



**NORTH GEORIGIA NURSING ACADEMY**  
**2022-2023 CATALOG**

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# Welcome

to

## North Georgia Nursing Academy

3616 Southland Drive  
Flowery Branch, Ga 30542  
Phone 770-534-1373 Fax 770-534-1374  
Website: [ngnanursing.org](http://ngnanursing.org)

Dear New Students:

We are delighted to welcome you to North Georgia Nursing Academy. You have taken your first step to a rewarding career in the allied health field. We hope that this experience will be exciting as you broaden your horizons, experience hands on learning in your field of study, establish lifelong friendships, and of course have fun.

We are looking forward to teaching you the knowledge and skills that you will need to accomplish your goal of working in the fastest growing career field. The staff of NGNA prides itself on every lesson instructed in every course. We are here to answer any questions that you may have or offer encouragement while you are on your path to enrich your life with knowledge. Each course of study is fun, educational, and exciting, and will bring you one step closer to your new career!

Our website can provide valuable information: [ngnanursing.org](http://ngnanursing.org).  
You can reach us by phone at 770-534-1373 or via email at:  
April Kidd, Director: [akidd@ngnanursing.org](mailto:akidd@ngnanursing.org)  
Dawn Myers, Assistant Director: [dmyers@ngnanursing.org](mailto:dmyers@ngnanursing.org)  
Laura Cantrell, Admissions Director: [lcantrell@ngnanursing.org](mailto:lcantrell@ngnanursing.org)

## Once again, Congratulations!

## General Information

### Mission Statement

The mission of North Georgia Nursing Academy is to provide students with the knowledge and technical training required for a career in the allied health field. We provide a challenging, enjoyable environment with highly qualified instructors, classrooms, and state-of-the-art equipment to foster the professional and personal development of students in the culturally diverse healthcare community.

### Educational Goals

- To provide each student of North Georgia Nursing Academy the opportunity to pursue new careers in the medical field.
- To offer each student high quality learning experiences that are essential to pursue their chosen career in the medical field.
- To provide each student with the knowledge and work ethics that are integral to successful employment.

### Non-Discrimination Statement

NGNA does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing a non-discriminatory and welcoming environment for all students and volunteers.

### History and Ownership

North Georgia Nursing Academy is a private for-profit institution founded in 2012 as a Nursing Assistant training facility. To meet the growing allied healthcare needs of the community the institution expanded its scope to include Phlebotomy Technician, Medical Assistant, Electrocardiogram Technician, Dialysis Technician, and Patient Care Technician programs in 2015 and then, Billing & Coding and Surgical Technician programs in 2017. In 2018 the institution added the Emergency Medical Technician and Diagnostic Medical Sonography programs. Most currently, NGNA added Massage Therapy in 2021. Throughout its operation the institution's emphasis of hands-on training, hiring qualified allied healthcare instructors, and providing dedicated service to students, graduates, and employers, has helped promote its brand in the North Georgia healthcare community. In 2018 the school relocated to a new 11,000 square foot facility on Southland Drive. In 2019 a new building was added to accommodate and expand its learning resources to continue the delivery of quality education that has defined NGNA's ten years of operation.

## Facilities

North Georgia Nursing Academy is located at 3616 Southland Drive in Oakwood Georgia. The campus consists of a total of 16,600 square feet divided between two single story buildings. The cumulative space contains nine classrooms, six laboratory spaces, seven administrative offices, two computer labs, and numerous common spaces such as lounges, breakrooms, and restrooms for use by students and staff. The main building (A) which is 10,600 square feet, contains 80% of the institution's total educational space and all the administrative offices, including admissions, education, and placement. There are eighty parking spaces included as well. The annex building measures 6,000 square feet with an additional forty parking spaces. Both buildings are supported by dedicated wireless networks for students and staff. These networks allow for online access for library resources, internet, and printers.

## Inclement Weather

North Georgia Nursing Academy will close in the event of endangering storms, snow, power outage, etc. Students will be contacted via the notification system of any full day closures, early closures, or late openings due to inclement weather.

## Parking

Students should not park directly in front of the main entrance or in the cul-de-sac behind building one. Parking is available at both buildings.

## Loitering

Students should not remain in classroom or labs after class is dismissed. Planned activities can be held in the computer lab and/or cafeteria. Night students are required to leave immediately following class.

## Maintenance of Grounds and Buildings

Students are expected to clean up after themselves. All trash including chewing gum should be deposited into trash cans. When eating in the cafeteria – Please make sure that you clean up after yourself (if something is spilled on floor, on table, or in microwave please clean it up) and make sure to place all trash in the trashcan provided.

Students are not allowed to eat in the classroom or lobby of the building – a breakroom is provided. Students are not allowed to have any container in the classroom that does not have a secure closure. NO cups allowed from restaurants. When disposing of drinks – please empty the liquid into a sink before disposing of the cup in the trash can.



### Smoking

Smoking and/or use of any tobacco products is permitted in designated areas only. Please do not throw cigarettes in the parking lot – place them in designated receptacles.

### Hours of Operation

Monday	7:30 am to 9:00 pm
Tuesday	7:30 am to 9:00 pm
Wednesday	7:30 am to 9:00 pm
Thursday	7:30 am to 9:00 pm
Friday	Closed – Exception - State Certification Testing

### Catalog Version

The 2022 - 2023 catalog published February 27<sup>th</sup>, 2023, supersedes all previous versions of North Georgia Nursing Academy catalogs. The information published in the catalog is current and up to date. NGNA encourages all students to read and understand all items contained in this document as they are subject to the policies contained herein. Students who need clarification or explanation of any catalog item are encouraged to speak with a member of the NGNA staff who will gladly assist them in their understanding.

### Approvals/Licensures/Memberships

- North Georgia Nursing Academy is accredited by the *Council on Occupational Education*.
- North Georgia Nursing Academy is authorized by the *Georgia Nonpublic Postsecondary Education Commission* to operate as an educational institution in the state of Georgia.
- North Georgia Nursing Academy is approved by the *Georgia Medical Care Foundation and Alliant Healthcare Solutions* to offer Nurse Aid instruction.
- North Georgia Nursing Academy is approved by the *Georgia Department of Public Health Office of EMS and Trauma* to teach Basic and Advanced Emergency Medical Technician programs
- North Georgia Nursing Academy is approved by the *Georgia Board of Massage Therapy* and the *National Certification Board for Therapeutic Massage and Bodywork* to offer Massage Therapy instruction.
- North Georgia Nursing Academy is an approved testing site for the *National Center for Competency Testing, National Health Career Association, Credentia, and Pearson Vue*.

## Degree and Certificate Programs

### Associate of Applied Science (AAS) Degree

- Diagnostic Medical Sonography
- Surgical Technology

### Certificate of Completion

- Medical Assistant
- Emergency Medical Technician (Basic)
- Emergency Medical Technician (Advanced)
- Billing & Coding
- Nursing Assistant
- Surgical Technician
- Dialysis Technician
- Massage Therapy

## Graduation Requirements

Student's must meet each of the following objectives to complete their program:

- Complete Basic Life Support training with American Heart Association. (Provided during program)
- Complete all program requirements with a minimum cumulative GPA of 2.0.
- Complete all lab final exams and/or checkoffs within thirty days of completing didactic portion of the program.
- Complete clinical externship within the designated time based on the specific program.
- Settle all financial obligations with NGNA.

When all academic requirements and financial obligations are met, the student will receive their certificate of completion or degree and be eligible to complete the certification exam. Testing agencies and cost for each program is provided in the Student Catalog.

## Externship

Most programs of study at North Georgia Nursing Academy involve a clinical extern portion of training.

NGNA works with students one-on-one to help find extern placement sites within thirty days of completing the didactic portion of their program. NGNA will also attempt to assign sites that have available job openings that meet the students' needs and professional goals. These sites are often where students can secure employment after completion of an externship. NGNA cannot guarantee the location or specialty choice. Students may have to travel up to 100 miles depending on extern site availability. If a student has limited days or hours allowed for extern,

NGNA will attempt to provide a location helpful for those student concerns. If for any reason a student does not attend an extern site or leaves an extern site for any reason (i.e., personality issues, location), that student will be responsible for obtaining their own extern site. If the student is responsible for obtaining their own extern site after NGNA provides one, the student will have 20 business days to obtain a new site, or they will be dropped from the program.

Student's

## Admissions Information

### Admissions Procedure

Students interested in one of the programs that NGNA offers should call or visit the website to schedule an initial appointment to discuss admissions. During the interview, the administrative faculty will provide the individual with information regarding their interested field of study through our school's resources. Information will include admissions requirements, tuition for their program of choice, labor statistics, and current market predictions of that field of study. In addition, the student will be given the school policies and an overview of what is expected during their course while attending North Georgia Nursing Academy.

### General Admissions Requirements

**Additional Admissions requirements specific to a student's program of study are listed at the beginning of each program section. Students must meet both the "General Admission Requirements" and those applicable to the program.**

All Applicants to NGNA must meet the following requirements:

- High school diploma or GED (except for the Nursing Assistant program)
- Provide two forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records (if applicable) within two (2) weeks of admission.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Completion of an enrollment application package from NGNA

Additional requirements for Associate of Applied Science Degree Programs:

- Successfully complete the Accuplacer Entrance Examination.
- Write a one-page essay for program of choice (content provided during admission appointment).
- Complete a criminal background-check. Criminal charges or convictions on the background check may prevent students from acceptance at extern sites and/or becoming certified in their field of study, thus preventing completion of the program.
- A criminal background check which is approved by the school. Criminal charges or

convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.

- All applicants are required to achieve a minimum passing score on an entrance exam before admission to the program.

### Accuplacer Entrance Examination

Students interested in applying for a degree program must first pass the Accuplacer Entrance Examination. North Georgia Nursing Academy test students on three subjects, which include: Arithmetic, Reading Comprehension and General Anatomy.

Subject Minimum Passing Score

- Arithmetic 240
- Reading Comprehension 240
- Writing 240

Students taking this examination have three hours to complete all three subjects. The Accuplacer Exam is proctored at the NGNA campus. The cost per attempt is \$25.00. The Accuplacer is scheduled through the Admissions Department.

### Readmission Policy

Any student that would like to apply for readmission must follow the guidelines listed below: If the student was an **official or unofficial withdrawal**, they must repeat the admission process after a 90-day period.

- Schedule an appointment by calling, email, or via the website.
- Inform NGNA that they are applying for readmission.
- Schedule and attend a readmission committee meeting.

If the student was an **administrative or academic withdrawal**, they must repeat the admission process after a 1-year period.

- Schedule an appointment by calling, email, or via the website.
- Inform NGNA that they are applying for readmission.
- Schedule and attend a readmission committee meeting.

After the readmission committee meeting, the student will be informed of NGNA's decision via email.

If the student is approved for readmission, they will need to contact the NGNA Admissions Director to complete the admission process. The student will be charged the current tuition rates including the non-refundable application fee of \$100.00.

If the student is entering or reentering an Associate Degree Program, they will be required to take or retake the Accuplacer Entrance Exam and obtain a minimum passing score.

NGNA reserves the right to refuse readmission to any student.

## Transfer of Credit

North Georgia Nursing Academy will consider comparable academic coursework taken at a qualifying institution as applied credit towards the completion of an Associate Degree program only.

The Director, Assistant Director, and Program Manager will evaluate all transfer credit.

Only courses that meet the criteria below will be considered for transfer of credit:

- The course was completed at an accredited institution.
- The course was completed within two (2) years of application to NGNA.
- The course was completed with a final grade of a 2.0. If the previous institution used a "+" or "-" designation, this designation will be dropped, and the primary letter grade will be transferred. (e.g., C- will transfer as a C).

If a determination of transferability cannot be determined based on the official or unofficial transcript the student may be required to submit additional course material such as a course catalog or syllabus.

Any coursework being considered for application to the institution's general education requirements must be classified as such at the previous institution (i.e., survey or introductory level).

Courses taken at other institutions may be combined and applied towards NGNA courses but will not be counted more than once in a transfer of credit calculation.

Coursework will only be applied if it is recorded on an "official" transcript. Official transcripts must be presented to the institution either thirty (30) days after enrollment (for courses taken prior to enrollment) or thirty (30) days after the completion of the course (when taken after enrollment). Credit evaluations may be done on unofficial transcripts for the purposes of tuition calculation and/or program length determination but will not be applied without "official" transcript documentation. Students who do not produce official transcripts to corroborate transfer coursework will be charged the full program tuition amount and must complete all coursework.

## Transfer of Credit from one NGNA program to another NGNA program

Students who wish to transfer from one NGNA program to another will only receive credit for common courses in name and credit/clock hour equivalent shared between each program for which the student has received a passing grade.

## Transfer of Credit Procedure

The student or applicant will request a transfer credit evaluation from the Assistant Director and submit an "official" or "unofficial" transcript for review. The Assistant Director will complete a "transfer of credit worksheet" and submit it to the admissions representative. The admissions representative will recalculate the program tuition and graduation date on the enrollment agreement (if applicable). Transfer coursework tuition credit will be applied to the student's account upon receipt of official transcripts. The "transfer of credit worksheet" will be maintained in the student's admissions file. The student will be required to produce official

transcripts within thirty (30) days. Upon receipt of the official transcripts the Assistant Director will record transfer credits on the student's transcript. Students who do not produce official transcripts will complete a new enrollment agreement reflecting the full cost and length of the program.

### **Photo Release and Social Media Consent**

Students of NGNA will be required to have a photo taken for Student Identification purpose. Upon receipt of a signed Photo Release and Social Media Consent Form, North Georgia Nursing Academy, and its representatives, and/or employees, are granted permission to use and/or publish photographs or videos of students electronically. North Georgia Nursing Academy can edit, alter, copy, exhibit, publish, or distribute the photographs and/or videos for purposes of publicizing their programs or for any other lawful purpose including publicity, illustration, advertising, and Web content.

## Financial Information

### Guaranteed Tuition

All students are guaranteed that tuition at the time of registration will not increase.

### Financial Aid

Financial aid is available to those who qualify. It consists of various types of funding available to qualified students to help them meet the costs of attending school. Types of financial aid includes grants, loans, scholarships, and work-study programs. A student's aid package can consist of a single or combination of any of the following types of aid:

#### Federal Pell Grant

Federal Pell Grants are based on financial need, as defined by the U.S. Department of Education. To be eligible for a Federal Pell Grant, students must: make application each year by filing the Free Application for Federal Student Aid (FAFSA); prove U.S. citizenship or permanent resident status; be able to show graduation from high school or its equivalency; not owe a refund on a federal grant nor be in default on a federal loan; and maintain satisfactory academic progress in school.

#### Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Supplemental Educational Opportunity Grants are for students who demonstrate exceptional financial need (with priority given to Pell Grant recipients). There are a limited number of awards available each year so early application is encouraged. This typically does not have to be repaid.

#### Federal Direct Subsidized Loan

The Federal Direct Subsidized Loan is a fixed interest loan available to students through the federal government. The interest is subsidized by the federal government. To be eligible, a student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements. Repayment of the loan begins six months after the student' drops below half time enrollment.

#### Federal Direct Unsubsidized Loan

The Federal Direct Unsubsidized Loan is a fixed interest loan available to students through the Federal Government. The interest is not subsidized by the federal government and begins accruing on the date of disbursement. Students may either pay this interest as it becomes due



or let it capitalize on the original loan amount which will increase the overall amount to be repaid by the student. The Unsubsidized Loan repayment begins six months after the student drops below half time enrollment. Dependent students who do not meet the need requirements for a Subsidized Loan will be eligible for unsubsidized loans. Students whose parents are denied a PLUS Loan, may also apply for additional unsubsidized loan amounts, based on the student's grade level.

### Federal Direct Parent Plus Loan (PLUS)

The Direct Parent Loan for Undergraduate Students is a fixed interest loan available to parents through the Federal Government. The PLUS loan is a credit-based loan available to parents of dependent students. The PLUS loan repayment begins 60 days after the loan is fully disbursed.

### Federal Work-Study Program

Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on campus. Students can earn at least minimum wage, and possibly higher for specific positions. A limited number of assignments are available, with priority given to students with the greatest need, as determined by the results of the FAFSA. The Student Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all their resources).

### Tuition, Fees, Payments

See Appendix A: Tuition/Fee/Payment Schedule

### Tuition Payment Policy

If a student chooses to utilize the payment plan option, they must begin making their payments in the first week of class. They have the option of a weekly, biweekly, or four-week payment plan. If a student is not able to meet the financial requirements of their program, they will need to discuss alternative options with the Admissions representative. If the student is past due in the amount equivalent to three weeks' worth of tuition (weekly tuition payment times three), the student will be required to meet with an Admissions representative. The Admissions representative will explain and review the potential new payment plan options or alternatives. If the student is past due and provides no communication with the Admissions Team, they will receive an official warning. If the student continues to not respond with NGNA, they will be terminated from their program.

### Late Fees

If the student is more than seven (7) days late with their payment a 5% late charge will be assessed.

### Institutional Refund Policy

Should a student's enrollment be canceled for any reason, all refunds will be made according to the following refund policy:

- If a student cancels a program prior to attending class, the student will receive a refund of all monies paid, except the \$100.00 non-refundable application fee.
- If a student withdraws after completing 50% of the program, no refund of tuition is required.

The last date of attendance is used to calculate refunds after the start of the program of study. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

The refund will not include the application fee or any books/supplies that have been given to the student prior to the cancel or withdrawal. The cost of these items is based on your program of study, which can be found in the student catalog. The student will receive a refund of any books/supplies that have not been provided to the student or unopened and unused according to the discretion of the Director of NGNA.

If NGNA cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, NGNA will make arrangements in a timely manner to accommodate the needs of each student enrolled in the program, or NGNA will refund all money paid by the student for the program of study or course if alternative arrangements determined by NPEC are not found to be equitable to both NGNA and the student.

In the event of extenuating circumstances such as student injury, prolonged illness, death, or other circumstances which prohibit completion of the course or program of study, a case-by-case review will be implemented by NGNA to determine whether the standard refund policy will apply.

If NGNA's institutional refund policy is more favorable to the student than NPEC's, NGNA will refund the student the greater amount. Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal. Refunds are mailed within forty-five (45) days of the date of withdrawal.

### Department of Veterans Affairs Refund Policy

Students who use Chapter 33 Post 9/11 Gi Bill<sup>®</sup> funds may incur a debt with the Department of Veterans Affairs for the withdrawal from a course or program. The institution will apply a pro rata refund calculation for these funds that have been used for the payment of any mandatory tuition and fees.

### Return to Title IV Refund Policy

Federal regulations require the use of a Return to Title IV (R2T4) calculation to determine the amount of Title IV funds a student has earned based on scheduled hours in a period of enrollment and the portion of the period of enrollment a student has completed. Any student receiving Title IV funds will be subject to these regulations.

Title IV aid programs include:

- Federal Pell Grants
- Direct Loans
- Direct PLUS Loans
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Perkins Loan

For students who officially or unofficially withdraw from a program the institution will calculate the amount of aid earned and amount of aid to be refunded based on the following formula:

<u>COMPLETED Number of Calendar Days in Period of Enrollment</u>	(=)	Portion of Period of Enrollment EARNED
TOTAL Number of Calendar Days in Period of Enrollment		

The unearned portion of a students Title IV funds will be returned to the Department of Education (DOE) by the institution on behalf of the student within forty-five (45) calendar days.

The unearned funds returned to the DOE will be applied towards balances in each Title IV program in which the student participated in the following order:

1. Unsubsidized Loans
2. Subsidized Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grants (FSEOG)

Students are responsible for the repayment of any balance in a Title IV loan program after the application of all unearned funds.

Loan repayment by a student, parent or guardian is subject to the terms of the applicable promissory note.

Title IV refund requirements are separate from the institution's refund policy so it is possible that a student may owe funds to the both the institution AND the Title IV lenders.

Questions about Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

### Cancelation Policy

If a student cancels a program prior to attending class, the student will receive a refund of all monies paid, except the \$100.00 non-refundable application fee.

### Official Withdrawal Procedure

If a student wishes to officially withdraw from NGNA, they must contact their program manager to provide notification in writing of their intent to withdraw. The effective date of the withdraw cannot be earlier than the date of the written notification submitted to the program manager.

### Unofficial Withdrawal Procedure

For students who fail to attend their courses, the institution will determine whether the student earned the non-passing grades while in attendance or ceased attending but did not officially withdraw. Students who did not officially withdraw may be required to repay a portion of their financial aid for the applicable semester. If it is determined that a student did not attend a course at all, financial aid may be cancelled. This review process will be completed by the institution within thirty (30) days after the end of each semester. The last date of attendance will be used to determine the percentage of Title IV aid earned in the R2T4 calculation. If a student attended a course for at least 60% of the semester no return of funds may be required.

### Satisfactory Academic Progress Policies

#### Clock Hour Programs

A student's Satisfactory Academic Progress (SAP) in the program is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of whether they are receiving Title IV funds. SAP is measured at the following intervals for each clock hour program:

Program	Review Interval 1	Review Interval 2
Medical Assistant	124	248
Emergency Medical Technician (Basic)	160	319
Emergency Medical Technician (Advanced)	197	394
Billing & Coding	112	224
Surgical Technician	252	504
Dialysis Technician	92	184

Nursing Assistant	48	96
Massage Therapy	307	615

The institution must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated. At the first review interval if a student is not meeting the SAP requirement, they will be placed on financial aid warning status for the next evaluation period. A Title IV eligible student is still eligible for Federal Student Aid Title IV funding while on financial aid warning. At the second review interval, if the student is not meeting the SAP requirements the student that wishes to remain in school must appeal the unsatisfactory progress status.

The appeal must be given to the Financial Aid Director for evaluation. If the director approves the appeal, the student would be placed on probation for the next evaluation period. Students who had been receiving Title IV funds would not receive any additional financial aid funding at this point.

There are two SAP requirements. One is qualitative and one is quantitative.

#### Qualitative

A student must maintain a cumulative GPA of “C” or better in order to remain in school and be considered in good academic standing at each review interval.

If the student’s cumulative GPA is below a “C” at the first review interval, the student will be placed on financial aid warning for the next review interval. The student must raise their cumulative GPA to a “C” or better by the end of the warning period. If they fail to do so financial aid eligibility is terminated. They must file an appeal with the School Director if they want to remain in school. After a successful appeal the student will be placed on financial aid probation and will not be eligible for additional funding.

#### Quantitative

Course attempts are reviewed each review interval. A student must have passed at least 66.67% of courses attempted at each review interval, or the student will be placed on financial aid warning. If the student fails to pass 66.67% of courses attempted by the end of the warning period, financial aid eligibility is terminated. The student must file an appeal with the School Director if they wish to remain in school. If the appeal is approved the student will be placed on financial aid probation and will not be eligible for any additional financial aid.

The students must also complete the program within maximum timeframe. Maximum timeframe is 1.5 times the normal time frame required to complete the program. Lengths (in weeks) for normal and maximum timeframe completion for clock hour programs are listed below:

Program	Normal Timeframe (AM)	Normal Timeframe (PM)	Max Timeframe (AM)	Max Timeframe (PM)
<i>Weeks (rounded up where applicable)</i>				
Medical Assistant	21	31	31	47
Emergency Medical Technician (Basic)	27	N/A	40.5	N/A
Emergency Medical Technician (Advanced)	27	N/A	40.5	N/A
Billing & Coding	19	28	29	42
Surgical Technician	42	63	63	95
Dialysis Technician	16	23	24	35
Nursing Assistant	8	12	12	18
Massage Therapy	44	77	66	116

If a student is not a Title IV recipient, and at the time of an SAP evaluation is not meeting the minimum standards of 67% pass rate and a cumulative GPA of “C” or better, they will be placed on academic warning. The student will be counseled on the risks and consequences of reaching the maximum timeframe for program completion. Students not receiving Title IV funding who are in a Title IV program will be evaluated at the same time as a Title IV student.

### Semester Credit Hour Programs

Satisfactory academic progress requires the student to complete the program within 1.5 times the normal time frame. The student must earn 67% of the cumulative credits attempted at the end of each semester with a 2.0 cumulative grade point average (CGPA). The normal and maximum time frames for the institution’s credit hour programs are as follows:

Program	Normal Timeframe (AM/PM)	Max Timeframe (PM)
<i>Attempted Credits</i>		
Diagnostic Medical Sonography	81	121.5
Surgical Technology	76	114

### Financial Aid Warning

If the student fails to meet the above requirement at the end of the semester, the student will be placed on academic warning for the next semester. If the student is not in progress at the end of the warning semester, all financial aid will be terminated.

Transfer credits will count both as attempted and completed credits but will not affect the CGPA unless the credits are transferred from another program at the school.

Repeated failed subjects will count as attempted credits but only the most recent grade will count toward the CGPA. Only one repeat of a passed class is allowed if a higher grade is required for a particular program.

Financial Aid Warning, the student is eligible for probation for one semester only after a successful appeal. If it appears that it may take 2 semesters for the student to be back in SAP, the student would have to have a customized plan outlining the goals over both semesters. At the end of the 1st semester, the student would have to meet the goals or aid would be terminated.

#### Reinstatement of Aid

Once the student has successfully completed 67% of the credits attempted, within the required timeframe, with a 2.0 CGPA financial aid will be reinstated for future payments.

Official Leaves of Absence, withdrawals, and other official interruptions of training are not computed in the maximum timeframe.

#### Appeal Process

A student who fails to meet SAP at the end of the financial aid warning period must submit an appeal to the Financial Aid Director based on mitigating circumstances such as illness, death in the family, etc. The appeal from the student must state why they did not meet satisfactory academic progress and what has changed that would now allow them to meet satisfactory academic progress. The director will review the appeal and advise the student of the final decision. If the student's appeal is approved, they will remain in school on financial aid probation but will not be eligible for financial aid.

Course incompletes and noncredit remedial courses do not apply to the SAP policy at the school and will have no effect on satisfactory academic progress.

#### Reinstatement Policy

Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the School Director but not less than 30 days after having been terminated. They will be placed on financial aid probation for an evaluation period and not be eligible for financial aid. Failure to reestablish satisfactory academic progress by the end of the probation period will result in termination from the school. No student will be allowed to reenroll more than twice.

Students who have voluntarily withdrawn from the school or who were terminated for reasons

other than failure to maintain satisfactory academic progress may apply for readmission to the School Director. If approved for readmission the student must sign a new enrollment agreement and must start in the next scheduled start date and will return in the same status as prior to withdrawal or termination.

The point in time that a student returns to school will depend on the previous class training that school credits the student.

#### Reestablishing Title IV Eligibility

Students returning to school after failing to maintain satisfactory academic progress must file an appeal explaining why they were not making satisfactory progress and what has changed to now allow them to succeed. After a successful appeal, the student will be placed on financial aid probation for the next evaluation period. Title IV students will not be eligible for any additional funding. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.



## Academic Information

### Orientation

North Georgia Nursing Academy schedules orientation during enrollment. The orientation provides the students with necessary information about the facility, instructors, curriculum, use of instructional equipment, code of conduct, requirements for completion of each program, and requirements for extern placement services.

### Student Records

The information and records of all students are confidential and only accessed by authorized employees of North Georgia Nursing Academy.

The institution handles all records according to the Family Education Rights and Privacy Act (FERPA) guidelines.

Students who wish to review their file may do so by submitting a written request to Assistant Director/Registrar.

The institution will not divulge student information to parties external to the institution unless such requests are within the permissible FERPA guidelines, or the student has provided express written permission to do so.

### Learning Management System

NGNA uses Praxischool as the learning management system. Students will receive an email on the first day with instructions for accessing the LMS. This is location that the student will find their grades, attendance, and account activity. If the student has any problems accessing the LMS they should contact their instructor or program manager.

### Canvas

Students will be taking exams and other course work on Canvas. The student will receive an invitation from their instructor to join their class. The student will set up their personal account to access this platform. If the student has problems with this platform the website for login is: <https://www.instructure.com> or the student can contact their instructor or program manager.

## Academic Units

NGNA measures course progress and completion in clock and credit hours as applicable to each program.

- A “clock hour” is defined as a sixty (60) minute unit consisting of fifty (50) minutes of instruction and a ten (10) minute break.
- A credit hour is defined according to the following scale:
  - Lecture                      15 Clock Hours = 1 Credit Hour
  - Lab                              30 Clock Hours = 1 Credit Hour
  - Externship                    45 Clock Hours = 1 Credit Hour

## Grading Scale

The institution uses the following grading scale:

Percentage Range	Letter Grade	GPA
100% - 90%	A	4.0
89% - 80%	B	3.0
79% - 70%	C	2.0
69% - 60%	D	1.0
59% - 0%	F	0

## Calculation of Grade Point Average

Cumulative GPA is calculated by multiplying the clock or credit hours for each course by the GPA associated with each letter grade to determine the total quality points. Total quality points are then divided by the number of credits attempted for a cumulative GPA.

## Tests/Quizzes

The student must achieve a minimum score of 70% on all test/quizzes. If the student is absent for a test/quiz they must submit a makeup test request form on the NGNA website: [ngnanursing.org](http://ngnanursing.org) within seven (7) days. The student will be informed of the decision of the testing committee via email.

## Attendance/Make-Up

Students are expected to attend school on the scheduled days for their program of study. A student may only miss 20% of the total weeks of instruction in the program. The institution offers make-up days at frequent intervals throughout the program.

If a student is a no-call/no-show, the student will not be allowed to make up any assignments or exams that were scheduled for that day. The student will not be allowed to make up the time on a scheduled makeup day.

If the student is absent and has followed the proper protocol, they can attend a scheduled make up day. This would eliminate the time the student was absent. There will only be certain scheduled makeup days during the course of study.

The program manager will provide the dates of the makeup days.

Students are responsible for obtaining assignments they missed on lecture days due to absences. Students have 7 days to complete all missed assignments. If the assignments are not completed and turned in within the 7 days, the student will receive a zero for the assignment. If a student misses an exam: The student must go to the NGNA website to apply for a makeup exam. This must be completed within 7 days of the missed exam. The exam must be taken on a scheduled make up test date. If the student is a no-call/no-show on the makeup test date, they will receive a zero for that exam/test. Students will be notified of their approval to take an exam and the date of the exam by their program manager. Every student will receive a 10-point loss per test for makeup exams. (Example: your score is 100% minus the 10 points = your final exam score will 90%).

If the student misses a lab day – The student must go to the NGNA website to complete a missed lab day request form. This must be completed within 7 days of the missed lab day. The program manager will notify you of your approval to make up the lab day and provide you with the date and time for makeup. If the student is a no-call/no-show for the lab makeup day, the student will receive a zero for that lab day.

If the student exceeds the allotted number of days allowed to be absent or they do not make up their assignments, exams, or lab days, and this causes them to fail the course or semester, they will be required to retake the course or semester at a later start date and pay additional tuition.

Exceptions to the normal make-up policy will be considered in extenuating circumstances. The Director/Assistant Director will determine any exceptions given.

### National Certification Examinations

Before registering for national certification examinations, students may have to complete additional requirements.

- Medical Assistant students are provided with six online practice examinations through the National Healthcareer Association. North Georgia Nursing Academy requires that students complete all six practice examinations and pass a minimum of three with scores of ninety or higher to be eligible to register for the Certified Clinical Medical Assistant certification examination.
- Students seeking to take their Certified Phlebotomy Technician examination must obtain a minimum of forty live sticks to qualify for that examination through the National Healthcareer Association.

- Students seeking to take the Certified EKG Technician examination must obtain a minimum of 10 live EKGs to qualify for that examination through the National Healthcareer Association.
- Surgical Technology students must complete 125 surgeries/procedures and submit them to the National Center for Competency Testing to qualify for the Tech in Surgery – Certified national certification examination. North Georgia Nursing Academy requires students to complete the National Center for Competency Testing’s practice examinations and pass with a score of eighty or higher to be eligible for the national certification examination.

## Academic and Conduct Standards

### Academic Integrity and Responsibility

Since trust is the foundation of our intellectual community, and since student work is the basis for instructors to evaluate student performance in courses, students should not misrepresent their work nor give or receive unauthorized assistance.

### Academic Dishonesty

In contrast to academic integrity and responsibility, academic dishonesty takes the form of plagiarism and/or cheating and can result in the student being terminated from their program of study.

### Plagiarism

Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is also protected by a copyright. If the student is found to have plagiarized their work, they will not receive a grade for that assignment.

### Cheating

The actual giving or receiving of unauthorized, dishonest assistance that might give one student an unfair advantage over another in the performance of any assigned, graded academic work, inside or outside of the classroom, and by any means whatsoever, including but not limited to fraud, duress, deception, theft, talking, making signs, gestures, copying, electronic messaging, photography, unauthorized reuse of previously graded work, unauthorized use or possession of study aids, memoranda, books, data, or other information. If a student is found to be cheating on any graded assignment/test/quiz or final exam they will be disciplined and can include termination from their program of study immediately.

### Code of Conduct

Code of Conduct standards are subject to change at any time. Students will be notified of changes and will be asked to sign a document acknowledging notification of the change.

### General Standards of Conduct and Expectations

Any behavior which interferes with the teaching, learning, or administrative process will not be tolerated.

Students must abide by all NGNA policies, rules, expectations, and regulations as outlined below.

- First offense: Verbal warning
- Second offense: Written Disciplinary Action.
- Third Offense: Termination from the program and refunds will be based on the refund policy of NGNA.

Students who are terminated from their program for conduct violations will NOT be eligible for readmission to NGNA.

### Misconduct

The following activities are strictly prohibited:

- Physical or verbal abuse of anyone or threatening anyone while on NGNA Campus.
- Use, distribution or possession of alcoholic beverages, dangerous drugs, or controlled substances.
- Disorderly conduct or behavior which inhibits or interferes with the learning process, or which disrupts program administrative functions.
- Irresponsible behavior including vandalism or destruction of NGNA property.
- Possession of any weapon.
- Sexual harassment of anyone at NGNA or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

### Vandalism and Theft

It is considered vandalism if a student defaces any NGNA property. Defacing furniture, walls, or tables by writing, carving, or breaking them is destruction of property. Removing items that are used for learning, such as stethoscopes or medical supplies without permission is considered theft. We have zero tolerance for this type of behavior. If a student is found to be at fault in any vandalism or theft, the student will be responsible for the cost of replacing said item(s). Violation of the expectation may lead to disciplinary action including suspension and/or expulsion.

### Drug/Alcohol Use

Any use of drugs/alcohol will result in immediate termination. This includes drug/alcohol use during breaks and lunch/dinner time. If a student is suspected of drug or alcohol use, NGNA can request a drug/alcohol test. Results will be submitted to NGNA. The test will be paid for by the student. If the student refuses – it will result in immediate termination from NGNA. Refunds will be based on the refund policy.

### Classroom Rules

This is a learning environment. Please be respectful of others and always conduct yourself in a professional manner. Profanity, gossip, or abuse will not be tolerated and will be handled accordingly, which could include immediate dismissal from NGNA.

### Professional dress/grooming standards

- Students must wear appropriate uniforms for their program of study.
- Students must wear a closed toe protective shoe.
- Students should not have facial piercing and only stud-earrings.
- Students that are in the Surgical Technology Program – not allowed to have artificial nails.
- Students in all other programs – Short, clean fingernails.

If the student is not wearing the appropriate color scrubs, they will have two choices to obtain the scrubs.

Return home to retrieve the approved scrubs. The student will be counted absent during this time.

Purchase a new set of scrubs from NGNA. The cost of the scrubs is listed in Addendum A under Schedule of Additional Fees.

Students should be prepared for class by bringing any books and/or supplies needed for their program of study. If books and/or supplies are lost or damaged the students will be required to purchase the items from NGNA.

### Classroom Times

Students are required to be in class on time. If a student arrives 15 mins late, they will receive a tardy and may not be allowed in the classroom until the next break.

### Visitors

No visitors are allowed in the classroom unless it is approved by your instructor.

### Controlled Substances and Weapons

No alcohol, controlled substances, firearms, or weapons are allowed at NGNA. Failure to comply can result in immediate dismissal.

### Cell Phones

Cellular phone use in the classroom will not be tolerated. If the students have to be reminded numerous times about cell phones, the instructor will send the student to either the program manager or Assistant Director for disciplinary action, which can include suspension of class for the rest of the day or a disciplinary write up. While in class, cellular phones should be placed in silent or vibrate mode and stored in your pocket, book bag, or purse. Cellular phone use should be limited to emergencies only during class time. Students should exit the classroom and go

outside the building to place calls or answer incoming calls. If you need to be contacted for emergencies please provide them with the school phone number, which is 770-534-1373, and we will give the message to you immediately.

### School Breakroom

Students are provided with a breakroom to utilize for meals/or snacks. A refrigerator and microwave are provided for student use. Please remove any personal items from the refrigerator daily. Any personal items left in the refrigerator will be thrown away when it is cleaned. Students are not allowed to eat in the classroom. They may have drinks in the classroom that have secured lids.

### Computer Use Policy

NGNA has a computer lab for the students' use. Acceptable use of computers and networks include study, research, resume building, and related activities (including administrative work). Unauthorized use, duplication, or transmission of copyrighted material (including software) is prohibited. NGNA computers may not be used for illegal activities, nor may they be used to threaten or harass others. The staff of NGNA may inspect and remove personal files saved on computers. The student may not download any programs to the computers. NGNA does not guarantee that the computers and networks will always be available when needed, or that any work stored will be safe from system failure or operator errors.



## Student Services

### Special Accommodations

The institution will make all reasonable effort to provide accommodation for students with current and valid medical/occupational/educational documentation. Students who need accommodation should meet with the Admissions Director to make these arrangements.

### Learning Resources

The Learning Resource Center at NGNA provides resource material related to the courses of study offered. The Learning Resource Center is available to all students. The center has computers with internet access for student use for study or research for projects or papers for their chosen program, as well as use for job placement after completion of their program. The staff at NGNA will also gladly provide any student with study skills, note taking skills, test taking skills, or stress reduction skills if needed. NGNA has reference books available for students. Please see your program manager.

### Career Placement Services

North Georgia Nursing Academy believes in following through with all students in achieving success in their career choice. Instructional and Administrative Staff will monitor each student to help them maintain good academic standing in their course of study. Students can also request assistance with creating a resume by requesting an appointment. Email the request to [lcantrell@ngnanursing.org](mailto:lcantrell@ngnanursing.org). Please note, while career placement services are offered, NGNA does not guarantee employment.

### Transcripts

Each student will receive an Official Transcript upon graduation. Additional Official and Unofficial transcripts are available to students and alumni upon request. There is a \$10.00 fee for this service. If official transcripts are being requested for the purpose of enrollment in another institution of higher learning, or to support an employment application, the institution will send these directly to the third party on behalf of the requestor once the online form is completed, the \$10.00 fee is paid, and sufficient proof of identity has been determined. Please note: Students with an outstanding balance will NOT be provided with an official transcript but will be provided with an unofficial transcript upon request. The institution does not provide unofficial transcripts to third parties, only to students and alumni. To request a transcript please go to the [ngnanursing.org](http://ngnanursing.org) website and complete a documentation/transcript request form. Requests should include your name, contact information (current address and telephone number), the name and address of the third party (if requesting this service).

## Institutional Plans

The following institutional plans are available for students to review upon request.

- Corporate Calendar Management
- Emergency Purchases
- Equipment Maintenance & Disposal Plan
- Equipment/Supply Inventory & Ordering
- Equipment/Supply Review & Maintenance
- Grievance Address and Documentation
- Health and Safety Plan
- Incident Reporting
- Institutional Budget
- Make-Up Work
- Media Services Plan
- New Student Orientation
- New Employee Orientation
- Operations and Maintenance Plan
- Outcome & Performance Follow-Up Plan
- Placement Plan
- Placement Verification
- Physical Facilities & Technical Infrastructure Improvement Plan
- Pre and Post Externship Orientation
- Strategic Plan
- Student Accommodations
- Student Account Management
- Student Records Access
- Student Retention Plan
- Technical Infrastructure Protection Plan
- Transfer of Credit

## TB Clinic

All programs require that the student obtain a TB skin test within two weeks of admission. NGNA provides the TB skin test for a cost of \$40.00. The student should inquire at the front desk for information on obtaining a skin test. The skin test requires that you be evaluated in person between 48 – 72 hours after the administration of the test to have the results recorded. If a student obtains the test and does not have the results recorded it will be deemed invalid and they will have to repeat the test for an additional \$40.00.

## Complaint Procedure

It is assumed that most student concerns or complaints can be resolved informally through communication between the student and appropriate NGNA personnel. If this does not happen, then the student will follow the complaint procedure described below. All complaints should be addressed through the student's chain of command, which is provided during orientation. If the complaint is not resolved through the chain of command, you can address complaints in writing to the NGNA Director.

Please address all complaints to:  
 North Georgia Nursing Academy  
 ATTN: April Kidd, Director  
 3616 Southland Drive  
 Flowery Branch, Georgia 30542  
 Email: [akidd@ngnanursing.org](mailto:akidd@ngnanursing.org)

Your complaint should include your:

- Name
- Student ID number (if enrolled)
- Current address,
- Current phone number (if available)
- Current email address (if available)
- A description of the complaint including pertinent details (dates, who you spoke to, etc.) of any previous conversations with the school.
- Copy of any documents necessary for full understanding of complaint and expectation for how the complaint should be resolved.

The Director and Assistant Director will investigate your complaint. The Director/ Assistant Director will respond in writing to your complaint within 30 days of its receipt.

### Level One

The Assistant Director NGNA will provide information on the proper procedures associated with filing and resolving complaints. The Assistant Director NGNA will also help individuals identify specific issues involved in complaints, and assist in developing approaches, including written complaints, for individuals to pursue their complaints within the spirit and intent of the Student Complaint Policy and Procedure.

### Level Two

If the complaint cannot be resolved through the process discussed in Level One, the student should contact the Director of NGNA for assistance with filing a written complaint. The written complaint must be submitted to NGNA's Director within ten (10) working days following the meeting with the Assistant Director. The written complaint shall identify:

- The name of the aggrieved student
- The name and position of the party or parties against whom the complaint is filed.

- The date of filing.
- A concise statement of the nature of the complaint.
- A stated rule, policy, procedure, or regulation which NGNA has allegedly misapplied or misinterpreted.
- How it was misapplied or misinterpreted, and
- The specific redress being sought by the student.

After receiving the written complaint, the appropriate administrator will schedule a hearing with the student and the NGNA employee.

The student and representative of NGNA may each, if they choose, be accompanied at the meeting by legal counsel. At the hearing, the student will be allowed to make a statement regarding his or her complaint, ask questions of the NGNA employee regarding complaint, and present any documentary evidence he or she wishes, including signed written statements from other parties.

The NGNA employee, likewise, will be allowed to make a statement regarding the complaint, ask questions of the student, and present any documentary evidence he or she wishes, including signed written statements from other parties. The student and the NGNA employee may also present evidence through witness testimony.

The hearing may be adjourned and rescheduled at the discretion of the Director, and the Director reserves the right to set limitations as to the length of the hearing.

Within ten (10) working days of the hearing, the Director will provide a written decision on the complaint to the student and the NGNA employee.

All documents considered at the hearing, along with a taped recording of the hearing shall constitute the record of the Level Two complaint.

The Director, at her discretion, may request both parties to present oral statements, or may request additional written information from either or both parties. The Director's decision is final and shall be made in writing fifteen (15) workdays after the hearing.

Reasonable efforts shall be made by all parties to expedite the complaint process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

#### Final Option

The right of appeal of the final institutional decision can be made to Non-Public Post-Secondary Education Commissions (NPEC) or The Council on Occupational Education.

NPEC  
2028 East Exchange Place  
Suite 20  
Tucker, Ga 30084-5305  
770-414-3300  
<http://gnpec.georgia.gov>

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, Georgia 30350  
Phone 770-396-3898

## Community Services

In addition to student services offered by the institution, the following community resources are available to students in need.

### **Ninth District Opportunity, Inc.**

(8 miles from selected location)

Services: This agency provides a broad range of services designed to assist low-income individuals and families to establish self-sufficiency and economic stability. 308 Spring St. | Gainesville, GA 30501 | (770) 532-3191

### **South Hall Community Food Pantry**

(3 miles from selected location)

Services: This agency offers a food pantry, community service, housing projects, heating assistant. 4211 Walnut St. | Oakwood, GA 30566 | (678) 865-6588

### **Rescate2000, Inc.**

(6 miles from selected location)

Services: This agency provides an array of services include food bank, street outreach program, counseling services, after school program and more. This agency also has volunteer opportunities available and accepts donations. 1709 Martin Luther King, Jr., Blvd. | Gainesville, GA 30504 | (770) 899-5410

### **Joe's Place at Riverbend**

(11 miles from selected location)

Services: This agency offers various services which include a food pantry, showers, and clothing to the community. 1725 Cleveland Hwy. | Gainesville, GA 30501 | (770) 287-1619

### **Family Recovery, Inc.**

(9 miles from selected location)

Services: This agency offers various counseling services, anger management and private therapy practices. 703 Grove St. | Gainesville, GA 30501 | (770) 535-1073

### **Gateway Domestic Violence Center**

(13 miles from selected location)

Services: This agency offers a domestic violence hotline, legal services and an emergency shelter for battered women and their children, the shelter is in a confidential location in Gainesville. P. O Box 2962 | Gainesville, GA 30501 | 770-536-5860

## Programs of Study & Course Descriptions

### [Associate of Applied Science] Diagnostic Medical Sonography

Course Code	Course Description	Credit Hours
PHYS 1100	Introduction to Physics	1.5
MATH 1101	College Algebra	3
ENGL 1102	Introduction to Communication	3
BIOL 1103	Anatomy & Physiology with Medical Terminology	4
PSYC 1104	Developmental Psychology	3
DMSO 1110	Sonographic Physics and Instrumentation I	1.5
DMSO 1120	Sonographic Physics and Instrumentation II	3
DMSO 2000	Sonographic Anatomy and Scanning Principles	2.5
DMSO 2001	Introduction to Medical Sonography	3
DMSO 2100	Abdomen and Small Parts Sonography I	7
DMSO 2101	Abdomen and Small Parts Sonography II	6
DMSO 2200	OB/GYN Sonography I	5
DMSO 2201	OB/GYN Sonography II	5
DMSO 2300	Vascular Sonography	5
DMSO 2400	Cardiac Sonography I	3.5
DMSO 2401	Cardiac Sonography II	3.5
DMSO 2402	Cardiac Sonography III	3.5
DMSO 2500	Career Fundamentals	2
DMSO 3000	Sonography Clinical Externship I	7
DMSO 3001	Sonography Clinical Externship II	7
DMSO 3002	Sonography Clinical Externship III	7
<b>Total Credits</b>		<b>86</b>
Day Class Didactic	65 Weeks	Including 5 Break Weeks
Night Class Didactic	107 Weeks	Including 5 Break Weeks
Extern/Clinical	945 Hours (45 weeks)	N/A

### State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N <sup>1</sup>	<ul style="list-style-type: none"> <li>Background Check (if required by employer)</li> </ul>

<sup>1</sup> While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

### Program Admission Requirements (AAS -DMS)

- Successfully complete the Accuplacer Entrance Examination with the minimum score as noted below:
  - Minimum Passing Score
    - Arithmetic 240
    - Reading Comprehension 240
    - Writing 240
- Complete an enrollment application package which will be sent to you after passing the Accuplacer.
- Submit Official College Transcripts (if applicable), High School Diploma, or GED.
- Provide 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- Submit a negative TB skin test or chest x-ray (if applicable) and immunization records within two weeks of admission.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Complete a one-page essay (content provided during admission appointment).
- Complete a criminal background-check. Criminal charges or convictions on the background check may prevent students from acceptance at NGNA, at extern sites, and/or becoming certified in their field of study, thus preventing completion of the program.
- Pay a Nonrefundable Application Fee of \$100.

After submission of the admission requirements:

- Attend a scheduled Interview with the Admissions Department

If accepted:

- Complete enrollment paperwork.
- Provide payment for textbook and supplies
- Attend Orientation
- Start Classes!

Additional requirements at the beginning of extern placement:

- A urine drug screen. A positive drug and alcohol screen will prevent students from acceptance at extern sites, thus preventing completion of the program.

### Program Objectives:

- The student will be trained in Anatomy & Physiology with Medical Terminology incorporated, General College Math, Lifespan Development, Communications, Physics, and imaging specialties such as OB/GYN, Abdominal, Breast, Cardiac, Vascular, and Pediatric Sonography.
- As a Diagnostic Medical Sonographer, the student will be trained to provide patient

services in a variety of medical settings using ultrasound under the supervision of a physician.

- The student will be trained to perform ultrasound studies as ordered by physicians.
- The student will be trained to perform procedures to record sonographic, anatomical, pathological, and/or physiological data and other pertinent observations made during those procedures.
- The student will attend 630 hours of extern, which will allow the student to apply the principles obtained during the Diagnostic Medical Sonography program.
- Upon completion of the two Physics classes the student will be eligible to take the Sonography Principles & Instrumentation (SPI) examination.
- Upon successful completion of all requirements, the student will qualify to sit for the RDMS or RDCS registries.

Students should complete the program in 6 semesters for day class, and 7.5 semesters for night class.

### Graduation Requirements:

- Complete 81 Credit Hours.
- Successfully complete each course with a minimum grade of 70%.
- Participate in all lab activities while maintaining a minimum grade of 70%.
- Complete 630 hours of clinical experience in a clinic or hospital. This will allow the student to apply the principles of patient services in a variety of medical settings using ultrasound under the supervision of a physician. Emphasis will be on basic skills of a Diagnostic Medical Sonographer. This rotation will be completed in the last two semesters of enrollment.
- Upon graduation, the student must complete one year of clinical sonography employment to be eligible to take a specialty examination. The exam must be in one of the three concentrations offered at NGNA. These include Extended General Abdomen, OB, and Adult Cardiac.

Minimum Program Expectations applied to each concentration course objectives:

- To prepare competent entry-level general sonographers in the cognitive, psychomotor, and affective learning domains

### Required General Education Courses

- College Algebra
- Introduction to Communication
- Developmental Psychology
- Anatomy & Physiology with Medical Terminology
- Introduction to Physics

### Required Concentration Courses

- Sonographic Physics and Instrumentation I
- Sonography Physics and Instrumentation II



- Introduction to Diagnostic Medical Sonography
- Sonography Anatomy and Principles of Scanning
- Abdomen and Small Parts Sonography I
- Abdomen and Small Parts Sonography II
- OB/GYN Sonography I
- OB/GYN Sonography II
- Vascular Sonography
- Cardiac Sonography I
- Cardiac Sonography II
- Cardiac Sonography III
- Career Fundamentals
- Sonography Clinical Externship I
- Sonography Clinical Externship II
- Sonography Clinical Externship III

### Diagnostic Medical Sonography Course Descriptions

#### **MATH 1101 – Introduction to College Algebra**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course is intended to provide students with the mathematical skills and strategies required to successfully work in the allied health fields. The course begins with a basic review of math skills necessary for administering basic health care. The course also includes algebraic equations, introduction to statistics, ratio and proportion calculations, an introduction to the metric and apothecary systems of measurement, metric-household-apothecary conversions, strengths of solutions, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, and dosage calculations.

#### **ENGL 1102 – Introduction to Communication**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course serves as an introduction to human communication. We will be investigating basic principles of communication, types of interpersonal communication, public communication, relational communication, and other forms of communication. Students will also gain an understanding of communication theories, digital and mass media, and other critical communication skills that are required in any environment. Students will learn skills required for successful career placement after completing their program. Topics covered include SPI registration and examination, ARDMS, interview tips, resume creation, proper use of references, applying for jobs, how to search for open positions, and any other skills to promote a successful externship and future career.

#### **BIOL 1103 – Anatomy and Physiology with Medical Terminology**

Hours: 4 Credit Hours Length: 1 Semester

Description: This course will provide the student with knowledge of the basic structure and function of the human species. The student will be able to identify the anatomical structures

within the body and describe their physiological functions. The student will identify the different cells, tissues, organs, and body systems. Diagnostic procedures and pathologies will be discussed. They will learn the structures and anatomical locations of the Musculoskeletal System, Circulatory System, Respiratory System, Integumentary System, Lymphatic System, Digestive System, Nervous System, Endocrine System, Urinary System, Reproductive System, and Special Senses. During this course students will also learn medical terminology through the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms.

**PSYC 1104 – Developmental Psychology**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will introduce students to the physical, social, psychological, and emotional development through life, from birth to death. Students will learn theories related to the development of a person, as well as learn to apply those theories to practical life experience and patient experience. This course is intended to be the gateway to understanding human nature. We will investigate the fundamental principles that shape individual personality and apply psychological theories within the social context of people's lives.

**PHYS 1100 – Introduction to General Physics**

Hours: 1.5 Credit Hours Length: 7.5 Weeks (split term)

Description: This course covers basic ultrasound acoustical physics and acoustical waves in human tissue. There is an emphasis on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

**DMSO 1110 – Sonographic Physics and Instrumentation I**

Hours: 1.5 Credit Hours Length: 7.5 Weeks (split term)

Description: This course introduces physics and instrumentation relevant to diagnostic medical sonography. Learners explore how principles of sound propagation in tissues create a sonography image. It introduces ultrasound physical principles, the properties of sound beams, interactions of sound and media, range equation and transducers.

*Prerequisite: PHYS 1100 – Introduction to General Physics*

**DMSO 1120 – Sonographic Physics and Instrumentation II**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course is a continuation of DMSO 1110 and discusses physics and instrumentation relevant to diagnostic medical sonography. Learners explore how principles of sound propagation in tissues create a sonographic image. It continues to discuss ultrasound physical principles and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, doppler physics, hemodynamics and doppler imaging, artifacts, quality assurance, bioeffects, and safety.

*Prerequisite: PHYS 1100, DMSO 1110*

**DMSO 2000 – Sonographic Anatomy & Scanning Principles**

Hours: 2.5 Credit Hours Length: 1 Semester

Description: This course provides the students with an introduction to the skills required for the role of a Sonographer in an imaging department. Topics covered in this class will include cross sectional sonographic anatomy, instrumentation and patient positioning scanning protocols, ergonomics, along with patient care skills and other topics related to the duties of a sonographer.

**DMSO 2001 – Introduction to Diagnostic Medical Sonography**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course provides a broad overview of the field of diagnostic medical sonography. Students will learn the history of the field, basics of the ultrasound sonography machine, and patient positioning. Topics of study include historical perspectives, medical ethics and law, patient care and communication, exam related documentation, work related musculoskeletal disorders, and medical terminology.

**DMSO 2100 – Abdomen & Small Parts Sonography I**

Hours: 7 Credit Hours Length: 1 Semester

Description: This course the students will be introduced to abdominal cross-sectional anatomy with the use of ultrasound. The course will also introduce students to superficial structures of the body with use of ultrasound guidance. Students will also discuss the effect of pathology during ultrasound visualization exams. Students will be able to practice through lab experience and ensure proper technique and visualization of the structures with ultrasound.

**DMSO 2101 – Abdomen & Small Parts Sonography II**

Hours: 6 Credit Hours Length: 1 Semester

Description: This course will provide additional experience in abdomen and small parts, allowing students to perform hands-on scanning techniques in the scanning lab. Students will focus on improving proficiency in abdominal and superficial doppler exams. Students will also focus on manipulation of the transducer probe, identification of organ systems and ultrasound images, and proper ethical scanning techniques.

*Prerequisite: 2100 – Abdomen and Small Parts Sonography I.*

**DMSO 2200 – OB/GYN Sonography I**

Hours: 5 Credit Hours Length: 1 Semester

Description: This course introduces students to the study of gynecology, obstetrics, fetal anatomy and physiology. Students will study patient care and imaging/interventional techniques. Emphasis will be placed on normal and abnormal reproductive anatomy, normal and abnormal first trimester obstetric ultrasound, physiology, sonographic patterns, clinical history, physical assessment, and appropriate exam protocols.

**DMSO 2201 – OB/GYN Sonography II**

Hours: 5 Credit Hours Length: 1 Semester

Description: This course is a continuation and builds upon DMSO 2200. It will provide advanced study of obstetrics and the role of sonography with second and third trimester imaging.

Emphasis will be placed on normal and abnormal fetal growth, physiology, congenital anomalies, as well as maternal high-risk pregnancies. The topics covered will include fetal head, fetal neck, fetal thorax, and any additional topics per instructor.

*Prerequisite: Complete DMSO 2200 – OB/GYN Sonography I*

**DMSO 2300 – Vascular Sonography**

Hours: 5 Credit Hours Length: 1 Semester

Description: This class will provide students with an introduction to the study of vascular anatomy, physiology, hemodynamics, wave form analysis, and treatment of vascular disease.

Emphasis will be placed on carotid duplex color flow imaging, upper and lower extremity arterial and venous duplex/color flow imaging, and ankle brachial indices. This will also include the clinical history, physical assessment, and appropriate scanning protocol. Students will also practice vascular sonographic imaging during lab assessments throughout the course to apply cognitive knowledge in a practical experience.

**DMSO 2400 – Cardiac Sonography I**

Hours: 3.5 Credit Hours Length: 1 Semester

Description: This course will introduce students to echocardiology imaging and the related topics of sonography. Students will be introduced to fundamental concepts required for sonography.

Students will perform hands-on scanning techniques with a focus on adult echocardiology, and related pathophysiology. Students will also focus on manipulation of the transducer probe, identification of the cardiovascular system, use of color flow doppler, ultrasound images, and proper ethical scanning techniques.

**DMSO 2401 – Cardiac Sonography II**

Hours: 3.5 Credit Hours Length: 1 Semester

Description: This course is a continuation of DMSO 2400 – Cardiac Sonography I. Students will focus on learning the protocols for adult echocardiology as well as special procedures performed in the echocardiography context. Students will also learn common cardiac pathologies which use medical sonography as a diagnostic tool.

*Prerequisite: DMSO 2400 – Cardiac Sonography I*

**DMSO 2402 – Cardiac Sonography III**

Hours: 3.5 Credit Hours Length: 1 Semester

Description: This course is a continuation of DMSO 2401 – Cardiac Sonography II. This course will provide students with additional experience in a lab setting allowing students to perform hands-on scanning techniques for adult and fetal echocardiography, and related pathophysiology.

*Prerequisite: DMSO 2400, DMSO 2401*

**DMSO 2500 – Career Fundamentals**

Hours: 2 Credit Hours Length: 1 Semester 2 hr. lecture/per week

Description: Topics covered include professional societies, professional and clinical conduct, SPI registration and examination, registry options and pathways, interview tips, resume creation, proper use of references, applying for jobs, how to search for open positions, and any other skills to promote a successful externship and future career.

**DMSO 3000 – Clinical Externship I**

Hours: 7 Credit Hours Length: 1 Semester

Description: This course is a rotation through various clinical settings to apply the knowledge obtained during the course. Students will perform basic protocols under the guidance of clinical instructors.

*Prerequisite: Completion of all didactic courses.*

**DMSO 3001 – Clinical Externship II**

Hours: 7 Credit Hours Length: 1 Semester

Description: This course is a continuation of Clinical Externship I. The students will continue to apply knowledge obtained during the course. Students will perform basic protocols under the guidance of clinical instructors at various clinical settings.

*Prerequisite: DMSO 3000 – Clinical Externship I.*

**DMSO 3002 – Clinical Externship III**

Hours: 7 Credit Hours Length: 1 Semester

Description: This course comprises the final semester of Clinical Externship. The students will continue to apply knowledge obtained during the course. Students will perform basic protocols under the guidance of clinical instructors at various clinical settings.

*Prerequisite: DMSO 3001 – Clinical Externship II.*

**[Associate of Applied Science] Surgical Technology**

Course Code	Course Description	Credit Hours
<b>MATH 1101</b>	General College Math	3
<b>ENGL 1102</b>	English	3
<b>PSYC 1104</b>	Developmental Psychology	3
<b>ALHS 1080</b>	Medical Terminology	3
<b>BIOL 1090</b>	Anatomy & Physiology I	3
<b>BIOL 2010</b>	Anatomy & Physiology II	3
<b>CRDV 1100</b>	Career Development	3
<b>MLAE 1100</b>	Medical Law & Ethics	3
<b>PATH 1101</b>	Introduction to Pathophysiology	3
<b>SURG 1100</b>	Introduction to the Healthcare Facility and Surgical Suite	3
<b>SURG 1110</b>	Pharmacology & Anesthesia	3
<b>SURG 2000</b>	Intro to Surg Tech	4.5
<b>SURG 2010</b>	Surgical Technology I	4.5
<b>SURG 2011</b>	Surgical Technology II	4.5
<b>SURG 2012</b>	Surgical Technology III	4.5
<b>SURG 2020</b>	Sterilization and Disinfection	3
<b>SURG 2030</b>	ENT/Plastic/Ophthalmologic Procedures	1.5
<b>SURG 2040</b>	Abdominal & OB/GYN Procedures	2.5
<b>SURG 2050</b>	Diagnostic & Circulator Procedures	4.5
<b>SURG 2060</b>	Cardiovascular Procedures	2.5
<b>SURG 2070</b>	Orthopedic & Neurological Procedures	2.5
<b>SURG 2080</b>	Simulated OR	2.5
<b>SURG 2090</b>	Clinical Externship	7
<b>Total Credits</b>		<b>77</b>
Day Class Didactic	63 Weeks	3 Break Weeks
Night Class Didactic	111 Weeks	6 Break Weeks
Extern/Clinical	315 Hours	N/A

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N <sup>1</sup>	<ul style="list-style-type: none"> <li>Background Check (if required by employer)</li> </ul>

<sup>1</sup> While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

### Program Admission Requirements (AAS -ST)

- Successfully complete the Accuplacer Entrance Examination with the minimum score as noted below:
  - Minimum Passing Score
    - Arithmetic 240
    - Reading Comprehension 240
    - Writing 240
- Complete an enrollment application package which will be sent to you after passing the Accuplacer.
- Submit Official College Transcripts (if applicable), High School Diploma, or GED.
- Provide 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- Submit a negative TB skin test or chest x-ray (if applicable) and immunization records within two weeks of admission.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Complete a one-page essay (content provided during admission appointment).
- Complete a criminal background-check. Criminal charges or convictions on the background check may prevent students from acceptance at NGNA, at extern sites, and/or becoming certified in their field of study, thus preventing completion of the program.
- Pay a Nonrefundable Application Fee of \$100.

After submission of the admission requirements:

- Attend a scheduled Interview with the Admissions Department

If accepted:

- Complete enrollment paperwork.
- Provide payment for textbook and supplies.
- Attend Orientation
- Start Classes!

Additional requirements at the beginning of extern placement:

- A urine drug screen. A positive drug and alcohol screen will prevent students from acceptance at extern sites, thus preventing completion of the program.
- 

### Program Objectives

- The student will be able to define the role of the Surgical Technologist and other surgical team members.
- The student will learn medical terminology and identify terms used in surgery settings.
- The student will understand the principle of aseptic technique.
- The student will be able to define the processes of antisepsis, disinfection, and

sterilization.

- The student will successfully identify needs of the surgical Patient (physical, psychosocial, spiritual).
- The student will learn to apply the principles of surgical conscience and understand basic knowledge of perioperative care of the surgical patient.
- The student will understand the principles of anesthesia.
- The student will learn types of sutures, needles, and staples, and when to utilize which one.
- The student will successfully gain understanding of working as a surgical Team member.

### Graduation Requirements

- Complete 77 Credit Hours.
- Successfully complete each course with a minimum grade of 70%.
- Participate in all lab activities while maintaining a minimum grade of 70%.
- Complete 315 hours of clinical experience in a clinic or hospital. This will allow the students to apply the knowledge obtained in a surgical setting under the supervision of a surgical technologist or physician. Minimum Program Expectations applied to each concentration course objectives:
- To prepare competent entry-level general surgical technicians in the cognitive, psychomotor, and affective learning domains

### Required General Education Courses

- General College Math
- Introduction to Communication
- Developmental Psychology
- Medical Terminology
- Anatomy & Physiology I

### Required Concentration Courses

- Anatomy & Physiology II
- Career Development
- Introduction to Pathophysiology
- Medical Law and Ethics
- Introduction to Surgical Technology
- Introduction to the Healthcare Facility and Surgical Suite
- Surgical Technology I
- Surgical Technology II
- Surgical Technology III
- Sterilization and Disinfection
- Pharmacology & Anesthesia
- Abdominal and OB/GYN Procedure
- Diagnostic and Circulator Procedures



- Cardiovascular Procedures
- Orthopedic and Neurological Procedures
- ENT/Plastic/Ophthalmologic Procedures
- Simulated Operating Room
- Surgical Externship

### Surgical Technology Courses

#### **MATH 1101 – General College Math**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course is intended to provide students with the mathematical skills and strategies required to successfully work in the allied health fields. The course begins with a basic review of math skills necessary for administering basic health care. The course also includes algebraic equations, introduction to statistics, ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, strengths of solutions, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, and dose calculations.

#### **ENGL 1102 - Introduction to Communication**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course serves as an introduction to human communication. We will be investigating basic principles of communication, types of interpersonal communication, public communication, relational communication, and other forms of communication. Students will also gain an understanding of communication theories, digital and mass media, and other critical communication skills that are required in any environment.

#### **PSYC 1104 – Developmental Psychology**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will introduce students to the physical, social, psychological, and emotional development from life to death. Students will learn theories related to the development of a person, as well as learn to apply those theories to practical life experiences. This course is intended to be the gateway to understanding human nature. We will investigate the fundamental principles that shape individual personality and apply psychological theories within the social context of people's lives.

#### **ALHS 1080 – Medical Terminology**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course introduces students to medical terminology through the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathophysiology are discussed yet no previous knowledge of these topics is necessary.

**BIOL 1090 Anatomy and Physiology I**

Hours: 3 Credit Hours Length: 1 Semester

Description: Description: This course will enable the student to develop an understanding of the structures and functions of the human body. The student will learn the levels of organization, anatomical positions and directions, body cavities, and body regions. The student will learn the levels of chemical organization, which includes chemical bonding, inorganic chemistry, and organic chemistry within the body. The student will learn the structure and functions of the human cell, tissues, and organ systems.

**BIOL 2010 – Anatomy and Physiology II**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the structures and functions of the human body. The student will learn how the complexity of body function progresses from organs to organ systems. They will focus on the integumentary, skeletal, muscular, nervous, endocrine, and cardiovascular systems. The student will learn the classification of the general, special, and sensory senses. Blood composition which will include red blood cells, white blood cells, and platelets.

*Prerequisite: BIOL 1090 Anatomy and Physiology I*

**CRDV 1100 – Career Development**

Hours: 3 Credit Hours Length: 1 Semester

This course will provide the student with information on interrelationships, workplace, and career planning. Career development, interviewing techniques, and personal/social information sources and delivery systems will be studied.

**MLAE 1100 – Medical Law and Ethics**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course presents an overview of the legalities and ethical behavior associated with medical practices/facilities. The difference between licensure, certification, and registrations will be discussed. Students will learn about informed consent, advanced directives, and incident reports.

**PATH 1101 – Introduction to Pathophysiology**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the structures and functions of the human body. The student will learn how the complexity of body function progresses from organs to organ systems. They will focus on the lymphatic, respiratory, digestive, urinary, and reproductive systems. The concepts of immunity, nutrition, metabolism, fluid and electrolyte balance and acid-base balance will also be discussed.

**SURG 1100 – Introduction to the Healthcare Facility and Surgical Suite**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will introduce students to the principles of operating room designs.

Students will learn the purpose of traffic-patterns and common items found in the surgical suite. This course will define health care insurance, ancillary services, work areas and the concept of the chain of command. Students will investigate the risks that are present in the operating room and apply measures to safely store, transport, and use compressed gas cylinders. The student will learn how to avoid injuries associated with chemicals and sharps. The student will understand and utilize the practice of Standard Precautions.

### **SURG 1110 – Pharmacology and Anesthesia**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course is the study of drugs and their concepts related to steps of the drug cycles and most common side effects. The students will learn major classifications of drugs and the most common drug choices for selected diseases and pathological conditions they will see in the operative setting. Students will learn the appropriate terms, abbreviations, equivalents, and math concepts for calculation and dosages. The different modes and side effects of anesthesia will also be discussed.

### **SURG 2000 – Introduction to Surgical Technology/Lab**

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course will introduce the student to the field of surgical technology by teaching them the historical evolution and role of the surgical technologist. They will learn the importance of communication, teamwork, and professionalism within the healthcare field.

### **SURG 2010 – Surgical Technology I/Lab**

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course will introduce students to surgical instruments and where they are used in the body. The student will learn the distinct types of instrument finishes and the proper functions of the instruments. They will learn how to differentiate instruments by their function, and how to inspect for any defects. The student will learn different sutures available and how they are sized. They will learn the correct procedure for performing an operating room count. They will discuss Halstead's principles of surgery. Students will learn the pathophysiology of wound healing. They will discuss the elements of a case plan and the purpose of preoperative case preparation.

### **SURG 2011 – Surgical Technology II/Lab**

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course offers a study of the preparation of a patient, the surgical technique for insufflation in laparoscopy and the different robotic movements used in surgery. Students will learn the principles and the roles of the robotic surgical team. The student will discuss the common pathologies and procedures of the genitourinary system.

*Prerequisite: SURG 2010 – Surgical Technology I/Lab*

### **SURG 2012 – Surgical Technology III/Lab**

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the key

physiological and anatomical features of pediatric surgery. They will discuss pathology, psychosocial care, and case planning. Students will understand the “lethal triangle” associated with pediatric patients as well the principles of ATLS (Advanced Trauma Life Support). Students will discuss trauma management and the elements of case planning for common trauma surgeries.

*Prerequisite: SURG 2010 – Surgical Technology II/Lab and SURG 2011 – Surgical Technology I/Lab.*

### **SURG 2020 – Sterilization and Disinfection**

Hours: 3 Credit Hours Length: 1 Semester

Description: This course will provide an overview of the disease process, infection control with emphasis on blood borne pathogens, methods of sterilization, instrumentation classification, and first aid procedures. Universal precautions as well as draping and positioning patients are emphasized. Asepsis will also be introduced.

### **SURG 2030 – ENT/Plastic/Ophthalmologic Procedures/Lab**

Hours: 1.5 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the structures and functions of the eyes, ear, nose, face, oral cavity, and the integumentary system. They will be able to describe common surgical procedures, key aspects of case planning, and pathophysiology.

### **SURG 2040 – Abdominal and OB/GYN Procedures/Lab**

Hours: 2.5 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the anatomical regions and structures of the abdominal wall and the female reproductive system. The student will discuss specific elements of case planning, common techniques, and diagnostic procedures.

### **SURG 2050 – Diagnostic and Circulator Procedures/Lab**

Hours: 4.5 Credit Hours Length: 1 Semester

Description: This course will provide the student with the proper procedure for taking and documenting a patient’s vital signs, and to develop an understanding for the use of an electrocardiograph. The different methods and the effects of malignancy on the body will be discussed. They will focus on methods for transporting, positioning the patient and safety precautions for surgery.

### **SURG 2060 – Cardiovascular Procedures/Lab**

Hours: 2.5 Credit Hours Length: 1 Semester

Description: This course will enable the student to develop an understanding of the structures and functions of the cardiovascular system which includes the respiratory system, heart, and great vessels. The student will learn about the key anatomical features, case planning and common diagnostic procedures. The student will be able to identify the instrument sets that are used in surgery.

**SURG 2070 – Orthopedic and Neurological Procedures/Lab**

Hours: 2.5 Credit Hours Length: 1 Semester

Description: This course will enable the student to identify major bones of the body. They will be able to identify specific types of instruments, common orthopedic implants and hardware used during surgery. Neurological procedures will be discussed including the anatomical, physiology, and diagnostic procedures of the nervous system.

**SURG 2080 – Simulated OR/Lab**

Hours: 2.5 Credit Hours Length: 1 Semester

Description: The student will be able to practice the skills that they have learned in a simulated environment in a lab with a OR table, back table, and other equipment. Students will perform mock surgery with simulated circulators, physicians, and surgical technologists for preparation in their externship rotations.

**SURG 2090 – Extern**

Hours: 7 Credit Hours Length: 1 Semester

Description: This course will provide the student with the opportunity to apply the knowledge they received in an affiliated clinical facility. They will be assigned to preceptors to perform the function of a surgical technologist. They will assist in selection of equipment and supplies, perform surgical scrub, and become a functioning member of a sterile team.

**[Certificate] Emergency Medical Technician (Basic)**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>EMTB 1101</b>	Introduction to EMS Profession	20	9	0	29
<b>EMTB 1102</b>	Anatomy and Physiology for the EMT	29	0	0	29
<b>EMTB 1103</b>	EMS Operations for the EMT	16	13	0	29
<b>EMTB 1104</b>	Assessment, Airway Management, & Pharmacology for the EMT	29	23	0	52
<b>EMTB 1105</b>	Shock & Trauma for the EMT	33	27	0	60
<b>EMTB 1106</b>	Medical Emergencies for the EMT	33	4	0	37
<b>EMTB 1107</b>	Special Patient Populations for the EMT	11	0	0	11
<b>EMTB 1108</b>	Clinical	0	0	72	72
	<b>Totals</b>	<b>171</b>	<b>76</b>	<b>72</b>	<b>319</b>
Day Class		27 Weeks			
Night Class		N/A			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Department of Public Health	Yes	Y (NREMT)	<ul style="list-style-type: none"> <li>Background check free of felony convictions, violent crimes, crimes of moral turpitude.</li> <li>US Residency proof</li> </ul>

### Program Admission Requirements

- High School Diploma or GED
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two weeks of start of class.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of take program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

Driving Record could impact employment.

### Program Objectives:

Upon completion of the Emergency Medical Technician course students will be able to

- Provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries.
- Apply fundamental knowledge of the EMS System,
- Apply knowledge for the workforce safety/well-being of the EMTB.
- Identify roles within the scope of practice for an EMTB.  
Apply fundamental knowledge of the medical, legal, and ethical issues to the provision of emergency care.
- Understand the basic Anatomy and Physiology of patients, as well as the life-span development of individuals.
- Apply fundamental knowledge of the basic EMS Operations.
- Complete full patient assessments and devise a plan of care best suited for the patient.
- Airway Management, Pharmacology, Shock, Trauma, Medical Emergencies, and caring for special patient populations.

### Graduation Requirements:

- Student must complete all courses successfully with a minimum grade of 70%.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 60 clinical hours in a field setting at a minimum.

## Required Classes

- Introduction to EMS Profession
- EMS Operations for the EMT
- Assessment, Airway Management, & Pharmacology for the EMT
- Shock & Trauma for the EMT
- Medical Emergencies for the EMT
- Special Patient Populations for the EMT
- Clinical

## Emergency Medical Technician (Basic) Course Descriptions

### **EMTB 1101 - Introduction to EMS Profession**

Hours: 20 Lecture, 9 Lab

Description: This course serves as an introduction to the EMS Profession. Students will be oriented to the area of prehospital care and aspects of an integrated health system. This course provides fundamental knowledge of EMS Systems, Workforce Safety and Wellness, Medical, Legal and Ethical Issues, Medical Terminology Overview, Communication and Documentation, and Moving and Lifting of Patients. Students are also required to complete BLS CPR during this course.

### **EMTB 1102 - Anatomy and Physiology for the EMT**

Hours: 29 Lecture

Description: This course seeks to provide a basic understanding to each student of the anatomy and physiology of the human body and how it relates to patient care. This course also covers pathophysiology and discusses life span development with regards to patient care.

### **EMTB 1103 - EMS Operations for the EMT**

Hours: 16 Lecture, 13 Lab

Description: This course will cover issues related to the operational perspective of the emergency medical profession. Through experiential learning as well as discussion driven instruction, the students will use their understanding of EMS Systems to prepare themselves for field operations. Topics covered include Transport, Extrication, Rescue, Hazmat, Incident Command System, Terrorism response, and Aero-medical services. Students are also required to complete the FEMA Incident Command System 100 and 700 courses online during this class.

### **EMTB 1104 - Assessment, Airway Management, & Pharmacology for the EMT**

Hours: 29 Lecture, 23 Lab

Description: This course prepares students for initial scene management and patient assessment. It also provides a basic overview of pharmacology and airway management for the student. Students will use their knowledge to develop care plans for a variety of patient scenarios and high- fidelity simulations. Topics covered include Scene Size-Up, Primary Assessment, Secondary Assessment, Airway Management, History Taking, Medication



Administration and Emergency Medicine Principles.

**EMTB 1105 - Shock & Trauma for the EMT**

Hours: 33 Lecture, 27 Lab

Description: This course provides an overview of emergencies with a trauma mechanism. Through this course, students will learn how to manage patients with traumatic injuries, address issues and complications from shock, and develop care plans to ensure proper management of the prehospital trauma patient. Topics covered include Shock and Resuscitation, Trauma Overview, Bleeding/Soft Tissue Injuries, Face and Neck Trauma, Head and Spine Trauma, Chest Trauma, Abdominal/Genitourinary Trauma, Orthopedic Injuries, Environmental Emergencies, High Fidelity Simulated Trauma Emergencies.

**EMTB 1106 - Medical Emergencies for the EMT**

Hours: 33 Lecture, 4 Lab

Description: This course will prepare students to manage prehospital medical emergencies of various types and conditions. Students will understand the connection between medical base emergencies and the pathophysiology of the emergency. Topics covered include Medical Overview, Respiratory Emergencies, Cardiac Emergencies, Neurological Emergencies, GU/GI Emergencies, Endocrine/Hematological Emergencies, Immunologic/Toxicology Emergencies, Psychiatric Emergencies, Gynecological Emergencies.

**EMTB 1107 - Special Patient Populations for the EMT**

Hours: 11 Lecture

Description: This course will provide an overview and high-fidelity simulation of emergencies related to special patient populations. Students will be provided with knowledge of growth, age-appropriate assessments, and assessment findings related to special patient populations. Topics covered include Introduction to Special Patient Populations, OB/Neonatal Care, Pediatric Emergencies, Geriatric Emergencies, and Special/Complex/Technology Dependent patient populations.

**EMTB 1108 - Clinical**

Hours: 72 Hours

Description: Under the direct supervision of a skilled clinical preceptor, the student will seek to apply the fundamental knowledge gained over the EMT course curriculum to perform assessments and interventions through practical experiences. Students will demonstrate competency through performing skills including Personal Protective Equipment Selection, Assessments, Care Plan Development, Moving and Lifting Patients, and Situational Awareness. Students will be required to complete a total of 60 hours of field experience through third ride experiences on an ambulance. Performance will be evaluated by the clinical preceptor.

**[Certificate] Emergency Medical Technician (Advanced)**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>EMTA 1201</b>	Fundamental Concepts for the Advanced EMT	26	16	0	42
<b>EMTA 1202</b>	Advanced Airway Management, Medication Administration & Pharmacology for the Advanced EMT	23	24	0	47
<b>EMTA 1203</b>	Shock and Trauma for the Advanced EMT	12	20	0	32
<b>EMTA 1204</b>	Medical Emergencies for the Advanced EMT	16	28	0	44
<b>EMTA 1205</b>	Special, Complex, and Pediatric Patient Considerations for the Advanced EMT	7	8	0	15
<b>EMTA 1250</b>	Clinical Rotation for the Advanced EMT	0	0	214	214
	<b>Totals</b>	<b>84</b>	<b>96</b>	<b>214</b>	<b>394</b>
Day Class		27 Weeks			
Night Class		N/A			

## State of Georgia Employment Requirements

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Department of Public Health	Yes	Y (NREMT)	<ul style="list-style-type: none"> <li>Background check free of felony convictions, violent crimes, crimes of moral turpitude.</li> <li>US Residency proof</li> </ul>

### Program Admission Requirements

- High School Diploma or GED
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.
- Pass the National Registry of Emergency Medical Technicians (NREMT) for Basic EMT.

### Program Objectives

- The student will be able to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries.
- Students will learn to effectively communicate within the EMS system as well as with patients.
- The student will continue learning the fundamental concepts needed for the scope of practice for an advanced level EMT and effectively apply the concepts.
- The student will become competent in providing advanced airway management.
- The student will become competent in assessing and treating shock.
- The student will be able to apply fundamental knowledge of the medical, legal, and ethical issues to the provision of emergency care.
- The student will apply the knowledge needed for workforce safety, including fire prevention, PPE, and health and wellbeing for the EMTA.
- The student will add to their medication knowledge with the addition of advanced pharmacology concepts and new drugs added to the scope of practice for an advanced EMT.
- The student will learn how to initiate intravenous and intraosseous access for treatment of patients in the pre-hospital setting.

### Graduation Requirements

- Student must complete all courses successfully with a minimum grade of 70%.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 24 hours of clinical experience in a hospital setting and 48 hours in a field setting.

## Required Courses

- Fundamental Concepts for the Advanced EMT
- Advanced Airway Management, Medication Administration, & Pharmacology for the Advanced EMT
- Shock & Trauma for the Advanced EMT
- Medical Emergencies for the Advanced EMT
- Special, Complex, and Pediatric Patient Considerations for the Advanced EMT
- Clinical Externship for the Advanced EMT

## Emergency Medical Technician (Advanced) Course Descriptions

### **EMTA 1201 - Fundamental Concepts for the Advanced EMT**

Hours: 26 Lecture, 16 Lab

Description: This course serves to introduce students to the role of the Advanced EMT in the prehospital setting. The student will also review the Anatomy & Physiology along with common Pathophysiology's encountered in the prehospital setting.

### **EMTA 1202 - Advanced Airway Management, Med Administration, & Pharmacology for the Advanced EMT**

Hours: 23 Lecture, 24 Lab

Description: This course serves to integrate knowledge of A&P, Pathophysiology, and Medication Administration with cognitive and practical examples. Students will learn to use assessment findings to create a Care Plan for patients with acute respiratory issues and required medication administration based upon patient symptoms. Students will demonstrate proficiency using a variety of airway interventions and medications appropriately.

### **EMTA 1203 – Shock & Trauma for the Advanced EMT**

Hours: 12 Lecture, 20 Lab

Description: This course serves to integrate cognitive and practical applications of knowledge related to shock and trauma to make clinical-based decisions for prehospital patients. Students will apply basic and select advanced clinical knowledge to high fidelity simulations of prehospital patients. Topics covered include patient assessment review, shock/resuscitation, soft tissue injuries, burns, face and neck injuries, head and spine injuries, chest trauma, abdominal and genitourinary injuries, orthopedic injuries, environmental injuries, multisystem trauma, and pediatric trauma.

### **EMTA 1204 – Medical Emergencies for the Advanced EMT**

Hours: 16 Lecture, 28 Lab

Description: This course serves to expand on basic knowledge of common medical emergencies learned in a basic EMT course, by providing a more in-depth discussion of the common emergencies. Students will also be introduced to advanced level skills including EKG, capnography, CPAP, BIPAP, and various other cardiac life support interventions. Emergencies

included are Respiratory, Cardiac, Neurological, Genitourinary, Gastrointestinal, Endocrine, Hematological, Immunology, Toxicology, Psychological, and Gynecological.

**EMTA 1205 – Special, Complex, and Pediatric Patient Considerations for the Advanced EMT**

Hours: 7 Lecture, 8 Lab

Description: During this course students will expand on their understanding of special patient populations through assessment and high-fidelity simulations. Populations included are Special Needs, Pediatric, OB, Newborns, and Geriatric. Geriatric and Pediatric Abuse will be discussed with signs and symptoms to look for.

**EMTA 1250 – Clinical Rotation for the Advanced EMT**

Hours: 214 Clinical

Description: During this course, students will expand their understanding of prehospital care under the direct supervision of a skilled clinical preceptor. Students will seek to apply the knowledge gained through performing patient assessments and interventions. Students will demonstrate competency with PPE, equipment selection, patient assessments, care plan development, transferring patients, and situational awareness. Students are required to complete 24 hours in a hospital setting, and 48 field hours at a minimum. Performance will be evaluated by the clinical preceptor.

**[Certificate] Surgical Technician**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>ST 101</b>	Medical Terminology	12	0	0	12
<b>ST 102</b>	Anatomy & Physiology	24	0	0	24
<b>ST 103</b>	Introduction to Surgical Technician	18	0	0	18
<b>ST 104</b>	Healthcare Facility & Safety	30	0	0	30
<b>ST 105</b>	Surgical Patient Care	24	18	0	42
<b>ST 106</b>	Sanitation, Sterilization & Aseptic Technique	12	12	0	24
<b>ST 107</b>	Surgical Instrumentation	12	12	0	24
<b>ST 108</b>	Surgical Pharmacology & Anesthesia	24	0	0	24
<b>ST 109</b>	Advanced Surgical Technology	24	30	0	54
<b>ST 110</b>	Surgical Procedures I	30	18	0	48
<b>ST 111</b>	Surgical Procedures II	24	12	0	36
<b>ST 112</b>	Surgical Procedures III	36	12	0	48
<b>ST 113</b>	Externship			120	120
	<b>Totals</b>	<b>270</b>	<b>114</b>	<b>120</b>	<b>504</b>
Day Class		32 Weeks			
Night Class		48 Weeks			
Externship		120 Hours			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N <sup>1</sup>	<ul style="list-style-type: none"> <li>Background check (if employer required)</li> </ul>

<sup>1</sup> While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification.

### Program Admission Requirements

- High school diploma or GED
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

### Course Objectives

- The student will be prepared to assist in surgical procedures in a medical facility.
- Students will learn through a combination of classroom and hands-on laboratory.
- The student will learn to prepare the operating room for surgery, sterilize equipment, maintain adequate surgical inventory, prepare patients for surgery, and assist surgeons during surgery.
- The student will learn to assist surgeons with passing instruments, count supplies & equipment, and maintain the sterile environment.
- The student will learn medical terminology used in a medical facility.
- The student will attend 120 hours of externship, which will allow the student to apply the principles obtained during the program at a surgical center or hospital.
- After completion of the extern, the student must have obtained a score of 42 on the Extern Evaluation Form. The extern must be completed within 90 days of completion of the didactic portion of the program.
- The student will also be required to complete a Critical Skills Competency Form within 1 year of extern completion and 120 hours of extern. When all requirements are met and completion of the program is obtained, the student will qualify to sit for the NCCT Surgical Technician Certification Exam.

### Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.

- The student must attend 120 hours of clinical experience in a clinic or hospital.

### Required Courses

- Medical Terminology
- Anatomy & Physiology
- Introduction to Surgical Technology
- Healthcare Facility & Safety
- Surgical Patient Care
- Sanitation, Sterilization, and Aseptic Technique
- Surgical Instrumentation
- Surgical Pharmacology & Anesthesia
- Advanced Surgical Technology
- Surgical Procedures I
- Surgical Procedures II
- Healthcare Facility and Safety
- Surgical Technician Externship

### Surgical Technician Course Descriptions

#### **STEC 1001 - Medical Terminology**

Hours: 12 Lecture

Description: Students will learn root words, combining vowels, prefixes, and suffixes to form medical terms. They will learn how to put together and understand medical terminology. Students will utilize medical terminology during lecture discussions. They will learn the importance of medical terminology as the basic steps of patient interaction, presentation, examination, diagnosis, and therapy.

#### **STEC 1002 - Anatomy & Physiology**

Hours: 36 Lecture

Description: In this course students will learn about the human cells, tissues, and organs, the different Body Planes, Cavities, Quadrants, and diagnostic procedures and common disorders. Students will learn the structures and anatomic locations of the different Body Systems including Musculoskeletal, Circulatory, Respiratory, Integumentary, Lymphatic, Digestive, Reproductive, Nervous, Endocrine, Urinary, and Special Sensory. The students will also focus on the most common diseases, disorders, diagnostic terms, and the surgical and therapeutic interventions for each system.

#### **STEC 1003 - Introduction to Surgical Technology**

Hours: 18 Lecture

Description: The students will learn and understand the development of the role of the surgical technologist, including the organizations that support the profession. The students will learn the elements of communication, barriers in communication, and the significance of touch in



communication. Students will have the opportunity to gain experience in etiquette, the importance of protecting patient information, and the different types of communications techniques. They will learn to differentiate between law, standards of practice, and codes of conduct. The students will also learn the difference between licensure, certification, and registration, as well as the importance of documentation.

### **STEC 1004 - Healthcare Facility & Safety**

Hours: 30 Hours

Description: The students will learn the purpose of the organizational chart, the chain of command, and roles of perioperative professionals. Students will learn the traffic patterns, surgical suite design, and temperature and humidity ranges in the surgical suite. The students will learn the risks present in the operating room: fire, care of compressed gas cylinders, principles of electricity, precautions to prevent exposure to ionizing radiation, methods to avoid chemical injury, and toxic substances in a smoke plume. Students will learn the risks and precautions with lasers, electrosurgical units, and the dispersive pad placement. Students will learn the distinct types of disasters, roles of government agencies, and primary components of a health care facility disaster plan. Students will also learn about physics and computer technology.

### **STEC 1005 - Surgical Patient Care**

Hours: 24 Lecture, 6 Lab

Description: The students will learn patient centered and outcome-oriented care utilizing Maslow's hierarchy, basic physiological needs of the patient and the needs of the families. They will learn cultural and spiritual competence and to identify special patient populations. The students will learn and practice taking vital signs and documenting vital signs. The students will learn the proper placement and use of an electrocardiograph, and the importance of other commonly used imaging studies. Students will learn basic blood and urine chemistry tests, tissue biopsies, and cancer screenings. The students will learn Cardiopulmonary Resuscitation, as well as First Aid administration for common injuries. Students will learn about the social, personal, ethical, legal, and medical perspective of death. Students will learn the process of death and the events that can be triggered by it.

### **STEC 1006 - Sanitation, Sterilization, and Aseptic Technique**

Hours: 12 Lecture, 12 Lab

Description: The students will learn the different types of organisms, classifications, and transportation of microbes that lead to infection. They will learn about blood borne pathogens, phases of infection, and the bodies defense mechanisms. The students will learn and practice aseptic technique, hand washing, surgical scrub, correct dress in the operating room, as well as donning and doffing personal protective equipment. Students will become familiar with disinfection agents and methods used, reprocessing and decontamination, sterilization methods, and disinfection hazards.

**STEC 1007 - Surgical Instrumentation**

Hours: 12 Lecture, 6 Lab

Description: The students will learn and demonstrate the proper wrapping of instruments and preparing of instrument trays, as well as proper PPE. Students will learn the most common general surgical instruments grouped by function, and surgical instrument design. The students will be able to identify different instruments, discuss their design, different uses, and how to identify any instrument defects.

**STEC 1008 - Surgical Pharmacology & Anesthesia**

Hours: 30 Lecture

Description: The students will learn the procedures for receiving drugs from the circulator on the sterile field, the procedures for handling drugs, labeling, mixing, diluting, and transferring to surgeon. The students will learn the steps of prepping a patient for anesthesia, different types of anesthesia, and what constitutes an anesthesia emergency. Students will learn safe methods for use of syringes, and how to withdraw medications from a vial. Students will learn PACU procedures for postoperative patient care, criteria for discharging the patient, and complications. Students will describe the layout of PACU, elements of handover from circulating nurse, elements of patient assessment, Glasgow Coma scale, types of complications, discharge of patients and patient education.

**STEC 1009 - Advanced Surgical Technology**

Hours: 24 Lecture, 30 Lab

Description: Students will learn how to position patients on the operating table using several different positioning devices and how to move the operating table for those positions. Students will learn the importance of surgical preparation and draping for maintaining a sterile surgical field. Students will perform a surgical preparation, while taking turns draping each other in several surgical positions. Students will learn how to open, prepare a surgical case, and account for surgical supplies, equipment, and pass instruments. Students will demonstrate the basic setup of the sterile work area and the handling of sharps, preform counts, placement of cords and tubing, while practicing the passing of instruments. Students will learn the different types of sutures and needles, removal of suture safely from packages, and how to load the needle and pass it to physicians.

**STEC 1010 - Surgical Procedures I**

Hours: 30 Lecture, 18 Lab

Description: Students will learn the concepts of general surgery, demonstrating the elements of case planning, room set up, special equipment, setting up case from start to finish and room turn over. Students will learn the benefits and challenges of endoscopic surgery. Students will learn how to set up the operating room for an endoscopic procedure and how to convert to the open procedure if necessary. Students will learn and demonstrate case planning, instruments, and equipment prep for hysteroscopic procedures as well as open and vaginal procedures. Students will learn diagnostic and instrumentation needed and how to assemble cystoscopes to perform transurethral procedures. Students will learn anatomy, diagnostics, diseases, and key

anatomical structures needed for ophthalmic surgery.

### **STEC 1011 - Surgical Procedures II**

Hours: 24 Lecture, 18 Lab

Description: Student will learn key anatomical structures of the ears, nose, and throat and describe common procedures for ENT surgery. They will learn key anatomical structures of the face and be able to describe common procedures involving mid face and the mandible. Students will also learn equipment and proper instruments needed. Students will be able to describe the skin, case plan common procedures involving the skin, and discuss distinct types of skin grafting techniques. They will understand and practice set up for common procedures such as breast augmentation, breast reductions, and breast reconstruction after mastectomy.

*Prerequisite: STEC 1010 – Surgical Procedures I.*

### **STEC 1012 – Surgical Procedures III**

Hours: 36 Lecture, 18 Lab

Description: Students will learn instruments and equipment for common peripheral vascular surgeries as well as grafts and common obstructions. They will demonstrate case planning, room set up, and identifying equipment and instrumentation for common thoracic and pulmonary surgeries. Students will be able to tell the difference between pediatric and adult patient physiology. They will demonstrate case planning, including room set up, identification of equipment and instrumentation, as well as identification of special equipment needed for Cardiopulmonary and Pediatric surgery. Students will learn the key structures of the Central Nervous System. They will learn all the elements of planning for diverse types of trauma surgeries.

### **STEC 1013 - Surgical Technician Externship**

Hours: 120 Clinical

Description: Students will demonstrate proficiency and practice their skills in a supervised medical facility operating room for a total of 120 hours. The student will be evaluated by a preceptor.

**[Certificate] Massage Therapy**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>BIOL 1200</b>	Anatomy and Physiology I	30	0	0	30
<b>BIOL 1201</b>	Anatomy and Physiology II	30	0	0	30
<b>BIOL 1202</b>	Anatomy and Physiology III	30	0	0	30
<b>MASS 1001</b>	Kinesiology	45	0	0	45
<b>MASS 1002</b>	Pathology	45	0	0	45
<b>MASS 1003</b>	Massage Business and Ethics	15	0	0	15
<b>MASS 1004</b>	Fundamentals of Massage I/Lab	45	30	0	75
<b>MASS 1005</b>	Fundamentals of Massage II/Lab	45	30	0	75
<b>MASS 1006</b>	Massage Practice and Techniques I/Lab	45	60	0	105
<b>MASS 1007</b>	Massage Practice and Techniques II/Lab	45	60	0	105
<b>MASS 1008</b>	Massage Clinical/Extern	0	0	60	60
<b>Totals</b>		<b>375</b>	<b>180</b>	<b>60</b>	<b>615</b>
Day Class		44 Weeks			
Night Class		77 Weeks			
Clinical		60 Hours			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Board of Massage Therapy	Yes	Y (MBLEx)	<ul style="list-style-type: none"> <li>Varies by employer</li> </ul>

### Program Admission Requirements

- High school diploma or GED (except for the Nursing Assistant program)
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) or immunization records (if applicable) within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.
- All applicants are required to achieve a minimum passing score on an entrance exam before admission to the program.

### Graduation Requirements

- Successfully complete the program with a least a 70%
- Achieve 100% in lab participation
- 60 hours of clinical experience in a clinical setting. This will allow the student to apply the knowledge obtained in the massage therapy program.

### Philosophy

The massage therapy program at North Georgia Nursing Academy will include instruction in massage theory, technique, practice, kinesiology, pathology, business and ethics, anatomy and physiology. We will train skilled practitioners that will perform therapeutic massage services to the community we serve. Our students will practice the integration of professionalism and self-growth as it relates to the standards of practice for massage therapist and patient care.

### Program Description

As a Massage Therapist you will be trained in the principles of massage. The student will be trained in anatomy and physiology, as well as pathology that will be considered when planning a massage session, kinesiology, massage business and ethics, fundamentals of massage, and massage practice and techniques. The students will be trained using verbal, written, visual and hands-on instruction throughout the classroom and clinic. The massage therapy classes will not exceed the 20/1 student/teacher ratio. The students will have hands-on demonstrations and

supervised practice whenever possible to advance their knowledge and techniques to allow them to succeed in their new careers.

### Required Courses

Anatomy and Physiology I  
 Anatomy and Physiology II  
 Anatomy and Physiology III  
 Kinesiology  
 Pathology  
 Massage Business and Ethics  
 Fundamentals of Massage I  
 Fundamentals of Massage II  
 Massage Practice and Techniques I  
 Massage Practice and Techniques II

### Course Materials

#### **Mosby's Essential Sciences for Therapeutic Massage**

Author: Sandy Fritz

ISBN # 978-0-323-393058

This book provides full-color, easy-to-read coverage of anatomy and physiology, biomechanics, kinesiology, and pathologic conditions for the entire body. Realistic examples show why you need to learn the information, and exercises and activities help you develop critical thinking skills and prepare for certification exams.

#### **Mosby's Fundamentals of Therapeutic Massage**

Author: Sandy Fritz

ISBN # 978-0-323-35374-8

This book provides the student with the knowledge to obtain Success. Success in massage therapy begins with a solid foundation in the fundamentals! It helps the student build the skills they need, from assessing problems and planning treatment to mastering massage techniques and complementary bodywork. Case studies bring concepts to life, and guidelines to professionalism include topics such as ethics, legal issues, and best business practices.

### Massage Therapy Course Descriptions

#### **BIOL 1200 – Anatomy and Physiology I**

Clock Hours: 30

Description: This course will the students with the opportunity to learn the meaning of the terms anatomy and physiology. Students will have the opportunity to learn the importance of the relationship of the structure and function of the body as a whole. Students will have the opportunity to learn how to compare the yin/yang theory to anatomy and physiology. Students will have the opportunity to learn that the body is organized on several different levels, beginning

with atoms and molecules, and progressing through various systems of the body as a whole. Students will have the opportunity to learn about homeostasis, self-regulatory mechanisms, and body rhythms, and Asian and Ayurvedic theories of health. Students will have the opportunity to learn the terminology associated with disease, what constitutes disease, and the risk factors for disease. Students will have the opportunity to learn about pain and stress and the chemical reactions involved in stress. Students will have the opportunity to learn the types of pain. Students will have the opportunity to learn how medical terms are put together from roots, suffixes, and prefixes. Students will have the opportunity to learn the most common abbreviations of medical terms. Students will have the opportunity to learn how to use a charting method that incorporates clinical reasoning and problem solving. Students will have the opportunity to learn the general structure of the human body, including its regions, the regions and quadrants of the abdomen, body positions, planes, and movements. Students will have the opportunity to learn the language used to determine parameters for quality-of-life measures. Students will have the opportunity to learn that modern therapeutic massage draws extensively on modern and ancient Chinese health systems as well as Western science and that these two schools of thought are not necessarily diametrically opposed.

### **BIOL 1201 – Anatomy and Physiology II**

Clock Hours: 30

Description: This course will provide the students the opportunity to identify the parts of the neuron and explain the function of the nerve cell. Students will have the opportunity to learn the function of several of the major neurotransmitters. Students will have the opportunity to learn about the connections between brain chemistry and behavior. Students will have the opportunity to learn the parts and functions of the central nervous system. Students will have the opportunity to learn about consciousness and altered states of consciousness and explain how memory and learning work. Students will have the opportunity to learn the common pathologic conditions of the central nervous system. Students will have the opportunity to learn which drugs influence the central nervous system and how massage can influence the system as well. Students will have the opportunity to learn about the peripheral nervous system and list its components. Students will have the opportunity to learn about the cranial and spinal nerves and be able to name the function of each. Students will have the opportunity to learn about the four nerve plexuses.

Students will have the opportunity to learn the similarities and differences between dermatomes and myotomes. Students will have the opportunity to learn about reflex mechanisms, sensory receptors, and reflex arcs and their relationship to massage and bodywork. Students will have the opportunity to learn the two divisions of the autonomic nervous system—sympathetic and parasympathetic—and explain the function of each. Students will have the opportunity to learn the major medications that affect the autonomic nervous system and the Eastern/Western connection as it relates to the function of the system. In addition, students will become familiar with the science behind four of the five major senses. Students will have the opportunity to learn the way therapeutic massage supports health in the peripheral nervous system and some of the pathologic conditions associated with the system. Students will have the opportunity to learn the traditional endocrine glands and hormone-producing tissues in the body and the definition of endocrine tissues. Students will have the opportunity to learn the function of several major hormones. Students will have the opportunity to learn the difference between

hormones and neurotransmitters. Students will have the opportunity to learn about the relationship between traditional culturally based chakra theory to the endocrine system.

Students will have the opportunity to learn about pathologic conditions of the endocrine system caused by hypersecretion and hyposecretion.

### **BIOL 1202 – Anatomy and Physiology III**

Clock Hours: 30

Description: Students will have the opportunity to learn the components of the integumentary system and how it works, as well as become familiar with two main concerns about integumentary pathologic conditions. Students will have the opportunity to be able to list and describe the components of the cardiovascular system, learn the components of blood, and be able to describe the functions of the cardiovascular system. Students will have the opportunity to learn the components of the lymphatic system, including lymph, and be able to describe the functions of the system. Students will have the opportunity to become familiar with the concept of immunity, including nonspecific and specific immunity. Students will have the opportunity to be able to describe and explain the implementation of Standard Precautions, as well as be able to justify the effectiveness of therapeutic massage in supporting health maintenance for the integumentary, cardiovascular, lymphatic, and immune systems. Students will have the opportunity to learn the components of the respiratory system and describe its function as well as the opportunity to learn about breathing pattern disorders. Students will have the opportunity to learn the components and function of the digestive system and be able to list and describe the main food groups. Students will have the opportunity to learn the components of the urinary system and describe its function. Students will have the opportunity to learn about the male and female reproductive systems and the three stages of pregnancy. Students will have the opportunity to learn about the effectiveness of therapeutic massage modalities for support of health maintenance for the respiratory, digestive, urinary, and reproductive systems.

### **MASS 1001 - Kinesiology**

Clock Hours: 45

Description: Students will have the opportunity to become familiar with the framework of the human body—the skeletal system—as well as being able to list the seven main functions of the skeletal system. Students will have the opportunity to describe the structure of bone and how it develops and be able to identify bony landmarks throughout the body. Students will have the opportunity to learn the six different shapes of human bones and become familiar with the difference between the axial skeleton and the appendicular skeleton and which bones make up each. Students will have the opportunity to be able to list and describe the individual bones of the body by region. Students will have the opportunity to learn the elementary principles of joint design and the two main types of joints. Students will have the opportunity to learn the meanings of the terms “arthrokinematics” and “osteokinematics” and become familiar with joint play. Students will have the opportunity to learn the structures that contribute to the stability of individual joints. Students will have the opportunity to learn the major joints in the body and how to palpate them. Students will have the opportunity to learn about the functions of skeletal muscles and how they relate to massage therapy, as well as being able to learn about both cardiac and smooth muscles. Students will have the opportunity to become familiar with types of skeletal



muscle fiber in addition to learning how muscles function in groups called myotatic units. Students will have the opportunity to learn how to describe individual muscles throughout the body as well as be able to identify the attachments, actions, synergist, antagonist, and common trigger points of individual muscles. Students will have the opportunity to learn to apply knowledge of the muscular system to therapeutic massage application. Students will have the opportunity to learn the basic principles of biomechanics. Students will have the opportunity to learn the three main biomechanical dysfunctional patterns. Students will have the opportunity to learn how to assess biomechanical function for the regions of the body.

**MASS 1002 – Pathology**

Clock Hours: 45

Description: The student will understand the mechanisms of these diseases related to each body system. The student will cover the definition, demographics, etiology, signs and symptoms, treatment options, and role of massage.

**MASS 1003 – Massage Business and Ethics**

Clock Hours: 15

Description: Students will have the opportunity to learn how to define professionalism, therapeutic massage, and a scope of practice for therapeutic massage. Students will have the opportunity to learn about a code of ethics and standards of practice for therapeutic massage and use these to maintain professional boundaries and the therapeutic relationship. Students will have the opportunity to learn about the informed consent process and be able to identify other legal and credentialing concerns. Students will have the opportunity to learn the communication skills to listen effectively, deliver messages, and identify and resolve conflict in the professional setting. Students will have the opportunity to learn to use a problem-solving approach to enhance ethical decision making and be able to identify and report unethical conduct of colleagues. Students will have the opportunity to learn about each of HIPAA's three sections.

**MASS 1004 – Fundamentals of Massage I/Lab**

Clock Hours: 45/30 Lab

Description: The student will learn the rich heritage and history of therapeutic massage. Students will have the opportunity to learn about the process of self-evaluation as they explore personal responses to touch. Students will have the opportunity to learn what contributions they can make to the future of the profession. Students will have the opportunity to learn about current massage research. Students will have the opportunity to learn how to perform a literature search using PubMed. Students will have the opportunity to learn about the research process, levels of evidence, and critiquing a research article. Students will have the opportunity to learn the benefits of massage based on an evidence-informed approach. Students will have the opportunity to explore indications and contraindications to massage. Students will have the opportunity to be introduced to three treatment approaches—therapeutic change, condition management, and palliative care—and they will use clinical reasoning to determine the appropriate intervention process for selected case studies. Students will have the opportunity to demonstrate a basic understanding of pathology and will learn when the stress response, inflammatory response, and pain response are indications for massage. Students will have the

opportunity to learn when massage is contraindicated and how to refer clients for evaluation by a licensed health care professional. Students will have the opportunity to learn about the field of pathology and a broad range of concepts and terms used in the discipline. Students will have the opportunity to learn to distinguish among diseases, disorders, and syndromes, and they will become familiar with several major categories of each of these pathologies. Students will have the opportunity to learn the types of pathogens and routes of infectious disease transmission. Students will have the opportunity to learn about infection control as it relates to massage practice. Students will have the opportunity to learn universal precautions and sanitary procedures, such as hand washing and glove use, as well as basic safety and life support practices. Students will have the opportunity to learn the basic principles of body mechanics, which allows them to use the body, especially the hands and forearms, in an efficient and biomechanically correct manner during the massage application. Students will have the opportunity to learn methods that maximize body mechanics by altering the position of both the client and the practitioner. Students will have the opportunity to become familiar with the importance of body mechanics, which helps practitioners to provide 8 hours of massage daily without any dysfunction, fatigue, or injury.

### **MASS 1005 – Fundamentals of Massage II/Lab**

Clock Hours: 45/30 Lab

Description: Students will have the opportunity to demonstrate unique skills necessary for each of the three career environments. Students will have the opportunity to explore cross-training options to support skills necessary for each of the three career areas. Students will have the opportunity to use massage terminology as presented by the Massage Therapy Body of Knowledge (MTBOK) and Entry-Level Analysis Project (ELAP) documents. Students will have the opportunity to learn to identify and use the medical terminology most often encountered by the massage professional, particularly as it relates to charting and record-keeping procedures. Students will be able to use effective communication and documentation when completing client data collection. Students will have the opportunity to learn to determine their personal motivation for developing a therapeutic massage career. Students will have the opportunity to compare the advantages and disadvantages of self-employment and employee status and will also understand the commitment required to develop a massage therapy business. Students will have the opportunity to learn to develop a 5-year business plan and design a marketing strategy as well as advertising materials for the massage business. Students will have the opportunity to learn to negotiate rental and employment contracts and will develop a business management and record-keeping system.

### **MASS 1006 – Massage Practice and Techniques I/Lab**

Clock Hours: 45/60 Lab

Description: Students will have the opportunity to learn about the purchase, setup, care, and use of the equipment and supplies required to begin a massage practice in different massage environments through essays, discussions, research, and evaluated demonstrations. Students will have the opportunity to learn about conducting client interviews, focusing on procedures, client expectations, and outcome; self-evaluate client and practitioner feedback; and take a client

through an orientation process. Students will have the opportunity to learn about and explore their own gender-based touch history and feelings about touch and gender. Students will have the opportunity to learn about focusing and centering methods, the two styles of draping, and positioning clients. Students will have the opportunity to learn definitions, directions, and descriptions for the application of the most common massage methods and techniques. Students will have the opportunity to understand the basic theories of the physiologic effects of massage methods and techniques. Students will have the opportunity to learn how to organize various methods of massage into basic flow patterns using effleurage, gliding, petrissage, kneading, compression, friction, tapotement/percussion, vibration. Students will have the opportunity to design and perform a full-body massage using the techniques and methods presented such as direct pressure, superficial warming, pumping, stretching, jostling, shaking, and rocking. Students will have the opportunity to deal with difficult and unusual situations (body hair and skin problems) and make thoughtful decisions regarding application of massage techniques for each area of the body. Students will have the opportunity to learn how to conduct an effective interview. Students will have the opportunity to learn the basics of physical assessment for various parts of the body, including the skin, muscles, joints, and fascia. Students will have the opportunity to learn the interpretation of assessment information and how to develop a care/treatment plan on their own. Students will have the opportunity to discuss and describe the basic physiology, theoretic principles, and therapeutic effects of several complementary bodywork systems. Students will have the opportunity to discuss and focus on incorporation of the principles and techniques described into general wellness massage sessions and the importance of additional education and specialization. Students will have the opportunity to explore the relationship of complementary bodywork methods to therapeutic massage. Students will have the opportunity to compare the similarities and differences of the application of the various methods.

**MASS 1007 – Massage Practice and Techniques II/Lab**

Clock Hours: 45/60 Lab

Description: Students will have the opportunity to learn how to develop a massage environment to best serve individuals with special needs. Students will have the opportunity to demonstrate the communication skills that are important for working with a client with special needs. Students will have the opportunity to learn to gather information on additional training to help massage therapists better serve clients with special needs. Students will have the opportunity to be able to identify the basic components of a wellness program and be able to locate resources to develop a wellness program. Students will have the opportunity to learn how to develop a personal wellness program as well as providing wellness guidelines to clients. Students will have the opportunity to learn through case studies, which provide for an integration process wherein the students can experience how all the textbook content is used to work toward specific outcomes for specific clients. Students will have the opportunity to become familiar with case studies that cover the most common situations a massage therapist encounters. Students will have the opportunity, through the case studies, to be presented with multiple factors that must be considered to develop the treatment plan. Students will have the opportunity to interject their own ideas into the studies.

**MASS 1008 – Massage Clinical/Extern**

Clock Hours: 60

Description: Massage Clinical/Extern

Student will utilize the knowledge in a more realistic setting. Students will be required to complete 60 hours of practical hands-on massage therapy sessions. Students may only be allowed to start this course if they have completed all classes with at least a 70%. Students will have the ability to develop their own style while building confidence in themselves. They will develop skills to finish a massage in an allotted time frame, draping, different body types, and learn to maintain files and records.

**[Certificate] Dialysis Technician**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>DIAL 1001</b>	Medical Terminology for the Dialysis Technician	30	0	0	30
<b>DIAL 1002</b>	Introduction to Dialysis	30	0	0	30
<b>DIAL 1003</b>	Scientific Principles of Dialysis	12	12	0	24
<b>DIAL 1004</b>	Dialysis Procedures	0	30	0	30
<b>DIAL 1005</b>	Career Development	6	0	0	6
<b>DIAL 1006</b>	Dialysis Externship	0	0	64	64
	<b>Totals</b>	<b>78</b>	<b>42</b>	<b>64</b>	<b>184</b>
Day Class		10 Weeks			
Night Class		15 Weeks			
Extern/Clinical		64 Hours			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N <sup>1</sup>	<ul style="list-style-type: none"> <li>Varies by employer</li> </ul>

<sup>1</sup> While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification

### Program Admission Requirements

- High school diploma or GED
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

### Program Objectives:

- Students will learn how to provide quality care to patients who are receiving dialysis treatment.
- The student will acquire knowledge of Medical Terminology.
- Students must learn CPR/AED/First Aide
- The student will learn the Safety and Principles of Dialysis treatment.
- Students will learn requirements of Extern, and Certification Exam.

Upon ability to demonstrate competency in the skills and complete the externship the student will qualify to take the CCHT Certification Exam to become a Certified Clinical Hemodialysis Technician and qualify to find entry-level positions in dialysis centers and hospitals.

### Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to advance to the next course.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 64 hours of clinicals in a dialysis center or hospital.

### Required Classes

- Medical Terminology for the Dialysis Technician
- Introduction to Dialysis
- Scientific Principles of Dialysis
- Dialysis Procedures
- Career Development
- Dialysis Externship

## Dialysis Technician Course Descriptions

### **DIAL 1001 Medical Terminology for the Dialysis Patient**

Hours: 30 Lecture

Description: This course will provide the student with the basic learning tools and aid in building a strong foundation in medical terminology. Students will learn basic medical terms and meanings relating to the circulatory, respiratory, and urinary systems.

### **DIAL 1002 Introduction to Dialysis**

Hours: 30 Lecture

Description: Students will be introduced to the basic knowledge of the dialysis environment along with the personnel involved in dialysis. The student will become familiar with the symptoms, treatment, and effects of chronic renal failure including the mortality and morbidity rates. Students will also learn the basic setup and operation of a hemodialysis machine.

### **DIAL 1003 Scientific Principles of Dialysis**

Hours: 12 Lecture, 12 Lab

Description: Students will learn about the different types of dialysis and the differences between acute and chronic along with additional functions of the hemodialysis machine. Students will also learn the basic hemodialysis mechanics and their use. Students will have a lab component within this course to perform skills.

### **DIAL 1004 Dialysis Procedures**

Hours: 30 Lab

Description: This course will build upon the knowledge of the basic hemodialysis operations. Students will learn how to cannulate access, learn to apply aseptic techniques, and learn basic assessments of a hemodialysis patient, including vital signs. Students will also learn about the cleaning and reuse of a dialyzer, along with water treatment and quality with relations to the hemodialysis process.

### **DIAL 1005 Career Development**

Hours: 6 Hours Lecture

Description: Students will be introduced to career development skills including resumes, externship expectations, and other topics related to career development.

### **DIAL 1006 Dialysis Externship**

Hours: 64 Clinical

Description: During this clinical rotation, the students will work in a Hemodialysis Clinic with supervision. The student will have the opportunity to apply the knowledge of dialysis such as preparation of the dialysis machine, patient assessments, standard precautions, and equipment monitoring in accordance with the standard policies and procedures of any facility. They will be trained to work in today's private and government-run dialysis centers, medical centers and hospital dialysis departments, health care offices, clinics, and facilities.

**[Certificate] Medical Assistant**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>MAST 1001</b>	Introduction to the Allied Health Profession	12	0	0	12
<b>MAST 1002</b>	Laboratory Procedures	12	30	0	42
<b>MAST 1003</b>	Responsible Medical Practice	18	0	0	18
<b>MAST 1004</b>	Specialty Examination and Procedures	27	3	0	30
<b>MAST 1005</b>	Integrated Clinical Education	18	24	0	42
<b>MAST 1006</b>	Cardiac Monitoring Procedures	12	12	0	24
<b>MAST 1007</b>	Clinical Externship	0	0	80	80
	<b>Totals</b>	<b>99</b>	<b>69</b>	<b>80</b>	<b>248</b>
Day Class Didactic		14 Weeks			
Night Class Didactic		21 Weeks			
Extern/Clinical		80 Hours			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N <sup>1</sup>	<ul style="list-style-type: none"> <li>Varies by employer</li> </ul>

<sup>1</sup> While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification



### Program Admission Requirements

- High school diploma or GED.
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

### Program Objectives

- Students will gain the ability and knowledge to work directly with patients and assist with their care. Students will be provided with relevant skills and knowledge in assisting the physician with minor surgical procedures, taking vital signs, recording EKG's, and administering injections.
- Students will also receive training in basic office procedures, such as setting appointments, accounting procedures, maintaining patient's charts.
- The student will be provided with the ability to take the CCMA, CET, and CPT Certification Exam with the National Health Career Association.

### Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 80 clinical hours in a clinic or hospital.

### Required Classes

- Introduction to the Allied Health Profession
- Laboratory Procedures
- Responsible Medical Practice
- Specialty Examinations and Procedures
- Integrated Clinical Education
- Cardiac Monitoring Procedures

- Medical Clinical Externship

### Medical Assistant Course Descriptions

#### **MAST 1001 -Introduction to the Allied Health Profession**

Hours: 12 Lecture

Description: Students will learn their roles, responsibilities, and scope of practice. They will learn other health care professionals' roles and the difference between specialty, ancillary, and alternative services in health care. Students will understand the most common medical terms, word roots, prefixes, and suffixes for procedures and body systems. Students will learn how to identify and eliminate disease causing actions in the medical field. They will learn the importance of medical and surgical asepsis with performing sanitization, disinfection, and sterilization. Students will learn all structures within each body system, where they are located, functions of each organ and how systems work together to maintain homeostasis of the body.

#### **MAST 1002 – Laboratory Procedures**

Hours: 12 Lecture, 18 Lab

Description: Students will learn how to collect specimens, run controls on laboratory equipment, complete requisition forms, and recognize laboratory values for common lab tests. They will learn the difference between CLIA and COLA accreditation organizations. Students will learn the appropriate steps in performing blood draws on patients, selecting the appropriate supplies, and identifying proper tubes for blood test collection. They will learn the importance of post procedure care and education to the patient. Students will learn the functions of all blood cells, values of normal and abnormal cellular levels, as well as the most common diagnoses. Students will gain an understanding of the relationships of blood tests to the pathology of the human body. They will learn how to prepare specimen tubes for transportation to the laboratory. Students will practice preparing supplies and performing blood drawing techniques. Students will become competent utilizing eclipse and butterfly needles for venipuncture.

#### **MAST 1003 - Responsible Medical Practice**

Hours: 18 Lecture

Description: Students learn about different models of practice of team-based care, community-based organizations, and transitional care. They will learn the importance of patient education and follow up medical care. Students will learn legal and regulatory requirements in the medical field as well as reportable violations and incidents. They will learn and practice patient privacy and confidentiality with records, and during patient examinations. Students will learn appropriate scheduling according to patients' needs and urgency. They will learn how to document cancellations, no-shows, pre-authorizations, insurance verification and referrals. Students will understand the difference between electronic medical records and electronic health records. They will learn how to navigate different paper filing systems, processes, chart sections and scheduling matrices. Students will learn how to effectively communicate with fellow professionals as well as patients. They will learn teamwork skills, verbal and non-verbal communication, and electronic communications.

**MAST 1004 - Specialty Examinations and Procedures**

Hours: 27 Lecture, 3 Lab

Description: Students learn the most common signs, symptoms, and etiologies for diseases and injuries. They will understand risk factors, incidence, and prevalence that lead to morbidity and mortality. Students learn the human stages of psychosocial development, hierarchy of needs, and grief cycle. They will learn the principles of therapeutic communication with patients who have disabilities, developmental delays and chronic or terminal diseases. Students will learn the difference in bacteria, viruses, fungi, protozoa, and multi-cellular parasites. They will understand the setup of human cells, their organelles, and their functions. They will learn about the pathogens that cause common diseases and how they are transmitted. Students will learn the branch of medicine that cares for newborns, infants, children, and adolescents. They will demonstrate competence in measuring length, weight, height, and head circumference. Students will learn to identify the changes that geriatric patients undergo physically and psychologically. They will understand there are social stigmas attached to the older adult in society and how to properly treat them. Students learn all the dietary nutrients that the human body needs to function, what levels are necessary, as well as how to read a nutrition label for food.

**MAST 1005 - Integrated Clinical Education**

Hours: 18 Lecture, 12 Lab

Description: Students will learn how to convert within and between metric and household units of measurement, as well as pediatric weight for medication dosing. They will learn forms, routes, and rights of medication administration. Students will learn classifications, therapeutic effects, side effects and uses of the most prescribed medications. They will learn to identify pharmacological abbreviations used in prescriptions and ordering. Students will demonstrate proper understanding and preparation of ordered enteral and parenteral medications. They will practice proper site administration of injections and education for the patient. Students will learn the importance of patient safety in the clinical setting and how to make specific adjustments as needed per situation. They will learn the proper procedures for medication administration, first aid, and basic wound care. Students will demonstrate proper intake of patients with the intake process of obtaining a chief complaint, drug reconciliation, and completing history profiles. They will perform vital sign measurements and identify abnormal ranges until competent with the skills. Students will practice positioning of the patient according to their examination, preparing needed supplies and carrying out medication orders. They will demonstrate proper sterile field set up and skills to assist the provider with minor surgery procedures.

**MAST 1006 – Cardiac Monitoring Procedures**

Hours: 12 Lecture, 12 Lab

Description: Students will learn about the electrical conduction system of the heart and proper procedures for EKG's. They will learn how to identify different abnormal wave results and which arrhythmias will need immediate medical intervention. The students will learn how to prepare the patients for cardiovascular testing and educating the patients on the procedure. They will learn how to perform an electrocardiogram using a 12-lead set up, as well as understanding the

waveform intervals and segments.

**MAST 1007 – Medical Clinical Externship**

Hours: 80 Clinical

Description: This course is to train the students for entry-level employment in the medical assisting field. The students will work in a medical setting that will help them to apply their awareness, knowledge, familiarity, academic skills, clinical skills that they obtained.

**[Certificate] Billing & Coding**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>MBAC 1001</b>	Introduction to Medical Billing and Coding	18	0	0	18
<b>MBAC 1002</b>	Intermediate Medical Billing and Coding	42	0	0	42
<b>MBAC 1003</b>	Body Systems and Medical Terminology I	30	0	0	30
<b>MBAC 1004</b>	Body Systems and Medical Terminology II	30	0	0	30
<b>MBAC 1005</b>	Pathology and Laboratory	24	0	0	24
<b>MBAC 1006</b>	Medical Clinical Externship	0	0	80	80
	<b>Totals</b>	<b>144</b>	<b>0</b>	<b>80</b>	<b>224</b>
Day Class Didactic		12 Weeks			
Night Class Didactic		18 Weeks			
Extern/Clinical		80 Hours			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
N/A	N/A	N <sup>1</sup>	<ul style="list-style-type: none"> <li>Varies by employer</li> </ul>

<sup>1</sup> While Georgia does not require an exam for employment, graduate's employment prospects improve with a national certification

### Program Admission Requirements

- High School Diploma or GED
- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

### Program Objectives:

- The student will learn the coding rules for the CPT, ICD-10-CM, and Level II (HCPCS) coding systems.
- The student will learn to apply the rules to code patient services.
- The student will be introduced to a variety of payment systems.
- The student will be able to explain Medicare fraud, HMOs, and QIOs.
- The student will attend 80 hours of externship at a healthcare facility.

After completion of this program the student will be eligible to take the Billing and Coding Certification Exam by NHA – National Health Career Association.

### Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 80 clinical hours in a clinic or hospital.

### Required Courses

Introduction to Medical Billing and Coding  
 Intermediate Medical Billing and Coding  
 Body Systems and Medical Terminology I  
 Body Systems and Medical Terminology II  
 Pathology and Laboratory

Medical Clinical Externship

### Billing and Coding Course Descriptions

#### **MBAC 1001 - Introduction to Medical Billing and ICD-10-CM**

Hours: 18 Lecture

Description: Students will be introduced to the basic structures of the Medicare Program and HIPPA. They will learn about Medicare fraud, compliance, and managed care. Students will be taught how to use and describe the format of the ICD-10-CM. They will learn how to identify first-listed diagnosis and explain uncertain diagnoses.

#### **MBAC 1002 - Intermediate Medical Billing and Coding**

Hours: 42 Lecture

Description: Students will learn how to analyze neoplasm codes, and diseases of the eye and adnexa codes. They will be able to recognize diseases of the circulatory system, evaluate diseases of the respiratory system, and review certain infectious and parasitic disease codes. Students will be able to understand diseases of the musculoskeletal system and connective tissue coding. They will be introduced to the CPT manual and Level II National codes (HCPCS), the use and recognition of modifiers and demonstrate the ability to code evaluation and management (E/M) codes.

#### **MBAC 1003 - Body Systems and Medical Terminology I**

Hours: 30 Lecture

Description: Students will learn the diverse types of anesthesia and demonstrate the ability to report anesthesia services. They will learn how to interpret the elements of a special report and analyze the contents of a surgical package. Students will be able to describe the format for the integumentary, musculoskeletal, respiratory, and cardiovascular systems. Students will also be able to demonstrate the ability to code services and procedures from these systems.

#### **MBAC 1004 - Body Systems and Medical Terminology II**

Hours: 30 Lecture

Description: Students will learn how to understand the hemic and lymphatic systems subheadings and demonstrate the ability to code from these subsections. They will learn how to understand the format for the digestive system and report procedures on the tongue, esophagus, liver, and other organs of the digestive system. They will be able to report services from the urinary system, and the male genital system. Students will be able to describe reproductive services and how to report them. They will be able to demonstrate the ability to code auditory system services, the eye and adnexa services and the ability to report the use of an operating microscope. Prerequisite: Complete MBAC 1003 - Body Systems and Medical Terminology I

**MBAC 1005 - Pathology and Laboratory**

Hours: 24 Lecture

Description: Students will learn how to analyze the elements of component coding in reporting radiology services. Identify elements of the global procedure. They will learn how to differentiate amongst the Organ or Disease Oriented Panels codes, as well as how to identify Therapeutic Drug Assays codes. Students will be able to identify biofeedback services, analyze chemotherapy services. They will be able to explain the difference between inpatient and outpatient coding as well as the purpose of the present on admission indicators.

**MBAC 1006 – Medical Clinical Externship**

Hours: 80 Clinical

Description: The student applies knowledge in a medical office doing front office, billing, and coding. The student will understand the flow of a medical office.



**[Certificate] Nursing Assistant**

Course Code	Course Description	Lecture	Lab	Clinical	Total
		Clock Hours			
<b>NAST 1101</b>	The Nursing Assistant in Long Term Care/Foundations of Long-Term Care	6	6	0	12
<b>NAST 1102</b>	Understanding Residents/Body Systems & Related Conditions	6	6	0	12
<b>NAST 1103</b>	Confusion Dementia & Alzheimer's Disease/Personal Care Skills	8	8	0	16
<b>NAST 1104</b>	Basic Nursing Skills/Nutrition & Hydration	8	8	0	16
<b>NAST 1105</b>	Rehabilitation & Restorative Care/Caring for Yourself	8	8	0	16
<b>NAST 1106</b>	Clinical Rotation	0	0	24	24
	<b>Totals</b>	<b>36</b>	<b>36</b>	<b>24</b>	<b>96</b>
Day Class (Part-Time)		8 Weeks			
Night Class (Part-Time)		12 Weeks			
Day Class (Full-Time)		4 Weeks			

**State of Georgia Employment Requirements**

State Licensing Agency	NGNA Program Meets State (GA) Licensure Requirements	Required Exam (Y/N)	Additional Requirements
Georgia Medical Care Foundation	Yes	Y (National Nurse Aid Assessment Program)	<ul style="list-style-type: none"> <li>Background Check</li> </ul>

### Program Admission Requirements

- Possess 2 forms of Identification – one (1) must be a government issued picture identification and one (1) must be a valid Social Security Card. Names on both forms of ID must match.
- A negative TB skin test or chest x-ray (if applicable) and immunization records within two (2) weeks of admission.
- A criminal background check which is approved by the school. Criminal charges or convictions on the background check may prevent students from acceptance into NGNA, becoming certified in their field of study, and/or being admitted to externship sites, thus preventing completion of the program.
- Applicants must be able to read, write, and perform basic math. They must be able to follow and communicate verbal and written instructions.
- Pregnant applicants are asked to provide a letter from their physician giving permission for them to lift heavy objects.
- Completion of an enrollment application package from NGNA.

### Program Objectives

- The student will be introduced to basic nursing skills and clinical skills which include.
- The student will gain knowledge about communication.
- The student will learn residents' rights.
- The student will define infection control and be able to apply proper use of it.
- The student will be able to demonstrate proper body mechanics needed in caring for residents.
- The student will demonstrate how to assist in activities of daily living for the resident in a Long- Term Care facility.
- The student will gain experience in the clinical roles of a nursing assistant at a Long-Term Care Facility.
- The student will meet all requirements to pass the Georgia State Competency Exam and be able to function as a Certified Nursing Assistant upon completion of the State Competency Exam.

### Graduation Requirements

- All courses are taught in sequence and each student must successfully complete each course with a minimum grade of 70% to complete the program.
- Student must participate in all lab activities while maintaining a minimum grade of 70%.
- The student must attend 24 clinical hours in a Long-Term Care facility.

### Required Courses

- The Nursing Assistant in Long Term Care/Foundations of Long-Term Care
- Understanding Residents/Body Systems & Related Conditions
- Confusion Dementia & Alzheimer's Disease/Personal Care Skills
- Basic Nursing Skills/Nutrition & Hydration

- Rehabilitation & Restorative Care/Caring for Yourself.
- Clinical Rotation

### Nursing Assistant Course Descriptions

#### **NAST 1101 - The Nursing Assistant in Long Term Care/Foundations of Long-Term Care**

Hours: 6 Lecture, 6 Lab

Description: The student will be provided with insight into healthcare settings and the healthcare team. The student will learn the different roles of care team members along with functions the nursing assistant will be expected to perform. The student will learn the importance of behaving in ethical and legal ways, information on the HIPAA law, and the legal rights of patients. The student will meet the instruction mandated by OBRA, which includes Communication, Safety, Medical Emergencies, and Infection Prevention

#### **NAST 1102 - Understanding Residents/Body Systems & Related Conditions**

Hours: 6 Lecture, 6 Lab

Description: The student will learn the basic needs of residents, and that the Nursing Assistant is expected to assist residents in meeting those needs as they provide care. The student will learn the physical and psychological needs of human beings by providing a holistic approach to care. The student will learn the basic structure and function of body systems including common disorders and signs and symptoms to observe and report.

#### **NAST 1103 - Confusion Dementia & Alzheimer's Disease/Personal Care Skills**

Hours: 8 Lecture, 8 Lab

Description: The student will be given knowledge about the statistics regarding Alzheimer's Disease and Dementia. The student will be trained in providing the best possible care while remembering the importance of the person with AD to be cared for as an individual. The student will learn personal care skills and that they are one of the most important roles of the nursing assistant. They will learn the importance of doing the skills properly with respect and dignity.

#### **NAST 1104 - Basic Nursing Skills/Nutrition & Hydration**

Hours: 8 Lecture, 8 Lab

Description: The student will learn the duties when admitting, transferring, and discharging residents. The student will gain understanding of how important it is to communicate and empathize with the residents during this difficult time of major changes in a person's life. The student will learn the basics about proper nutrition, the purpose of nutrients, vitamins, and minerals for the body. They will obtain knowledge about USDA's MyPlate and special diets that may be needed for residents.

#### **NAST 1105 - Rehabilitation & Restorative Care/Caring for Yourself**

Hours: 8 Lecture, 8 Lab

Description: The student will learn to provide supportive care that encourages dignity and independence during recovery with restorative care. The student will learn the purpose of

Physical Therapy, Occupational Therapy, and Speech Therapy. The student will learn to assist residents with ambulation and range of motion exercises, careful skin care, and the use of adaptive devices. The student will learn the knowledge, skills, and qualities needed to work as a nursing assistant. Finding and keeping a job, advice about building working relationships. The student will learn helpful tips for managing stress and staying healthy.

**NAST 1106 - Clinical Rotation**

Hours: 24

Description: Students will have the opportunity to participate in clinical training in a long-term care facility. The student will observe a variety of activities, procedures, treatments, and patient care. This will encourage the development of personal traits of integrity, enthusiasm, honesty, trustworthiness, promptness, and dependability in the workplace. The student will learn basic communication and confidentiality skills such as reporting and charting. The student will be able to apply the knowledge obtained in the classroom regarding infection control and standard precautions. The student will demonstrate competent safety practices and body mechanics. They will understand the importance of HIPAA and confidentiality. They will assist staff members within the scope of their training and provide basic patient care included in activities of daily living.

**Appendix A: Tuition and Fees***All Amounts are in US Dollars*

Program	Tuition	Books/Supplies	Application Fee	Total
<b>Medical Assistant</b>	\$3,000.00	\$400.00	\$100.00	\$3,500.00
<b>Nursing Assistant</b>	\$600.00	\$300.00	\$100.00	\$1,000.00
<b>Billing and Coding</b>	\$2,500.00	\$400.00	\$100.00	\$3,000.00
<b>Dialysis Technician</b>	\$2,400.00	\$200.00	\$100.00	\$2,700.00
<b>Surgical Technician - Certificate</b>	\$7,000.00	\$400.00	\$100.00	\$7,500.00
<b>Emergency Medical Technician Basic (EMTB)</b>	\$3,450.00	\$400.00	\$100.00	\$3,950.00
<b>Emergency Medical Technician Advanced (EMTA)</b>	\$1,900.00	\$400.00	\$100.00	\$2,400.00
<b>AAS Diagnostic Medical Sonography</b>	\$30,510.00	\$900.00	\$100.00	\$32,590.00
<b>AAS Surgical Technology</b>	\$14,500.00	\$900.00	\$100.00	\$15,500.00
<b>Massage Therapy</b>	\$8,400.00	\$500.00	\$100.00	\$9,000.00

**Schedule of Additional Fees**

Fee	Amount
<b>ID Badge Replacement</b>	\$10.00
<b>Scrubs (Additional and/or Replacement)</b>	\$65.00
<b>Blood Pressure Cuff (Replacement)</b>	\$40.00
<b>Stethoscope (Additional and/or Replacement)</b>	\$70.00
<b>Surgical Technician/Surgical Technology - Additional or Replacement Gowns</b>	\$ 65.00
<b>Surgical Technology Scrub Hats – Additional or Replacement Scrub Hats</b>	\$15.00
<b>Surgical Technology – Surgical Gloves - Additional or Replacement</b>	\$20.00
<b>Textbook/ Workbook - This will be the original cost of the book. Amounts will vary.</b>	

## Tuition Payment Schedules

Tuition Payment Schedules			
Program of Study	Weekly Payments	Bi-Weekly Payments	Four Week Payments
Associate of Applied Science in Diagnostic Medical Sonography - Day Class	\$196.00	\$392.00	\$784.00
Associate of Applied Science in Diagnostic Medical Sonography - Night Class	\$ 196.00	\$ 392.00	\$ 784.00
Associate of Applied Science in Surgical Technology - Day Class	\$ 140.00	\$ 280.00	\$ 560.00
Associate of Applied Science in Surgical Technology - Night Class	\$ 116.00	\$232.00	\$464.00
Emergency Medical Technician Advanced Day Class	\$ 130.00	\$ 260.00	\$ 520.00
Emergency Medical Technician Basic Day Class	\$ 130.00	\$ 260.00	\$ 520.00
Dialysis Technician - Day Class	\$ 240.00	\$ 480.00	\$ 960.00
Dialysis Technician - Night Class	\$ 160.00	\$ 320.00	\$ 640.00
Medical Assistant - Day Class	\$ 215.00	\$ 430.00	\$ 860.00
Medical Assistant - Night Class	\$ 145.00	\$ 290.00	\$ 580.00
Medical Billing and Coding - Day Class	\$ 210.00	\$ 420.00	\$ 840.00
Medical Billing and Coding - Night Class	\$ 140.00	\$ 280.00	\$ 560.00
Nursing Assistant (Part-Time) - Day Class	\$ 150.00	\$ 300.00	\$ 600.00
Nursing Assistant (Part-Time) - Night Class	\$ 100.00	\$ 200.00	\$ 600.00
Nursing Assistant (Full-Time) – Day Class	\$150.00	\$300.00	\$600.00
Surgical Technician - Day Class	\$ 225.00	\$ 450.00	\$ 900.00
Surgical Technician - Night Class	\$ 150.00	\$ 300.00	\$ 600.00
Massage Therapy - Day Class	\$191.00	\$382.00	\$764.00
Massage Therapy - Night Class	\$110.00	\$220.00	\$440.00

## Appendix B: Faculty &amp; Staff Directory

Employee	Title/Position	Credentials	Email	Status
<b>April Kidd</b>	<ul style="list-style-type: none"> <li>Owner/Director</li> </ul>	<ul style="list-style-type: none"> <li>West Hall H.S. (Diploma) (09)</li> </ul>	akidd@ngnanursing.org	Staff (FT)
<b>Laura Cantrell</b>	<ul style="list-style-type: none"> <li>Director of Admissions</li> </ul>	<ul style="list-style-type: none"> <li>Chestatee H.S. (Diploma) (11)</li> </ul>	lcantrell@ngnanursing.org	Staff (FT)
<b>Cody Cantrell</b>	<ul style="list-style-type: none"> <li>Admissions Representative</li> </ul>	<ul style="list-style-type: none"> <li>Chestatee H.S. (Diploma) (11)</li> </ul>	ccantrell@ngnanursing.org	Staff (FT)
<b>Dawn Myers, CCMA</b>	<ul style="list-style-type: none"> <li>Assistant Campus Director</li> <li>MA Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>AAS (Med Asst), Erie Community College (97)</li> </ul>	dmyers@ngnanursing.org	Staff (FT)
<b>Christy Rush</b>	<ul style="list-style-type: none"> <li>Administrative Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Central Gwinnett H.S. (Diploma) (79)</li> </ul>	crush@ngnanursing.org	Staff (FT)
<b>Michael Kidd</b>	<ul style="list-style-type: none"> <li>Admissions Representative</li> </ul>	<ul style="list-style-type: none"> <li>West Hal H.S. (Diploma) (17)</li> </ul>	mkidd@ngnanursing.org	Staff (FT)

Employee	Title/Position	Credentials	Email	Status
<b>Jennifer Bragg, CST</b>	<ul style="list-style-type: none"> <li>Surgical Technology Prog Manager</li> <li>ST Instructor</li> </ul>	<ul style="list-style-type: none"> <li>CST, Ivy Technical College (01)</li> </ul>	jbragg@ngnanursing.org	Faculty (FT)
<b>Alisha Jackson, BA, RDMS</b>	<ul style="list-style-type: none"> <li>AAS DMSO Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>BA, RDMS</li> </ul>	ajackson@ngnanursing.org	Faculty (FT)
<b>Michelle Mullins, LPN</b>	<ul style="list-style-type: none"> <li>Dialysis Tech Program Manager</li> <li>MA Instructor</li> <li>NA Instructor</li> </ul>	<ul style="list-style-type: none"> <li>LPN, Wise County Vocational School (87)</li> </ul>	mmullins@ngnanursing.org	Faculty (FT)
<b>Miranda Gragg, EMT-P</b>	<ul style="list-style-type: none"> <li>EMT Program Manger</li> <li>EMT Instructor</li> </ul>	<ul style="list-style-type: none"> <li>Paramedic, Lanier Technical College (21)</li> </ul>	mragg@ngnanursing.org	Faculty (PT)
<b>Kelley Anderson, LMT</b>	<ul style="list-style-type: none"> <li>Massage Therapy Program Manager</li> </ul>	<ul style="list-style-type: none"> <li>Licensed Massage Therapist</li> </ul>	kanderson@ngnanursing.org	Faculty (PT)

Employee	Title/Position	Credentials	Email	Status
<b>Leigh Ritorto, RDMS</b>	<ul style="list-style-type: none"> <li>AAS in DMS</li> <li>Instructor</li> </ul>	<ul style="list-style-type: none"> <li>RDMS</li> </ul>	lritorto@ngnanursing.org	Faculty (PT)
<b>Benkam Bobga, PhD</b>	<ul style="list-style-type: none"> <li>Mathematics Instructor</li> </ul>	<ul style="list-style-type: none"> <li>PhD (Math), Auburn Univ (08)</li> <li>M.S (Math), E. Tenn State (05)</li> </ul>	bbobga@ngnanursing.org	Faculty (PT)
<b>Sarah Gott, RN, BSN</b>	<ul style="list-style-type: none"> <li>MA Instructor</li> </ul>	<ul style="list-style-type: none"> <li>BS (Nursing), Univ of North GA (20)</li> </ul>	sgott@ngnanursing.org	Faculty (PT)
<b>Stephanie Powell, LPN</b>	<ul style="list-style-type: none"> <li>NA Instructor</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	spowell@ngnanursing.org	Faculty (PT)
<b>Destiny Welch, CSTFA</b>	<ul style="list-style-type: none"> <li>ST Instructor</li> </ul>	<ul style="list-style-type: none"> <li>AS, Oklahoma Community College (02)</li> <li>CFA, Madison Community College (16)</li> </ul>	dwelch@ngnanursing.org	Faculty (PT)
<b>Rebecca Seitz</b>	<ul style="list-style-type: none"> <li>AAS in DMS Instructor</li> </ul>	<ul style="list-style-type: none"> <li>AAS, RCS, RVT</li> </ul>	rseitz@ngnanursing.org	Faculty (PT)

Employee	Title/Position	Credentials	Email	Status
<b>Karen Giacomini</b>	<ul style="list-style-type: none"> <li>AAS in DMS Instructor</li> </ul>	<ul style="list-style-type: none"> <li>BA (Biol), Rhode Island College (76)</li> </ul>	kgiacomini@ngnanursing.org	PRN
<b>Sherri Bisciotti, RN, BSN</b>	<ul style="list-style-type: none"> <li>Instructor</li> </ul>	<ul style="list-style-type: none"> <li>BSN, RN</li> </ul>	sbisciotti@ngnanursing.org	PRN

Appendix C: School Calendar

# 2022

# 2023

**Federal Holidays 2022**

Jan 1	New Year's Day	Jun 19	Juneteenth	Nov 11	Veterans Day
Jan 17	Martin Luther King Day	Jun 20	Juneteenth (obs.)	Nov 24	Thanksgiving Day
Feb 21	Presidents' Day	Jul 4	Independence Day	Dec 25	Christmas Day
May 30	Memorial Day	Sep 5	Labor Day	Dec 26	Christmas Day (obs.)
		Oct 10	Columbus Day		

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**Federal Holidays 2023**

Jan 1	New Year's Day	Jun 19	Juneteenth	Nov 10	Veterans Day (obs.)
Jan 2	New Year's Day (obs.)	Jun 20	Juneteenth Day	Nov 11	Veterans Day
Jan 16	Martin Luther King Day	Sep 4	Labor Day	Nov 23	Thanksgiving Day
Feb 20	Presidents' Day	Oct 9	Columbus Day	Dec 25	Christmas Day
May 29	Memorial Day				

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Observed Holidays 2022		Observed Holidays 2023	
Holiday	Date(s)	Holiday	Date(s)
New Year's Day	January 1 <sup>st</sup> , 2022	New Year's Day	January 1 <sup>st</sup> , 2023
Memorial Day	May 30 <sup>th</sup> , 2022	Memorial Day	May 29 <sup>th</sup> , 2023
Independence Day	July 4 <sup>th</sup> , 2022	Independence Day	July 4 <sup>th</sup> , 2023
Labor Day	September 5 <sup>th</sup> , 2022	Labor Day	September 4 <sup>th</sup> , 2023
Thanksgiving	November 24 <sup>th</sup> , 2022	Thanksgiving	November 23 <sup>rd</sup> , 2023
Christmas	December 25 <sup>th</sup> , 2022	Christmas	December 25 <sup>th</sup> , 2023