



**Atlanta University of Health and Sciences**

**CATALOG**

**2019-2020**

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## GENERAL INFORMATION

### **Vision Statement**

Atlanta University of Health Science strives to be a state-of-the-art educational organization and career-readiness model in State of Georgia and beyond and will be recognized an exemplary model for the integration and translation of inter-professional knowledge into the preparation of exceptional scholars and healthcare professionals

### **Mission Statement**

The mission of Atlanta University of Health Sciences is to prepare students for globally evolving and in-demand occupations in health care and business by providing quality academic programs of higher education and practical training. Atlanta University of Health Sciences changes students' lives through the acquisition of relevant knowledge and skills in an academic environment that instills and strengthens fundamental values.

### **Objectives**

Atlanta University of Health Sciences intends to accomplish its mission by pursuing the following objectives:

- Prepare students for work by offering a combination of theoretical and practical training and by engaging in external partnerships.
- Pursue academic excellence by attracting, developing, and retaining highly qualified faculty and staff.
- Pursue excellence in the development and delivery of our programs, in student achievements, and in all our services in order to meet global standards of higher education.
- Integrate cultural differences in effective academic development.
- Promote lifelong learning and scholarly contributions through the development of information, literacy and research skills.
- Promote a strong work ethic, encouraging the development of good character and values.
- Foster the faith through the integration of faith with learning, living, and service.
- Prepare AOM students for state licensure and/or certification exams.

**Core Values**

Our core values articulate the ideals that guide the operations of Atlanta University of Health and Sciences in pursuit of providing quality education:

**Integrity**

We require acting with dignity and honesty while adhering consistently to the University's ethical codes.

**Excellence**

We believe that excellence commits us to challenge ourselves to utilize our gifts: intellectual, social, physical, spiritual, and ethical.

**Community**

We embrace the common bonds and obligations within and beyond the campus while respecting individual and cultural differences.

**Diversity**

We embrace all aspects of human diversity and value its necessity to ensure a vibrant learning community.

**Student Focus**

We are committed to fostering the professional and personal growth of all students and our fellow colleagues by promoting lifelong learning and leadership development.

**Philosophy of Education**

AUHS exists because of, and for the students and the community. AUHS believes that each person has been given specific gifts and talents. Such gifts and talents, when nurtured appropriately, enable individuals to accomplish great things. AUHS believes that, as an institution of higher education, it serves as a temple of knowledge and thus has the enormous responsibility to nurture those individual gifts and talents by developing each student's knowledge and fostering their relationship. Only then will students' lives be positively and spiritually transformed, and will they be able to have a constructive impact on the community.

**Approval**

Atlanta University of Health Sciences is a profit, privately owned institution legally incorporated in the State of Georgia. AUHS is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Atlanta University of Health Sciences is approved by SEVIS. AUHS authorizes to issue I-20 for International Students

**Campus Location**

AUHS is located in Duluth, Georgia. Duluth is an affluent city in Gwinnett County, Georgia, and a developed suburb of Atlanta. As of the 2010 census, the city had a population of 26,600. It is close to Interstate 85. It is home to Gwinnett Place Mall, Gwinnett Civic and Cultural Center, Arena at Gwinnett Center, Hudgens Center for the Arts and Red Clay Theater, and the agricultural manufacturer AGCO. It is also home to Gwinnett Medical Center – Duluth, an 81-bed hospital constructed in 2006, as well as GMC's Glancy Campus, a 30-bed facility located near downtown. Nearby attractions include Stone Mountain and Lake Lanier.

**Facilities**

The building contains classrooms, administrative offices, and a library. All classes are taught at this location. AUHS facilities are operated in full compliance with federal, state, and local ordinances and regulations, including requirements pertaining to health, fire, and building safety. There is a parking lot located in front of the building.

### Academic Calendar 2018 -2020

Aug 6 – 11, 2018	Registration Fall 2018 - 2019	
Aug 13 – 18, 2018	Late Registration	Late Fee \$100
Aug 31, 2018	New Student Orientation	10am – 12pm
Sep 4, 2017	Fall Term Begins	
Oct 22 – 26, 2018	Midterm	
Nov 19 – 24, 2018	Thanksgiving Day	No School
Dec 10 – 15, 2018	Registration Spring 2018 - 2019	MAOM, CMT
Dec 11 - 17	Final Exam	
Dec 17 – 22, 2018	Late Registration	Late Fee \$100
Jan 4, 2019	New Student Orientation (MAOM, CMT)	10am – 12pms
Jan 7, 2019	Spring Term Begins	
Feb 17, 2019	In Observance of President’s Day	No Class
Feb 25 – Mar 2, 2019	Midterm	
Apr 1 – 6, 2019	Spring Break	No Class
Apr 8 – 13, 2019	Registration Sum 2018-2019	MAOM, CMT
Apr 15 – 20, 2019	Final Exam	Late Registration, Fee \$100
May 3, 2019	New Student Orientation	10am – 12pm
May 6, 2019	Summer Term Begins	
May 27, 2019	Memorial Day	No Class
June 10 – 15, 2019	Admission (International Students)	BBA only
June 24 – 29, 2019	Midterm	MAOM, CMT
July 1 – 6, 2019	Independence Day Break	No Class
July 15 – 20, 2019	Registration Fall 2019 -2020	BBA
July 22 – 27, 2019	Later Registration	Fee \$100
Aug 5 – 10, 2019	Registration Fall 2019 – 2020	MAOM, CMT
Aug 9, 2019	New Student Orientation	BBA only
Aug 12, 2019	Fall Semester Begins	BBA only
Aug 12 – 17, 2019	Final Exam	Late Registration, Fee \$100
8/30/2019	New Student Orientation	10am-12pm (MAOM, CMT, CPT)
9/02/2019	Labor Day	No Class (BBA only)
9/03/2019	Fall Term Begins	
10/14/2019	Columbus Day	No Class
11/18 – 11/23/2019	Final Exam, Registration	BBA only
11/25 – 11/29/2019	Thanksgiving Break	No Class
12/2 – 12/7/2019	Registration Spring 2019 – 2020	
12/10 – 12/16/2019	Final Exam	Late Registration, Fee \$100
1/03/2020	New Student Orientation	10 am – 12 pm
1/06/2020	Spring Term Begins	MAOM, CMT, CPT
1/13/2020	Spring Term Begins	BBA
3/30 – 4/04/2020	Registration Summer 2019 - 2020	MAOM, CMT, CPT
4/13 – 4/18/2020	Final Exam (MAOM, CMT, CPT)	Later Registration, Fee \$100

4/20 – 4/25/2020	Final Exam (BBA)	
5/1/2020	New Student Orientation	MAOM, CMT, CPT
5/4/2020	Summer Term Begins	
5/26/2020	Memorial Day	No Class
6/15 – 6/20.2020	Admission (International Students)	BBA only
7/6 – 7/11/2020	Independence Day Break	No Class
7/13 – 7/18/2020	Registration Fall 2020 -2021	BBA only
8/3 – 8/8/2020	Registration Fall 2020 -2021	MAOM, CMT, CPT
8/10 – 8/15/2020	Final Exam (MAOM, CMT, CPT)	

## **ADMISSIONS INFORMATION**

AUHS establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. The University admits students to its programs regardless of race, color, national origin, disability, sex, or age. The University administers its educational policies and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws.

### **Master of Acupuncture & Oriental Medicine (MAOM)**

#### **Admissions Requirements**

Applicants for admission must have earned a Bachelor's degree with a minimum 2.0 cumulative GPA on a 4.0 scale or equivalent of baccalaureate level coursework from an institution that is accredited by any accrediting agency recognized by the U.S. Department of Education, or in the case of International students, recognized by the appropriate agency in that country. Degrees issued by a foreign institution must be translated and evaluated as equivalent to a US Degree.

To be considered for admission, applicants must submit the following:

- A complete application form, which includes, but not limited to, a valid phone number, email, physical address, and Social Security number (SSN), if applicable.
- Meet all Admission requirements.

#### **Admission Process**

1. Application form for admission with \$100.00 application fee.
2. Two (2) Letters of Recommendation
3. Official Academic Transcripts and Transcript Evaluations\* (if necessary) from each college of university attended. These Official Transcripts must be sent directly from the sending institution directly to AUHS Office of Admission. All domestic official transcripts must be received no later than the first day of class of the entering trimester.
4. Two Passport-size color photographs
5. Resume or curriculum vitae listing previous occupations, positions held, previous education, with start and finish dates

6. Personal essay one page in length detailing your desire to be Oriental Medicine practitioner
7. Interview with the Academic Dean and/or Program Director.

### **International Applicants**

Atlanta University of Health Sciences is authorized under federal law to enroll non-immigrant alien students who meet our general admissions requirements and to comply with all federal guidelines under the United States Immigration and Naturalization Service.

If the transcripts are from a country where English is not the primary language, they must be translated and course by course evaluated by an approved evaluation service such as World Education Service (WES). Official foreign transcripts and evaluations may be accepted prior to the end of the first semester of enrollment; however, an unofficial transcript must be received prior to the first day of class.

### English Language Proficiency Requirement

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- A minimum score of 61 on the Internet Based Test (iBT)
- or a minimum score of 6.0 on the International English Language Test (IELTS)

Applicants who do not satisfy this requirement may be considered for admission with English as a second language courses, but they must satisfy the proficiency requirement in English before beginning the clinical experience. They have to register under ELSP (English Language Support Program) to meet eligibility to enter MAOM program.

Testing information on TOEFL or TSE may be obtained at [www.toefl.org](http://www.toefl.org) or by writing to TOEFL, Box 899, Princeton, NJ 08504.

### **International Admission Process**

1. Application form for admission with a \$100 US dollar application fee.
2. Mailing Fee: \$20 for domestic or \$50 for international (for I-20 to be mailed out). This fee can be charged according to the destination of delivery.

3. Official transcripts from all colleges/universities attended sent directly to: 3296 Summit Ridge Pkwy, Suite 210, Duluth, GA 30096
4. Affidavit of Financial Support: evidence of possessing financial resources to complete the academic program including mandatory bank balance statements.
5. Submit proof of English language proficiency. Please review English language requirements.
6. I-20 request form
7. Copy of Passport (copy of spouse/child passport when applying for dependent(s), if applicable)
8. Two letters of recommendation.

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (USCIS). If an applicant of foreign nationality is accepted to a degree program offered by the University, an I-20 will be issued to assist the student to obtain an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the University of Address Changes immediately since the University must be able to contact the student at any time: otherwise the enrollment of the student will be suspended, as required by Federal law.

**NOTE:**

All applications and supporting documents submitted to and received by Atlanta University of Health Sciences shall become its property.

All applicable fees must accompany applications, which may be in the form of a check or money order in U. S. dollars payable to Atlanta University of Health Sciences.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (I-901 fee) before the interview at the US Embassy. Further information can be found at [www.uscis.gov](http://www.uscis.gov).

**NOTE:**

All applicable fees must accompany applications. They may be in the form of a check or money order in U. S. Dollars payable to Atlanta University of Health Sciences.

## **Transfer Credit Policy and Regulations**

For evaluation of transfer credit, applicants must provide official transcripts sent directly from their school to AUHS Office of Admissions. Some applicants may also be asked to provide course syllabi. Transcripts from foreign countries must be translated into English and evaluated by an approved credentials evaluation service.

To be eligible for transferring Master of Acupuncture & Oriental Medicine, AUHS, students must meet the following conditions; student at least completed one trimester (or semester or quarter) with Master's level coursework from other institution. Coursework completed at this level must have a grade of "C", or higher, or 2.0 on a 4.0 scale.

AUHS follows the transfer credit policies with other Master Degree of Acupuncture & Oriental Medicine institutions. Transfer credits can be received up to 66% for Western and Oriental medicine courses and science courses and Internship.

To support a request for such credit, a student must fill out the Petition for Transfer Credit for each course and supply the registrar with the official course description (usually from the catalog of the school where the course was taken) and must assure that AUHS receives official transcripts directly from the issuing institution. Students may petition for transfer credit through a variety of other means as well.

All courses available for transfer credits are subject to course description review, comparison and analysis, and must be transferred from an institution. Approval must be obtained by Program Director and the Academic Dean, subject to AUHS' residency requirement.

### Transfer Credits for Graduates of Non-Oriental Medicine Programs

Students wishing to enroll in Atlanta University of Health Sciences, who have a degree in medicine, dentistry, podiatry, chiropractic, or any health care program other than from Asian Medicine Programs, may only receive transfer credit for relevant basic science and Western medicine courses. No credit for any clinical instruction from such institutions may be transferred.

### Evaluation Process

The Registrar and Dean evaluate transcripts for any applicable transfer of credit. A course under consideration is evaluated for equivalency to the comparable AUHS course.

Factors considered in determining equivalency are as follows:

1. Equivalency of core subject matter.
2. Equivalency of course hours. Transfer credit for courses that contained 90% or more of the course hours of instruction required for the comparable AUHS course may be transferred without additional testing or tutoring.

### **Conditional Admissions**

Such an acceptance will be granted only in exceptional circumstances, such as a foreign student needing more time to secure an official transcript from his/her home county. In such a case, the Admissions Committee will only grant admission after a careful review of all documents and deem the application as “Conditional”. If all requisite admissions requirements are not met by the end of the second semester of enrollment, the student may be suspended until all required documents are received by AUHS.

### **Copies/Official Documents**

All documents provided to AUHS for admission become the sole property of AUHS and will not be returned at any time, nor is AUHS permitted to forward them to a third party.

## **Bachelor of Business Administration (BBA)**

### **Admissions Requirements**

AUHS establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. The college admits students to its programs regardless of race, color, national origin, disability, sex, or age. The college administers its educational policies and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws.

Applicants for admission must possess a high school diploma or its equivalent at the time of admission. To be considered for admission to a program, applicants must submit the following:

- A complete application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security number (SSN), if applicable.
- Meet all Admission Documentation Guidelines (see below).

### **Denial/Conditional Probation Admission Decision and Appeal**

AUHS reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally, in a probationary status and the enrollment may be limited in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance.

### **ADMISSION DOCUMENTATION GUIDELINES**

- Applicants must self-certify on the application for admission successful high school completion or equivalent and provide the school's name, city, state, and year of graduation.

- First-time freshman must submit the official high school transcript (or equivalent). In some cases, the admission decision may take into consideration high school GPA and other academic performance indicators to determine appropriate action that will lead to student success while enrolled in a program at AUHS.
- Transfer students with less than twelve (12) semester hours completed successfully at a post-secondary institution must submit the official high school transcript (or equivalent) and transcripts from previously attended post-secondary institutions, where transfer credit is considered.
- Transfer students who have successfully completed 12 semester hours from a post-secondary institution must submit official transcripts from previously attended post-secondary institutions.

### **Copies/Official Documents**

AUHS must receive official transcripts from post-secondary institutions previously attended where transfer credit is considered. Students may send copies of transcripts or documents during the initial admission period and enroll as a student on conditional status. The student must provide official transcripts prior to completing 12 undergraduate credit hours. Official transfer credit will not be awarded until official transcripts are received by the Office of Admissions. Transcripts from universities or programs not accredited by a U.S. Department of Education approved accrediting agency will not satisfy transfer credit criteria.

All documents provided to AUHS for admission become the sole property of AUHS and will not be returned at any time, nor is AUHS permitted to forward them to a third party.

### **Transfer Credits**

AUHS allows transfer of credit hours for prior academic credits. Up to 75 percent of undergraduate courses can be transferred into your degree program.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at AUHS may or may not be accepted by another institution depending on their own programs, policies, and regulations.

## **International Applicants**

International students must self-certify as to successful completion of the equivalent of grade 12 in a U.S. secondary school and provide evidence of successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. They must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of the requisite program for admission, equivalent to U.S. Department of Education. Transcripts not in English must be evaluated by an appropriate third party and translated into English.

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), or 6.0 on the International English Language Test (IELTS);
- A minimum score of 71 on the Cambridge Michigan Language Assessment (CaMLA) English Placement Test;
- Completion of the English Language Support Program at AUHS.

### NOTE:

All applicable fees must accompany applications. They may be in the form of a check or money order in U. S. Dollars payable to AUHS.

## **Admission Process**

1. Complete and submit the Application for Admission form with \$100.00 application fee.
2. Submit academic transcripts. These official transcripts must be sent directly from the sending institution to the Office of Admissions at AUHS. They must be received no later than the first day of class.
3. Submit two passport-size photographs.
4. AUHS will conduct an evaluation of your application and provide you with a detailed report. This report will outline courses you need to complete and transfer credit accepted.
5. Schedule an initial advising session with your academic advisor.

AUHS is authorized under federal law to enroll non-immigrant alien students who meet our general admissions requirements.

1. Complete and submit the Application for Admission form with \$100.00 application fee, \$20.00 I-20 US Mailing Fee, or \$50.00 International Mailing Fee.
2. Submit academic transcripts. These official transcripts must be sent directly from the sending institution to the Office of Admissions at AUHS. They must be received no later than the first day of class.
3. Submit bank statement and Affidavit of Financial Support (if applicable) showing evidence of possessing financial resources to complete the academic program.
4. Submit proof of English language proficiency. See requirements on page 8.
5. Submit I-20 request form.
6. Submit copy of passport (copy of spouse/child passport when applying for dependent(s)).

All accepted applicants must comply with laws, rules and regulations of the U. S. Citizen and Immigration Services (USCIS). If an applicant of foreign nationality is accepted to a degree program offered by the college, an I-20 will be issued to assist the student in obtaining an F-1 Student VISA. It is the applicant's responsibility and obligation to inform the college of Address Changes immediately since the college must be able to contact the student at any time. Otherwise, the enrollment of the student will be suspended, as required by federal law.

Upon receipt of the I-20 form, the international student must pay the US immigration SEVIS fee of USD \$200.00 (I-901 fee) before the interview at the US Embassy. Further information can be found at [www.uscis.gov](http://www.uscis.gov).

## **Certificate in Massage Therapy (CMT) & Certificate in Pharmacy Technician (CPT)**

### **Admissions Requirements**

AUHS establishes admission criteria to ensure that students who enroll are capable of successfully completing and benefiting from the educational offerings. The college admits students to its programs regardless of race, color, national origin, disability, sex, or age. The college administers its educational policies and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws.

Applicants for admission must possess a high school diploma or its equivalent at the time of admission. To be considered for admission to a program, applicants must submit the following:

- A complete application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security number (SSN), if applicable.
- Meet all Admission Documentation Guidelines

### **Denial/Conditional Probation Admission Decision and Appeal**

AUHS reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally, in a probationary status and the enrollment may be limited in order to demonstrate their ability to successfully complete certificate level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance.

### **ADMISSION DOCUMENTATION GUIDELINES**

- Applicants must self-certify on the application for admission successful high school completion or equivalent and provide the school's name, city, state, and year of graduation.

- Transfer students who have successfully completed 12 semester hours from a post-secondary institution must submit official transcripts from previously attended post-secondary institutions which is approved by NCBTMB and Georgia State Board of Massage, and PCTB.

### **Transfer Credits**

AUHS allows transfer of credit hours for prior academic credits. Up to 50 percent of certificate courses can be transferred into your certificate program.

The acceptance of transfer credits between academic institutions lies within the discretion of the receiving college or university. Credits earned at AUHS may or may not be accepted by another institution depending on their own programs, policies, and regulations.

## ACADEMIC INFORMATION

### **Registration Requirements**

Continuing students are required to register for courses each trimester by the scheduled registration deadline. The registration deadline is usually three to four weeks before the beginning of the new trimester. A late fee of \$100 is charged to those students who do not register by the posted registration deadline.

The University expects students to enroll in consecutive trimesters. Students must notify the Registrar in writing if they do not plan to register for a trimester. Students are allowed official leave of absence status for two consecutive trimesters without penalty. A student who does not register for the third consecutive trimester must apply for re-admission before continuing with studies. The student must be accepted for re-admission by the Admissions Committee and becomes subject to all academic and administrative policies, procedures and degree requirements in effect at the time of re-admission.

### **Study Load Limits**

Students normally enroll for 9 to 18 units each trimester. A student who is maintaining a “B” grade average may be allowed to enroll in up to 22 units with the Dean’s approval. In the written petition, the student must show that there are special circumstances that should be considered. Students are cautioned that petitions for such increased study loads are very carefully and thoroughly evaluated.

### **Attendance Policies**

#### Classroom & Clinical Attendance

Students are expected to attend all scheduled class sessions and are required to arrive on time. Absence may be excused for childbirth, documented illness, injury, death in the family, or other emergency situations acceptable to the Academic Standards Committee. Students should call the Registrar or a Dean as soon as possible on the first day of absence, and give an estimate of the duration of the absence. Failure to give prompt notice is considered a breach of professional etiquette. Special arrangements may be made to make up missed classes.

#### Absences

All work missed due to absence or lateness must be made up to the satisfaction of the instructor in order to receive credit for the course. Instructors may arrange for make-up examinations in cases of excused absence.

Instructors are not required to provide make-up examinations missed due to unexcused absence or lateness and may assign a failing grade for that examination.

#### Clinical Absences

Unexcused absence or lateness to a scheduled clinic observation session or a scheduled internship session is considered to be a serious breach of professionalism.

Trainees must be aware that patients come to our clinic expecting to be examined and treated in a timely and courteous manner. Lateness and absence are discourtesy to patients, fellow trainees, and the clinic staff. All students with unexcused clinic absences will be required to meet with the Dean of Clinic before returning to clinic duty.

The clinic office should be notified as soon as possible after a student realizes that she/he will not be at the clinic at the schedule time. A telephone answering machine will take calls before the office opens. In order to receive full credit for hours of clinical experience, the student must remain in the clinic for the entire assigned shift.

Students are reminded that all clinical training is enrollment by specific course registration for a specific number of academic units and not by the clock hours.

Time missed due to excused absences up to 10% of the hours assigned to that course may be rescheduled at the convenience and availability of the clinic by the Dean of Clinic. No tuition penalty shall be applied but the faculty will consider the absences in assigning a final grade to the course.

#### Excessive Absences

Excessive absence is defined an excess of 20% of scheduled classroom hours in didactic course or absence in excess of 10% of scheduled clinic training hours. Instructors will report excessive absences to the Registrar. The student may be asked to appear before the Academic Standards Committee. Failure to appear at the meeting may result in a failing grade and may also result in suspension or dismissal.

If the excessive absences are classified as excused, the Committee may recommend to the instructor that make-up work be arranged, or that the student be suspended from the class without a penalty grade assigned.

### **Leave of Absence**

A leave of absence refers to a specific time period during a student's ongoing program of study when they are not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. A student on an approved Leave of Absence is permitted to complete the coursework he or she began prior to their Leave of Absence.

Only one Leave of Absence may be granted during any twelve (12) month period and cannot exceed one hundred and eighty (180) days, including summer trimester. The twelve-month period will begin on the first day of the student's most recent Leave of Absence.

For the Leave of Absence to be approved, the student must do all of the following: provide a written, signed, and dated request for the Leave of Absence, prior to the time period the leave is to occur unless unforeseen circumstances prevent the student from doing so.

If the Leave of Absence is not approved, and the student leaves anyway, then the student is considered to have withdrawn from the University. If the student is receiving funding, this funding will be returned and/or cancelled. Upon returning, any such student previously receiving financial aid, must reapply.

### **Standards for Student Achievement**

Students must achieve a 2.0, or "C", average to receive credit for a particular class. Students may retake any classes for which they have not achieved this passing grade at applicable standard tuition fees. Students must maintain an overall G.P.A of 2.5 or the student will be placed on academic probation. A student who falls below a cumulative grade point average of 2.5 is academically dismissed.

### **Grading Standards:**

- A = 4.0 grade points = Excellent
- A- = 3.7
- B+ = 3.5
- B = 3.0 grade points = Above Average
- B- = 2.7
- C+ = 2.5 grade points = Average
- C = 2.0
- D = 1.0 grade points = Below Average
- F = 0.0 grade points = Failure

- R = Repeated Course  
W = Withdrawal  
P = Pass  
I = Incomplete  
AU = Audit  
CTR = Credit by Transfer  
CEM = Credit by Examination

### Units of Credit

AUHS utilizes the trimester unit to award credit.

One trimester didactic unit is equivalent to fifteen (15) contact hours.

One trimester clinical unit is equivalent to thirty (30) contact hours.

### Incomplete Grade (I)

An “I” (incomplete) grade may be given if the student was unable to complete the required academic work, or was unable to take the midterm examination or the final examination at the scheduled time for just cause or justifiable excuse such as medical or family emergency. It is the responsibility of the student to explain the justifiable reason to the instructor and to determine alongside the instructor the work needed to be completed and to provide a mutually agreed upon completion date. An incomplete grade must be corrected to a passing grade within the first two weeks of the following trimester or it will be converted to a fail (F). Multiple incomplete grades may lead to academic probation or academic dismissal from the University.

### Repeated Course (R)

Students can repeat any course only once. If a higher grade is earned in the repeated course, the lower grade will be recorded as “R” in the official transcript. Only the higher grade will be included in the GPA. A student who is required to repeat a course must complete it within the maximum time frame and is charged tuition at the regular published rate. All course repetitions count as courses attempted for purposes of determining satisfactory academic progress.

### **General Grading Policy**

Instructors must submit final course grades to the Office of Records no later than one week after the end of the Final Examination period. All course grades submitted by an instructor are considered final. However, student may petition for a grade change or appeal as outlined in the student handbook. Any petition for a grade change due to special circumstances must come from instructors and will be considered on case by

case basis by the Academic Standards Committee. Completion of coursework and payment of fees does not guarantee graduation from the University.

### **Grade Appeal Process**

Most of grade appeals can and should be resolved by the student's direct discussion and communication with the faculty member involved. A student appeal of a final grade must be formally initiated within three (3) months following the posting of the grade. If the three (3) month deadline has lapsed, the grade becomes permanent on the student's transcripts.

The following due process must be followed by students who wish to file a grade appeal:

1. The student shall meet with the faculty member involved in an attempt to resolve the complaint.
2. The student shall submit a written appeal to the Program Director to whom the faculty reports. The written appeal must specify the nature of the complaint and the relief the student is seeking. The Program Director will then schedule a meeting with the student and the faculty member involved in an attempt to resolve the complaint. The Program Director and faculty member involved will then communicate a decision in writing to the student.
3. If the matter is not resolved at Step 2, the student shall submit a written appeal outlining the nature of the complaint and the relief sought to the Academic Dean. Academic Dean will then schedule a meeting with the student to hear the student's complaint. Academic Dean shall schedule a meeting with the student and the Hearing Committee consisting of the Academic Dean and three randomly selected full-time faculty in order to hear the student's complaint. The composition of the Hearing Committee shall be randomly determined by the Academic Dean on the basis of each individual.

### **Grade Reports**

At the end of each course, notification of the student's academic standing and report of grades achieved while in enrollment at the University are provided to each student. Grades are normally provided within two weeks following the completion of the course. If there are any unpaid charges or other penalties on record against a student, request for transcripts and class grades will be withheld unless arrangements to the contrary have been made in advance with the administration. Questions regarding grade reports, academic credit, or transcripts should be referred to the Office of the Registrar.

## **Course Policies**

Any student attending a course in which they are not officially registered will not receive credit for the course but will be assessed full tuition. To receive credit, the course must be repeated with proper registration and payment of tuition.

Students receiving financial aid are cautioned that a change in their enrollment could result in a change in their eligibility for aid. Students receiving financial aid must notify and receive approval from the Financial Aid Officer prior to any change in their schedule.

### Add or Drop a Course

Students may drop a course during the first week of a trimester without penalty and have until the second week of the trimester to add a course. An add/drop form must be used to process all add/drops with the student's name, student ID number, signature and date. Neither written notes nor phone calls are acceptable for adding or dropping a course.

All add/drop forms are subject to the approval of the Academic Dean, being signed by the Registrar and processed through the Business Office.

For dropped courses, refunds are calculated from the date the Drop Form is delivered to the Business Office. Failure to officially drop a course will result in full tuition charges for the course and a failing (F) grade.

### Course Withdrawal

A student may withdraw from any course up until the ninth week of the trimester. Students who withdraw from a course must repeat that course in order to receive credit.

### Clinic Entrance Proficiency Examinations

This examination consists of separate written and practical sections, which must be passed before a student may perform any acupuncture or herbal treatment in the clinic.

### Graduation Examination

The Written Examination is usually taken within six months of the end of the student's program. A passing grade is required for the award of the degree and for the University's recommendation to a licensing agency. All clinical proficiency examinations must be passed before the student is eligible to attempt the comprehensive

### Clinic Entrance and Graduation Make-Up Examinations

The opportunity to sit for a make-up examination is a privilege given to all students with valid excuses. Students can petition for a make-up examination by filling out a Make-Up Examination Form in the front office. The Make-Up Examination Form must have the approval of the Academic Dean and must show the student has paid for a Make-Up Examination fee in the amount of \$50.00. The Make-Up Examination fee may be waived by the instructor if student's absence from the examination is due to valid medical reasons—proof of documentation must be presented.

### **Student's Right to Cancel**

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges and the fees, paid through attendance at the first class session, or the seventh day after signing the Enrollment Agreement, whichever is later. A written cancellation notice must be mailed to AUHS. The cancellation must be signed and dated; cancellation by telephone, email or absence in class is insufficient for official notification of intent to cancel. The refund of charges will be mailed to the student within thirty (30) days following the written cancellation notice.

### **Policies for Non-Matriculated Students**

Individuals interested in taking courses for their own enrichment and not seeking a degree from AUHS are considered to be in non-matriculated status. Non-matriculated students may register on a space-available basis, for either audit or credit enrollment, after the designated registration period for matriculated students. Non-matriculated students may take no more than 11 credits in any given trimester and must apply for admission to the AUHS should they wish to take additional credits. The maximum number of credits a student may take in non-matriculated status is 12 credits or four courses. Students who neither want nor expect to receive a degree from AUHS and are attending classes at the AUHS purely for their personal interest may be able to receive a waiver from the his/her designee.

Note: Students who have been denied admission to the AUHS or who have been academically dismissed from AUHS or any other college may not audit or enroll in non-matriculated status.

Non-matriculated students who wish to audit a course must:

- Provide a college transcript.
- Meet with the instructor prior to registration for permission and agreement about the nature of the student's participation in the course and the assignments.

Note: Certain courses may have prerequisites or may be restricted to upper-level degree candidates. Courses which require ongoing, active participation in the work of the course, such as Independent Study and Foreign Language, are not open for audit.

Non-matriculated students who wish to take a course for credit must:

- Provide a college transcript.
- Provide a transcript of background coursework if selected course has prerequisites.

Exceptions to this policy must be approved by the director of the Office of Academic.

## FINANCIAL INFORMATION

### Tuition and Fees

#### Master of Acupuncture & Oriental Medicine (MAOM) Program

Total Units (trimester): 163 credits or 2,880 hours	
Academic (didactic) (1 credit = 15 hours)	\$335/credit
Clinic course (1 credit = 30 hours)	\$16/hour
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$58,810.00

#### Bachelor of Business Administration (BBA) Program

Total Units (trimester): 120 credits or 1,800 hours	
Academic (1 credit = 15 hours)	\$235/credit
Cost of Books and Materials	\$2,000
Estimate Entire Program Tuition & Fee	\$29,900

#### Certificate in Massage Therapy (CMT) Program

Total Units (trimester): 645 hours	
Academic (1 credit = 15 hours)	\$200/credit
Clinic course (1 credit = 15 hours)	\$16/hour
Cost of Books and Materials	\$500
Estimate Entire Program Tuition & Fee	\$9,930

#### Certificate in Pharmacy Technician (CPT) Program

Total Units (trimester): 360 hours	
Academic (1 credit = 15 hours)	\$200/credit
Cost of Books and Materials	\$300
Estimate Entire Program Tuition & Fee	\$5,550

#### English Language Support (ELS) Program

Total Units (trimester): 24 credits or 360 hours	
Academic (1 credit = 15 hours)	\$235/credit
Cost of Books and Materials	\$300

Estimate Entire Program Tuition & Fee	\$5,640
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**Other Fees**

Application fee (new student)	\$100
Registration Fee (including administrative service, facility, wi-fi, etc)	\$200/Trimester
Late Registration Fee	\$100/Trimester
Lab fee	\$100/credit
Transfer Credit Evaluation Fee	\$100
Comprehensive Exit Exam (MAOM)	\$200
Make-up for Comprehensive Exam (MAOM)	\$50
Retake Comprehensive Exam (MAOM)	\$50
Graduation Fee (MAOM, BBA)	\$300
Malpractice Insurance Fee (Intern): MAOM	\$265 (12 months)
Malpractice Insurance Fee (Intern): CMT	\$100 (12 months)
Student ID card	\$10
Diploma Duplication	\$50
Return check	\$35/check
Official Transcript Requests	\$20
International Student F-1 Visa Processing Fees	\$200
Initial Processing Fee	\$120
Change of Status Fee	\$300
Reinstatement Processing Fee for Terminated Status	\$500
I-20 issue Fee	\$50

**Tuition Payment Policy**

Tuition for a class must be paid before course work begins, unless the student opts for Financing Plan described in Financial Information section. The University reserves the right to collect any unpaid financial obligations by any means necessary for any education services and/or training provided. Students may use electronic funds transfer, personal or business checks, cashier's check or money order.

Full payment of tuition and fees is due by the registration deadline which is posted each trimester. Payments may be made in cash, check, or credit card.

A payment plan is offered to students whose tuition exceeds \$2,000 per trimester. Payment can be made in 2 or 3 installments for each quarter. All monies owed for any reason must be paid in full before registering for a subsequent trimester unless other arrangements have been made with the Business Office. Please contact the Business Office for specific details.

### **Tuition Refund Policy**

AUHS ensures that all monies paid by a prospective student, including application fee, are refunded if the student requests a refund within three (3) business days after signing a contract.

AUHS ensures that deposits or down payments are credited as tuition payments unless clearly identified on receipt by AUHS as application or other fees.

AUHS charges an application fee ensures that the amount (\$100 maximum) is stated; it is charged only once; the applicant previously withdrew from AUHS. If a student withdraws from AUHS for any reason, the student is not liable for any unpaid portion of the application fee.

AUHS charges for fee, books and supplies which are in addition to tuition:

Identifies in the catalog the specific purposes for the charges; refunds any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for; items that were special ordered for a particular student and cannot be used or sold to another student; items that were returned in a condition that prevents them from being used by or sold to new students; non-refundable fees for goods and/or services provided by third party vendors.

AUHS ensures that the following criteria is used to calculate refunds; the last date of attendance by the student.

AUHS ensures that; refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement, i.e., trimester, semester, but in no case more than twelve (12) months; if AUHS's refund policy is more favorable to the student than NPEC's, it will refund the student the greater amount; refunds are made in full to the student within forty-five (45) days of the date of withdrawal; refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.

If a student withdraws after completing 50% of the program, no refund of tuition is required; this policy only applies to full withdrawals and it is up to AUHS to determine policies for refunds for partial (course) withdrawals.

AUHS's Extenuating circumstances such as injury, prolonged illness or death or other circumstances which prohibit completion of the course or program of study, may be granted when a student exceeds the allotted number of absences. The Attendance Review Committee shall be the judge of extenuating circumstances following the student's request for consideration.

After a student has missed 10 or more days of school in any class during a single term and they have a legitimate reason not covered by any other policy, the student will need to request an extenuating circumstances packet from the main office. This completed packet is returned to the main office. It is then forwarded to the committee for review and consideration.

Students are expected to do everything within their power to make up missed class time and assignments before filing for extenuating circumstances. This will include insuring that all absences are legitimately covered by the excused absence policies and that the extended day classes have been utilized appropriately. For extended illness or other medical care that results in missed class time, a doctor's note must be obtained by the student or parent.

The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for emergencies that exist beyond the student's control preventing compliance with the established dates and deadlines for that term.

To receive an Extenuating Circumstance Appeal packet, students must first meet with their program director.

Students must submit a completed Extenuating Circumstance Appeal packet and supporting documentation within one calendar year from the end of the trimester for which the student is appealing.

The Extenuating Circumstance Appeal packet must include all required application forms and all supporting documentation. Completed Extenuating Circumstance Appeal packets will be reviewed and the student will be notified by email or the phone number on file of the committee's decision within 30 calendar days. Written notification will also be mailed to the student's address on file.

The appeal packet must include all required signatures to be considered.

The Extenuating Circumstance Appeal will be denied if the student failed to comply with the deadline if the extenuating circumstance allowed for submission in a timely manner.

If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.

Students who have received financial aid and are granted an Extenuating Circumstance Appeal may not receive refunds. Credit balances will be used to repay federal aid first.

AUHS that 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; makes arrangements in a timely manner to accommodate the needs of each student enrolled in the program; Or refunds all money paid by the student for the program of study or course if alternative arrangements determined by NPEC to be equitable to both AUHS and the student not possible.

## **PROGRAMS OF STUDY**

### **Bachelor of Business Administration Program**

#### **Purpose**

The purpose of the Bachelor of Business Administration program is to prepare students for career opportunities across virtually any industry. This program is designed to provide students with a broad knowledge in a variety of core business subjects, giving them a holistic perspective of how each area contributes to overall success. Students will acquire essential skill sets employers are seeking, such as business strategy, management and operations, marketing, accounting, finance, and business ethics.

#### **Objectives**

By the time a student graduates from this program, he/she will be able to:

- Apply managerial decision making through utilizing best practices in business.
- Interpret business concepts, principles, and financial strategies.
- Examine the effects of globalization on their work environment.
- Analyze financial statements.

#### **Requirements**

The Bachelor of Business Administration program requires a total of 120 credits hours, including 48 credit hours of General Education requirements, and 72 credit hours of Major requirements. Major requirements include 56 credit hours of Core Courses and 16 credit hours of Concentration courses. A full-time student following the curricular plan provided will be able to complete the program in eight semesters, or four years.

#### **General Education**

General education courses are organized into four main categories. Each course may only be used once in a degree. Students are encouraged to work with an academic advisor to plan their general education requirements.

- A. Intellectual and Practical Skills
- B. Civic and Global Leadership
- C. Knowledge of Human Cultures
- D. Understanding of the Physical and Natural World

### A. Intellectual and Practical Skills Courses

<b>Written Communication</b>	
ENGL 1020 English Composition I	3
ENGL 1021 English Composition II	3
<b>Oral Communication</b>	
COMM 2020 Public Speaking	3
COMM 2021 Technical Communication	3
<b>Quantitative Literacy</b>	
STAT 2020 Principles of Statistics	3
MATH 1021 Intermediate Algebra	3
MATH 1023 Quantitative Business Analysis	3
MATH 1024 College Algebra	3
MATH 2021 Pre-Calculus I	3
MATH 2022 Pre-Calculus II	3

### B. Civic and Global Leadership Courses

<b>Diversity Intercultural Literacy</b>	
COMM 3041 Elements of Intercultural Communication	3
HIST 2045 American Civil Rights Movement	3
GLBL 4045 Leadership in a Global Environment	3
RELG 4041 World Religions	3
SOSC 3043 Cultural Diversity in the United States	3
<b>Ethical Leadership</b>	
ETHC 3041 Ethics in the Digital Age	3
ETHC 2043 Contemporary Ethics	3
<b>Civic Engagement</b>	
GLBL 3046 Global Issues and Society	3
POLS 1046 American Government	3

### C. Knowledge of Human Cultures

<b>Humanities</b>	
COMM 1060 Introduction to Mass Communications	3

LITR 2062 American Literature	3
MKTG 3061 Marketing Communications	3
COMM 3067 Leadership Communications	3
SPAN 1061 Elementary Spanish I	3
SPAN 1062 Elementary Spanish II	3
<b>Social Sciences</b>	
HIST 1061 American History I	3
HIST 1062 American History II	3
LDRS 3066 Leaders in History	3
SOSC 1061 Self-Assessment and Career Exploration	3

#### **D. Understanding the Physical and Natural World**

ASTR 1081 Introductory Astronomy	3
BIOL 1084 Introductory Biology	3
CHEM 1085 General Chemistry I	3
CHEM 1086 General Chemistry II	3
PHYS 1081 Physics I	3
PHYS 1082 Physics II	3

#### **Major Requirements (72 credit hours)**

#### **Core Courses (56 credit hours)**

MKTG 1211 Principles of Marketing	4
ECON 1211 Introduction to Economics	4
ACCT 1221 Accounting I: Financial Accounting	4
ACCT 2222 Accounting II: Managerial Accounting	4
BUSN 2230 Ethical and Legal Issues in Business	4
MGNT 2250 Organizational Behavior and Management	4
MGNT 1225 Managerial Decision-Making	4
HRMG 2420 Human Resources Management	4
MGNT 3240 Risk Management	4
MGNT 3250 Financial Management	4

MKTG 3250 Marketing Management	4
MGNT 3230 Operations Management	4
BUSN 4250 Business Policies and Strategies	4
INTN 4900 Internship	4

**Concentration (16 credit hours)**

**Hospitality and Tourism Concentration**

HSTM 4211 Introduction to Hospitality and Tourism	4
HSTM 4235 Accounting for Hospitality and Tourism	4
HSTM 4250 Facilities Management and Design in Hospitality and Tourism	4
HSTM 4240 Legal Aspects for Hospitality and Tourism	4
HSTM 4255 Resort Management and Operations	4
HSTM 4260 Marketing for Hospitality and Tourism	4

**Marketing Concentration**

MKTG 4211 Internet Marketing Principles	4
MKTG 4215 Consumer Behavior	4
MKTG 4221 Marketing Research	4
MKTG 4225 Advertising	4
MKTG 4230 Strategic Marketing	4
MKTG 4235 Direct Marketing	4

**Information Technology Concentration**

IFTG 4211 Information security Assurance: Principles and Practices	4
IFTG 4213 Fundamentals of Data Communications	4
IFTG 4221 Programming for Data Processing	4
IFTG 4223 Computer System Development and Design	4
IFTG 4231 Information Systems Security	4
IFTG 4233 Network Administration	4
IFTG 4235 Advanced Database Management Systems	4

**Legal Study Concentration**

LES 4211 Laws and Legal System	4
LES 4213 Contract Law Practice	4
LES 4221 Legal Ethics	4
LES 4223 Computers and the Law	4
LES 4231 Paralegal Procedure	4
LES 4233 Real Estate Laws and Rules Pre-Licensure (75 hours)	5

**Sport Management Concentration**

SPM 4211 Introduction to Sport Management	4
SPM 4213 Sport Business	4
SPM 4221 Sport Marketing	4
SPM 4223 Sport, Society, and Ethics	4
SPM 4231 Sales within Sport	4
SPM 4233 Brand Management	4
SPM 4235 Sport Facilities Management	4

**Curricular Plan**

All students are required to work with an advisor in planning their course of study and selecting courses each semester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements.

<b>Freshman Year – Fall Semester</b>		
Course	Category	Credit
MGNT 1225 Managerial Decision-Making	M	4
ECON 1211 Introduction to Economics	M	4
ENGL 1020 English Composition I	G	3
MATH 1024 College Algebra	G	3
Total Credits:		14

<b>Freshman Year – Spring Semester</b>		
Course	Category	Credit
MKTG 1211 Principles of Marketing	M	4
ACCT 1221 Accounting I: Financial Accounting	M	4
ENGL 1021 English Composition II	G	3
MATH 2021 Pre-Calculus I	G	3
PHYS 1081 Physics I	G	3
Total Credits:		17

<b>Sophomore Year – Fall Semester</b>		
Course	Category	Credit
BUSN 2230 Ethical and Legal Issues in Business	M	4
MGNT 2250 Organizational Behavior and Management	M	4
COMM 2020 Public Speaking	G	3
MATH 2022 Pre-Calculus II	G	3
Total Credits:		14

<b>Sophomore Year – Spring Semester</b>		
Course	Category	Credit
ACCT 2222 Accounting II: Managerial Accounting	M	4
HRMG 2420 Human Resources Management	M	4
STAT 2020 Principles of Statistics	G	3
LITR 2062 American Literature	G	3
COMM 2021 Technical Communication	G	3
Total Credits:		17

<b>Junior Year – Fall Semester</b>		
Course	Category	Credit
MKTG 3250 Marketing Management	M	4
MGNT 3230 Operations Management	M	4
HIST 2045 American Civil Rights Movement	G	3
COMM 3067 Leadership Communications	G	3

Total Credits:	14
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<b>Junior Year – Spring Semester</b>		
Course	Category	Credit
MGNT 3240 Risk Management	M	4
MGNT 3250 Financial Management	M	4
COMM 3041 Elements of Intercultural Communication	G	3
SOSC 3043 Cultural Diversity in the United States	G	3
Total Credits:		14

<b>Senior Year – Fall Semester</b>		
Course	Category	Credit
BUSN 4250 Business Policies and Strategies	M	4
1 Concentration Course	C	4
GLBL 4045 Leadership in a Global Environment	G	3
GLBL 3046 Global Issues and Society	G	3
Total Credits:		14

<b>Senior Year – Spring Semester</b>		
Course	Category	Credit
INTN 4900 Internship	I	4
1 Concentration Course	C	4
1 Concentration Course	C	4
1 Concentration Course	C	4
Total Credits:		16

<b>Total Credits Required for Degree:</b>	120
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<b>Category Legend</b>
<b>M:</b> Major requirement, core course
<b>G:</b> General Education course
<b>C:</b> Major requirement, concentration course
<b>I:</b> Major requirement, internship

## **Master of Acupuncture & Oriental Medicine (MAOM)**

### **Purpose**

The purpose of the Master degree program in Acupuncture and Oriental Medicine is to prepare graduates to practice in the field of health care as acupuncture or oriental medical professionals within a culturally diverse community that is increasingly acknowledging the importance of, and need for alternative medicine. The program, taught by experienced professionals and actual practitioners, is a combination of theoretical and practical instruction with hands-on experience in an on-site clinic, enabling graduates to offer affordable care for general wellness and advanced specialty care for patients facing health challenges.

### **Objectives**

By the time a student graduates from this program, he/she will:

- Have acquired professional competency in acupuncture and oriental medicine in order to sit in the licensing examination administered by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).
- Have acquired competent diagnostic and treatment skills in Acupuncture and Oriental Medicine.
- Be able to communicate, cooperate, and collaborate with other healthcare professionals
- Have acquired practical experience and knowledge essential for setting up and managing an acupuncture and Oriental Medicine practice.
- Be able to serve communities by providing affordable and effective health care.

### **Program Requirements**

A minimum of 163 total credit hours of a combination of academic, practical, seminars, workshops and/or clinical experience in the field are required for a Master of Acupuncture & Oriental Medicine degree to be conferred.

Atlanta University of Health Sciences, Master of Acupuncture & Oriental Medicine degree program is individually designed to enable each student to apply past academic studies toward a degree through our institution. The total number of required credit hours is determined from the amount of incoming credit earned. The University's specialized program in Acupuncture & Oriental Medicine Practitioner requires sufficient training in the field to assure competency in the discipline.

## **Graduation Requirements**

In order to graduate from Atlanta University of Health Sciences, all students must comply with both components of AUHS' Residency Requirement. First, they must successfully complete all didactic and clinical course work in no less than three (3) calendar years and not more than eight (8) calendar years. Correspondingly, all transfer students must complete a minimum one (1) calendar year of instruction (three trimesters) as full time students at AUHS.

In terms of residency, a trimester is defined as a minimum of nine units or more. For transfer students, the minimum residency requirement is three trimesters as full-time students.

Satisfactory completion of all required course work requires a cumulative G.P.A. 2.0/4.0. Students must complete the Comprehensive Graduate Exam with a score of 70% or above. They must complete an intern training of 870 hours which includes 350 patient visits and 75 new patients.

Students must apply for graduation and meet all academic and financial balances. Students must return all library books borrowed.

## **Acupuncture Licensing and Employment in Georgia**

In order to practice acupuncture in Georgia for own or employment as an associate, all practitioners must have a Georgia Acupuncture License. The Master of Acupuncture & Oriental Medicine program offered by Atlanta University of Health Sciences is designed to prepare students to sit for the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM), Georgia Composite Medical Board for Acupuncturist and any other state board. To be eligible for licensure as a Licensed Acupuncturist in Georgia, an acupuncture practitioner must have graduated from a school sanctioned by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) and have passed exams required by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). To sit for the NCCAOM exams, students must complete a course of study that includes graduation from an ACAOM candidate status or accredited school.

## **Curriculum**

During academic years of given curriculum, minimum of 163 credits or 2,880 hours of academic requirement for Master of Acupuncture & Oriental Medicine is strictly enforced to graduate with degrees. Applicants must have earned a bachelor degree with prerequisites and a minimum 2.0 cumulative GPA on

a 4.0 scale or equivalent. Degrees issued by a foreign institution must be translated and evaluated as equivalent to a US Degree.

**Oriental Medicine/Acupuncture Theory (53 Credits / 795 Hours)**

Code	Subject	Credit	Hour
O301	History of Oriental Medicine	1	15
O401	Principle of Oriental Medicine I	3	45
O402	Principle of Oriental Medicine II	3	45
A401	Meridian Theory & Point Location I	4	60
A402	Meridian Theory & Point Location II	4	60
T501	Acupuncture Technique	3	45
T502	Electro-Acupuncture	2	30
T503	Auricular & Scalp Therapy / Korean Hand Therapy	3	45
T504	SAAM (Korean Five Element) Acupuncture Technique	2	30
M401	Asian Body Work (Tuina, Qi Gong, Breathing Technique)	2	30
M501	Acupuncture Treatment I: NMS Disorder	3	45
M502	Acupuncture Treatment II: Internal Disorder	3	45
D501	Oriental Medicine Diagnosis I	3	45
D502	Oriental Medicine Diagnosis II	3	45
P501	Oriental Medicine Pathology I	3	45
P502	Oriental Medicine Pathology II	3	45
L501	Oriental Internal Medicine	3	45
L502	Oriental Gynecology / Pediatrics	3	45
C601	Clinical Case Study	2	30
		53	795

**Didactic Oriental Herbal Studies (31 Credits / 465 Hours)**

Code	Subject	Credit	Hour
H401	Theory of Herbal Medicine I	2	30
H402	Theory of Herbal Medicine II	2	30
H501	Oriental Herbal Medicine: Category I	3	45
H502	Oriental Herbal Medicine: Category II	3	45
H601	Oriental Herbal Formulas I	4	60
H602	Oriental Herbal Formulas II	4	60
H603	Oriental Herbal Formulas III	4	60
L502	SASANG (Korean Four Constitution) Medicine	3	45
L601	Won Bin/Jin Gui Yao Lue	3	45
L602	Shang Han Lun (Six Stages of Disease)	3	45
		31	465

**Clinical Internship (29 Credits / 870 Hours)**

Code	Subject	Credit	Hour
I501	Clinical Observation I	3	90
I502	Clinical Observation II	2	60
I601	Clinical Internship I	6	180
I602	Clinical Internship II	6	180
I603	Clinical Internship III	6	180
I604	Clinical Internship IV	6	180
		29	870

**Biomedicine (43 Credits / 645 Hours)**

Code	Subject	Credit	Hour
B301	General Biology	3	45
B302	Biochemistry	3	45
Y301	Human Anatomy & Physiology I	3	45
Y302	Human Anatomy & Physiology II	3	45
W301	Medical Terminology	2	30
W302	Medical Pathology	3	45
E401	Western Physical Exam	3	45
E501	Western Orthopedic/Neurological Exam	2	30
E601	Western Internal Medicine	3	30
E602	Western Gynecology & Pediatrics	3	45
E603	Current Medical Issues	2	30
R301	Nutrition/Diet Counseling	3	45
R302	Public Health	3	45
R401	Western Pharmacology	3	45
R402	Laboratory Diagnosis	2	30
R501	Clinical Radiology	2	30
		43	645

**Counseling, Communications, Ethics, Practice Management (7 Credits / 105 Hours)**

Code	Subject	Credit	Hour
G301	Ethics for Healthcare Professional	2	30
G302	Safety Issue, First Aid and CPR	1	15
G401	Counseling & Communication	2	30
G601	Practice Management	2	30
		7	105

## Curricular Plan

All students are required to work with an advisor in planning their course of study and selecting courses each trimester to meet program and curriculum requirements, as well as individual goals. The following curricular plan provides a roadmap for completing this academic program in three to four years. A student's actual plan may vary depending on point of entry to the institution, course placement and/or waivers based on standardized test scores, earned alternative credit and/or college transfer credit, and if, in consultation with the advisor, alternate approved courses are selected to complete the program requirements.

<b>Core Subjects</b>		
<b>1<sup>st</sup> Trimester</b>		Credit
W301	Medical Terminology	2
Y301	Human Anatomy & Physiology I	3
B301	General Biology	3
B302	Biochemistry	3
G301	Ethics for Health Professional	2
O401	Principle of Oriental Medicine I	3
		16
<b>2<sup>nd</sup> Trimester</b>		
O301	History of Oriental Medicine	1
Y302	Human Anatomy & Physiology II	3
W302	Medical Pathology	3
R301	Nutrition/Diet Counseling	3
R302	Public Health	3
O402	Principle of Oriental Medicine II	3
		16
<b>3<sup>rd</sup> Trimester</b>		
P501	Oriental Medicine Pathology I	3
A401	Meridian Theory & Point Locations I	4
H401	Theory of Herbal Medicine I	2
R401	Western Pharmacology	3
E401	Western Physical Exam	3
		15
<b>4<sup>th</sup> Trimester</b>		
P502	Oriental Medicine Pathology II	3
A402	Meridian Theory & Point Location II	4
H402	Theory of Herbal Medicine II	2
R402	Laboratory Diagnosis	2
M401	Asian Body work (Tuina, Qi Gong, Breathing Technique)	2
D501	Oriental Medicine Diagnosis I	3
		16
<b>5<sup>th</sup> Trimester</b>		
D502	Oriental Medicine Diagnosis II	3

H501	Oriental Herbal Medicine: Category I	3
T501	Acupuncture Technique	3
E501	Western Orthopedic/Neurological Exam	2
R501	Clinical Radiology	2
I501	Clinical Observation I	3
		16
	<b>6<sup>th</sup> Trimester</b>	
H502	Oriental Herbal Medicine: Category II	3
L501	Oriental Internal Medicine	3
M501	Acupuncture Treatment I: NMS Disorder	3
T502	Electro-Acupuncture	2
T504	SAAM (Korean Five Element) Acupuncture Technique	2
G302	Safety Issue, First Aid & CPR	1
I502	Clinical Observation II	2
		16
	<b>7<sup>th</sup> Trimester</b>	
H601	Oriental Herbal Formulas I	4
L502	Oriental Gynecology / Pediatrics	3
T503	Auricular & Scalp Therapy / Korean Hand Therapy	3
M502	Acupuncture Treatment II: Internal Disorder	3
I601	Clinical Internship I	6
		19
	<b>8<sup>th</sup> Trimester</b>	
L602	Shang Han Lun (Six Stages of Disease)	3
H602	Oriental Herbal Formulas II	4
E601	Western Internal Medicine	3
I602	Clinical Internship II	6
	<b>9<sup>th</sup> Trimester</b>	
G401	Counseling & Communication	2
H603	Oriental Herbal Formulas III	4
E603	Current Medical Issue	2
E602	Western Gynecology/Pediatrics	3
I603	Clinical Internship III	6
	<b>10<sup>th</sup> Trimester</b>	

C601	Oriental Medicine Case Studies	2
L601	Wen Bing /Jin Gui Yao Lue	3
G601	Practice Management	2
L502	SASANG (Korean Four Constitution) Medicine	3
I604	Clinical Internship IV	6

## Certificate in Massage Therapy (CMT)

### Purpose

Our massage therapy programs train students in all the core competencies required of a classically educated massage therapist such as anatomy, communication skill, physiology, and ethics along with Swedish massage, Neuromuscular techniques, Deep tissue massage, Sports massage, reflexology and more. Plus, students get additional hours of unique training in one or two primary holistic wellness specialty areas which interested, Asian Body Work, and more.

### Objectives

Students will also receive valuable hands-on experience. Not only will earn a certification in each specialty, students will also have a professional advantage over non-specialized licensed massage therapists when applying for employment or starting a private massage therapy practice. Massage therapists work in a variety of settings, both private and public. These include private offices, spas, hospitals, massage specialty clinics and fitness centers. Many massage therapists create their own professional practice, renting and creating space in a multi-use spa or health and wellness provider building.

On our program the ratio of students to faculty in the lab/clinical/community area shall not exceed 20 students to 1 instructor with no more than 10 student therapists and 10 students serving as clients. Program can be completed in 45 weeks or 1 year.

### Curricular Plan

#### CMT Program (645 hours)

#### Trimester One

Code	Subject	Credit	Hour
Y301	Human Anatomy & Physiology I	3	45
Y303	Human Kinesiology	3	45
H101	History of Massage	1	15
M101	Swedish Massage	3	45
M102	Deep Tissue Technique	3	45
M103	Body Mechanics	1	15
G303	Ethics & Business	1	15
		15	225

#### Trimester Two

Code	Subject	Credit	Hour
Y302	Human Anatomy & Physiology II	3	45
W302	Medical Pathology	3	45
M201	Neuromuscular Therapy	3	45
M202	Sports Massage	3	45
I301	Clinical Internship I	2	30

		14	210
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**Trimester Three**

Code	Subject	Credit	Hour
M301	Therapeutic Relationships	3	45
M303	MBlex Prep Review	1	15
M401	Asian Body Work (Tuina, Qigong, Breathing Technique)	2	30
M402	Seated Massage	2	30
G601	Practice Management	2	30
G401	Counseling & Communication	2	30
I401	Clinical Internship II	2	30
		14	210

## **Certificate in Pharmacy Technician (CPT)**

### **Purpose**

The purpose of this program is to prepare students to take the Pharmacy Technician Certification Exam (PTCE), and gain entry-level employment as a pharmacy technician. Blending medicine, math, and chemistry, the program prepares students to be the liaison between medical professionals, doctors, pharmacists, insurance companies, and patients.

### **Objectives**

By the time a student graduates from the Certificate in Pharmacy Technician program, he/she will be able to:

- Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology
- Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements
- Prepare medications requiring compounding of sterile products and chemotherapy/hazardous products. Prepare medications requiring compounding of nonsterile products
- Apply patient- and medication-safety practices in all aspects of the pharmacy technician's roles
- Apply quality assurance practices to pharmaceuticals, durable and nondurable medical equipment, devices, and supplies
- Process and handle medications and medication orders
- Apply accepted procedures in purchasing pharmaceuticals, devices, and supplies
- Initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and collect payment for these services
- Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing

### **Requirements**

The Certificate in Pharmacy Technician program requires a total of 360 clock hours of education and training. The program consists of 300 clock hours of theory training, and 60 clock hours of clinical internship. A full-time student may complete the program in 24 weeks. Some states deny licensure to

anyone who has been convicted of any felony or misdemeanor involving moral turpitude, dishonesty, or the unlawful possession, sale, or use of drugs.

### **Certification and Licensure**

The program prepares students to take the Pharmacy Technician Certification Board (PTCB), administered by Pharmacy Technician Certification Board. The State Board of Pharmacy in Georgia does not require certification at this time, but licensure is required. In addition, more states and employers are requiring certification as reliance on pharmacy technicians grows.

### **Curriculum**

Code	Course	Hours
PHM 101	Introduction to Pharmacy Technician	30
PHM 102	Pharmacology, Drug Classification	45
PHM 103	Human Body Systems	45
PHM 104	Pharmacy Law and Regulations	15
PHM 105	Math Calculations for Pharmacy Technicians	30
PHM 106	Pharmacy Sterile and Non-sterile Compounding	45
PHM 107	Pharmacy Management and Operations	30
PHM 108	Pharmacy Billing and Reimbursement	30
PHM 109	Pharmacy Software Management	15
PHM 110	Pharmacy Technician Certification Review	15
PHM 111	Pharmacy Technician Externship	60
		360

## **ENGLISH LANGUAGE SUPPORT PROGRAM (ELSP)**

### **Purpose**

The purpose of the English Language Support Program (ELSP) is to prepare students who speak English as a second or additional language to engage fully in their education at Atlanta University of Health Sciences by providing support in all aspects of academic English. The curriculum focuses on the improvement and development of advanced oral and written communication skills, necessary for academic success.

### **Placement**

Students whose native language is not English and who have not earned a degree from an accredited institution recognized by the US Department of Education are required to enroll in ELSP if they fail to provide one of the following:

- A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- A minimum score of 61 on the Internet Based Test (iBT)
- A minimum score of 6.0 on the International English Language Test (IELTS)

### **Program Requirements**

ELSP courses are credit courses entered on a student's transcript. However, the credits do not count toward degree requirements. The program requires a total of 24 credits hours. In order to meet the language proficiency required for successful participation in an degree program, students need to obtain a minimum GPA of 2.0 in each course and successfully complete the program.

### **Program Objectives**

- To develop students' interpersonal communication skills and cognitive academic language proficiency.

- To develop students' understanding of the expectations of university-level academic writing, and ability to respond to writing prompts with rhetorical awareness that includes audience, purpose, cited sources, and appropriate language.
- To develop students' engagement in critical reading of authentic academic texts, awareness of rhetorical and textual features, key points, and method of organization and support, and the academic skills of summarizing, synthesizing, and critiquing academic materials.
- To develop students' understanding of the principles and practices associated with academic integrity.
- To develop students' competence in intercultural interactions.

### Curriculum

<b>ELSP Courses (24 credit hours)</b>	<b>Credit Hours</b>
ELSP 094 Oral Communication I	4
ELSP 095 Oral Communication II	4
ELSP 096 English Composition I	4
ELSP 097 English Composition II	4
ELSP 098 Critical Reading and Thinking	4
ELSP 099 Cross-Cultural Communication	4

## COURSE DESCRIPTION

### **Bachelor of Business Administration (BBA) Courses**

#### **ACCT 1221 Accounting I: Financial Accounting (4 credits)**

This course is an introduction to the measurement and financial reporting of organizations and the interpretation of the resulting financial statements.

#### **ACCT 2222 Accounting II: Managerial Accounting (4 credits)**      *Prerequisite: ACCT 1221*

This course deals with determining the costs of products and services and using cost information for planning and decision making.

#### **ASTR 1081 Introductory Astronomy (3 credits)**

This course explores the broad range of concepts and principles in astronomy, placing emphasis on the scientific evidence that astronomers use to support their conclusions. The origin, characteristics, and evolution of the solar system, the stars, the galaxies and the universe will be covered in this course.

#### **BIOL 1084 Introductory Biology (3 credits)**

This course presents the essential body of knowledge about biology with emphasis on molecular biology. The course covers, in addition to a general introduction to the nature of life, chemical foundations, cell structure and function, metabolism, DNA, genetics, evolution and ecology.

#### **BUSN 4250 Business Policies and Strategies (4 credits)**

The focus of this course is on identifying external opportunities and determining the value-creating potential of a firm's resources, capabilities, and core competencies to achieve a strategic competitive advantage.

#### **CHEM 1085 General Chemistry I (3 credits)**

This course explores the structure of the atom, the molecules that form from atoms, and the basic concepts of chemical reactivity, including the relations between amounts of materials undergoing reactions and the energetics of those reactions. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules.

**CHEM 1086 General Chemistry II (3 credits)***Prerequisite: CHEM 1085*

The emphasis of this course is on chemical equilibrium, acid/base chemistry, and energy changes in chemical reactions. It also focuses on chemical thermodynamics, kinetics, intermolecular forces and the physical properties of solutions, coordination compounds, and electrochemistry. At the atomic and molecular level, chemistry is a very abstract subject, but the study of atoms and molecules is fundamental to understanding life itself, since all matter is made up of atoms and molecules.

**COMM 1060 Introduction to Mass Communications (3 credits)**

This course explores the nature and history of the way complex organizations produce public messages, and investigates how technological advances in electronic media have changed this. The course starts by examining the development of mass media after the invention of the printing press, the telegraph and telephone, and photography. It then examines changes in the broadcast industry brought about by the invention of television and changes in the commercial networks brought about by the expansion of service providers. The course looks at how various media professions shape mass media messages, and it evaluates the effects of industry regulation. Finally, the course assesses the impact of mass communications on the global village and examines the media's influence on the way people think and behave.

**COMM 2020 Public Speaking (3 credits)**

This course prepares students to develop professional presentations in the increasingly diverse workplace. It focuses on the skills necessary for effective public speaking: organizing materials, selecting appropriate content, developing a comprehensive outline, integrating visual aids effectively, and using an appropriate style of delivery. Students learn the principles of public speaking and critical thinking including the discovery and evaluation of arguments and evidence, organization, style, audience analysis and adaptation, speech composition, and presentation skills.

**COMM 2021 Technical Communication (3 credits)**

Technical Communication is designed for students to develop skills that will enable them to produce clear and effective technical documents within multiple media with the consideration of ethical and legal issues. In particular, this course will teach students how to successfully articulate and communicate necessary information through explicit and concise writing. While the emphasis of this course will be on writing, oral communication will form an important component of the course as well. Additionally, Technical Communication focuses on the workplace and the needs of a professional rather than an academic setting and the needs of a student.

**COMM 3041 Elements of Intercultural Communication (3 credits)**

This course presents a theoretical and practical approach to the study of intercultural communication. The course focuses on the many elements and processes involved in the sending and receiving of messages across cultures. The aim of the course is to increase sensitivity to and understanding of intercultural differences and similarities leading to more effective communication. The course covers basic concepts, principles, and practical skills for improving communication between persons from different ethnic, racial, religious, and cultural backgrounds.

**COMM 3067 Leadership Communications (3 credits)**

This course explores the key theories and strategies of contemporary organizational communications. It is the study and practice of leadership from a communication perspective. Particular focus is on understanding leading as a symbolic process. The course examines communication concepts and skills that increase a leader's effectiveness in a variety of leadership contexts (small group, organization, community and society) and in dealing with issues of culture, gender, ethics, crisis and leader development. Students will assess and develop their leadership communication styles, behaviors and skills, and apply course concepts to real-world settings.

**ECON 1211 Introduction to Economics (4 credits)**

This course will introduce students to the economic principles and policies affecting the economy, while at the same time introducing them to ethical principles, how they relate to economic principles, and how they may affect policies and the economy. With regard to economic principles, the course will examine both microeconomics and macroeconomics. With regard to ethical principles, the course will briefly examine ethical principles in general, but focus upon the applications of ethical principles in economic contexts. The goal is to introduce students to the terms and concepts of economics and ethics that will allow them to understand and critically analyze the condition of the economy, the various economic policies proposed to help the economy, and the role ethics play in shaping economic performance and policies.

**ENGL 1020 English Composition I (3 credits)**

English Composition I focus on engaging students as writers and building the reflective awareness needed for success in a wide range of writing experiences within the university. In this course, students write consistently, receive feedback on their writing and give feedback to others, are introduced to academic writing conventions (including using the library, integrating sources, and using a citation system), engage with challenging readings, and begin putting others' ideas in conversation with their own.

**ENGL 1021 English Composition II (3 credits)***Prerequisite: ENGL 1020*

English Composition II intended as a complement to English Composition I. Writing skills used in the first course should be augmented and further refined in the second. This course continues the development of college-level writing skills and practice, providing the student with opportunities to evaluate literature, examine structure, aesthetics, and issues, and organize thinking in written form. In addition, the research paper requirement strengthens the student's skills in investigating, analyzing, synthesizing, and evaluating the ideas of others while also sharpening the student's expression of his/her own conclusions. The introduction to literature enriches the student's general understanding of human experience, which will assist him/her in subsequent courses and in life.

**ETHC 2043 Contemporary Ethics (3 credits)**

This course is a philosophical examination of major contemporary ethical issues. Topics may include biomedical ethics, business ethics, environmental ethics, human sexuality, and ethics related to life and death decisions. The emphasis is on acquiring the philosophical skills necessary to guide self and others in the process of ethical decision making. Cases are used for study and discussion.

**ETHC 3041 Ethics in the Digital Age (3 credits)**

This course introduces central ethical issues of digital media, ranging from computers and the Internet to mobile phones. Student will be exposed to issues from a global perspective, introducing ethical theories from multiple cultures. The material will allow students to acquire a global perspective on the central ethical issues of digital media, including privacy, copyright, pornography, and violence, and the ethics of cross-cultural communication online.

**GLBL 3046 Global Issues and Society (3 credits)**

This course examines the impact of The Seven Revolutions that are major forces at work shaping our world today: world population growth, scarce global resources, advancing technology and its diffusion, the flow of information and knowledge, global economic integration, the nature and mode of conflict, and the challenges of governance. Students will develop both a comprehensive understanding of some of the major global issues and a heightened appreciation for how diverse topics are interrelated. The purpose of this course is to educate and encourage the development of globally competent citizens and leaders.

**GLBL 4045 Leadership in a Global Environment (3 credits)**

This course focuses on effective leadership by addressing the human side of business in multinational and multicultural organizations. The course covers a broad variety of leadership situations, leader attributes and

leadership issues that arise from group processes, and the ways in which individuals influence and interact with one another in multicultural settings and separated by location

### **HIST 1061 American History I (3 credits)**

This course focuses on the origin and growth of the United States from 1492 to 1865. It examines the social, economic, and political development of the country, highlighting major events that took place from the settlement of Jamestown to the Civil War.

### **HIST 1062 American History II (3 credits)**    *Prerequisite: HIST 1061*

This course focuses on the transformation of the United States from 1877 to the present, from its reconstruction after the Civil War to its emergence as a world leader.

### **HIST 2045 American Civil Rights Movement (3 credits)**

This course examines the impact of the civil rights movement of the 20th century on American society. It offers a comprehensive history of the people, stories, events, and issues in the struggle for social justice in the United States.

### **HSTM 4211 Introduction to Hospitality and Tourism**

This course is an exploration of hospitality and tourism from a business context. Focus is on various industry segments such as restaurants, hotels, attractions, travel agents, transportation modes, and use of technology and communication systems. The course includes a study of basic management skills and concepts, leadership, marketing, planning, and fundamentals of operation in the hospitality and tourism context.

### **HSTM 4235 Accounting for Hospitality and Tourism**

This course is an examination of external environmental financial concepts that are vital to decision making within an organization in the hospitality and tourism industry. It analyses and discusses cost behavior, operating leverage, profitability, planning and budgeting, capital investments, financial statements, and cash flows.

### **HSTM 4240 Legal Aspects for Hospitality and Tourism**

This course is an overview of federal, state, and local laws that are applicable to the hospitality industry. The primary focus of this course is the effect of federal laws and regulations on hiring, firing, employment conditions, and the day-to-day business operations in a hospitality environment.

### **HSTM 4250 Facilities Management and Design in Hospitality and Tourism**

This course is an examination of hospitality property management and design. It includes all of the primary facility systems such as water and wastewater, electrical, HVAC, lighting, laundry, solid waste management, telecommunications, food service, energy management, and safety and security.

### **HSTM 4255 Resort Management and Operations**

This course is a presentation of the resort industry and the unique issues and problems of resort management and operations. It provides an overview of technology used in the resort industry as well as career paths and market trends. It examines the challenging requirements for hiring and managing of seasonal, talent-specific, and remote employee.

### **HSTM 4260 Marketing for Hospitality and Tourism**

This course is a study of marketing as one of the most exciting and complex functions of a hospitality and tourism manager. It combines knowledge of the market's behavior, a tailored product-service mix, and appropriate sales techniques to demonstrate that the marketing function represents one of the operation's best chances for success.

### **IFTG 4211 Information security Assurance: Principles and Practices (4 credits)**

This course examines the concepts of information systems and network availability, integrity, and confidentiality in order to develop effective security controls, processes, practices, and procedures. Topics include methodologies, models, architectures, access control systems, ethics, and legal implications of IT security.

### **IFTG 4213 Fundamentals of Data Communications (4 credits)**

A course oriented to the technical concepts of data communications and network designs and how they relate to contemporary computer end-user environments. It incorporates the systems approach for understanding, designing, managing, securing, and implementing data communication networks. Students will analyze and design data communication networks for various business situations.

### **IFTG 4221 Programming for Data Processing (4 credits)**

This course emphasizes the development of data processing software. Topics include designing applications for analyzing and manipulating numerical and textual data from external data sources. Sequence and collections structures, object serializations, design techniques, and reporting will be examined.

**IFTG 4223 Computer System Development and Design (4 credits)**

A course that integrates systems development with analysis, design, project management, and the systems development life cycle. Object-oriented methods and UML models will be used to develop a project for a client. Students will select methodology, platform, and development technology based on client requirements.

**IFTG 4231 Information Systems Security (4 credits)**

This course focuses on the technology and managerial issues related to information systems security. Topics include: Attack methods, access control, authentication, firewalls, incident and disaster response, disaster recovery, security function management, and cryptography.

**IFTG 4233 Network Administration (4 credits)**

This course provides students with an understanding of the responsibilities assigned to network administrators. Students will acquire a working knowledge of these responsibilities and skills using tools and technologies for administering enterprise networks via network operating systems commonly used in modern business enterprises.

**IFTG 4235 Advanced Database Management Systems (4 credits)**

This course introduces advanced concepts and database processes to support applications for Business Intelligence. Multi-dimensional modeling along with database, reporting, and analysis capabilities of a modern database environment will be used to design and develop stored procedures, views, user-defined functions, reports and multi-dimensional information cubes.

**INTN 4900 Internship (4 credits)**      *Prerequisite: Requires Department Chair Approval*

In this course, students use the knowledge gained through previous coursework in their program with planned and supervised work experiences in the public or private sector. The course allows students to enhance the practical skills necessary for success by being exposed to the reality of the world of work beyond the boundaries of the campus, enhancing their self-confidence and career direction.

**LESG 4211 Laws and Legal Systems (4 credits)**

A survey course designed to familiarize the student with the American legal system, ethical considerations, terminology, legal reasoning, and the role of the legal assistant

**LESG 4213 Contract Law and Practice (4 credits)**

Review of substantive law and practical implications for paralegals in the area of interpretation and drafting of contracts, the Uniform Commercial Code, and remedies.

**LESG 4221 Legal Ethics (4 credits)**

Examines the ethical and professional responsibilities of legal professionals. Students will examine such issues as confidentiality, unauthorized practice of law, and conflict of interest, as well as other ethical concerns likely to face legal assistants.

**LESG 4223 Computers and the Law (4 credits)**

This course will provide students with an overview of computer technology applicable to law office management, document production, scheduling (including docket control), research, litigation support, and communication with other systems. This course will include hands-on computer assignments. It is designed to train paralegals with the theoretical and practical skills to enable them to work in legal environments that utilize computers.

**LESG 4231 Paralegal Procedure (4 credits)**

Teaches students practical skills applicable to a variety of civil law areas and that are needed by paralegals. Some of those skills are case assessment, witness preparation, document acquisition, task-based billing, and recognizing the unauthorized practice of law.

**LESG 4233 Real Estate Laws and Rules Pre-Licensure (5 credits)**

This class covers the basics of owner ships, transfer and use of property, real estate law, mortgage and finance. With written homework assignments and built-in reviews, students are assured a quality education in the fundamental skills and knowledge necessary for a career in real estate.

**LITR 2062 American Literature (3 credits)** *Prerequisites: ENGL 1020, ENGL 1021*

This course introduces the major works of American writers of the last half of the 19<sup>th</sup> century to the mid-20<sup>th</sup> century: Edgar Allan Poe, Henry David Thoreau, Nathaniel Hawthorne, Herman Melville, Walt Whitman, Mark Twain, Henry James, F. Scott Fitzgerald, Ernest Hemingway, and Zora Neale Hurston. The course emphasizes the Romantic movement and the literary movement known as Realism. In addition, this course discusses literary techniques used by writers and reading strategies.

**LDRS 3066 Leaders in History (3 credits)**

This course focuses on historical perspectives on leadership: first, on real leaders over thousands of years who demonstrated leadership within multiple contexts (including politics, reform movements, diplomacy, military, business, church, sports and art); second, on writers/scholars/leaders from different historical eras

and contexts who wrote about leadership and whose writings provide a means of understanding leaders acting in history. Together, these two elements of the course will reinforce each other and provide students with the opportunity to reflect on links between leadership practices and leadership concepts across a broad spectrum of world history. The course introduces a diverse group of historical leaders: both men and women; leaders of different races and ethnicities; and persons of different national/cultural backgrounds.

**MATH 1021 Intermediate Algebra (3 credits)**

This course provides a solid foundation in the basic algebraic concepts, including linear equations and inequalities, quadratic equations, graphing, rational expressions, functions, exponents, radicals, parabolas and systems of linear equations.

**MATH 1023 Quantitative Business Analysis (3 credits)**      *Prerequisite: MATH 1021*

This is an applications-based course that continues with the mathematical inquiry that began in high school and intermediate algebra. The course will develop an integrated understanding of functions as well as the solutions and applications of linear, quadratic, exponential and logarithmic equations. The theory and graphing of inequalities will also be developed as will linear systems and the fundamentals of matrices. To prepare students for further study in business, finance and management science, the mathematical concepts will then be applied to such business applications as interest, discount and amortization as well as maximization and minimization problems.

**MATH 1024 College Algebra (3 credits)**      *Prerequisite: MATH 1021*

This college-level algebra course provides an understanding of algebraic concepts, processes and practical applications. Topics include linear equations and inequalities, quadratic equations, systems of equations and inequalities, complex numbers, exponential and logarithmic expressions, and functions and basic probability.

**MATH 2021 Pre-Calculus I (3 credits)**

This is an intensive, higher-level course in mathematics that helps students become efficient and creative problem solvers. Topics include the Cartesian plane, limits and continuity, problems of tangents, velocity, and instantaneous rates of change, rules for differentiation, implicit differentiation, maxima and minima theory, antiderivatives and the indefinite integral, exponential and logarithmic functions, and the area between curves.

**MATH 2022 Pre-Calculus II (3 credits)**      *Prerequisite: MATH 2021*

This is an intensive, higher-level course in mathematics that builds on Calculus I. Topics include inverse functions, techniques of integration, parametric equations and polar coordinates, infinite sequences and series, three-dimensional analytic geometry and vectors, and partial derivatives.

**MGNT 1225 Managerial Decision-Making (4 credits)**

This course investigates the theory of decision making, including the process of rational decision making and the various problems associated with making rational decisions. Ethics and fairness in decision making are highlighted as well as the various ways to improve decision making, both as an individual and as a member of a group.

**MGNT 3220 Operations Management (4 credits)**

This course examines the principles and techniques of managing operations processes in manufacturing and service industries. Students will explore the interrelationships between operations concepts, such as forecasting, planning products, technologies, facilities, demand, inventory, productivity, quality, and reliability.

**MGNT 3240 Risk Management (4 credits)**

This course is a study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

**MGNT 3250 Financial Management (4 credits)**

This course bridges financial management with corporate finance. Students apply financial data for use in decision making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

**MKTG 1211 Principles of Marketing (4 credits)**

This course surveys the marketing mix and marketing concept; markets and buyer behavior; product, service, and relationship marketing for global competition; creating and keeping customers in an e-commerce world; branding and positioning; distribution strategies, integrated marketing communications, and pricing strategies.

**MKTG 3061 Marketing Communications (3 credits)**

This course emphasizes marketing communications topics such as the marketing environments, integrated marketing communications, promotion venues including personal selling, sales promotion, point of purchase sales promotion, Internet and social media promotion, along with the marketing concepts that shape these topics.

**MKTG 3250 Marketing Management (4 credits)**

This course presents and develops the primary marketing variables that are used in designing an overall marketing program. A systems approach is taken with the variables managed to optimize overall results.

**MKTG 4211 Internet Marketing Principles (4 credits)**

This course presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. It guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

**MKTG 4215 Consumer Behavior (4 credits)**

This course investigates consumer behavior as the study of people and the products that shape their identities. It presents personal and professional relevance to consumer behavior, including psychological, social, economic, and political foundations in consumer activities. Learners analyze buying behavior by exploring the products, services, and consumption activities from a multicultural perspective, which contributes to the broader social world.

**MKTG 4221 Marketing Research (4 credits)**

This course introduces the marketing research process. It explores many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

**MKTG 4225 Advertising (4 credits)**

This course focuses on the importance of how businesses integrate marketing communications into their business models and how advertising is produced and transmitted using traditional and new media channels. Learners explore the global effects of marketing and advertising on business, industry, and national economies as well as the strategic function of advertising within the broader context of business and marketing.

**MKTG 4230 Strategic Marketing (4 credits)**

This course is an overview of various strategies for building and sustaining a competitive advantage in the global market. Strategic marketing is examined utilizing a decisions approach in marketing with applications addressed through case studies and analysis. Topics include organization's mission and goals, identifying and framing organizational opportunities, formulating product market strategies, budgeting, and controlling the marketing effort.

**MKTG 4235 Direct Marketing**

This course is an overview of direct marketing with an emphasis on database marketing, customer relationship marketing, and response-driven marketing. It explores a wide range of direct marketing initiatives to sell products and services globally. It provides more strategic integration of ideas, technology, and media into market planning.

**PHYS 1081 Physics I (3 credits)**

Physics I is a first-semester introductory course in physics that focuses on mechanics and the properties of matter and includes study of motion and energy.

**PHYS 1082 Physics II (3 credits)**      *Prerequisites: MATH 1020, PHYS 1020*

Physics II is a second-semester introductory course in physics that emphasizes the comprehension of topics such as electricity, magnetism, electromagnetism, light, and optics.

**POLS 1046 American Government (3 credits)**

This course explores the development and nature of American political culture, constitutional and structural arrangements, policy-making processes, and sources of conflict and consensus.

**RELG 4041 World Religions (3 credits)**

This course examines the complexity of religion as a multidimensional phenomenon characterized by heightened experience, ritual practice, powerful myths, ethical teaching, social organization, and theological doctrine. The course explores religious traditions that are alive today and that involve the lives of the majority of people worldwide from the indigenous religions of Africa and North America to the major world religions of the East such as Hinduism, Buddhism, Confucianism, Taoism, and Shinto as well as the western religions of the Book: Judaism, Christianity, and Islam.

**SOSC 1061 Self-Assessment and Career Exploration (3 credits)**

Based on the National Occupational Information Coordination Committee (NOICC) guidelines for adult competencies, this course is designed to help participants meet the suggested competencies for self-knowledge, educational and occupational exploration, and career planning.

**SOSC 3043 Cultural Diversity in the United States (3 credits)**

This course examines racial, ethnic, sexual, religious, and other minority groups in American society. It explores the impact of law and policy on these groups and promotes an understanding of individuals from diverse backgrounds.

**SPAN 1061 Elementary Spanish I (3 credits)**

Elementary Spanish I is designed for students with little or no knowledge of the Spanish language. It focuses on the development of the four basic language skills: listening, speaking, reading, and writing. In addition, students will develop an appreciation of the Hispanic culture throughout this course through readings, forum discussions, and a group cultural project.

**SPAN 1062 Elementary Spanish II (3 credits)**

*Prerequisite: SPAN 1061*

Elementary Spanish II is designed for students who have completed SPAN 1010 or its equivalent. Throughout this course, students will continue developing competence in the four basic communication skills: writing, reading, speaking, and listening. They will also gain knowledge of various aspects of Spanish and Latin American cultures and will participate in authentic interactions with native Spanish speakers to explore cultural topics. Students will make comparisons across languages and cultures and will recognize the ways in which Spanish extends beyond the classroom and into the global community. The goal of this course is to prepare students for "real-life" communication in Spanish. Please note that this goal does not imply that students are expected to speak like a native, nor should they expect to speak fluent Spanish after this semester of study.

**STAT 2020 Principles of Statistics (3 credits)**

*Prerequisite: MATH 1024*

This is an introductory course in statistics that develops skills for performing statistical computations and analyzing data. Topics include measures of central tendency and variation; probability concepts, rules, and distribution; normal and sampling distributions; hypothesis tests; and descriptive and inferential methods in regression correlations.

**SPM 4211 Introduction to Sport Management (4 credits)**

This introductory course emphasizes the management principles related to the business of sports. It includes personnel, programs, marketing, media, financial management and an overview of career possibilities in this growing field.

**SPM 4213 Sport Business (4 credits)**

This course educates students on the business of the sport industry, exposing students to functional areas such as sales, financing, funding, sponsorships, and human resources. Establishing distinctions between sport products across varying sports and levels within the management of the business is taught.

**SPM 4221 Sport Marketing (4 credits)**

Students study current sports marketing problems and apply marketing techniques to develop an effective sports marketing plan.

**SPM 4223 Sports, Society and Ethics (4 credits)**

This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts; and a basic understanding of the theories and principles related to socio-cultural issues and ethics and morality in the sport industry.

**SPM 4231 Sales in Sports Business (4 credits)**

Explore the critical skill of selling within the sport industry, including sales strategies, promotions, negotiating, communication and interpersonal skills, sales process, and creating sales pitches.

**SPM 4233 Brand Management (4 credits)**

Learn how to develop and drive a brand through social media, advertising, marketing, player recognition and the various verticals within a business, with a focus on gaining market share and increased customer loyalty through consumer insights, strategic thinking, and innovation.

**SPM 4235 Sport Facilities Management (4 credits)**

The elements of managing sport facilities, including arenas, stadiums and athletic complexes, form the content of this course.

## Course Descriptions

### Master of Acupuncture and Oriental Medicine (MAOM) Course

#### **B301 General Biology (3 credits)**

A general study of basic concepts of life systems, focusing on the living systems and molecular and chemical metabolism, anatomical terminology, terminology for the movement of the limbs. Prerequisite: None

#### **B302 Biochemistry (3 credits)**

A general study of basic chemistry that deals with chemical and physical changes cations/anions, Ca/Mg/K/O and other elements and compounds in metabolic activity and where they're used in the body. Enzymatic reactions, Overview of the Krebs Cycle, Protein structures (Left/Right). Prerequisite: None

#### **W301 Medical Terminology (2 credits)**

Students learn basic modern medical terminology. This course will encourage students to understand the difference between Eastern and Western Medicine. And also this course will develop the ability to communicate with patients and others. Differences between Eastern and Western Medicine, Development of communication with other medical providers and patients Prerequisite: None

#### **Y301 Human Anatomy & Physiology I (3 credits)**

An introduction to Basic Pathology: Cellular and genetic makeup and pathology, Inflammation and tissue repair, Homeostasis, Immunopathology (IG family of components), General overview of the systems in the body, Cranial nerves (overview) Prerequisite: None

#### **Y302 Human Anatomy & Physiology II (3 credits)**

Organ systems; Respiratory, Digestive, First Pass, Cardiovascular, Hematological disorders, Urinary, Endocrine Skeletal/Muscular, Nervous, Cranial Nerves (including if they are sensory/motor/or both), Central and peripheral nerves, Dermatomes. Prerequisite: None or concurrent 301

#### **W302 Medical Pathology (3 credits)**

This course is designed to teach the organic processes and phenomena of an organism, and any of its parts or of a particular bodily process. Start the process of getting the students to think in both Eastern and

Western diagnosis. Remind the students that the San Jiao can never be diseased. It also teaches students to have the ability to compare and contrast the concepts between Eastern and Western Medicine. Prerequisite: B301 or Y301

#### **E401 Western Physical Exam (3 credits)**

Physical examination and Interviewing (Chief complaints and their histories). Medical red flags. Vital signs; Healthy BP measurements (and disorders), A broad overview of healthy lab numbers for basic lab tests, ROM tests. Neurological exams (brief overview). Use of the sphygmomanometer and stethoscope. Abdominal palpitation and western diagnosis. Applicable tests: McBurney's Point. Frequently seen conditions: Heart disease , Arrhythmias, MI, Angina Pectoris, GERD, Gastritis/diverticulitis, IBS (including Crohn's disease, ulcerative colitis), Thyroid disorders (Hashimoto's, Graves'), Obesity , Hyperlipidemia, Depression/Bipolar/Anxiety mood disorders, Cushing's syndrome, Headache (cluster, tension, migraine, sinus, trauma), Sleep disorders, Pulmonary conditions (pneumothorax is red flagged for NCCAOM exams) (asthma, respiratory tract infections – sinusitis, viral, strep, bronchitis, pneumonia, COPD), Lyme disease, Fibromyalgia, Temporal arteritis, Deep vein thrombosis, Arthritis (swan necked fingers)/gout. Prerequisite: Y301/302, W302

#### **E501 Western Orthopedic/Neurological Exam (3 credits)**

Students will learn how to test the neurological systems including dermatome testing, muscle testing, tendon and muscle testing and reflexes. Use of the Babinski hammer. Discussion of the need for a patient referral X-rays, MRI, CT, PET, and other limitations of different scans. Medical red flags (meningitis etc.) Orthopedic examinations: Upper extremities: Frozen shoulder, bicipital tendinitis, carpal tunnel, epicondylitis. Lower extremities: Meniscal injuries (McMurry), compartment syndrome, bursitis. Axial: whiplash, disc herniation, spinal stenosis, spondylolisthesis, TMJ, Arthritis (swan necked fingers)/gout/osteoporosis), Stroke, Radiculopathies (nerve root, sciatica, etc.), Peripheral neuropathy, Trigeminal neuralgia, Bell's palsy, Parkinson's, Concussion/TBI, Multiple Sclerosis, Dementia, Epilepsy. Prerequisite: Y301/302/303, E401

#### **E601 Western Internal Medicine (3 credits)**

This course will focus on an understanding of the internal medicine system. Examination techniques and clinical aspects of internal disorders are discussed. Examinations and techniques, Discussion of the need for a patient referral, Medical red flags, Eating disorders, Thyroid disorders (Hashimoto's, Graves'), Heart disease, Arrhythmias, MI, Angina Pectoris, GERD, Gastritis/diverticulitis, IBS (including Crohn's disease,

ulcerative colitis), Thyroid disorders (Hashimoto's, Graves'), Obesity, Hyperlipidemia, Depression/Bipolar/Anxiety mood disorders, Cushing's syndrome. Prerequisite: Y301/302, W302, E401

**E602 Western Gynecology/Pediatrics (3 credits)**

This course offers a survey gynecology and pediatrics, focusing on common pathologies, examination techniques and protocols for treatment. Menstrual cycles, ovulation and hormone levels. Infertility (polycystic ovarian syndrome, endometriosis, etc.). Menopause. Pregnancy and associated complications. Breast conditions. Y301/302, W302, E401

**R501 Clinical Radiology (2 credits)**

Students are familiar with the uses and limitations of CT/MRI/ and X rays. Commonly used exams such as colonoscopy, bronchoscopy, cystoscopy, etc. Practice in reading the images. The difference between a sprain and a strain. Review of anatomical terminology and directions. Levels of sprain and broken bones. Prerequisite: Y301/302/303, E401

**R301 Nutrition/Diet Counseling (3 credits)**

A study of western nutrition; Fat and water soluble vitamins, Fats, Kcals, and proteins – their digestion, and uses in the body. Diagnosis and treatment of nutritional diseases, Amino Acids (L-glutamate, lysine, choline, etc.), Antioxidants (CoQ10, Selenium, etc.), Bone health (glucosamine, sulfate, chondroitin sulfate), Digestive support (enzymes, fiber, probiotics, etc.), Hormones (melatonin, wild yam, DHEA), Minerals (calcium, magnesium, potassium, etc.), Mood support (St. John's Wort, Sam E, 5 HTP, etc.), Western Herbs (saw palmetto, milk thistle), Food sensitivity/allergies Eastern nutrition; Dietary therapies and treatments with herbs (Shan yao, etc), Wei and Qi, & food temperature. Prerequisite: Y301, B302

**R402 Laboratory Diagnosis (2 credits)**

This course is designed to teach students to have the ability of diagnosing patients using laboratory data. Standard ranges of lab diagnosis (CBC, thyroid panels, pregnancy tests, liver panel urinalysis, basic metabolic panel, cardiac panel, etc.) – normal ranges ARE NOT TESTED on the NCCAOM board. Standard lab diagnosis encountered in practice EMG, EKG, etc. Thyroid disorders (Hashimoto's, Graves'). Diabetes. Oncology (lung, stomach, colon, pancreas, breast, prostate, uterine, bone, liver, cervical) Prerequisite: Y301/302, W302

**R401 Western Pharmacology (3 credits)**

A survey of Western pharmacology, with emphasis on classification, major actions, and side-effects of commonly prescribed medications; includes the effects of such drugs on Oriental diagnosis. Herb/Drug interactions. The most commonly used medications with the metabolic pathways for:

Allergy/sinus medications	CNS medications (stimulants/ADD)
Angina medications	Cough medications
Antiasthma medications	Drugs of abuse
Antibacterial medications	GI medications
Anticancer medications	Hormone therapy
Anticoagulant medications	Immune modulators
Antidepressants	Mood stabilizers
Antidiabetic medications	NSAIDS
Antidiarrheal medications	Opioids
Antifungal medications	Osteoporosis medications
Antihyperlipidemic medications	Sedatives/Sleep meds
Antihypertension medications	Sexual dysfunction medication
Antinausea medications	Smoking cessation medications
Anti-parkinson medications	Steroids
Antiprotizoaal medications	Stool softeners/laxatives
Antipsychotic medications	Thyroid medications
Antiseizure medications	Topical skin medications
Antiviral medications	Cardiac medications
Appetite/weight management meds	

Prerequisite: Y301/302, B302, W302

**R302 Public Health (3 credits)**

This course presents an introduction to public health and epidemiology, including the distribution and correlates of illness in the population and current efforts to prevent and control risk factors that contribute to morbidity and mortality. Additional topics include public health issues that face the primary care provider including TCM practitioners. Prerequisite: None.

**G301 Ethics for Healthcare Professional (2 credits)**

This course prepares students in the health professions for dealing patient ethics, proper informed consent, proper communication with patients/other healthcare providers, insurance billing and coding, HIPPA/Confidentiality, relationships with patients – industry standard is 6 months after discharge to begin a romantic relationship with a former patient, obtaining legal informed consent. Prerequisite: None

**G401 Counseling & Communication (2 credits)**

This course provides methods for developing listening/communication skills and establishing rapport with patients. Effective and efficient communication with patients is emphasized. Using the Four Pillars in communication with patients more efficiently. Spotting domestic abuse. Depression and suicide (do they have a plan? – if they do then get the authorities involved, and don't leave them). Discharging patients who aren't a good fit. Ethics. Obtaining legal informed consent. Refining of terminology and lingo to communicate how and why the treatment is being done. Communication if there's a change in condition or treatments that may require a new course of action. Prerequisite: None

**G601 Practice management (2 credits)**

This course will give practical applications of how to manage an Oriental Medical clinic. (i.e. Georgia State Acupuncture Rules, Scope of practice, Office management, Billing & Coding, insurance, HIPPA, Corporate structures, NCCAOM CEU requirements, Obtaining legal informed consent, Infection control precautions. Prerequisite: completion of 3<sup>rd</sup> year

**G302 Safety Issue, First Aid & CPR (1 credit)**

Students will learn how to use autoclave requirements; Communicable diseases (hepatitis, HIV, etc.), Needle shock, CPR/AED, Trauma, Fainting, Routes of infection (and intact skin is the best defense), Infection control and precautions, Acupuncture emergencies (moxa burns, organ puncture, stuck needles), (pneumothorax is red flagged for NCCAOM exams), Risk factors of clotting disorders, internal hemorrhage, blood thinners, diabetes), OSHA requirements. The main herb/drug interactions and patient allergies to herbs/diet. Prerequisite: None

**O301 History of Oriental Medicine (1 credit)**

A survey of the history and development Korean, Chinese, and Japanese schools of thought, Allopathic medicine, the combination of the Classical Eastern and Classical Western approaches  
Prerequisite: None

**O401 Principles of Oriental Medicine I (3 credits)**

Introduction to the basic theories of Oriental Medicine, including Yin & Yang, The Wu Ji/5 phases, Overview of the 12 main Mai, the 8 extraordinary vessels, the use of the Luo, Jin/Yi, Qi and Blood, basic functions of the 12 main organs, Cun measurements, extra points, basic needling methods (and CNT), Pulses. Prerequisite: None

**O402 Principles of Oriental Medicine II (3 credits)**

The main organ – their functions, and internal pathways. Review the external meridians; Luo Qi, The curious organs Collateral vessels, Pulses, Jing, Xue, Jin Ye. Prerequisite: O401 or Concurrent

**A401 Meridian Theory & Point Location I (4 credits)**

This course covers Lung / Large Intestine, Stomach / Spleen, Heart / Small Intestine, Bladder channels. All channel Shu Antique points, their usages, etc. Window of the Sky points, 8 Influential points, Lower He Sea Points, Extra points, Basic Needling technique and CNT. Cautions and contraindications (pneumothorax is red flagged for NCCAOM exams). Prerequisite: None

**A402 Meridian Theory & Point Location II (4 credits)**

This course covers Kidney, Pericardium / San Jiao, Gallbladder / Liver, Ren / Du, 8 Extraordinary channels (coupled points and usages), Shu Antique points for each channel, Xi Cleft points and usages, Luo connecting points and usages, Yuan source points and usages, Basic needling technique and CNT, Cautions and contraindications. Prerequisite: None

**T501 Acupuncture Technique (3 credits)**

Students learn in precise needling technique based on palpatory examination; CNT, Tonification/Sedation, Threading, Attainment of De Qi, 3 edge/sword needle, Plumb blossom, Introduction to auricular, Moxa, Gua Sha, Cupping, Point location review, Shu Antique point review, Point selection and identification for patterns, Brief introduction to the use of E-stim for familiarity with the machines. Prerequisite: O301/302, A401/402

**T502 Electro-Acupuncture (2 credits)**

This course learns how to apply electro-acupuncture for the patients. E-stim uses and contraindications, Electro anesthesia, Physiology of the nerve and muscles, Radiculopathies (nerve root, sciatica, etc.), Neuromuscular therapy techniques (CRS/ CRAS), Shu antique, Yuan, Xi cleft, etc. review, Get the students

to think about more than the standard used points. Review draping and point location. Point selection and identification for patterns. Prerequisite: A401/402

**T503 Auricular & Scalp Therapy / Korean Hand Therapy (3 credits)**

This course introduces the basics of auricular therapy (ear acupuncture) and its use in diagnosis and treatment, and scalp acupuncture. Korean Hand Therapy was discovered in 1971 by Dr. Tae-Woo Yoo in Korea and has been tested for accuracy. Prerequisite: A401/402

**T504 SAAM (Korean Five Elements) Acupuncture Technique (2 credits)**

This course will be introduced the history and application of the traditional Korean four needle technique of acupuncture in treatment, its uses the clinical setting. Prerequisite: T401/402

**M401 Asian Body Work (Tuina, Qi Gong, Breathing Technique) (2 credits)**

The students learn several foundational stretching, basic way of meditation and Qi Gong exercises. The goal of this class is to be hands on. Major muscle groups and actions of the joints (adduction, medial rotation, etc.), Proper draping, Review the major points with hands on palpation, Neuromuscular stretching techniques. Trigger points (definition). Anfa, Mofa, Pai, Rou Fa, Yun Fa, Ca Fa, Tui Fa, Na Fa, Shiatsu, reflexology, Qi Gong, Upper extremities: Frozen shoulder, bicipital tendinitis, carpal tunnel, epicondylitis. Lower extremities: Meniscal injuries, compartment syndrome, bursitis. Axial: whiplash, disc herniation, spinal stenosis, spondylolisthesis, TMJ. The role of proper breathing and movement, as well as stretching exercises for both practitioner and client will be emphasized. Prerequisite: None

**M501 Acupuncture Treatment I: NMS Disorder (3 credits)**

This course provides knowledge and skills on how to treat musculo-skeletal conditions, both acute and chronic. It will cover the main manifestations of different conditions of musculo-skeletal conditions (acute and chronic). Diagnosis, treatment (points and herbs), Muscle testing, Draping techniques, Joint movements (flexion, extension, etc.), Shu antique point review, and the main muscular points for command/control, Upper extremities: Frozen shoulder, bicipital tendinitis, carpal tunnel, epicondylitis, Lower extremities: Meniscal injuries, compartment syndrome, bursitis, Axial: whiplash, disc herniation, spinal stenosis, spondylolisthesis, TMJ, Arthritis/gout/osteoporosis. Prerequisite: A401, A402, T501

**M501 Acupuncture Treatment II: Internal Disorder (3 credits)**

This course reviews the anatomy, physiology and pathology from a Western perspective as well as the Oriental Medicine paradigm. Students learn to diagnose, differentiate and develop treatment plans for

general internal disorders and to use correct treatment strategies to treat a range of internal, gynecological disorders, and common pediatric disorders. Prerequisite: T501 or concurrent

**D501 Oriental Medicine Diagnosis I (3 credits)**

This course covers didactic material on diagnostic theory with practical experience. The four pillars (looking, hearing and smelling, asking), Pulses, tongue review, Review of the diseases of the Lu/Li/St/Sp/Ht/SI, Clinical case study and discussion, Point selection and identification for patterns. Prerequisite: O401/402, A401/402

**D502 Oriental Medicine Diagnosis II (3 credits)**

This course covers Hara diagnosis, Auricular and iridology diagnosis. Review of the diseases of the Ki/Bl/Pc/Lr/GB. Clinical case study and discussion. Point selection and identification for patterns. Prerequisite: O401/402, A401/402

**P501 Oriental Medicine Pathology I (3 credits)**

Students learn the basic signs and symptoms for identifying Yin/Yang Diseases, ZangFu patterns: Heart / Small Intestine, Pericardium, Liver / Gallbladder, Spleen patterns. Emphasize Ht blood and Ht yin vacuity, and LR fire and LR yang rising, Qi/Blood patterns. Prerequisite: O401, O402

**P502 Oriental Medicine Pathology II (3 credits)**

Students learn of the complex patterns in zangfu patterns utilizing the concepts of eight principles, vital substances, and the zangfu theory. Kidney / Bladder Patterns, Lung / Large Intestine Patterns, Stomach Patterns. Six stages will be covered. Prerequisite: O401 or concurrent

**L501 Oriental Internal Medicine (3 credits)**

This course is designed to study and understand the internal pathways of the organs. An expanded explanation of the interactions of the Shen/Ko cycles of the organs. Review of the closely related pathology (Ht yin and Ht blood Xu, Lr yang rising and Lr fire, etc.). Review pulses. Practice diagnosis by sample patients. Introduction of the mainly used herbal formulas and treatment strategies/modifications  
Prerequisite: D501/P501

**C601 Oriental Medicine Case Studies (2 credits)**

This advanced series provides upper level students the opportunity to meet and discuss patient cases with fellow clinical interns and faculty with an emphasis on diagnosis and integrated analysis of clinical experiences and outcomes. Review of cases includes discussion of primary care responsibilities, relevant

issues in secondary and specialty care, psychosocial assessment, and diagnostic and treatment decisions. Discussion of current cases with emphasis on diagnosis and treatment. Primary care and referral responsibilities. Relevant lifestyle, dietary, exercise, etc. recommendations. Herbal recommendations Discussion of the need for a patient referral. Prerequisite: D501/502, P501/502, I501/502

#### **H401 Theory of Herbal Medicine I (2 credits)**

Overall review of the categories of phytopharmacopia in TCM, Overview of formula structures (emperor, minister, etc.), Tastes, properties, plant parts, etc. Mood support (St. John's Wort, Sam E, 5 HTP, etc.), Western Herbs (saw palmetto, milk thistle), Different types of herbal prescriptions (Wan, San, Tang, topicals, etc.) Prerequisite: None

#### **H402 Theory of Herbal Medicine II (2 credits)**

A cursory introduction to the first 2-3 herbs in each category. Drug/Herb interactions and contraindications. A review of diagnostic principles and the use of herbs from different categories with an introduction to the most commonly used formulas. Food therapy (characteristics, actions, and giving patients dietary advice). Functions and preparation for herbs (honey processed – Mi Zhi, vinegar processed – Cu Zhi, dry fried - Chao). GMP standards  
Prerequisite: None

#### **H501 Oriental Herbal Medicine: Category I (3 credits)**

Review D&D of exogenous pathogens. Chapter 1) Herbs that Release the Exterior p 3-89. Chapter 2) Herbs that Clear Heat p 89-229. Chapter 4) Herbs that Drain Dampness p 267-318. Chapter 5) Herbs that Dispel Wind Dampness p 323-368. Chapter 6) Herbs that Transform Phlegm and Stop Coughing p 375-462. Chapter 11) Herbs that Warm the Interior and Expel Cold p 673-703. Chapter 15) Aromatic Substances that Open the Orifices p 947-962. Chapter 16) Substances that Extinguish Wind and Stop Tremors p 967-992.  
Prerequisite: H401/402

#### **H502 Oriental Herbal Medicine: Category II (3 credits)**

This course covers Chapter 3) Downward-Draining Herbs p 235-262, Chapter 7) Aromatic Herbs that Transform Dampness p 467-488, Chapter 8) Herbs that Relieve Food Stagnation p 493-506, Chapter 9) Herbs that Regulate Qi p 509-553, Chapter 10) Herbs that Regulate the Blood p 559-668, Chapter 12) Tonifying Herbs p 709-851, Chapter 13) Herbs that Stabilize and Bind p 857-905, Chapter 14) Substances that Calm the Spirit p 909-942, Chapter 17) Herbs that Expel Parasites p 997-1018, Chapter 18) Substances

for Topical Application p 1021-1041, Chapter 19) Obsolete Substances p 1045-1071. Prerequisite: H401/402

#### **H601 Oriental Herbal Formula I (4 credits)**

Basic methodology of creating a formula (Emperor, ministers, etc.). The main focus, in addition to the formulas should be modifications and substitutions of formulas for patient individualization. Students learn methods of herbal formulation, preparation and application, as well as modification and preservation. Students are expected to study the major formulas (over 80 ancient, traditional, and modern), including the herbal components, significance, explanation, indication and clinical use.

Prerequisite: H501/502

#### **H602 Oriental Herbal Formulas II (4 credits)**

Students learn an in-depth study and analysis of Oriental herbal formulas. Students are expected to study the major formulas (over 80 ancient, traditional, and modern), including the herbal components, significance, explanation, indication and clinical use. Prerequisite: H501/502

#### **H603 Oriental Herbal Formulas III (4 credits)**

This is a practical course in which it teaches students how to treat patients using herbal prescriptions by combining herbal medicines according to the differentiation of syndromes. The main focus on this class should be picking appropriate formulas for case studies in addition to the outlined herbal formulas. Substitutions of herbs or formulas should be part of this strategy. Prerequisite: H501/502

#### **L502 SASANG (Korean Four Constitution) Medicine (3 credits)**

This course will study the unique theory of the Quaternary Constitutional Medicine originally founded by Dr. Je-Ma Lee in the late 1800's in Korea. Sa-Sang (Quaternary) consists of 4 innate characters: Shao-Yin, Shao-Yang, Tai-Yin, and Tai-Yang. Students will learn of how to determine each character in each individual and be able to approach, diagnose, and treat these distinctive characters in a different manner.

Prerequisite: P501/502, H501/502

#### **L601 Won Bin/JinGui Yao Lue (3 credits)**

Differential diagnosis and treatment of febrile diseases based on the systems of the four level theory and San Jiao theory. Prerequisite: P501, H501/502

**L602 Shang Han Lun (Six Stage of Disease) (3 credits)**

The class covers the six channels diagnosis for cold damage diseases and their treatments; the diagnosis and therapy for miscellaneous diseases. Prerequisite: P501/502, H501/502

**I501 Clinical Observation I (2 credits)**

Students will start to familiarize themselves with real-life patient cases and assist in filling herbal formulas, learn clinic procedures and observe actual treatments. Students will also learn the clinic OSHA procedures, and start the process of charting. Prerequisite: completion of 3 trimesters

**I502 Clinical Observation II (3 credits)**

Students will aid interns in the diagnosis of the patient, and will focus on point location and uses picked by the treating interns and Clinic Supervisor. A continuation of charting skills will be a focus.

Prerequisite: Completion of 3 trimesters

**I601 Clinical Internship I (6 credits) – Assistant Intern**

Students will start to hone their diagnostic and needling skills by working on their friends, family members, and classmates. The focus is on proper documentation skills, CNT, and diagnosis. If students wish, they will have the opportunity to assist more senior interns in their rounds.

Prerequisite: M501, D501/502, H501, H502, I501/502

**I602 Clinical Internship II (6 credits) - Beginner Intern**

Students will start to see patients from the general public. The focus will be on expanding point familiarity and usage, and the use of herbal formulas without modification. Continuing documentation skills and quicker diagnosis skills are reinforced. These interns will mainly assist more senior interns, but may treat patients if the Clinic Supervisor deems it appropriate. Students will also take a diagnosing and treatment plan assessment in order to move from a one-hour schedule per patient to an every- 30-minute treatment time if they wish.

Prerequisite: M501, D501/502, H501, H502, I501/502, I601

**I603 Clinical Internship III (6 credits) – Advanced Intern**

Students will start to take a more independent role in the clinic operation. The focus will now be prescribing and modifying herbal formulas with proper diagnosis.

Prerequisite: M501, D501/502, H501, H502, I501/502, I602

### **I604 Clinical Internship IV (6 credits) – Senior Intern**

Students will simultaneously treat patients with needles as well as adjunct therapies and create, or modify existing formulas to best treat their patients. Prerequisite: M501, D501/502, H501, H502, I501/502, I603

## **Certificate in Massage Therapy (CMT) Courses**

### **Y301/Y302 Human Anatomy & Physiology I (3 credits or 45 hours) & II (3 credits or 45 hours)**

An introduction to Basic Pathology: Cell Pathology, Inflammation and Repair, Environmental and Genetic Disorders, Hemodynamic and Hematological Disorders, Immunopathology, and Neoplasia; Respiratory, Digestive, Cardiovascular, and Urinary systems; Endocrine, Nervous Musculoskeletal, Hematopoietic and Lymphoid systems; disorders of sensory organs. A study of human anatomy including the organization of the body and the skeletal and muscular systems, lymphatic, immune and cardiovascular systems. It is designed to provide the knowledge of anatomy sciences; methods used to study anatomy and its terminology. Structures of the motor system, including the skeleton, joints and muscles, and the nervous system. Prerequisite: None or concurrent Y301/302

### **Y303 Human Kinesiology (3 credits or 45 hours)**

This course provides students with an understanding of how muscles and bones work together to move the body and hold it upright. This is the necessary foundation for the soft tissue techniques and assessments developed in hands-on massage courses, and the conditions students will learn to treat in the deep tissue courses. Students will identify, locate, and palpate the major bones and bony landmarks of the body. Basic concepts of kinesiology, the major joints of the body, and the actions possible at those joints will be discussed. Students will also learn to identify, locate, palpate, and name the fiber direction, actions, origins, and insertions of the major muscles of the body. Prerequisite: None or concurrent Y301 or Y302

### **W302 Medical Pathology (3 credits or 45 hours)**

This course is designed to teach the organic processes and phenomena of an organism, and any of its parts or of a particular bodily process. It also teaches students to have the ability to compare and contrast the concepts between Eastern and Western Medicine. Prerequisite: B301 or Y301

### **H101 History of Massage (1 credit or 15 hours)**

This course will briefly examine the history of massage from its earliest records to the present. This historical perspective will take us down the path that leads us to where we are a profession currently and will instill a sense of connection with those who preceded us.

### **M101 Swedish Massage (3 credits or 45 hours)**

Students will learn every aspect necessary to prepare for and perform a safe and effective full body Swedish massage. The most widely recognized and commonly used category of massage is the Swedish massage. The Swedish massage techniques vary from light to vigorous. Swedish massage uses five styles of strokes. The five basic strokes are effleurage (sliding or gliding), petrissage (kneading), tapotement (rhythmic tapping), friction (cross fiber or with the fibers) and vibration/shaking. Swedish massage has

shown to be helpful in reducing pain, joint stiffness, and improving function in patients with osteoarthritis of the knee over a period of eight weeks. Prerequisite: Y301, Y303 or concurrent

**M102 Deep Tissue Technique (3 credits or 45 hours)**

Students will learn about several common pathological and orthopedic conditions, and postural distortions that affect the body, and how to treat those conditions with massage. Students will continue to use their understanding of contraindications & universal precautions to ensure a safe and effective massage treatment. They will also continue to practice the professional standards, hygiene and sanitation, proper positioning and draping of clients, palpation sensitivity. Prerequisite: Y301, Y303 or concurrent

**M103 Body Mechanics (1 credit or 15 hours)**

This is a course that presents a general framework for proper body mechanics during a table massage, during a chair massage, and how to strengthen and stretch your core. Prerequisite: None

**M201 Neuromuscular Therapy (3 credits or 45 hours)**

Neuromuscular Therapy is used for the freeing and relief of chronically tense, contracted, and painful tissues. It is an advanced form of massage therapy, which requires a high degree of anatomical precision, specificity and skilled palpation. Neuromuscular Therapy provides complete and effective relief from chronic pain and tension. The student acquires an understanding of the principle and philosophy of myofascial dysfunction. Prerequisite: Y301, Y303 or concurrent

**M202 Sports Massage (3 credits or 45 hours)**

This laboratory gives hands-on experience in the art and science of sports massage. Students build on their previous hands-on skills and knowledge to begin to work with techniques for the structures of the body. Students will learn to adapt their skills to a wide range of client complaints by developing their ability to think critically and select appropriate courses of action with clients.

Prerequisite: None

**M301 Therapeutic Relationships (3 credits or 45 hours)**

Students will develop clear boundaries, self-awareness, professionalism, and interpersonal communication skills to manage therapeutic relationships and the unique challenges associated with them. The difference between professional touch and sexual touch will be discussed, and students will learn ways to de-sexualize massage and handle inappropriate situations with clients. Prerequisite: None

**M401 Asian Body Work (Tuina, Qi Gong, Breathing Technique) (2 credits or 30 hours)**

This course presents concepts such as balance and harmony, energy flow and stagnation, and the effects of the elements, seasons and times of the day on various body systems. Students learn Asian-based techniques that can be incorporated into massage therapy sessions. Prerequisite: Y301

**M402 Seated Massage (2 credits or 30 hours)**

This course presents contraindications, safety precautions, and hands-on techniques for performing massage on a client who is seated, either on a common chair, or on a specially designed, portable, massage chair. Included in the course are ideas for using chair massage as a clientele-building strategy. Prerequisite: None

**G401 Counseling and Communication (2 credits or 30 hours)**

This course provides methods for developing listening communication skills and establishing rapport with patients. Effective and efficient communication with patients is emphasized. Counseling skills are further developed in the framework of the four examinations. Prerequisite: None

**G303 Ethics & Business (1 credit or 15 hours)**

Advancing medical knowledge and technology present individuals and society with unprecedented choices which often raise ethical dilemmas. This course prepares students in the health professions for dealing with ethical dilemmas through an analysis of classic and current cases, identification of ethical issues involved, application of ethical principles, development of a personal position and consideration of counter arguments. Prerequisite: None

**G601 Practice management (2 credits or 30 hours)**

This course will give practical applications of how to manage an massage clinic. (i.e. office management, billing, insurance, etc. Prerequisite: None

**M303 MBLEx Prep Review (1 credit or 15 hours)**

Students are prepared for MBLEx. They learn how to study and exam pattern, and mock test.

**I301 Clinical Internship I (2 credits or 30 hours)**

A supervised teaching clinic provides the opportunity for the student to practice theoretical and practical applications. In clinic, students will gain a sense of confidence, practical knowledge, and experience the realities of a clinical environment. The student is able to evaluate and monitor their progress with patients seen on a weekly basis. Students will also gain an insight into the daily operations of a professional clinic. Students are required to wear scrubs and running/nursing shoes. Prerequisite: Y301, Y303, M101, M102, M20, M202, or concurrent

**I401 Clinical Internship II (2 credits or 30 hours)**

A supervised teaching clinic provides the opportunity for the student to practice theoretical and practical applications. In clinic, students will gain a sense of confidence, practical knowledge, and experience the realities of a clinical environment. The student is able to evaluate and monitor their progress with patients seen on a weekly basis. Students will also gain an insight into the daily operations of a professional clinic. Students are required to wear scrubs and running/nursing shoes. Prerequisite: Y301, Y303, M101, M102, M201, M202

## **Certificate in Pharmacy Technician (CPT) Courses**

### **PHM101 Introduction to Pharmacy Technician (30 hours)**

This course introduces the pharmacy technician student to the basics of pharmacy practice in various pharmacy settings. Topics include professional characteristics of pharmacy technicians, tasks performed by pharmacy technicians, an overview of pharmacy law, and the proper use of drug information resources. Students will learn the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, nonsterile compounding, aseptic technique, sterile compounding, and medication errors.

- Recognize the high-level skills employed by an effective pharmacy technician
- Relate pharmacy rules and regulations to daily pharmacy practices
- Summarize pharmacy technicians' roles and workplaces

### **PHM102 Pharmacology, Drug Classification (45 hours)**

- Generic and Brand name of pharmaceuticals
- Therapeutic equivalence
- Drug interactions ( e.g., drug-disease, drug-drug, drug-dietary supplement, drug-OTC, drug-laboratory, drug-nutrient)
- Strengths/dose, dosage forms, physical appearance, routes of administration and duration of drug therapy
- Common and severe side or adverse effects, allergies, and therapeutic contraindications associated with medication
- Dosage and indication of legend, OTC medications, herbal and dietary supplements

### **PHAM103 Human Body Systems (45 hours)**

In this course, students will become familiar with various body systems including structure, function, diseases, disorders, and treatments. This course will familiarize students with various body systems including structure, function, diseases, disorders, and treatments. Students will also learn about microorganisms and their impact on the human body, as well as the pharmacological place for vitamins, minerals, and herbs.

- Identify the anatomy, physiology, diseases, and treatments of the cardiovascular and hematologic systems
- Identify the anatomy, physiology, diseases, and treatments of the respiratory and endocrine systems

- Identify the anatomy, physiology, diseases and treatments of the gastrointestinal, urinary, and reproductive systems
- Identify the anatomy, physiology, and diseases and treatments of the integumentary and musculoskeletal systems
- Identify the anatomy, physiology, and diseases and treatments of the sensory and nervous systems
- Identify the anatomy, physiology, and diseases and treatments of the immune system

#### **PHM104 Pharmacy Law and Regulations (15 hours)**

In this course, students will learn how law affects healthcare practitioners and pharmacy technicians, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

- Storage, handling, and disposal of hazardous substances and wastes
- Hazardous substances exposure, prevention and treatment
- Controlled substance transfer regulations (DEA)
- Control substance documentation requirements for receiving, ordering, returning, loss / theft, destruction (DEA)
- Record keeping, documentation, and record retention
- Restricted drug programs and related prescription-processing requirements
- Requirements for consultation (OBRA'90)
- FDA's recall classification
- Record keeping for repackaged and recalled products and supplies

#### **PHM105 Math Calculations for Pharmacy Technicians (30 hours)**

This course introduces the pharmacy technician student to basic math, algebra, and pharmaceutical calculations utilized in pharmacy practice.

- Recognition and Interpretation of metric measurements
- Recognition and Interpretation of the Apothecary measurements
- Recognition and Interpretation of household measurements
- Conversion of doctor's orders contacting units
- Demonstration of correct administration of oral medication
- Demonstration of correct administration of parenteral medications
- Regulation of how to regulate IV fluid rate.
- Demonstration of correct administration of other routes such as topical and inhalation
- Computation of correct dosage from doctor's orders
- Demonstration the correct dosages using Young's, Fried's and/or Clark's Rule
- Calculate I.V. fluid rate.
- Demonstrate the ability to look up drugs

**Textbook:** *Math Calculations for Pharmacy Technicians*, Elsevier

**PHM106 Pharmacy Sterile and Nonsterile Compounding (45 hours)**

This course introduces students to sterile and nonsterile compounding. A strong emphasis is placed on proper aseptic technique and compliance with USP 795, 797, and 800. Compounding practices and equipment are also discussed.

- Explain the processes and considerations related to the preparation of IV solutions
- Explore IV Calculations, Equipment, Facilities, and Preparation Techniques
- Explore IV Nutrition, Patient Consideration, QA, and Non-Sterile Compounding

**Textbooks:**

- *Sterile Processing for Pharmacy Technicians*, Elsevier
- *Mosby's Pharmacy Technician Principles and Practice*, Elsevier

**PHM107 Pharmacy Management and Operations (30 hours)**

This course introduces the pharmacy technician student to pharmacy operations. Students will discuss the differences between pharmacy settings, examine the business applications of pharmacy, and review drug information resources, including how and when to use them. Students will also learn how to handle medication safely, and the steps involved in error prevention.

- Examine drug information references and their proper use
- Differentiate the responsibilities of pharmacy technicians in various pharmacy settings
- Describe the importance of reporting medication errors, and the preventative measures taken to reduce them

**Textbook:** *Mosby's Pharmacy Technician Principles and Practice*, Elsevier

**PHM108 Pharmacy Billing and Reimbursement (30 hours)**

The course introduces the student to the pharmacy reimbursement process. It discusses third party healthcare plans, reimbursement systems and claims processing.

- Explain reimbursement methodologies related to pharmacy practice settings
- Explain the elements of pharmacy billing and proper inventory management

**Textbook:** *Mosby's Pharmacy Technician Principles and Practice*, Elsevier

### **PHM109 Pharmacy Software Management (15 hours)**

This course is designed to facilitate the student's mastery of computer skills needed to perform various pharmacy technician–related responsibilities in community and institutional pharmacy practices.

- Use database software for performing prescription processing and related community pharmacy tasks
- Use database software for the processing of medical orders and related institutional pharmacy tasks
- Prepare pharmacy reports and show comprehension of software laboratory exercises

**Textbook:** *Pharmacy Management Software, 2e*, Elsevier

### **PHM110 Pharmacy Technician Certification Review (15 hours)**

This course is designed to strengthen working knowledge of the concepts essential for pharmacy technician practice and serve as a review to prepare students for the Pharmacy Technician Certification Exam.

- Demonstrate preparedness for the Pharmacy Technician Certification Exam (PTCE)

**Textbook:** *The Pharmacy Technician Workbook & Certification Review*, Morton

### **PHM111 Pharmacy Technician Externship (60 hours)**

The pharmacy technician externship provides students hands-on training in community and institutional pharmacy practice. The goal of the required externship is to produce competent pharmacy technicians by developing the essential skill sets through hands-on experience. Students will practice under the direct supervision of a registered pharmacist. This externship consists of 60 hours of clinical experience in a community pharmacy to be completed in 8 to 12 weeks.

- Demonstrate program skills as defined on the Pharmacy Technician Evaluation form

## **English Language Support Program**

### **Oral Communication Courses**

These courses combine the important academic skill of speaking with the study of pronunciation, on the basis that both are essential components of communicating clearly and effectively in an academic environment. Students will develop or refine the skills that they need to participate in academic classes and discussions, and will develop good presentation skills. They will also develop their pronunciation in English to a level that will enable the listener to understand them with ease.

#### ELSP 094 Oral Communication I

By the end of this course, students will be able to:

- Communicate using inclusive language, explain a process, talk about historical events, talk about cause and effect, use numbers and statistics, show interest in what a speaker is saying, and interrupt and hold the floor.
- Present using visuals, giving a summary, making and maintaining eye contact, and supporting co-presenters.
- Incorporate pronunciation skills such as question intonation, linking vowel sounds, intonation for thought groups, stress patterns, emphasis on key words, fast speech, and intonation for choices and lists.
- Utilize critical thinking skills by evaluating reasons, analyzing information, using graphic organizers, assessing the credibility of sources.

#### ELSP 095 Oral Communication II

By the end of this course, students will be able to:

- Develop presentations and present research proposals.
- Lead a class and participate in discussions and debates.
- Anticipate arguments before a discussion.
- Present information from charts, and use a text to support ideas.
- Develop pronunciation skills by focusing on vowel and consonant sounds, word and sentence stress, consonant clusters and intonation, and diphthongs and sounds in connected speech.

### **English Composition Courses**

These courses aim to develop or refine the writing skills that students will need to function within an academic community. They cover the basic structures of term papers and other types of academic writing,

with focus on establishing the rationale and purpose of an academic paper. Since academic writing is dependent on the research of others, the courses emphasize the importance of finding, evaluating and referring to relevant literature. In addition, they provide students with writing and language techniques that are useful in writing a clear, coherent, logical text.

#### ELSP 096 English Composition I

The content of this course is built around the different forms of essays, including process analysis, comparison, cause and effect, and argument essays. By the end of this course, students will be able to:

- Write authoritatively on how a specific objective or task can be completed.
- Effectively highlight similarities and differences between two or more topics in their written essays.
- Write clear and strong causal essays using effective critical thinking skills.
- Take a definitive view of a subject and offer arguments for or against their stance.
- Fully express themselves through written narration.

#### ELSP 097 English Composition II

The content of this course is built around academic research for mainstream university courses. By the end of this course, students will be able to:

- Have a deeper understanding of the academic paper writing process which involves reading, thinking, discussing, and focusing on a specific topic.
- Understand methods for collecting supporting information from sources.
- Paraphrase, summarize, and synthesize information.
- Combine information from sources with their own ideas to create a coherent essay.

#### **Critical Reading and Thinking Course**

The purpose of this course is based on the premise that improving critical reading skills will also greatly improve second-language writing skills. With those two goals in mind, this course has been expertly designed to offer comprehensive and engaging reading and writing passages and prompts in order to develop second language writer identity. Students will improve their critical thinking abilities through individualized and cooperative lessons focusing on pre-reading and predicting activities, vocabulary, reading comprehension/critical thinking questions, and writing organizational tasks.

#### ELSP 098 Critical Reading and Thinking

By the end of this course, students will:

- Successfully perform pre-reading and predicting activities to activate background knowledge.
- Extend their vocabulary by focusing on word partnerships, collocations, synonyms, and antonyms.
- Improve their reading skills by extracting main ideas from texts, finding supporting details, and drawing conclusions.
- Obtain a thorough working knowledge of different aspects of essay writing in connection to readings offered in the textbook.
- Develop critical thinking skills by analyzing arguments and text organization, applying ideas to new contexts, interpreting figurative language, evaluating sources, and making inferences.

### **Cross-Cultural Communication Course**

This course is based on the idea that the cultural use of English and an understanding of cultural values and attitudes should be incorporated into language programs designed to teach language competence. The purpose of the course is to help students understand and adapt to American culture and to cultural differences affecting their communication with speakers of American English.

#### ELSP 099 Cross-Cultural Communication

By the end of this course, students will:

- Broaden reading and conversational vocabulary.
- Develop reading skills and increase conversational fluency.
- Develop and increase their understanding of mainstream American culture and their awareness of cultural diversity within the United States.
- Increase their knowledge of cultural conflict and adjustment.
- Understand specific American patterns of communication that lead to misunderstandings.
- Describe patterns of communication and culture that contrast with American patterns.

## **STUDENT INFORMATION**

### **Learning Center**

AUHS has a learning center which holds a large collection of books and periodicals, accessible through Gwinnett Library System and GALIEO Library System. The facility is equipped with computer terminals, complete with DSL and wireless access. The library is generally open from Monday through Friday, 9:30am to 6:00pm. It is closed on Saturdays and Sundays.

### **New Student Orientation (NSO)**

All new and transfer students are required to attend the New Student Orientation prior to the beginning of the semester. After completion of a tour of the university, students will receive a Catalog and an Orientation Checklist, which they will initial and sign as the administrator covers the college program policies and procedures. Attending NSO is mandatory for all new and transfer students.

### **Probation and Dismissal Policies**

A student may be dismissed, suspended, or placed on probation for any of the following actions:

- Cheating
- Plagiarism
- Forgery of college documents, course or program requirements
- Sharing or possession of college and/or course exam questions
- Furnishing false information
- Obstruction
- Disruption
- Insubordination
- Physical abuse
- Misuse, unauthorized entry, or threat of same to campus property, processes, or members of the college community
- Theft of college property
- Sale, possession, or use of alcohol, illegal drugs or narcotics on college premises
- Being under the influence of alcohol, illegal drugs or narcotics on college premises

- Possession or use of explosives, dangerous chemicals or deadly weapons
- Engaging in lewd, indecent or obscene behavior
- Abusive behavior or hazing of a member of the college community
- Violation of any order of the president.

## **Student Grievance Policy and Procedure**

### Policy

Students enrolled in or taking courses at Atlanta University of Health Sciences (AUHS) are expected to demonstrate the highest standards of personal integrity and to conduct themselves as professionals. Similarly, students should expect faculty and staff members to be persons of integrity who apply the principles of honesty, fairness, respect, and trust that characterize the professional/academic community. Thus, when student grievances concerning faculty and staff members arise, they are taken very seriously and are treated with sensitivity and urgency. The AUHS Complaint Officer is responsible for managing this policy.

These procedures are to provide a framework and mechanism for an objective review of student grievances about the equity and fairness of AUHS faculty, staff, or procedures that affect their academic standing and progress toward their degree. Such issues may arise regarding fair and equal treatment in the conduct of a class or in the grading or evaluation of academic work or research. Other issues may concern the equity and fairness of program, department, or AUHS policies. Other university policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other university units: Complaints that a member of the faculty or staff has engaged in research misconduct, violated the university's nondiscrimination and harassment policies, or violated employment contracts will be investigated by the President.

A student who alleges misconduct by a faculty or staff member must pursue the grievance by following the resolution procedure below:

## Student Grievance Resolution Procedure

### **Informal Action**

In many cases, academic disputes can be quickly and effectively resolved when addressed informally at the local level. Misunderstandings, miscommunications, and disagreements often can be resolved through such conversations.

In such cases, the best way for a student to resolve a grievance is to approach the parties directly involved in the situation and attempt to reach a resolution informally.

### **Formal Action**

If informal discussion does not resolve the disagreement, the student may file a formal Student Grievance.

- Step 1:** The complainant completes a grievance form. The grievance is available on the University website and at the reception desk of the University.
  
- Step 2:** The complainant submits the grievance form to the Academic Director.
  
- Step 3:** A Student Complaint Officer will be assigned, or the complaint will be directed to the appropriate contact. The complainant will receive a letter via email with the contact person's information or the Student Complaint Officer's information as appropriate. The Academic Director will provide written notification of the grievance to the accused within five working days of receiving the grievance. In some instances, the Academic Director may choose to hear the complaint at his/her discretion.
  
- Step 4:** The Complaint Officer will conduct an investigation.
  
- Step 5:** The Complaint Officer notifies the complainant and the accused of their findings. Notification of findings will be sent within 20 working days of the grievance being filed. The complainant will receive the results of the investigation in writing. The complainant will review the findings and decide if they are satisfied with the results. If they are not satisfied with the results, they may proceed to Step 6.
  
- Step 6:** The complainant may appeal the ruling by notifying the Academic Director in writing within five days. The Academic Director reviews the investigation and findings. The Academic

Director may refer the appeal to a hearing committee at his/her discretion. If the Academic Director was the original decision maker in the grievance, the appeal will go to the Dean.

**Step 7:** A final decision is made. The Academic Director will make the final decision on the appeal and notify the complainant and the accused in writing within 10 working days.

**Step 8:** The complainant may appeal the final institutional decision by contacting GNPEC at:

**State of Georgia Nonpublic Postsecondary Education Commission**

**2082 East Exchange Place, Suite 220**

**Tucker, GA 30084**

**Office: (770) 414-3300, Fax: (770) 414-3309 (FAX)**

**<http://gnpec.org/consumer-resources/>**

### **Student Records Policy**

The Family Educational Rights and Privacy Act (FERPA) was enacted by the United States Congress in 1974 setting forth requirements regarding the privacy of student records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records, with certain exceptions.
2. the right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

#### **A. Definitions:**

Student – Any individual who is or has been in attendance at Atlanta University of Health Sciences.

Educational Records – Any record (in handwriting, print, video or audiotapes, paper, film, computer or other medium) maintained by Atlanta University of Health Sciences or an

agent of the University (including all Staff and Faculty) that is directly related to a student, except as listed below.

Educational Records are NOT:

- i.** A record made by a staff or faculty member if it is kept in the sole possession of the maker of the record, is used only as a personal memory aid, and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- ii.** Records created and maintained by AUHS for law enforcement purposes.
- iii.** An employment record of an individual whose employment is not as a result of his or her status as a student, provided the record is used only in relation to the individual's employment.
- iv.** Records that contain information about an individual after he or she is no longer a student at the University.

**B.** Annual Notification: Students will be notified of their FERPA rights annually by publication in the Student Handbook.

**C.** Where You May Find the Federal Regulations Implementing the FERPA Regulations: A copy of the regulations is on file in the Admissions Office.

To comply with FERPA, the University has formulated the following policy:

- 1.** The right to inspect and review the student's education records.

Following are the procedures for the inspection/review of records:

**A.** Students may inspect and review their education records upon request to the Academic Office. The student should submit to a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Academic Office will make arrangements for access as promptly as possible (but within 45 days of receiving the request) and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Academic Office, the Office shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, the student may inspect and review only the specific information that relates to him or her.

**B. Limitation on Right to Access:** The University reserves the right not to permit a student to inspect the following records:

**i.** Financial records of the student's parents.

**ii.** Confidential letters and statements of recommendation for which the student has waived his or her right of access under certain circumstances, or which were placed in the student's file before January 1975.

**C. Copies:** The University is not required to make copies of records unless the student otherwise would be effectively prevented from exercising his or her right to review and inspect the records. If copies are provided, the fee will be \$.10 per page. Please note that while the student has a right to review and inspect records, the College will not forward copies of records to third parties if the student has outstanding obligations of any kind to the Business Office.

**2.** The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Following are the procedures for requesting the amendment of records:

**A.** A student must ask the Dean or an appropriate official of the College to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.

**B.** The Dean or an appropriate official of the University shall decide within a reasonable time whether or not to amend the record as requested. If the University decides not to amend the record, it will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

**C.** If the student wishes to exercise his or her right to a hearing, the student shall notify the Dean or appropriate official of the University in writing. Upon receipt of the request of the student for a hearing, the College will arrange for a hearing within a reasonable time and notify the student, reasonably in advance, of the date, place and time of the hearing.

**D.** The hearing will be conducted by an official of the University who does not have a direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student's education records. The student may be assisted, at his or her own expense, by one or more individuals of his or her choosing, including an attorney.



**5. Maintaining the safety and security of the campus.**

- iii.** The disclosure is to officials of another school in which a student seeks or intends to enroll.
- iv.** The disclosure is to certain officials of the U.S. Department of Education, U.S. Comptroller General, U.S. Attorney General, or state and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs or for the enforcement of or compliance with federal legal requirements which relate to such programs.
- v.** The disclosure is in connection with financial aid for which the student has applied or which the student has received, in order to determine eligibility for, amount of, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- vi.** The disclosure is to certain state and local officials or authorities concerning the juvenile justice system.
- vii.** The disclosure is to organizations conducting certain studies for or on behalf of the University.
- viii.** The disclosure is to accrediting organizations to carry out their functions.
- ix.** The disclosure is to parents of an eligible student who is claimed as a dependent for income tax purposes. The policy of the University is not to release such information to the parents without the consent of the student except under extraordinary circumstances, and for drug and alcohol violations as described in item xvi.
- x.** The disclosure is to comply with a judicial order or lawfully issued subpoena; the College will make a reasonable attempt to notify the student that it intends to comply with the order or subpoena, unless otherwise directed by the order or subpoena.
- xi.** The disclosure is to a court in a legal action between the University and a parent or student.
- xii.** The disclosure is to appropriate parties in connection with a health or safety emergency.
- xiii.** The disclosure is information that the University has designated as “directory information” (see below).
- xiv.** The disclosure is to a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, provided that only the final results of a University

disciplinary proceeding with respect to the alleged crime or offense may be disclosed (whether or not the student was found responsible for the violation).

- xv.** The disclosure consists of the final results of a University disciplinary proceeding (reached on or after October 7, 1998) against a student who is an alleged perpetrator of a crime of violence or non-forcible sex offense where the student was found responsible for a violation of the University's rules or policies with respect to the allegation, provided that the disclosure may not identify any other student, including a victim or witness, without the prior written consent of that other student.
- xvi.** The disclosure is to a student's parent regarding the student's violation of any law or University rule or policy governing the use or possession of alcohol or a controlled substance if the University has determined that the student committed a disciplinary violation with respect to that use or possession, provided that the student is under the age of 21 at the time of the disclosure to the student's parent.
- xvii.** The disclosure is in connection with an ex parte order issued at the request of the U.S. Attorney General in connection with investigation or prosecution of terrorism (USA PATRIOT ACT).
- xviii.** The disclosure is of information provided to the University concerning registered sex offenders.

A person to whom the University discloses educational record information may not redisclose the information without the consent of the student, unless otherwise permitted under FERPA.

- B. Record of Requests for Disclosure:** The University will maintain a record of requests for access to and disclosures of personally identifiable information from a student's educational records as required by FERPA. The record may be reviewed by the student.
- C. Directory Information:** In compliance with the Family Educational Rights and Privacy Act, the University designates the following categories of information with respect to each student presently or previously attending the University as "directory information" which may be disclosed by the University at its discretion, without the student's prior written consent:
  - name
  - address
  - telephone listing
  - electronic mail address
  - photograph

- date and place of birth
- field of study
- enrollment status
- class schedule
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- the most recent previous educational agency or institution attended by the student

Current students have a right to inform the University within a reasonable period of time that any or all of the above information about the student should not be designated as directory information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 20202-4605

### **Students with Disabilities and Special Needs**

In accordance with Section 504 of the Rehabilitation Act of 1973, AUHS seeks to give equal opportunity and access to students with disability. The Academic Office coordinates accommodation requests of students with disability for the university. A student with disability who requires special attention or accommodation is advised to contact the Academic Office as soon as possible to establish his/her disability and make "Reasonable accommodation" requests.

Student should submit in writing the following information:

1. The nature of disability or special requests
2. Any documents establishing the disability or special need
3. Student's request for special accommodation

As some accommodation may take time to arrange or to be coordinated, requests should be made as soon as possible after a student is admitted to AUHS.

## **Non-Discrimination Statement**

AUHS considers students, employees, applicants for admission or employment, and those seeking access to University programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law.

## **Copyright Compliance Policy**

### **1. Overview**

In undertaking teaching, research, or other University activities, it is often necessary to use, adapt, or link to material that is owned by a party other than the University. The University supports the lawful use of third party materials for these purposes.

This policy sets out the University's position on the use of third party materials and associated copyright compliance requirements. As copyright infringements may result in civil or criminal action against the University and/or the individual responsible for the infringement, copyright compliance is each individual's responsibility.

### **2. Scope and Application**

This Policy applies to all University Personnel and students.

### **3. Policy Principles**

- a. The University supports and encourages the lawful use of third party materials to enhance the activities of the University. All Personnel and students are responsible for observing copyright legislation, and any restrictions or obligations under any licenses or permissions in their use of third party materials.
- b. Where possible, personnel are strongly encouraged to first consider using third party materials that are freely available on an open access basis.
- c. If no suitable open access third party materials are available, personnel and students have legislative exemptions as individuals to use third party materials for certain purposes (e.g. own research and study; criticism or review).

- d. Personnel must cooperate with the Academic Director or Dean's requests to provide details of their copying or communication of third party material. Such requests may be issued pursuant to external compliance requirements, or as part of an internal compliance audit.
- e. The University does not condone copyright infringement. The Academic Director is the designated person to receive and action external and internal allegations of copyright infringement by the University or users of University IT facilities. Personnel and students have a responsibility to notify the Academic Director of any:
  - i. allegations that the University has infringed the copyright of a third party; and
  - ii. University material or activity that the Personnel or student reasonably believes is in breach of a third party's copyright.
- f. Personnel and students must not use University facilities or equipment in a manner that infringes the copyright of a third party.
- g. Breaches of this policy or copyright legislation by personnel may constitute misconduct which may lead to disciplinary proceedings including termination. Breaches of this Policy by students may constitute student misconduct. Copyright infringement by an individual may also result in personal liability to, or criminal prosecution of, that individual.

#### **4. Dealing with Allegations of Copyright Infringements**

Responsibility: All Personnel and students

- a. Where a notice is received from a third party alleging that any University activity or material infringes that third party's copyright, such notice must be promptly forwarded to the Academic Office for action.
- b. Where Personnel or a student reasonably believes that any University material or activity infringes copyright, that matter must be promptly reported to the Academic Office.

#### **Campus Safety and Security Policy**

Unlawful possession, use, and distribution of alcohol and drug is strictly prohibited on AUHS campus. AUHS's full-time, part-time, and temporary faculty, staff, and students are hereby notified that this policy will apply to all activities conducted on college-owned property. This policy is distributed annually to all AUHS faculty, staff, and students. The college expects that individuals and organizations will take responsibility for complying with the policy as outlined.

## **Emergency Action Plan**

Fire:

Calmly evacuate the building

Escort students out of the building to the nearest exit.

The primary exit is the main door to the school at the front of the building.

Move into the grassy island in the middle of the parking lot.

If you cannot get to the front door for whatever reason, exit via a window in Treatment Room 2, Treatment room 3, or the back classroom. Come around the building to the grassy island in the middle of the parking lot. If you cannot make it around the building – safely congregate as far from the building as possible.

Tornado:

Calmly meet in the middle of the school building.

Escort students to Treatment Room 1 and stay with them with the door closed.

## **The Campus Security Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities participating in federal financial aid programs to publish an annual security report containing campus security policies and procedure, as well as crime statistics. In addition, the Higher Education Opportunity Act (HEOA) 2008 requires colleges and universities to publish an annual fire safety report on student housing containing information with respect to the campus fire safety practices and standards of the institution. The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, and most recently in 2008. All statistics in this Annual Security Report are presented and updated in compliance with all amendments to the act.

AUHS follows the requirement of Clergy-mandated Annual Security Act:

- The Office of Campus Safety & Security is responsible to inform and educate AUHS students, faculty and staff about the prevention of crimes. The Director presents the entire student body the crime presentation programs and how to report any campus crimes during orientation once a trimester.

- AUHS hires local security officers from the Infinity Solutions Security to patrol the Campus and protect students and all other constituents. The officers can arrest and retain an individual for 40 minutes until the local law enforcement arrives at the Campus.
- Publish an annual report every year by November 1 which contains the most recent three years of campus crime statistics and certain campus security policy statements around our campus areas.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.
- Publish “timely warning” notices where a crime has occurred on or near campus that, in the judgment of DPS, constitutes an ongoing or continuing threat to members of the University community with individual or office responsible for issuing the warning.
- Annual security report is available for all of our student, faculty, and staffs. AUHS works with other administrative departments and law enforcement agencies — such as Gwinnett County Police Department ensure safety within the campus. We encourage all the members of the University student, faculty and staffs to use this report as a guide for safe practices on and off campus.

### **Alcohol Policy**

AUHS abides by and enforces all state and local laws, regulations and ordinances regarding the possession, consumption, sale or distribution of alcoholic beverages. The legal drinking age in Georgia is 21 years of age. Any student or employee under the age of 21 who purchases or knowingly possesses an alcoholic beverage is in violation of state law and University policy. Similarly any person who furnishes an alcoholic beverage to a person under 21 years of age is also in violation. Alcohol is not permitted at AUHS. AUHS strictly prohibits consumptions alcoholic beverages at on campus.

### **Illegal Drug Policy**

The unlawful manufacturing, distributing, dispensing, possessing or using of a controlled substance is strictly prohibited at AUHS. Any students, staff, faculty or other members of AUHS who manufacture, distribute, dispense, possess or use controlled substances may be referred for prosecution according to state and or federal law. As a recipient of federal grants and contracts, AUHS adheres to the provisions of the

Drug-Free Workplace Act of 1988 (as amended) and any applicable regulations issued pursuant thereto. Any person who violates the Georgia Controlled Substances Act, or any federal law or local ordinance concerning controlled substances on AUHS property is subject to arrest and criminal prosecution as well as disciplinary action through the college. Drug laws are strictly enforced on our campuses

### **Sexual Assault Policy**

The college shall proceed with disciplinary and/or remedial actions as needed when it appear that the University's prohibition against any form of sexual assault has been violated. The Office of Campus Safety & Security along with the Office of Student Affairs provide the entire student body and faculty & staff with “Sexual Assault Prevention and Response Workshop” once a trimester to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. A student or any personnel charged with sexual assault may be disciplined well as prosecuted under Georgia's criminal statutes. Whether or not a criminal prosecution occurs, the University retains the right to proceed with disciplinary action at any time, and the University need not await the disposition of any criminal prosecution. AUHS disciplinary action shall be handled in accordance with the Code of Conduct of AUHS. Under these proceedings, the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault (the term "outcome" meaning only the University's "final determination with respect to the alleged sex offense and any sanction that it imposes against the accused"), entitled to the same opportunities to have others during a disciplinary proceedings.

#### **If You Are Sexually Assaulted:**

Get to a safe place & call Campus Safety & Security Office, Office of Student Affairs, or local law enforcement or the emergency room immediately. - Do not shower, bathe, douche, change clothes, brush your teeth or hair, or otherwise “clean up.” - Do not eat or drink anything...you could destroy evidence. - Do not clean up the area where the assault took place. - Call a friend. - Request the services of the Office of Campus Safety and Security or Office of Student Affairs to assist you with anything that you need. - If you prefer, go directly to the hospital emergency room. Take a change of clothing with you -- the clothes you wore at the time of the assault will be kept as evidence.

Approved Sex Offender Treatment Providers/Evaluators in Atlanta, GA: Atlanta Center for Cognitive Therapy 62B Lenox Pointe, Atlanta, GA 30324 (404) 842-0555

Family Recovery: 26 Milton Avenue, Suite D, Alpharetta, GA 30009 (770) 535-1073

Georgia Counseling and Psychological Services: 4284 Memorial Drive, Suite D, Decatur, GA 30032 (404) 403-4003

Georgia Recovery Centers: 1449 Field Park Circle, Suite 400, Marietta, GA 30066 (770) 988-8333

New Leaf Counseling & Recovery: 107 Colony Park Drive, Suite 600 #3, Cumming, GA 30040 (678) 648-6021

#### Sex Offender Registries:

The following is a list of websites on which can be found information required by the federal Campus Sex Crimes Prevention Act regarding registered sex offenders living in the City of Atlanta, Fulton, DeKalb and Newton Counties.

CITY OF ATLANTA: <http://www.ganet.org/gbi/sorsch.cgi> This site is the Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia.

FULTONCOUNTY: <http://www.fultonsheriff.org> Georgia Bureau of Investigation's Sex Offender Registry, which lists registered sex offenders for all counties and cities in Georgia. A link to this web page is provided through the Fulton County Sheriff Department's web page at <http://services.georgia.gov/gbi/gbisor/SORSearch.jsp>

#### Timely Warning

In the event of a situation which, in the judgment of AUHS Safety Department, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the Safety Department for advancement (or designee) through the campus e-mail system.

## **STAFF AND FACULTY**

### **Board of Directors**

Chairman: Jong Kyu Kim, DC, L Ac

Board Member: Kyung Oh, D.C.

Board Member: Houg Park, Ph D

Board Member: Seung Chenglie Jin, Ph D, L Ac

Ex-Officio: Byeong Hyun, DC, L Ac

### **Administration and Staff**

Byeong Su Hyun, D.C., L.Ac.; President, Dean

Suk Hwa Song, CPA: CFO

Euna Kim, D.C.: Director of Academic Office

Wesley Hyun, DSO: Director of Admissions

Jarian Jones, MA: Learning Resources

Joshua Lane, L Ac: Director of Clinic

Alain Gallie, MA: Director of Institutional Effectiveness

### **AOM Faculty & Clinical Supervisor**

#### **Max Fried, DAOM**

DAOM, American College of Traditional Chinese Medicine

MAOM, Pacific College of Oriental Medicine

#### **Joshua Lane, L Ac**

MSOM, Colorado College of Oriental Medicine

B.A., Emory University

#### **Byeong Su Hyun, DC, L Ac.**

DC, Parker University

MAOM, Washington College of Oriental Medicine

**Huiling Tang, M.D.(china), Ph. D., L Ac.**

Ph. D., Beijing University of Chinese Medicine

MSc, Neuropathology, Beijing University of Chinese Medicine

MD (china), Beijing University of Chinese Medicine

**Dongming Fan, Ph. D., L Ac**

Heilongjiang University of Chinese Medicine

Professor: Heilongjiang University of Traditional Chinese Medicine

Instructor & Clinic Supervisor: Colorado School of TCM

**BoDanielle Park, MAOM, L Ac**

New England School of Acupuncture & Oriental Medicine

**Biomedicine Faculty**

**Rudy Scarfolloto, DC**

D.C., Life University

B.S.in Biology, Brooklyn College.

Diplomate in Clinical Nutrition, Chiropractic Board of Clinical Nutrition.

Diplomate in Clinical Nutrition, College of Clinical Nutrition.

**Kyung Suk Oh, DC**

D.C. Parker University

BA University of Texas at Austin

**Houng K. Park, Ph.D.**

Ph.D., Georgia State University

MS, BS, Seoul National University

**Business Administration Program Faculty**

**Mija Woo, PhD**

Director of Business Administration

PhD, University of Georgia, Athens, GA

MS, Sookmyung Womens University, Seoul Korea MS Statistics  
BS, Sookmyung Womens University, Seoul Korea BS Statistics

**Massage Therapy Program Faculty**

**Monica Johnson, LMT**

Miller Motte College, NC  
Medtech College

**Dana Gunter, LMT**

Academy of Somatic Healing Arts, GA

**Connie Min, LMT**

Academy of Somatic Healing Arts, GA  
Reflexology, GA  
International Skin and Nail, GA

**Pharmacy Technician Program Faculty**

**Moon Lee, Pharm, D.**

Pharm. D., Mercer University College of Pharmacy and Health Sciences  
B.S., University of Georgia May 2008 B. S. in Biochemistry and Molecular Biology

**Jay Cho , Pharm, D.**

Pharm, D. Pacific College of Osteopathic Medicine  
B.S. University of Michigan

**English Language Support Program Faculty**

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