the basic knowledge and technical skills in cosmetology, nail care and esthetics.
5. Understand the education skills necessary to become a professional educator.
6. Relate to the professional teaching skills, methods and techniques as well as the technical knowledge in cosmetology, nail care and esthetics.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student teaching activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady's Master Educator textbook, Student Workbook and Exam book. Dry Erase Boards and Markers, Audio/visual equipment and PowerPoint slides are available for faculty use.

GRADING PROCEDURES: The program is divided into three phases. Preceding phases are considered prerequisites for the next phase. Students must achieve a passing score of 70 or higher on each requirement included in a phase to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each phase. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

| | |
|---|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69-Below |

TEACHER – MASTER COSMETOLOGIST CURRICULUM

| HOURS | SUBJECT |
|-------|---|
| 250 | General education—Cosmetology Laws, rules and regulations; principles of teaching cosmetology; principles of teaching nail care; principles of teaching esthetics. |
| 225 | Teaching techniques and audio visual aids—curriculum development; lesson plans and presentations; classroom management and discipline; demonstrations and lectures; various method of evaluation. |
| 275 | Practice teaching. |

TOTAL PROGRAM CLOCK HOURS—750

MEDICAL ASSISTANT: 53 QUARTER CREDIT HOURS

The Medical Assistant program provides training of both knowledge and skill development to prepare the student to provide patient care and physician support. Graduates of the program are prepared for employment as a Medical Assistant in physician offices, walk-in or community clinics, personal care providers, or hospitals. Graduates are prepared for examination to acquire Clinical Medical Assistant Certification (CCMA), as well as Phlebotomy Technician (CPT) certification, EKG Technician (CET) certification, and Certified Medical Administrative Assistant (CMAA) certification through National Healthcareer Association. Professional certification provides credentials to validate ability, knowledge and expertise in medical assisting environments.

MEDICAL ASSISTANT PROGRAM OBJECTIVES

1. Prepare student with tools to care for patients and support medical personnel
2. Perform medical tasks such as
 - a. Patient history
 - b. Take vital signs
 - c. Examination preparation
 - d. Assist in minor surgeries

- e. Medicine administration
 - f. Basic laboratory procedures
3. Prepare student for front office management
 4. Project professionalism, visual poise and proper appearance
 5. Understand the basic knowledge and skills necessary for entry level health care employment
 6. Understand the ethical conduct necessary for medical employment
 7. Successfully accomplish a passing score on the examination for licensure.

TEACHING AND LEARNING METHODS: The credit hour education is provided through a sequential set of sessions which address specific tasks necessary for graduation and entry level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student activities, student participation, and externships. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Various textbooks will be used in conjunction with a Google Chromebook. Dry Erase Boards and Markers, Audio/visual equipment and PowerPoint slides are available for faculty use.

GRADING PROCEDURES: The program is divided into three terms divided by three sessions each. Students must achieve a passing score of 70 or higher on each requirement included in a session to complete the session and progress to the next term. Students will be evaluated and advised of their performance at the end of each term. If the student did not satisfactorily complete the term according to the grading system a completion plan will be compiled for the student by the Program Director. The completion plan is intended to provide guidance to the student on how to complete the term. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- o Student attendance falls below the minimum requirements
- o Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her program of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Laboratory work is evaluated on a regular basis. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

| | |
|---|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| F | 69-Below |

MEDICAL ASSISTANT CURRICULUM

| Course Code | Course Name | Qtr. Credit |
|-------------|--|-------------|
| BIO101 | Anatomy and Physiology | 4.0 |
| BIO111 | Medical Terminology | 3.0 |
| AHC100 | Introduction to Health Careers and CPR | 2.0 |
| AHC106 | Law and Ethics | 2.0 |
| AHC120 | Medical Office Procedures | 7.0 |
| AHC150 | Emergency Medical Procedures | 1.0 |
| CMP115 | Computers in the Medical Office | 3.0 |
| MAA202 | Patient Preparation | 5.0 |
| MAA206 | Administration of Medicine | 6.0 |
| MAA212 | Clinical Laboratory Procedures | 6.0 |

| | | |
|--------|------------------------------|-----|
| MAA215 | Phlebotomy | 4.0 |
| MAA314 | Diagnostic Procedures | 6.0 |
| AHC311 | Professional Development | 2.0 |
| MAA350 | Medical Assistant Externship | 2.0 |

TOTAL PROGRAM QUARTER CREDIT HOURS – 53

COURSE DESCRIPTION: ALLIED HEALTH CORE COURSEWORK

BIO101 - ANATOMY AND PHYSIOLOGY: Students learn specific structural components and functions of the human body systems, including the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory system, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine. 40 Lecture Hours

AHC106 - LAW AND ETHICS: Students will learn the legal and ethical guidelines for health care providers. This course includes the ethical expectations and legal ramifications of all individuals working in healthcare regardless of their role. The AAMA Code of Ethics and HIPAA guidelines are also studied. 20 Lecture Hours

AHC100 - INTRODUCTION TO HEALTH CAREERS: Students will be introduced to the healthcare industry as they study the history of medicine and the different areas of practice. Students will also study universal precautions, CDC guidelines, OSHA compliance, and infection control in the workplace. This course includes instruction in Basic First Aid including use of an AED, adult, child, and infant CPR and Blood borne/Airborne Pathogens. Students will receive CPR certification at the completion of the course. 20 Lecture Hours

BIO111 - MEDICAL TERMINOLOGY: Students will learn prefixes, suffixes, combining forms, spelling, punctuation, abbreviations and the use of medical terminology. Medical terminology related to the digestive system, the urinary system, the male and female reproductive systems, the nervous system, the cardiovascular system, the blood system, the respiratory, the lymphatic /immune system, the musculoskeletal system, the endocrine system, the skin, the sense organs, oncology, pharmacology, psychiatry, radiology and nuclear medicine will be studied in this course. 20 Lecture Hours/20 Laboratory Hours

CMP115 - COMPUTERS IN THE MEDICAL OFFICE: Students will learn to key by touch the alphabetic and numeric keypads. Students will gain experience and proficiency of skill as they progress from beginning keyboarding through more advanced keyboarding development. Students will learn formatting techniques of basic computer applications, including Windows, Publisher, Excel, Access, and PowerPoint. Students will apply these skills to producing various forms and documents used in the medical office. 20 Lecture Hours/20 Laboratory Hours

AHC120 - MEDICAL OFFICE PROCEDURES: This course will prepare students for the front office, administrative responsibilities of the medical professional. Students will learn the specialties of the healthcare industry and will be trained in professional behavior, interpersonal skills, telephone techniques, appointment scheduling, patient reception, patient billing and payments, maintaining patient files, and other routine daily office operations. 60 Lecture Hours/20 Laboratory Hours

AHC150 - EMERGENCY MEDICAL PROCEDURES: This course includes instruction in Basic First Aid including use of an AED, adult, child, and infant CPT and Blood borne/Airborne Pathogens. Students will receive CPR certification at the completion of the course. 20 Laboratory Hours

AHC311 - PROFESSIONAL DEVELOPMENT: Students will learn how to research job opportunities, compose an effective resume, and to successfully complete the application process. This course will also prepare the student to perform self-assessment evaluations and develop techniques for successful interviews. 20 lecture hours

COURSE DESCRIPTIONS: MEDICAL ASSISTANT COURSEWORK

MAA202 - PATIENT PREPARATION: Students will learn about patient preparation, instruction and positioning for various examinations performed routinely in the medical office setting. Sterile technique will be taught. Students learn to relate the examinations to the body systems involved and apply the responsibilities of the medical assistant during the procedures. 40 lecture hours/20 laboratory hours

MAA206 - ADMINISTRATION OF MEDICATION: Students will learn the regulations and methods governing medicine administration and patient education. Students apply universal precautions, patient safety, and OSHA standards in handling, processing and administering medicine. 40 lecture hours/40 laboratory hours

MAA212 - CLINICAL LABORATORY PROCEDURES: Students will learn clinical procedures routinely performed in a medical office setting. Students will learn the medical laboratory including analysis of various types of specimens. Students will practice clinical procedures including venipuncture, handling blood samples and demonstrating standard precautions. 40 lecture hours/40 laboratory hours

MAA215 - PHLEBOTOMY: Students will learn professional, interpersonal skills needed to perform phlebotomy procedures in various patient care settings. Students learn to utilize the supplies, equipment and chemicals needed for phlebotomy procedures. Techniques for patient education, infection control, safety and quality assurance are learned and applied. 20 lecture hours/40 laboratory hours

MAA314 - DIAGNOSTIC PROCEDURES: Students will learn procedures to prepare patient for and assist physician with diagnostic examinations including electrocardiograph, phlebotomy, and radiologic imaging. 40 lecture hours/40 laboratory hours

MAA350 - MEDICAL ASSISTANT EXTERNSHIP: Externship is scheduled to be performed at a medical facility that provides appropriate activities to reinforce training received throughout the program. The externship reinforces learning experienced in lecture and laboratory courses. Students are expected to perform safe, competent, ethical and professional skill in a medical environment. 80 externship hours Pre-requisites—All theory and laboratory courses

DEFINITION OF CREDIT-ALLIED HEALTH PROGRAMS ONLY

GCC utilizes the quarter credit formula for determining academic credit.

10 Contact Hours Lecture = 1 Quarter Credit Hour
 20 Contact Hours Laboratory = 1 Quarter Credit Hour
 30 Contact Hours Externship = 1 Quarter Credit Hour

A Contact Hour is defined as not less than fifty (50) minutes for every sixty (60) minutes of time.

ACADEMIC YEAR

The academic year for a clock hour program is defined as including a minimum of 900 clock hours and 30 weeks. The academic year for semester credit hour programs is defined as including of 900 contact hours, 36 weeks and 36 quarter credit hours.

EDUCATIONAL COSTS AND FINANCIAL AID

School of Beauty and Wellness:

| Program | Admin Fee | Textbooks | Clinic Supplies | Student Kit | Tuition | Total |
|---------------------|-----------|-----------|-----------------|-------------|----------|----------|
| Cosmetology | \$500 | \$233 | \$300 | \$895 | \$16,995 | \$18,923 |
| Nail Technology | \$500 | \$230 | \$200 | \$495 | \$8,570 | \$9,995 |
| Instructor Training | \$500 | \$240 | NA | NA | \$9,255 | \$9,995 |

* All tuition is charged per increment/payment period within the first academic year.

School of Health and Medicine:

| Program | Reg. Fee | Textbooks | Tuition | Total |
|-------------------|----------|-----------|----------|----------|
| Medical Assistant | \$100 | \$465 | \$14,395 | \$14,960 |

The administrative fee is not an application fee. This fee satisfies costs incurred during the registration process prior to any educational transaction. Down payment of the administrative fee is not required for enrollment. Any down payment or deposit will be credited as a tuition payment.

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. In addition to costs for your tuition and fees, financial aid programs also estimate how much it costs to live under various circumstances (i.e., depending upon whether you live with your parents, or in a separate location).

To estimate the total expenses at this school, we have prepared the following chart based upon the Bureau of Labor Statistics research on a modest, but adequate standard of living under various conditions. (i.e., depending upon whether you live with your parents, or in a separate location). The cost of tuition, fees, books, supplies and equipment for the program in which you intend to enroll must be added to these figures. This estimate is based upon one half the cost of a two bedroom apartment for students not living with parents and one half that cost for students living at home with parent.

ESTIMATES OF WEEKLY LIVING EXPENSES-DALTON, GA*

| Expenses | Students Living With Parents | Students Not Living With Parents |
|----------------|------------------------------|----------------------------------|
| Room and Board | \$109.07 | \$145.42 |
| Transportation | \$20.00 | \$20.00 |

*Professional judgment can be given for unusual circumstances, such as expenses for a disabled relative, dependent child care, etc. We can adjust your budget for these circumstances; however, this will require detailed documentation.

INSTITUTIONAL REFUND POLICY – ALLIED HEALTH STUDENTS

All refunds, when due, will be made with or without the request of the student. Refunds will be calculated and returned in a timely manner. This refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

All monies paid by a prospective student, including non-refundable application fees, are refunded if the student requests a refund within three (3) business days after signing a contract; OR no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.

Any and all deposits or down payments are credited as tuition payments unless clearly identified on receipt by the institution as application or other fees.

The registration fee is non refundable. If a student withdraws from the institution for any reason, the student is not liable for an unpaid portion of the application fee.

Genesis will refund any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:

- items that were special ordered for a particular student and cannot be used or sold to another student;
- items that were returned in a condition that prevents them from being used by or sold to new students;
- non-refundable fees for goods and/or services provided by third party vendors

Genesis will calculate refunds based on the students last date of attendance.

Genesis will assess no administrative and/or withdrawal fee of a student who withdraws from the institution

Refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement, i.e., quarter, semester, module, or term, in case more than twelve (12) months;

Refunds are made in full to the student within forty-five (45) days of the date of withdrawal;

Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program. If a student withdraws after completing 50% of the program, no refund of tuition is required.

Extenuating circumstances beyond the students control may result in a termination of enrollment. If such a circumstance does occur the Genesis Board of Directors will determine a settlement which is reasonable and fair to both Genesis and the student, which may include a pro-rata refund of tuition. Extenuating circumstances include injury to the student, prolonged illness or death, or other circumstances which prohibit completion of the program.

If classes are cancelled or a program is changed in such a way that a student is unable to continue, Genesis will make arrangements in a timely manner to accommodate the needs of each student enrolled in the program or will refund all money paid by the student for that program if alternative arrangements determined by NPEC to be equitable to both Genesis and the student are not possible.

If a student is taken from school enrollment for any reason and a refund is calculated to be due, all financial aid will be returned to the Federal Fund before a student may receive any cash refund. Refunds will be returned to the separate funds in this order Pell/Loans/ Scholarship. In compliance with and in accordance with the Higher Education Amendment Act of 1998 schools must calculate refunds according to "the Return of Title IV Federal Funds" for students failing to complete a course of study as scheduled. **This may result in the student owing the school a considerably large amount of tuition, without the assistance of Financial Aid.**

FINANCIAL RESPONSIBILITY: Each student is personally responsible for all outstanding balances owed to the school. It is the student's responsibility to understand his/her financial status with the school. If it becomes necessary for Genesis Career Group, Inc. to hire a third party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include, but are not limited to: the cost of collection, attorney fees, and court costs.

INSTITUTIONAL REFUND POLICY – BEAUTY AND WELLNESS STUDENTS

All refunds, when due, will be made with or without the request of the student. Refunds will be calculated and returned in a timely manner. This refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

CLASSES CANCELED BY GCC/STUDENT NOT ACCEPTED BY GCC: If tuition and or fees are collected in advance of a start date and GCC cancels the class or does not accept the student, all tuition and fees shall be refunded within 30 days of signing the enrollment agreement. Applicants and students may cancel or terminate their training at any time before their training by notifying the school President in writing. The day the written cancellation/termination notice is delivered to the President, scheduled class start date or a postmark date will be considered the receipt date for purposes of returning funds if applicable. An applicant rejected by the school shall receive a full refund of all monies paid. Refunds will be made within 30 days from the date cancellation/termination notice delivered to the school, scheduled start date or date postmarked. The earliest date of notification received shall be used for refund calculation purposes.

CANCELATION OF ENROLLMENT AGREEMENT: Students who cancel this agreement before commencing classes shall receive a full refund of all monies paid. Any student who enrolls prior to visiting GCC will have the opportunity to withdraw without penalty within three days following either a regularly scheduled orientation or a tour of the facilities and inspection of the equipment. Students will receive a refund of all monies paid, if requested within three days after signing the enrollment agreement or making a payment.

Genesis Career College retains the right to cancel this agreement at any time based on the applicant meeting Genesis Career College admissions requirements which include but are not limited to the review and approval of both proof of graduation (high school diploma or diploma equivalent) and official high school/GED transcripts by the Director of Education. The agreement is valid for the start of classes only if the applicant meets the admission requirements and is accompanied by a proof of graduation. Official transcripts can be submitted for up to 45 days after the start of classes.

TERMINATION DATE FOR REFUND PURPOSES: Termination date for refund purposes shall be the earliest of the following: last day of actual attendance, written notice of cancellation or withdrawal delivered to the owner, date of postmark of a mailed written notice, expiration date of a leave of absence, or date of termination established by the school. This date will be considered the date the institution begins the official withdrawal process. Refunds will be made to those students who have paid for more than the obligatory amount listed below within thirty (30) days of the termination date. Unofficial withdrawals will be determined by internal monitoring of the attendance. Attendance is monitored weekly.

STUDENT OBLIGATION CALCULATION

(All periods of financial obligation are based upon scheduled hours)

| Periods of Obligation | Amount of Total Tuition Owed to School |
|------------------------------|---|
| 0.01 % to 10% | 10% |
| 10.01% to 25% | 50% |
| 25.01% to 50% | 75% |
| 50.01% to 100% | 100% |

REFUNDS RESULTING FROM SCHOOL CLOSURE: Should Genesis close permanently and cease to offer instruction after students have enrolled and instruction has begun, a pro-rata refund of tuition will be made to all active students. Arrangements will be made in a timely manner to accommodate the needs of each student. Genesis will provide the applicable accreditation agency a list of all students enrolled at the time of closure and their pro-rated tuition refund amounts. Genesis does reserve the right to refund monies in excess of the above tuition adjustment guidelines if a refund is due as a result of a student’s withdrawal due to mitigating circumstances.

TERMINATION RESULTING FROM EXTENUATING CIRCUMSTANCES: Extenuating circumstances beyond the students control may result in a termination of enrollment. If such a circumstance does occur the Genesis Board of Directors will determine a settlement which is reasonable and fair to both Genesis and the student, which may include a pro-rata refund of tuition. Extenuating circumstances include injury to the student, prolonged illness or death, or other circumstances which prohibit completion of the program.

Students enrolled in programs scheduled to last longer than 12 months are released from the obligation to pay tuition for course-work scheduled to occur beyond 12 months if the student withdraws or is terminated during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the calculation above. If the student withdraws or is terminated during any subsequent period following the first 12 months, the student’s refund for the unused portion of the tuition applicable to the period of withdrawal is based on the calculation above. Unofficial withdrawals for student enrolled in clock hours programs are determined by Genesis through weekly monitoring of clock hour attendance.

If a student is taken from school enrollment for any reason and a refund is calculated to be due, all financial aid will be returned to the Federal Fund before a student may receive any cash refund. Refunds will be returned to the separate funds in this order Pell/Loans/ Scholarship. In compliance with and in accordance with the Higher Education Amendment Act of 1998 schools must calculate refunds according to “the Return of Title IV Federal Funds” for students failing to complete a course of study as scheduled. **This may result in the student owing the school a considerably large amount of tuition, without the assistance of Financial Aid.**

FINANCIAL RESPONSIBILITY: Each student is personally responsible for all outstanding balances owed to the school. It is the student’s responsibility to understand his/her financial status with the school. If it becomes necessary for Genesis Career Group, Inc. to hire a third party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include, but are not limited to: the cost of collection, attorney fees, and court costs.

TYPES OF FINANCIAL ASSISTANCE

FEDERAL PELL GRANT: Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a “foundation” of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

FEDERAL DIRECT STUDENT LOAN PROGRAM (DL): Many students rely on federal government loans to finance their educations. These loans, administered by "Direct Lending Schools", are provided by the US government directly to students and their parents. They have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. **Students eligible for the DL program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits, or their estimated cost of attendance.**

GRIEVANCE POLICY

If there is a grievance from a student, the following procedures must be followed:

Submit the detailed grievance in writing to the Campus Director, at 1315 Abutment Road Dalton, GA 30721. The Campus Director and one member of GCC’s board of directors will review the matter and come to a conclusion within 10 business days of receipt of the grievance. The conclusion will be provided to the student in written form. Decisions made by the Director or board member are final. If a complaint is not settled at the institutional level, the student may contact the Institution’s accrediting agency:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite325; Atlanta, GA 30350 Phone: (770) 396-3898

If the response from the accrediting agency fails to solve the student’s situation and the student wishes to pursue it further, please contact, in writing:

ALLIED HEALTH STUDENTS: Georgia Nonpublic Postsecondary Education Commission: 2082 E. Exchange Pl. Ste. 220 Tucker, GA 30084; (770) 414-3300; www.gnpec.org/consumer-resources

COSMETOLOGY, NAIL TECHNICIAN, AND TEACHER-MASTER COSMETOLOGIST STUDENTS: Georgia State Board of Cosmetology: 237 Coliseum Drive Macon, GA 31217-3858

ADVISORY COMMITTEE

| Occupational Advisory Committee Clock Hour Programs | |
|---|--------------------------|
| Karrie Kulick | Director |
| Kristen West | Brytelite Studios |
| Sarah Kenya | Peace. Love. Hair. Salon |

| Occupational Advisory Committee Allied Health Programs | |
|--|---|
| Karrie Kulick | Director |
| Tim Balch | Consultant, Specialty Health Care |
| Rob J. Pachciarz | LifePoint Hospitals |
| Gene Burleson | Consultant, Various Health Care Companies |

FACULTY

| Faculty |
|---|
| Gabrielle Castlin; Licensed Master Cosmetologist, Campus Director |
| Edward Brabson, Full Time; Licensed Master Cosmetologist |
| Lori Ware, Full Time; Licensed Master Cosmetologist |
| Michelle Parker, CMA(AAMA), AAS-Medical Assistant/Miller-Motte |

| |
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| Technical College |
| SaQuania Sims, AAS-Medical Office Manager/Virginia College |

LICENSE AND ACCREDITATION

Georgia State Board of Cosmetology: 237 Coliseum Drive Macon, GA 31217-3858
Georgia Nonpublic Postsecondary Education Commission: 2082 E. Exchange Pl. Ste. 220; Tucker, GA 30084
Council on Occupational Education: 7840 Roswell Rd. Bldg. 300, Suite 325 Atlanta, GA 30350