



GENESIS CAREER COLLEGE: NASHVILLE AIRPORT CAMPUS

Branch Campus Supplement to School Catalog

Genesis Career College: Nashville Airport Campus is a branch campus of Genesis Career College

Accredited by the Council on Occupational Education
Atlanta, GA.

Date of Publication: January 2017
Version 2017.1

Table of Contents

Mission Statement	3
Educational Objectives	3
Campus Locations	3
Facilities and Equipment	3
Authorization Statement and Licenses	4
Accreditation	4
Admissions Requirements	4
Student Schedule	4
Student Appearance	5
Enrollment Dates and Holidays	5
Program Offerings	6
Definition of Credit	22
Academic Year	22
Educational Costs and Financial Aid	23
Institutional Refund Policy	23
Types of Financial Assistance	25
Grievance Policy	25
Administration	26
Advisory Committee	26
Faculty	26
License and Accreditation	27

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.

INSTITUTIONAL 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 – MAIN CAMPUS (GCC): The main campus of Genesis Career College (GCC) is located at 880-A East 10th Street in Cookeville, Tennessee. The training programs offered at the main campus are Cosmetology, Nail Technician, Esthetician, Cosmetology Instructor, Medical Assistant, Pharmacy Technician, and Dental Assistant. GCCC has two branch campuses. The location of the branch campuses and the programs offered at each are listed below:

GENESIS CAREER COLLEGE: DAPHNE CAMPUS is located at 7241 Dolphin Street, Daphne, Alabama. Cosmetology, Nail Technology, and Cosmetology Cosmetology Instructor are offered at the Daphne campus.

GENESIS CAREER COLLEGE: NASHVILLE AIRPORT CAMPUS is located 30 Rachel Drive, Nashville, Tennessee. The Cosmetology, Nail Technician, Esthetician, Cosmetology Instructor, Master Barber, Medical Assistant, Pharmacy Technician, Medical Billing and Coding, and Health Information Administration Programs are offered at the Nashville Airport campus.

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 area, and break rooms.

GCCNA 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, Esthetician, Nail Technician, and Master Barber programs include manikins along with all of the equipment and supplies needed for skill development in each field of study.

GCCNA also houses a media/resource room supplied with books, DVDs, VHS videos, CDs, DVD/VHS/CD players and a TV. Students also have access to computers with internet access and printers. 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. In an effort to maintain a quality training program, GCCNA is constantly improving and updating its facilities to maintain the most modern and up to date campus possible.

For the Allied Health Programs GCCNA 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. 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 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. Google Chromebooks are available to Allied Health students for digital research tools.

AUTHORIZATION STATEMENT AND LICENSES

Genesis Career College is licensed by the Tennessee Board of Cosmetology to offer Cosmetology, Nail Technician, Esthetician and Cosmetology Instructor programs.

Genesis Career College Airport Campus is licensed by the Tennessee Board of Barber Examiners and authorized to offer training in Master Barber.

Genesis Career College is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Genesis Career College: Nashville Airport Campus has been authorized to offer diplomas for Medical Assistant, Pharmacy Technician, Medical Billing and Coding, and Health Information Administration.

ACCREDITATION

Genesis Career College is accredited, through its main campus Genesis Career College, by the Commission of the Council on Occupational Education (COE). The U.S. Department of Education lists COE as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and Subsequent Legislation.

ADMISSIONS REQUIREMENTS

- Students enrolling at GCCNA must be at least 17 years of age
- Proof of High School Education Completion: High School or GED transcript required
- Identification Picture
- Must be legally entitled to live and work in the United States
- Current State License in either Cosmetology, Esthetician or Nail Technician (Instructor's course only)

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a personal interview and a scheduled campus tour. Qualified applicants will meet the basic admission requirements and demonstrate an aptitude and willingness that is necessary for successful completion in the career of their choice. 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 per State regulations are acceptable forms of completion. Official transcripts must be received by the GCC Admissions Office within forty-five (45) days of the start of classes. Only official transcripts will be accepted as proof of High School Education Completion.

STUDENT SCHEDULE

GCC offers both full and part time schedules. In the Cosmetology, Esthetician, Nail Technician or Master Barber 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 the Medical Assistant, Pharmacy Technician, Medical Billing and Coding, or Health Information Administration programs will be scheduled as full time 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 monthly on the following dates for the 2017 calendar year:

ALLIED HEALTH QUARTER CREDIT HOUR PROGRAMS:

Start Date	Completion Date
January 9, 2017	April 3, 2017
February 7, 2017	May 1, 2017
March 7, 2017	May 30, 2017
April 4, 2017	June 27, 2017
May 2, 2017	August 1, 2017
May 31, 2017	August 29, 2017
June 28, 2017	September 27, 2017
August 2, 2017	October 25, 2017
August 30, 2017	November 27, 2017
September 28, 2017	December 21, 2017
October 26, 2017	February 5, 2018
November 28, 2017	March 5, 2018

COSMETOLOGY AND MASTER BARBER PROGRAMS:

Start Date	Completion Date
January 23, 2017	February 1, 2018
February 20, 2017	March 3, 2018
March 20, 2017	March 31, 2018
April 24, 2017	April 28, 2018
May 22, 2017	May 26, 2018
June 26, 2017	June 26, 2018
July 24, 2017	July 25, 2018
August 28, 2017	August 22, 2018
September 25, 2017	September 20, 2018
October 23, 2017	October 18, 2018
November 20, 2017	November 15, 2018
December 18, 2017	December 17, 2018

NAIL TECHNICIAN PROGRAM:

Start Date	Completion Date
January 23, 2017	June 22, 2017
February 20, 2017	July 24, 2017
March 20, 2017	August 23, 2017
April 24, 2017	September 21, 2017
May 22, 2017	October 19, 2017

June 26, 2017	November 16, 2017
July 24, 2017	December 18, 2017
August 28, 2017	January 19, 2018
September 25, 2017	February 16, 2018
October 23, 2017	March 16, 2018
November 20, 2017	April 13, 2018
December 18, 2017	May 11, 2018

ESTHETICIAN PROGRAM

Start Date	Completion Date
January 23, 2017	September 7, 2017
February 20, 2017	October 5, 2017
March 20, 2017	November 2, 2017
April 24, 2017	December 4, 2017
May 22, 2017	January 4, 2018
June 26, 2017	February 2, 2018
July 24, 2017	March 2, 2018
August 28, 2017	March 30, 2018
September 25, 2017	April 27, 2018
October 23, 2017	May 28, 2018
November 20, 2017	June 25, 2018
December 18, 2017	July 24, 2018

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: The Cosmetology Course is a 1500 hour program covering a period of 50 weeks for full time students or 75 weeks for part time students.

COSMETOLOGY INSTRUCTOR: The Cosmetology Instructor Course is a 300 hour program spanning 10 weeks.

NAIL TECHNICIAN: The Nail Technician Course is a 600-hour program covering a period of 20 weeks.

ESTHETICIAN: The Esthetician Course is a 900 clock hour program covering 30 weeks.

PHARMACY TECHNICIAN – The Pharmacy Technician Program is a 54 quarter credit hour program covering a period of 36 weeks.

MEDICAL ASSISTANT - the Medical Assistant Program is a 53 quarter credit hour program covering a period of 36 weeks.

MEDICAL BILLING AND CODING – the Medical Billing and Coding Program is a 56 quarter credit hour program covering a period of 36 weeks.

HEALTH INFORMATION ADMINISTRATION – the Health Information Administration program is a 53 quarter credit hour program covering a period of 36 weeks.

MASTER BARBER – the Master Barber program is 1500 hour program covering a period of 50 weeks for full time students or 75 weeks for part time students.

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 Board and Markers; Audio/visual equipment and PowerPoint slides

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

COSMETOLOGY CURRICULUM

HOURS: **SUBJECT:**

300 General— Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and

	salesmanship, state law
600	Chemical—Permanent waves, hair re-laxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry
600	Physical—Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures
Total Program 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.

NAIL TECHNOLOGY 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
7. Pedicuring.
8. 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 Board and Markers; Audio/visual equipment and PowerPoint slides

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

NAIL TECHNOLOGY CURRICULUM

HOURS:	SUBJECT:
150	General—Sterilization, sanitation, bacteriology, anatomy and physiology, state law, salon management, ethics and professionalism
100	Chemical—Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements
350	Physical—Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gell nails and nail safety
Total Program Hours—600	

COSMETOLOGY INSTRUCTOR : 300 CLOCK HOURS

The Teacher Training 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.

COSMETOLOGY INSTRUCTOR 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 Board and Markers; Audio/visual equipment and PowerPoint slides

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

COSMETOLOGY INSTRUCTOR CURRICULUM

HOURS: SUBJECT:

100	General—Lesson planning and motivation
200	Physical—Practice teaching and clinic floor management
Total Program Hours—300	

ESTHETICIAN: 900 CLOCK HOURS

The Esthetician program is a well rounded program covering all phases of esthetics, preparing the student for a career as a Licensed Esthetician or a career in a related field.

ESTHETICIAN 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 Esthetician.
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 Standard Esthetics textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

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

ESTHETICIAN PROGRAM CURRICULUM

HOURS:	SUBJECT:
150	General—Sterilization, sanitation, bacteriology, professional ethics, personality and salesmanship, anatomy and physiology, State Law
150	Chemical— Skin Conditions and Disorders, Nutrition, Aging Factors, Product Ingredients and Usage, Waxing, Lash and Brown Tinting, OSHA and EPA Requirements
600	Physical—Massage Movements and Manipulations, Masks and Packs, Facial Treatment with and without the use of Machines, Skin Analysis and Consultation, Application of All Products and Machines, Color Psychology, Make-Up and Corrective Make-Up Arching
Total Program Hours—900	

MASTER BARBER: 1500 CLOCK HOURS

DESCRIPTION

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

MASTER BARBER COURSE OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Understand the science of professional hair care.
2. Identify the composition of the skin and to provide the client with professional skin care services.
3. Identify the properties and characteristics of the hair.
4. Analyze the patron's hair.
5. Understand the elevations and designs of hair cutting.
6. Understand the components to shaving beards and mustaches.
7. Understand the basic knowledge and technical skills of barbering including shaving, haircutting, hairstyling, chemical services, business management and salesmanship.

8. Demonstrate the practical application of facials and make up application.
9. 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 course 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 course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady's Professional Barbering textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

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 course 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

MASTER BARBER CURRICULUM

HOURS:	SUBJECT:
240	General— History and fundamentals of barbering; elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene; barber implements; shaving; skin, scalp and hair; haircutting, hairstyling and hairsetting; hairpieces (sales and service); chemical theory (permanent waving, hair coloring, bleaching and straightening); manicure and nail care; anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves; makeup and skin care; theory of massage and facial treatment; disorders of the skin, scalp, and hair; barber law, rules and regulations; business management and salesmanship; preparation for seeking employment
360	Chemical—Permanent waving, hair re-laxer, hair coloring, bleaching and toning, manicures

900 Physical—Shampooing and rinses, hair care and scalp care, hair cutting (male and female), shaving (beards and mustaches), hairpiece-fitting, hairstyling, facials and makeup, and manicures
Total Program Hours—1500

MEDICAL ASSISTANT: 53 CREDIT HOURS

The Medical Assistant program provides training of both knowledge and skill development to prepare the student for entry level employment within the health care industry. The institution's approach to training is based on sound educational methods and teaching fundamentals.

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 employment as a medical professional
7. Successfully accomplish a passing score on the examination for professional certification

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 Board and Markers; Audio/visual equipment and PowerPoint slides.

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:

- Student attendance falls below the minimum requirements
- 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 Occupations	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	Quarter Credit Hours	53.0

PHARMACY TECHNICIAN: 54 CREDIT HOURS

The Pharmacy Technician program provides training of both knowledge and skill development to prepare the student for entry level employment within the Pharmaceutical industry. The institution’s approach to training is based on sound educational methods and teaching fundamentals.

PHARMACY TECHNICIAN PROGRAM OBJECTIVES

1. Prepare student with tools to provide support for the licensed pharmacist
2. Perform pharmaceutical tasks such as
 - a. Provide medication and other health care products to patients
 - b. Receive written prescriptions or requests for medicine refills
 - c. Prepare orders by retrieving, counting, pouring, weighing, measuring, and mixing medicines
 - d. Maintain current inventories of prescription and over-the-counter medication
3. Maintain patient profiles
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 pharmaceutical employment
7. Successfully accomplish a passing score on the examination for professional certification.

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 Board and Markers; Audio/visual equipment and PowerPoint slides.

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:

- Student attendance falls below the minimum requirements
- 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

PHARMACY TECHNICIAN CURRICULUM

Course Code	Course Name	Qtr. Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law & Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
CMP115	Computers in the Medical Office	3.0
PHT214	Dispensing	5.0
PHT218	Brands and Generics	6.0
PHT222	Sterile Products & IV Preparation	6.0
PHT226	Drug Classifications	5.0
PHT302	Medication Preparation & Delivery	6.0
AHC311	Professional Development	2.0
PHT350	Pharmacy Tech Externship	2.0
TOTAL	Quarter Credit Hours	54.0

The Medical Billing and Coding program provides training of both knowledge and skill development to prepare the student for entry level employment in Medical Billing and Coding. The institution’s approach to training is based on sound educational methods and teaching fundamentals.

MEDICAL BILLING AND CODING PROGRAM OBJECTIVES

1. Prepare student with knowledge and skill to provide support for Billing and Coding functions of a medical facility
2. Perform tasks such as
 - a. Analyze medical records and assign the proper codes using a complex coding and classification system
 - b. Accurate coding of medical conditions, diagnosis, and procedures for determining reimbursement to the healthcare provider
 - c. Provide accurate information for research and statistical data
 - d. Use CPT (Common Procedural Terminology) and ICD-9 and ICD-10 (International Classification of Diseases, 9th and 10th editions) coding materials accurately and efficiently
 - e. Use software applications particular to medical billing and record systems used in medical practices
3. Project professionalism, visual poise, and proper appearance
4. Understand the basic knowledge and skills necessary for entry level health care employment
5. Understand the ethical conduct necessary for employment as a healthcare professional
6. Successfully accomplish a passing score on the examination for professional certification.

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 Board and Markers; Audio/visual equipment and PowerPoint slides.

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:

- Student attendance falls below the minimum requirements
- 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 BILLING AND CODING CURRICULUM

Course Code	Course Name	Qtr. Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law & Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
AHC311	Professional Development	2.0
CMP115	Computers in the Medical Office	3.0
MBC240	Medical Billing & Coding-Pharmacy Coding	4.0
MBC241	Modifiers, Evaluation & Management	3.0
MBC242	Medicare & Medicaid	3.0
MBC243	Insurance Regulations	2.0
MBC244	Medical Billing & Coding-Surgery	4.0
MBC246	Medical Billing & Coding-Specialty Areas	4.0
MBC247	Collections	2.0
MBC248	Medical Billing & Coding-Physician Practice	5.0
MBC249	Medical Billing & Coding-Hospital	5.0
TOTAL	Quarter Credit Hours	56.0

HEALTH INFORMATION ADMINISTRATION: 54 CREDIT HOURS

The Health Information Administration program provides training of both knowledge and skill development to prepare the student for entry level employment within the healthcare industry as an administrative professional. The institution’s approach to training is based on sound educational methods and teaching fundamentals.

HEALTH INFORMATION ADMINISTRATION PROGRAM OBJECTIVES

1. Prepare student with knowledge and skill to provide administrative support for the healthcare facility.
2. Perform tasks such as
 - a. Maintain patient records using electric filing systems
 - b. Input patient information to create and update patient files
 - c. Retrieve data
 - d. Maintain quality and control of records
 - e. Use software applications particular to other activities needed in medical practices
3. Project professionalism, visual poise, and proper appearance
4. Understand the basic knowledge and skills necessary for entry level health care employment
5. Understand the ethical conduct necessary for employment as a healthcare professional
6. Successfully accomplish a passing score on the examination for professional certification.

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 Board and Markers; Audio/visual equipment and PowerPoint slides.

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:

- Student attendance falls below the minimum requirements
- 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

HEALTH INFORMATION ADMINISTRATION CURRICULUM

Course Code	Course Name	Qtr. Credit
BIO101	Anatomy and Physiology	4.0
BIO111	Medical Terminology	3.0
AHC100	Introduction to Health Careers	2.0
AHC106	Law & Ethics	2.0
AHC120	Medical Office Procedures	7.0
AHC150	Emergency Medical Procedures	1.0
AHC311	Professional Development	2.0
CMP115	Computers in the Medical Office	3.0
COM240	Business Communications	4.0
HIA240	Medical Office Administration	5.0
HIT242	Electronic Health Records	5.0
HIT244	Document Processing	5.0
HIT246	Computerized Office Applications	5.0
HIT248	Transcription	5.0
TOTAL	Quarter Credit Hours	53.0

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

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

AHC100 - INTRODUCTION TO HEALTH OCCUPATIONS: 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. 20 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

AHC120 - MEDICAL OFFICE PROCEDURES: This course will prepare students for the front office, administrative responsibilities of the Medical Assistant. 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

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

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

COURSE DESCRIPTIONS: PHARMACY TECHNICIAN COURSEWORK

PHT214 - DISPENSING: Students will learn to dispense medication in a pharmacy as well as infection control and quality assurance. This course also includes the proper technique of preparing pharmaceutical preparation, including compound and non-compound products in both sterile and non-sterile forms. Students will also learn methods of inventory control. 40 lecture hours/20 laboratory hours

PHT218 - BRANDS & GENERICS: STUDENTS will learn the brand names, generic names, dosage forms and strengths of medications. Pharmacological information for prescription drug classifications is learned. The course will include prescription reading, pharmacy calculations and patient counseling in the use of the product. Students will also learn to analyze health care plans as they relate to generics. 40 lecture hours/40 laboratory hours

PHT222 - STERILE PRODUCTS & IV PREPARATION: This course provides training for preparing intravenous admixtures. Students will learn and apply the theory and protocols for aseptic technique and quality assurance, along with the knowledge of the equipment and supplies used. Students will also study pharmaceutical calculations. 40 lecture hours/40 laboratory hours

PHT226 - DRUG CLASSIFICATIONS: Students will learn the brand and generic names, dose forms, and routes of administration of commonly prescribed drugs. The therapeutic use and side effects of prescription medication, nonprescription drugs, and alternative therapies commonly used to treat various diseases are also presented. The student will acquire and apply skills in pharmaceutical calculations and prescription interpretation. 40 lecture hours/20 laboratory hours

PHT302 - MEDICATION PREPARATION & DELIVERY: Students will learn the proper preparation and deliver of medication. Students will prepare a variety of drug dosage calculations for oral, injectable and intravenous dosages. Students also acquire the knowledge of equipment, devices and supplies used in drug administration. Students will receive a comprehensive overview of sterile product preparation and cytotoxic substances. Students will learn repackaging, patient cassette filing, special needs areas, crash carts, automation, delivery procedures and prescription interpretation. Students will observe applicable quality assurance processes and perform work in accordance with the laws, regulations, and standards which govern the pharmacy practice. 40 lecture hours/40 laboratory hours

PHT350 - PHARMACY TECHNICIAN 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 pharmacy practice. 80 externship hours Pre-requisites—All theory and laboratory courses

COURSE DESCRIPTIONS: MEDICAL BILLING AND CODING COURSEWORK

MBC240 - MEDICAL BILLING & CODING—PHARMACY CODING: Students are introduced to the basics of pharmacology, including the ability to recognize adverse reactions, side effects, and toxic reaction to medications. Student will learn to analyze cases and to apply correct CPT codes for pharmacy coding while applying concepts of disease classification and medical office coding. 20 lecture hours/40 laboratory hours

MBC241 - MODIFIERS, EVALUATION & MANAGEMENT: Students receive a comprehensive overview of modifiers and their correct usage. Students learn the importance of modifiers and the effect they have on reimbursement. Student will also learn evaluation and management codes (E & M), key components and contributing components. Students learn coding care plans, preventive medicine services and CMS documentation guidelines. 30 lecture hours

MBC242 - MEDICARE & MEDICAID: Students learn about the Medicare program and the Medicaid plan including their history, eligibility guidelines and claim and coding procedures. Students will also learn coding care plans, preventive medicine services and CMS documentation guidelines, evaluation and management codes (E & M), key components and contributing components, and the importance of modifiers and the effect they have on reimbursement. 30 lecture hours

MBC243 - INSURANCE REGULATIONS: Students learn insurance regulations including confidentiality, fraud and abuse. Students are also introduced to insurance terminology and claim processing cycles. Students will also learn insurance verification techniques and gain competence in claim denials and appeals including eligibility guidelines and procedures. This course will also teach students about computerized insurance forms and electronic insurance filing transmission in a hospital and physician's clinic setting. 20 lecture hours

MBC244 - MEDICAL BILLING & CODING—SURGERY: Students learn the coding sections and subsections format including identifying modifiers and analyzing cases to apply correct CPT codes with an emphasis on general surgery, specialized surgery and anesthesia. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/40 laboratory hours

MBC246 - MEDICAL BILLING & CODING—SPECIALTY AREAS: Students learn radiography coding including the body planes and terminology associated with positioning. Students learn the coding sections on radiology, pathology and medicine serviced. Use of the HCPCS manual for coding injections and supplies is included. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/40 laboratory hours

MBC247 - COLLECTIONS: Students will learn claim management techniques, terms pertinent to problem claims, solutions for problem claims, and claim submission. Students also learn collection techniques including collection laws. 20 lecture hours

MBC248 - MEDICAL BILLING & CODING—PHYSICIAN PRACTICE: Students learn billing and coding processes used in physician practices. Students are introduced to software programs commonly used for the administration of medical practices and the maintenance of medical records. They will learn to post charges and payments and to generate forms, reports and statements. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/60 laboratory hours

MBC249 MEDICAL BILLING & CODING—HOSPITAL: Students learn billing and coding processes used in hospitals administration practices. Students are introduced to software programs commonly used for hospital administration and the maintenance of medical records. They will learn to post charges and payments and to generate forms, reports and statements. Students will learn how to apply the rules and use of the format, content, conventions, and official guidelines of HCPCS, ICD-9, ICD-10, and CPT to correctly code patient services. 20 lecture hours/60 laboratory hours

COURSE DESCRIPTIONS: HEALTH INFORMATION ADMINISTRATION COURSEWORK

COM240 - BUSINESS COMMUNICATIONS: Students will learn the concepts of adaptation and critical thinking in verbal and written communication. Upon successful completion of this course, student will demonstrate confidence and credibility in communicating in a range of communication situations. 32 lecture hours/40 laboratory hours

HIA240 - MEDICAL OFFICE ADMINISTRATION: Students will learn the administrative duties needed to coordinate patients and personnel effectively in a medical practice. Students will learn to manage patient information, documents and files. Students will also practice insurance documentation, billing procedures, and routine bookkeeping practices. Students will also study the administration of human resource practices for the personnel of a medical facility. 40 lecture hours/20 laboratory hours

HIA242 - ELECTRONIC HEALTH RECORDS: Students will learn to perform documentation to patient files using electronic medical records software that is designed to maintain the security and quality of patient records. Students will perform tasks including patient registration/check-in, retrieval of data, input current patient information, update patient history, billing and collections. 20 lecture hours/60 laboratory hours

HIA244 - DOCUMENT PROCESSING: Students will learn to use Microsoft ® Office Word software to format text to create a variety of reports, tables and documents used in the medical office. Students will prepare and present a project that will culminate skill development achieved. 20 lecture hours/60 laboratory hours

HIA246 - COMPUTERIZED OFFICE APPLICATIONS: Students will learn to use Microsoft ® Office software to prepare various reports and documents required to maintain health information of patients and to conduct medical business procedures. Students will use Excel spreadsheet/worksheet documents, create a research paper, create a Web page, generate form letters, and create a professional newsletter. Students will create a presentation using PowerPoint. Students will prepare and present projects that will culminate skill development achieved. 20 lecture hours/60 laboratory hours

HIA248 - TRANSCRIPTION: Students will prepare typed reports of patient activity from verbal dictation. Students will learn to operate transcribing machines and transcribe information into various report formats, including History and Physical examinations, x-ray reports, operative reports, pathology reports, consultation reports, and discharge summaries, and autopsy reports. Students will apply proofreading skills to verify spelling, punctuation, and correct use of medical terminology. 20 lecture hours/60 laboratory hours

DEFINITION OF CREDIT

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

EDUCATIONAL COSTS AND FINANCIAL AID

SCHOOL BEAUTY AND WELLNESS

Program	Admin Fee	Textbooks	Clinic Supplies	Student Kit	Tuition	Total
Cosmetology	\$500	\$233	\$300	\$895	\$16,995	\$18,923
Master Barber	\$500	\$272	\$100	\$895	\$16,995	\$18,962
Esthetician	\$500	\$230	\$0	\$495	\$13,995	\$15,220
Nail Technology	\$500	\$230	\$200	\$495	\$8,570	\$9,995
Instructor Training	\$500	\$0	\$0	\$0	\$1,995	\$2,495

SCHOOL OF HEALTH AND MEDICINE

Program	Admin Fee	Textbooks	Tuition	Total
Medical Assistant	\$500	\$465	\$13,995	\$14,960
Pharmacy Technician	\$500	\$308	\$13,995	\$14,803

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 and fees 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-NASHVILLE, TN*

Expenses	Students Living With Parents	Single Students Not Living with Parents
Room and Board	\$114.42	\$152.56
Transportation	\$19.38	\$19.38

*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

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, including the administrative fee.

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, including the administrative fee. 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, including the administrative fee, 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)

Period 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%

Any unused portion of the administrative fee will be refunded if a student withdraws before completing fifty (50) percent of the period of enrollment.

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 student’s 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 Student Services Coordinator (SSC) at 880-A East 10th Street Cookeville, TN 38501; 931-526-4515. Within 10 business days of receipt of the grievance, the SSC and one member of GCC’s board of directors will review the matter and reach a determination. The determination will be provided to the student in written form. Decisions made by the SSC or board member are final.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization using the following contact information:

404 James Robertson Parkway, Suite 1900 Nashville, TN 37243 Telephone: 615-741-5293

Students enrolled in the School of Beauty and Wellness may also contact the Tennessee State Board of Cosmetology and Barber Examiners using the following contact information:

500 James Robertson Parkway Nashville, TN 37243-1147 Telephone: 615-741-2241

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

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

ADMINISTRATION

Administrative Team	
Richard Bundy	Owner/President/CEO
Cindy Hill	Director of Federal Aid Compliance
Shanna Frasier	Director Financial Aid
Robert Warren	Director of Information Technology
AJ Schlegel	Admissions Representative
Lindsey Stephens	Financial Aid/Student Services

Corporate Office Address: 2668 Ellwood Drive Atlanta, GA 30305

ADVISORY COMMITTEE

Advisory Committee: School of Beauty and Wellness	
Karrie Kulick	Director of Education
Sylvia Houston-Little	Salon Owner
Dan Lyle	Cosmetologist
Amber VanKirk	Account Rep-OPI Products
Laura Corner	Master Stylist
Kyle Kressin	Technical Advisor-Schwarzkopf Products
William Hunt	Owner: Hair We Are Supply
Bobby Peoples	Master Barber/Employer
McLain Ensrud	Master Barber/Employer
Jeremy Taylor	Master Barber/Employer
Kevin Davis	Master Barber/Employer

Advisory Committee: School of Health and Medicine	
Karrie Kulick	Director of Education
Brandi Anderson, LPN	Vanderbilt Hospital
Austin Mudd, Pharm D	Walgreen's Pharmacy Supervisor
Cissy Mangrum	St. Thomas Hospital, HR
Carol Duckwiler	Walgreen's, HR
David Brady, CPhT	Pharmerica, Technician Supervisor

FACULTY

Faculty: School of Beauty and Wellness	
Karrie Kulick	Licensed Cosmetology Instructor/TN
Christie Small	Licensed Cosmetology Instructor/TN
Valerie Tharpe	Licensed Cosmetology Instructor/TN
Juantia Adams	Licensed Cosmetology Instructor/TN
Dana Bilbrey	Licensed Master Barber Instructor/TN

Faculty: School of Health and Medicine	
Keisha Higgins	Registered Medical Assistant/AMA MA Diploma—Delaware Valley Academy
Debbie Kirk	Adjunct PHT Instructor,

	CPhT/MA—AAS/MA Nashville College of Bus & Tech
Linda Nunn	Instructor, MA Licensed Massage Therapist Medical Assistant

LICENSE AND ACCREDITATION

Tennessee Higher Education Commission: 404 James Robertson Pkwy, Suite 1900 Nashville, TN 37243

Tennessee State Board of Cosmetology: 500 James Robertson Parkway Nashville, TN 37243-1147.

Tennessee Board of Barber Examiners: 500 James Robertson Parkway Nashville, TN 37243-1147 Phone 615.741.2515

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

OWNERSHIP

Genesis Career College is owned by Richard J. Bundy.