



# Chattanooga College

Medical, Dental, & Technical Careers

CATALOG



Chattanooga College

Medical, Dental & Technical Careers, Inc.

2023 - 2025

*“A Small College Can Make a Big Difference”*



# Chattanooga College

Medical, Dental, & Technical Careers

## **INSTITUTIONAL CATALOG - April 1, 2024 VOLUME 36, NO. 2**

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Any reference to the college is hereby understood that the legal entity is Chattanooga College Medical, Dental, & Technical Careers. This catalog is intended for information purposes only. Requirements, rules, procedures, programs and information statements are subject to change. Notice of changes will be conveyed to students and other appropriate persons as necessary.



# Chattanooga College

Medical, Dental, & Technical Careers

Dear Friend:

Every year thousands of young people graduate from high school dreaming that they might be a big success. However, only a small number will achieve this. Why?

One law of success says that we must first have an objective. Before we set out on any journey, we must know where we want to go, how we will get there and when we will arrive. The journey of a thousand miles begins with one step forward.

The strength of man is found in the power and creations of his mind. If we are to develop courage, we must first act as if we already have it. Both strengths and weaknesses are “inside jobs”. When we apply positive attitudes and approaches, concentration and persistence to a project, we can accomplish objectives that never before seemed possible.

Once you decide to advance your career, choosing the right school is one of your most important decisions. Chattanooga College understands the aspirations of students who are looking for a direct route toward their career objectives. Since 1968 the training provided by the college is in depth and job oriented. You will experience teachers who care and show it, coupled with hands-on skill training which will prepare you for your new career. Diligence, effort and attending regularly are required for successful students.

In other words, we adhere to the old concept of not just “feeding somebody for a day by giving him a fish, but by feeding him for a lifetime by teaching him how to fish”.

We cordially invite you to visit us to meet our staff and faculty.

Sincerely,

**William G. Faour, President**

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# ADMINISTRATIVE

## References and Credentials

The Chattanooga College Medical, Dental, & Technical Careers is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), Arlington, VA. Chattanooga College Medical, Dental, & Technical Careers is authorized by the Tennessee Higher Education Commission.

This authorization must be renewed each year and is based on an evaluation by standards concerning quality of education, ethical business practices, health, safety, and fiscal responsibility. Additionally, the college is approved for veterans training, and is approved by the Tennessee State Board of Cosmetology for Cosmetology and related programs and the Tennessee Board of Nursing for our Practical Nursing Program.

Chattanooga College Medical, Dental, & Technical Careers is a member of the Chamber of Commerce of Chattanooga, and a member of the Better Business Bureau.

## School History

The Chattanooga College Medical, Dental, & Technical Careers was established in August of 1968 as ECPI to engage in vocational/technical instruction in the State of Tennessee. The primary mission is to train suitable students for careers in our metropolitan area. Initially the college offered only one program: Data Processing & Computer Programming. Currently, Chattanooga College Medical, Dental, & Technical Careers offers Associate of Applied Science degrees in, Medical Assisting, Dental Assisting, and Medical Office Administration.

Chattanooga College Medical, Dental, & Technical Careers also offers Diploma programs in Practical Nursing, and Cosmetology, Aesthetics, Instructor, and Manicuring. All programs offered by the college are designed to prepare graduates for entry-level employment in their field of study.

## Facilities

The college has two modernized locations, both of which provide free parking within walking distance to the college. Both our Eastgate and Northgate campuses have an attractive entrance area with a friendly face ready to assist students.

Classrooms are equipped with tables, chairs, or in some cases desks. Whiteboards are preferred in the classroom along with overhead projector and computers or access to laptops. Our Eastgate local is more focused on the medical side and provides labs that are equipped with the necessary machinery or equipment to conduct the class.

These could be lab benches, sinks, various safety equipment, computers, or others as needed. Cosmetology departments may have various manikins, pseudo hands, and other instruments to ensure class subject is met.

Specialized classes may be taught on the clinic floor. Where you would find cosmetology chairs, bowls, various supplies, and small instruments for cutting, curling, or dyeing hair. Others could be mani – pedis chairs with required supplies. Medical classes may have patient beds, manikins, televisions, and many supplies to ensure class represents as on job.

The college's main library is at our Eastgate location; however, all students have access to our e-library. Our library services are available at both campuses. The library houses computers which are readily available to students, and they can print at no student cost.

Both campuses house administrative personnel and the office staff has adequate workspace. Both campuses also have full-time janitors which ensure a clean building. The administration and our staff believe the presentation of the school can positively impact student learning.

### **School Mission**

Chattanooga College Medical, Dental, & Technical Careers does not discriminate on the basis of race, creed, gender, color, religion, national origin, age, physical challenge, or veteran status in providing educational opportunities or employment opportunities and benefits. This policy extends to both employment by and admission to Chattanooga College Medical, Dental, & Technical and is supervised by the Title IX Coordinator, William Faour. The thousands of men and women who have attended Chattanooga College Medical, Dental, & Technical Careers over the years serve in positions of leadership in industry, education, and government throughout our community and in many parts of our nation. Their achievements personify the tradition of quality and excellence maintained by the college.

We are committed to the principle of "helping students to help themselves". By providing an appropriate educational and motivational atmosphere, we help develop proficiency and professionalism. We use advanced and innovative teaching methods and technology. Our priority is to prepare technically competent, committed students for entry into their chosen fields, and additionally, to help the development of confidence based on individual achievement.

Our goal is to prepare the graduate to perform with competence in today's workforce. Our objective is to help students build a comprehensive base of knowledge and proficiency, thereby enabling each graduate to be productive and efficient in today's business and technical environment. Further, by continuous assessment and improvement of our programs, the college will continue to offer educational programs that reflect current and future business and community needs.

# ADMISSIONS

## Admission Requirements and Procedures

Programs of study at Chattanooga College Medical, Dental, & Technical Careers are open to applicants who possess a high school diploma or have received a GED, High School Equivalency Test (HiSET). Documentation of education is required. Applicants are responsible for providing transcripts. All applicants must provide immunization documentation and other records as required.

An admission examination is required for all applicants except cosmetology and related programs. These exams are administered by non-admission personnel. Advance preparation is not required for these exams, and the examinations are given without obligation. Documents submitted to the college on behalf of the applicant become property of the institution and will not be returned.

College Medical, Dental, & Technical Careers without discrimination. It is the intent of Chattanooga College Medical, Dental, & Technical Careers to comply with the spirit and letter of all equal opportunity legislation, both state and federal, in its administration and admissions policies.

Applicants who desire to enroll may complete an enrollment agreement and are provided an initial copy of the agreement. The applicant will be afforded another copy via DocuSign; this final copy is signed by the school official. Orientation is held at both campuses as well as online.

In addition to meeting the above academic acceptance criteria, Chattanooga College Medical, Dental, & Technical Careers requires the acceptance of the financial terms of enrollment as specified on the applicant's enrollment agreement. Applicants agree to submit all information required by the school to determine the acceptance of terms and enrollment.

### **Program Specific Requirements:**

Chattanooga College MDTC has admission requirements specific to the program students are applying for admittance. Please see the program page of the catalog for specific requirements of a program.



# TRANSFER OF CREDIT

Chattanooga College MDTC welcomes transfer students and will endeavor to afford transfer credit to the school from an accredited institution.

The following conditions are for consideration of transfer credit:

- Provide official transcript from an accredited institution
- Grades of “C” or higher
- Course description, and/or syllabi of the course to be evaluated from the other institution, if needed to determine course equivalency
- Course must be relevant and comparable in scope and content to the course offered by Chattanooga College MDTC
- No more than 65% of credit hours may be accepted for transfer.
- For work done under a system other than the quarter system, credits are calculated at an appropriate ratio of equivalence.
- Hours are not transferable to the practical nursing program
- Cosmetology and related programs must have state form
- Veteran students with an honorable DD214 will also be considered for relevant experience or courses that may transfer to a program.
- The college will also evaluate students’ previous Life Learning experiences
- Credits are not transferable into the Practical Nursing program.

## Determination of Transferability

Chattanooga College MDTC evaluates student transcripts from an accredited institution to ascertain grade earned for consideration. Additionally, consideration of the syllabi and course description may be used to determine if the previous coursework is relevant, comparable in scope and content with the school’s coursework. This criteria is also applicable to veterans and students applying for experience credit. These students are to provide: DD214, letter from employer, student statement of which an exam or demonstration of skill may be required.

## Status of Transfer Credits

After a determination has been made, transfer credits earned by class are posted to the student’s transcript. Students may appeal the decision and provide additional information. Students are notified and will be given the opportunity to discuss the matter with administration.

## Transfer of Credit to Another Institution

The courses offered at the college are highly specialized and students will find that comparable, specialized courses found in the curriculum are not generally offered at other colleges. Students and graduates of Chattanooga College Medical, Dental & Technical Careers should note that the accepting institution has full discretion regarding transfer of credits; therefore, Chattanooga College Medical, Dental & Technical Careers does not guarantee that credit earned at Chattanooga College Medical, Dental & Technical Careers will be accepted by another institution.

## Definition of Credit Hour

Academic Activities	Clock Hour*	Units
Didactic	1	2
Supervised Lab	1	1.5
Externship	1	1
Out-of-class work	1	.5

\*50 minutes equals one clock hour

\*One quarter credit hour equals 30 units

## Definition of Academic Year

Chattanooga College Medical, Dental & Technical Careers, an academic year is defined as 36 quarter credits. Students are scheduled to earn 36 quarter credits in three quarters.

## School Calendar

Classes are scheduled throughout the year and the beginning and the ending dates of the quarter are outlined on pages 31 & 32 (Eastgate) 33 & 34 (Northgate) of this catalog. Class starting dates may be rescheduled to best meet classroom availability and program completion schedules. Students may enter on an open-entry basis provided continuous scheduling of courses can be arranged. Classes are run on a continuous basis.

# STUDENT POLICIES

## Grading and Grade Reports

Grading is administered to correlate the student's progress in terms related to employee proficiency expected by business and industry. Grading is based on daily performance in class and laboratory, the student's level of achievement on tests, clinicals, and final examinations.

Grade	Numeric Score	Units
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0

Students must obtain a grade of C or higher B or higher for practical nursing in occupational subjects. Cosmetology and related programs students earn clock hours only.

Students who disagree with grade issued for a class should first seek resolution with the instructor. If not satisfied at that point, students may seek resolution via the Academic Steering Committee. Student is to provide documentation of test scores, attendance, syllabi, or other information that is pertinent to the appeal. The matter is then reviewed by the Academic Steering Committee for final resolution.

## Satisfactory Academic Progress

The Satisfactory Progress policy is applicable to all students in credit and clock hour programs for academic retention, progress, and eligibility for determining all federal and state financial assistance. Two components of satisfactory academic progress are evaluated:

- \* For credit hour programs: grade point average and completion rate.
- \* For clock hour programs: progress evaluations and hour completion rate.

All students must complete their program within the maximum time frame allowed. The maximum time frame is a period no longer than 150% of the published length of the program. All courses taken are considered attempted.

## Credit Hour Programs

Students must maintain a specified grade point average as well as proceed through the program at a pace leading to successful completion in a specific time frame of not more than 150% of the published length for program completion. Courses considered incomplete include failed and dropped or withdrawn courses.

- \* Example of maximum time frame: Program requires 96 credits to complete; the maximum credit hour a student may attempt is 144 credits ( $96 \times 150\%$ ). In order to maintain quantitative satisfactory progress, students must successfully complete two-thirds or 66.67% of all credits attempted. This is the completion rate or pace student must achieve; which ensures completion of the program within the maximum time frame.
- \* Example of completion rate (pace): Student attempts 12 credits; student must complete at least 8 credits to satisfy completion percentage of  $2/3$  or 66.67%; ( $8/12 = 2/3$  or 66.67%).
- \* GPA Component - Students achieving the following cumulative grade point averages are considered to be making satisfactory progress for this component:  
1.5 for the first quarter, 1.7 for the second, 1.9 for the third, 2.0 for each succeeding quarter.

Students are notified of their grades at the end of each course. Unofficial transcripts are provided anytime by request

Satisfactory progress (SAP) is measured at the end of each quarter for GPA and for completion rate. Students not maintaining the required GPA and/or completion rate of 66.67% are placed on satisfactory academic progress warning. Students who are placed on SAP warning are notified and can continue to receive Title IV funds for the next payment period (one period only). SAP warning does not require an appeal or other action by the student. During this period, the student must improve either or both failed components. If student improves, student is removed from SAP warning and continues enrollment. If the student does not improve, student must appeal to remain enrolled and receive financial aid.

If a student does not appeal or is unsuccessful in his/her appeal, student will no longer be eligible to receive Title IV funds (financial aid) and will be indefinitely suspended. Student will not be eligible for readmission to the college.

- \* Students in the Practical Nursing program may only re-enter one (1) time after initial enrollment.

## Clock Hour Programs

Students must maintain satisfactory attendance and progress through the curriculum. In addition, students must proceed through the program at a pace leading to successful completion in a specific time frame of not more than 150% of the published length for program completion. Further, students must complete at least 85% of the scheduled hours for satisfactory attendance progress.

- \* Example of maximum time frame: Program requires 12 months to complete; the maximum time frame for program completion is 18 months (12 x 150%).
- \* Example of completion rate (pace): Student is scheduled for 125 hours in a month period. The minimum number of hours allowed is 106 hours (125 x 85% = 106)

Satisfactory progress (SAP) is measured at the end of each quarter for academic progress (evaluations) and for completion rate/pace. Students who are placed on satisfactory academic progress warning are notified and can continue to receive Title IV funds for the next payment period (one period only). SAP warning does not require an appeal or other action by the student. During this period, the student must improve either or both failed components. If student improves, student is removed from SAP warning and continues enrollment. If the student does not improve, student must appeal to remain enrolled and receive financial aid.

If a student does not appeal or is unsuccessful in his/her appeal, student will no longer be eligible to receive Title IV funds (financial aid) and will be indefinitely suspended. Student will not be eligible for readmission to the college.

### Appeal

Appeal is a process by which the student who is not meeting SAP standards for the second pay period petitions the school for reconsideration of his/her continued enrollment and continued eligibility to receive financial aid.

To appeal:

- \* Students should submit, in writing to the Academic Steering Committee, the mitigating circumstances that kept them from maintaining SAP and the changes that have been put into place for them to succeed.
- \* Students must meet with his/her department head to develop a corrective plan to return to an acceptable level of SAP. The plan may be constructed to stair step progress, may have a reduction in courses, or other actions that assist the student in their SAP outcome

The plan must specify all details including when the student will meet SAP and must be fully approved by department head. If successfully appealed, the student will be placed on financial aid probation for one quarter/payment period. If the plan requires a longer period, the student may be able to continue to receive financial aid funds and long as student is meeting all requirements designated in the success plan. Close monitoring by department head and SAP checks will continue to evaluate progress. If improvement is shown, the student will remain on financial aid probation until both components of SAP are met.

\*NOTE for students in credit and clock hour programs who receive veteran's benefits: Student must improve performance to graduation standards within two terms; if not, the student cannot be certified. No more than two probationary periods may be allowed in the total program. Financial aid eligibility remains during this probationary period; however, if academic and/or attendance performance remains unsatisfactory, the student is suspended and financial aid eligibility ends.

## **Incomplete, Withdrawal, and Repeat Policy**

### **Repeat Policy:**

All courses taken are considered as attempted. The grade earned is awarded to students at the end of the grading period such as A, B, C, D or F and is computed in the grade point average (GPA).

Noncredit classes are processed in the same manner as program classes. If a course is repeated, the additional grade will be added to the final transcript, and the higher grade is computed for GPA.

### **Incomplete Policy:**

Credits for incomplete courses will be counted as hours attempted but not earned in the quarter of enrollment if the I (incomplete) grade is present at the time that progress is evaluated. Incomplete grades must be cleared by the end of the first week of the subsequent quarter (unless special approval is received from the Academic Director of the program). An incomplete grade not cleared by the deadline will be changed to an F. If an incomplete grade is cleared to a passing grade, the course credits will be counted as hours earned as well as attempted. The final grade awarded is included in the calculation of the cumulative grade point average.

## **Withdrawal Policy:**

If a student wishes to withdraw from a class, the student must notify the registrar prior to the mid-point of said course. A grade of “W” will be given for a course that a student withdraws from prior to mid-term and the course is considered attempted but does not compute into the GPA. The grade earned is posted if withdrawal is beyond the midpoint.

An official withdrawal is when a student notifies the registrar, the business office, or the director that he/she is withdrawing. Students who do not officially withdraw are considered enrolled until the appropriate student verification checkpoint or documentation of an academic event. The verification checkpoint is midpoint and the end of each module. Transfer credits that count towards student’s program are counted as both attempted and completed. Students should understand that merely ceasing to attend class does not constitute official withdrawal.

A class/lab balance is maintained in all programs of study at Chattanooga College Medical, Dental, & Technical Careers. It is important for students to understand that extensive outside-class research, reading, and homework is required and will be necessary in order for a student to maintain satisfactory academic progress.

## **Suspension/Re-Admission and Reinstatement of Title IV Eligibility**

Academic suspension/loss of financial aid is the action that results from failure to maintain satisfactory academic progress (page 8). Students who are subject to suspension for failure to meet satisfactory progress may appeal in writing if there are mitigating circumstances (e.g. sickness, death in family, etc.)

The appeal must be submitted to the Academic Steering Committee within 10 days of notification. The committee will notify the student in writing and other means within 5 days of the review of the appeal. If the appeal is granted, the student will be placed on probation for one module. At the end of said module, the student must pass all classes attempted with at least a C for the courses and elevate the GPA; additionally, the stated completion rate (66.66%) must be obtained.

If appeal is denied, the student is not eligible for Title IV aid until the satisfactory progress is achieved (See pages 9 &10). This student is required to have one academic quarter waiting period, prior to applying for re-admission. Upon re-admission the student is not eligible for Title IV aid and must pay for all tuition and related costs for classes taken.

The student must elevate GPA and or completion percentage (66.66%) to achieve satisfactory progress prior to reinstatement of eligibility of Title IV financial aid.

## Attendance

### Academic Participation

Chattanooga College does not have an institutional attendance policy. Departments, including hybrid and distance learning programs, may establish participation policies for their classes at their own discretion which affect course assignments, off-campus activities, internships or student teaching, clinical and practicum activities, and other program requirements.

Students are responsible for knowing and complying with all course requirements, including attendance/participation policies, as published by faculty members in the specific course syllabus. Students are expected to attend/participate in all scheduled activities that are part of a class, including activities scheduled during class time and those that may be scheduled outside of class time, to promote academic success. A leave of absence option is not available.

Students are responsible for knowing all that is announced, discussed, presented, or posted for each class attempted, as well as for mastering all reading assignments. In addition, students are responsible for on-time submission of all assignments and tests, projects, postings, presentations, and unannounced quizzes. Make-up work may be permitted at the discretion of the faculty member.

Participating in a hybrid or distance learning course means logging into the course site and submitting an assignment, posting to a discussion forum, or completing some other activity as determined by the course faculty member. Minimum log-in requirements is communicated via the course syllabus.

Instructors will require students to log in and participate more during each week or to complete synchronous learning activities or other assignments. Students experiencing log-in or Brightspace access problems should submit a ticket to the technology helpdesk.

Students using veteran benefits must verify attendance electronically each month with the VA.

**\*\*Note:** Attendance policy for Practical Nursing courses will be followed per Student Handbook



## **Make-up Hours Policy**

Students can make up class time. Example: A student misses 6 hours of class out of 44 total hours. The student makes arrangements to make up time. After two make up sessions, the student makes up 4 hours. The student's attendance would be 42 hours completed.

Due to the limited access to clinical opportunities and sites, only one (1) make-up clinical experience per clinical rotation is allowed. All clinical absences must be made up to proceed in the program. There are no excused absences for the clinical rotations. Clinical make-ups are at the sole expense of the student. The cost for a clinical make-up is \$270.00 for each day. The payment is due prior to attending the clinical make-up. Students must complete the required hours of the clinical rotation to successfully complete the corresponding course. Clinical make-ups must be scheduled and approved with the Director of Nursing.

**\*\*Note:** Make up policy for Practical Nursing courses will be followed per Student Handbook.

## **Conduct Standards**

All students must adhere to Chattanooga College Medical, Dental, & Technical Careers published rules and regulations, a copy of which is issued to and signed by each student. Appropriate attire is required at all times. Students must conduct themselves as mature adults. Proper conduct is part of the criteria for enrollment, continued enrollment and for determining job reference.

The school expects the behavior of the students (on or off of school premises) to reflect favorably upon their association with the school. Therefore, all students are expected to follow federal, state, and local laws. If students fail to meet these requirements, suspension or termination may result.

Students are expected to treat the school's equipment and facilities with proper care and concern. Anyone found to have defaced or damaged school property by purposeful intent or extreme carelessness will be subject to disciplinary action, and may be held liable for repair or replacement of the damaged property.

A student terminated for violation of the conduct policy, may petition the Director, in writing, requesting re-entry after appropriate suspension period-one academic quarter. Any student that is terminated from an externship or observation site is subject to expulsion. Final determination regarding re-entry is at the discretion of the Director.

## Academic Integrity

Academic integrity and honesty are central components of a student's education, and the ethical conduct maintained in an academic context eventually will be taken into a student's professional career. Students are required to do their own work. Any student found cheating will be dismissed from school. All students at Chattanooga College Medical, Dental & Technical Careers are expected to adhere to a policy of honesty and ethical behavior. Failure to comply with the standards set forth in classrooms and outside academic sites may result in academic and/or disciplinary action, up to and including expulsion from the College.

## Graduation Requirements

For graduation eligibility, students must be in compliance with satisfactory progress standards, demonstrate production, clinical, and technical skills standards, and be in compliance with the financial terms of enrollment. Students must have credit for all required classes, and a minimum GPA of 2.0; practical nursing students must have a 3.0 to be considered for graduation, completion of program hours for Cosmetology and related programs

Practical Nursing students must adhere to the programs grading and completion requirements. Additionally, all students must score at or above the required benchmark for the NCLEX Readiness Test (exit exam) to successfully complete nursing program and have application requirements submitted to the State Board of Nursing.

Substitution of classes is at the discretion of the Director. To qualify for job placement assistance, additional requirements may be requested (see Job Placement Assistance).

# STUDENT SERVICES

Services are provided to students for personal, academic and financial needs. Students are encouraged to request assistance and/or advising as follows:

1. Personal/academic advising is available through faculty, academic Department Heads and school Director.
2. Tutoring is available at no additional cost weekdays or by individual arrangement. In certain cases a student may be required to take remedial classes which are not part of the standard program outline and for which no academic credit is given toward earned credit hours.
3. Financial aid assistance including grants, loans, counseling, and information is available from the Financial Aid Department.
4. Advice concerning part-time job placement and career development is provided by the Student Services Department or the Career Development Department.
5. Advising services with reference to personal problems is available through the Student Services office or the director's office.
6. Chattanooga College Medical, Dental, & Technical Careers does not own or operate any housing for students; however, assistance may be provided if requested.
7. The school strives to provide students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state, and local building codes, Board of Health, and Fire Marshall regulations.
8. The Chattanooga College Medical, Dental, & Technical Careers distributes voter registration forms to all incoming students at orientation. Forms are also available at the front office.

Students are responsible for their own security and safety, and must be considerate of the security and safety of others. In compliance with the Cleary Act, services, information, and assistance are available to all students and employees and may be obtained at either campus.

The school is not responsible for students' belongings that are lost, stolen, or damaged on campus or during school activities. Students should notify any school employee of any injury or illness occurring on campus, as well as security issues such as theft. In case of emergency, the school will obtain the services of medical or security professionals, as required.

## Library/Electronic Resources Center

The Chattanooga College: Medical, Dental, & Technical Careers Library/Electronic Resource Center (LRC) values, respects, and celebrates a diverse community of students, staff and faculty. We offer collections, resources, and services, which encourage exploration and discovery in order to prepare for lifelong learners for today's careers and tomorrow's opportunities. We aim to provide library materials to support the programs and disciplines of our school, as well as provide cultural representation of our student body. The LRC is located adjacent to the lobby entrance at the Eastgate Campus and adjacent to the Cosmetology Salon at the Northgate Campus. The LRC is open to both students, staff and faculty at the Eastgate and Northgate Campuses.

The Library/Electronic Resource Center (LRC) combines the traditional library concept with audiovisual equipment, instructional materials, and full online access to resources with dedicated computers for 24/7 online access.

The Chattanooga College: Medical, Dental, & Technical Careers library, which is part of the Library and research Center, is charged with carrying out three closely related goals:

- To provide information needed by instructors, staff and students to assist in their work.
- To provide information to students who contact the librarian with reference questions.
- To use available information technologies to the fullest extent possible.

The library has over 5,000 monographs and subscribes to some 2,000 electronic periodicals via the Tennessee Electronic Library (TEL). The TEL provides free online access to selected electronic databases for all libraries serving the citizens of the State of Tennessee: public, academic, school, and not-for-profit special libraries.

The Tennessee Electronic Library is made possible through funding provided by the General Assembly of the State of Tennessee, the U. S. Institute of Museum and Library Services, and through pledges from Tennessee libraries. TEL is administered by the Tennessee State Library and Archives, a division of the Tennessee Department of State. The Library/Electronic Resources Center is open Monday through Friday with evening hours Monday, Tuesday and Thursday.

## Student Complaint and Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

### STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

All complaints considered by the Commission must be in writing, with Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule chapter 14540-01-02 may file a complaint with the **Tennessee Higher Education Commission, Division of Postsecondary State Authorization. The address is the Tennessee Higher Education Commission 312 Rosa L. Parks Ave., 9<sup>th</sup> Floor Nashville, TN 37243 or call 615-253-8857**

## Online Student Compliant Procedure:

Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in [State Authorization Reciprocity Agreement States](#), commonly known as SARA.

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the Institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission

(<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>).

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards (<https://nc-sara.org/resources/guides>) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website (<https://nc-sara.org/directory>). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

## College Policy

It is the policy of the Chattanooga College Medical, Dental, & Technical Careers to address all concerns in a timely manner. Concerns may be addressed from all areas of the student's perspective, such as financial, student advising, scheduling, grading, placement, or others.

### **Informal Complaint:**

An Informal complaint is an informal allegation, concern, or expression of dissatisfaction regarding a service, policy, procedure, behavior, or outcome. An informal complaint is made verbally or via email to the College employee responsible for the area of concern or to their immediate supervisor. If an informal complaint cannot be resolved through these channels, a Formal Complaint may be filed.

### **Formal Complaint:**

A Formal Complaint is a written allegation submitted on the Formal Complaint Form that one has been harmed by being treated arbitrarily, unfairly, or in ways which violate established laws, rules, policies, or procedures. The formal complaint is submitted to the respective campus's Dean of Academic and Student Services or Dean of Academics (Online). Further directions are found on the form. The Dean of Academic and Student Services will involve all necessary parties to resolve the grievance. All grievances will be addressed within 10 business days of submission. This process applies to all types of formal complaints, including those from members of the public.

### **Grievance:**

A grievance is a formal allegation of discrimination specifically involving one's disability or sex. Concerns regarding discrimination based on race, national or ethnic origin, religion, age, or any other forms of discrimination not including disability or sex should be reported using the Formal Complaint process described above.

- **ADA (Section 504) Grievance** - A student, employee, or member of the public who believes s/he has been subjected to discrimination due to a disability should file a grievance with the respective campus's Dean of Academic and Student Services.
- **Title IX (sexual harassment, discrimination, or abuse) Grievance** - A student, employee, or member of the public who believes s/he has been subjected to discrimination due to sex should notify the respective campus's Title IX Coordinator or Deputy Coordinator.

### **Accessibility**

Entrances are suitable for wheelchair access. Restroom facilities are also available. Aisles are wide, allowing for easy wheelchair maneuvering. Handicapped parking spaces are available. Students with special needs are encouraged to notify administration for assistance



## **Probation/Termination**

Chattanooga College Medical, Dental, & Technical Careers reserves the right to terminate a student or place on probation based on the following grounds:

- nonconformity with school policy and regulations
- unbecoming conduct
- unsatisfactory academic progress
- failure to submit course work as scheduled
- nonpayment of tuition
- security or academic integrity violations
- conduct damaging to the facilities or disruptive to the academic or administrative process
- dismissal from clinical or externship site
- other as determined by the academic steering committee
- insufficient enrollment to commence class or program of study

Damage to the academic process at Chattanooga College Medical, Dental, & Technical Careers is defined to include taking credit for work that is not your own, possessing unauthorized materials during tests or examinations, or personal conduct unsuited to the classroom, uncooperative attitudes or other personal misconduct.

A student applying for re-entrance after being terminated must demonstrate to the Academic Steering Committee a reasonable likelihood of being able to maintain satisfactory progress and to comply with school policies and regulations.

## **Drug and Alcohol Free Policy**

This policy applies to students, employees, and independent contractors. In accordance with Public law 101-226 {Drug-Free Schools and Communities Act Amendments of 1989, Chattanooga College Medical, Dental, & Technical Careers pursues and maintains a comprehensive policy to prevent and correct the illicit use of drugs and the abuse of alcohol by students.

Chattanooga College Medical, Dental, & Technical Careers does not tolerate illicit drugs or alcohol on campus, and the use or possession of such substances on Chattanooga College Medical, Dental, & Technical Careers grounds is sufficient cause for termination of a student's enrollment, and referral of the case to appropriate legal authorities.

Neither illicit drugs nor alcohol abuse will be permitted at Chattanooga College Medical, Dental, & Technical Careers or at any off-site activity sponsored by the college.

Each student is responsible to know and to follow the applicable Chattanooga College Medical, Dental, & Technical Careers policy and all applicable local, state, and federal laws.



Chattanooga College Medical, Dental, & Technical Careers will fully cooperate with all local, state and federal authorities having jurisdiction in matters related to infractions of laws regarding illegal use, possession, and distribution of alcohol and drugs.

Students are informed at orientation that Chattanooga College Medical, Dental, & Technical Careers standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol. Provided information include a description of the health risks associated with the use of illicit drugs and alcohol; a description of drug and alcohol advice, treatment, or rehabilitation programs that are available to students; a clear statement of the specific sanctions to be imposed on students (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards.

### **Career Service Assistance**

Chattanooga College Medical, Dental, & Technical Careers offers job placement assistance to graduates and employers through the Career Development Department. Advice is provided during training regarding dress, professional attitudes, employer expectations, etc. This includes resume' writing, interview techniques, job advising and other procedures relating to a creative job search. Upon successful completion of training, assistance is provided on a personal basis in order to help achieve entry into the chosen field.

The Chattanooga College Medical, Dental, & Technical Careers Student Services department maintains contact with firms for the purpose of determining employer needs.

Through these contacts, Chattanooga College Medical, Dental, & Technical Careers graduates are referred and scheduled for employment interviews as employment openings occur.

Chattanooga College Medical, Dental, & Technical Careers does not guarantee a job or starting salary to graduates. Chattanooga College Medical, Dental, & Technical Careers has long been a source of qualified personnel for business and industry. Chattanooga College Medical, Dental, & Technical Careers' reputation for service helps afford our graduates the opportunity they seek.

Chattanooga College Medical, Dental, & Technical Careers graduates must possess proficiency in technical skills and business procedures, employable attitudes, and good work habits. It is important for graduates to actively participate in their job search campaign and to assume ultimate responsibility for their employment.

In order to qualify for assistance from the Careers Development Department, students are to:

1. Complete requirements for graduation.
2. Submit copies of a resume' and cover letter as needed by the Student Services department or Placement Coordinator.
3. Attend and successfully complete career development classes and pseudo interviews as necessary.
4. Be available for a determined job search.
5. Maintain contact with the Student Services or Placement Coordinator and advise the department of any change in address, employment, phone number(s), email address, or temporary absences from the area.
6. Attend employment interviews as scheduled unless an emergency requires rescheduling. If rescheduling is required, employers are to be given as much notice as possible.

\*In the event a graduate is unable to reach an employer, the Student Services or the Placement Coordinator is to be notified.

### **Privacy Rights of the Student**

Chattanooga College Medical, Dental, & Technical Careers informs students of its policy governing privacy rights of students by means of individual handouts on day of orientation. Extra copies may be obtained from the administration office.

### **Number of Students Per Class**

Chattanooga College Medical, Dental, & Technical Careers strives to maintain a student/teacher ratio that will allow maximum individual help as well as usual lecture/lab procedures. Generally, the number per class averages 18. Technical classes could be much less and general education classes could be more. At this time 30 would be the maximum number of students in a classroom

During certain classes and labs, additional tutors may be assigned to assist the instructor.

## **Family Educational Rights and Privacy Act {FERPA Public Law 93-380}**

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain files, records or documents maintained by the school which pertain to them. The school permits students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of a reproduction fee.

Students may request that the school amend their records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to amend the records, students may, after complying with the Chattanooga College Medical, Dental, & Technical Careers complaint procedure, request a hearing.

If the outcome of a hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the record. Students have the right to file complaints with the U.S. Department of Education concerning the school's alleged failure to comply with the Act.

### **Educational Records**

Educational records are all files, records, or documents maintained by the school containing information directly related to the students. Grades and transcripts are maintained indefinitely. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

### **Exemptions**

The following items are exempt from FERPA:

1. Parent's Confidential Statement, Financial Need Analysis, and the Pell Grant Aid report.
2. Confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1974, the Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
3. Records about students made by teachers or administrators which are maintained by and accessible only to the teachers or administrators.
4. School security records.
5. Employment records for school employees who are also current or former students.
6. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessional acting or assisting in such capacities, for treatment purposes, and which are available only to persons providing the treatment.

## **Review of Records**

It is the policy of the school to monitor educational records to ensure that they do not contain information which is inaccurate, misleading, or otherwise inappropriate. The school may destroy records which are no longer useful or pertinent to the students' circumstances.

## **Directory Information**

Directory Information is that information which may be unconditionally released without the consent of the students unless the students have specifically requested that the information not be released. The school requires that such requests (which must specify what categories of information are to be withheld) be made in writing to the director of the school within fifteen days after the students start class. Such requests must be renewed annually.

## **Request of Information**

All interested parties to include students, prospective students, and employees may request additional information regarding the school, training programs, annual campus security report, completion or graduation, transfer-out rate (if applicable), and other information from the director. All requests must be in writing.

## **Annual Campus Security Report**

By October 1 of each year the college makes available the Annual Security Report. Additional reports are available upon request for both current and prospective students and employees. The report is also available on the college's website.

## **Access Without Student Consent**

The school may release student information without consent of the student to:

1. Other schools where students have applied for admission.
2. Authorized representatives of the department of education or the Comptroller General of the United States.
3. U.S. department of Veteran's Affairs.
4. State and local authorities where required.
5. Accrediting agencies.
6. Appropriate persons or agencies in connection with student applications for the receipt of financial aid.
7. Courts in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance.
8. Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any person or organization.

## **Inclement Weather**

Weather related closures and delays will be reported on the college's website, Facebook page, or local media. In all instances, use your best judgement.

## **Emergency Preparedness Information**

The emergency preparedness plan may be found on the college's web site at [www.chattanooga college.edu](http://www.chattanooga college.edu)

Printed copies may be requested at the campus offices.

## **Constitution Day**

# FINANCIAL AID AND FINANCIAL ASSISTANCE

Chattanooga College Medical, Dental, & Technical Careers assists its students in developing financial plans for their education, which may include family contributions, payments to the school, federal student aid programs, scholarships, employer participation or a combination of the above. All students are encouraged to apply for financial aid. For additional information visit the office of ombudsman via Internet at [www.ombudsman.ed.gov](http://www.ombudsman.ed.gov).

## Federal Student Financial Aid Programs

The United States Department of Education offers financial aid programs to help qualified students pay for their education after high school. Chattanooga College Medical, Dental, & Technical Careers participates in the following programs:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Family Education Loans
- Direct Student Loans
- PLUS Loans (PLUS)

In general, students are eligible for aid if they:

1. Are enrolled at least half time as regular students in an eligible program
2. Are U.S. citizens or an eligible non-citizen
3. Show that they meet the need requirements specified
4. Make satisfactory progress toward completion of their course of study (see satisfactory progress standards)
5. Are not in default on a National Direct Student Loan (NDSL), GSI, SIS or PLUS loan received at any institution.
6. Do not owe a refund on a Pell Grant, SEOG or State Student incentive Grant (SSIG) received at an institution
7. Have not been convicted of the possession or selling of illegal drugs.

\*Tennessee residents may qualify for Tennessee state programs

## **Financial Aid Refunds**

You owe it to your future to finish your training, but if you find it necessary to terminate, the following explains our policies on refunds to financial aid programs.

The United States Department of Education regulations require the college to use a specific calculation for return of Title IV funds. The college uses the formula determined by the Higher Education Commission of Tennessee for refunds. If a student officially withdraws/terminated, the date of determination is the last date of attendance to determine return of Title IV funds.

For students who unofficially withdraw, the date of determination is either the last date of attendance at an academically- related activity or the midpoint of the period to determine return of Title IV funds.

## **Federal Pell Grants**

Pell Grants provide funds to help lower income undergraduate students (who have not earned a bachelor's degree) pay for their education after high school. The Pell Grant program is the largest of the federal student aid programs. Unlike loans, grants do not have to be repaid. For many students, these grants provide a "foundation" of financial aid, to which aid from other sources may be added. The Department of Education requires students to apply for Pell Grants by completing the Financial Aid Form prior to applying for any federal aid program.

## **Federal Supplemental Educational Opportunity Grants (SEOG)**

The Supplemental educational opportunity Grant (SEOG) is a federal government/ school co-operative program designed to provide supplemental funds to undergraduate students who have received Pell Grants and can demonstrate other exceptional needs. SEOG funds received by the school from the government are limited.

## **Federal Direct Loans**

Under the Federal Family Educational Loan program, students can apply for a loan to help pay the cost of their tuition, books, supplies, fees and living expenses.

Such loans are available through banks, credit unions, savings and loan associations or other lending institutions. Before a Direct loan can be approved, students must have their eligibility determined by a standardized needs test (FAFSA). Direct loan recipients may qualify for a no interest provision while they are in school and for the first six months after last day of attendance.

## **Federal Direct Loans (Unsubsidized)**

This loan program is similar to the program above and may also be deferred; however, interest will accrue.

## **Plus Loans (PLUS)**

Parents of dependent students (dependent by federal definition) may borrow additional funds to help pay the costs of tuition, books, fees, etc. per academic year for educational expenses under a federal-aid program called PLUS. Parent borrowers begin repayment within 60 days after the loan is issued. More information is available from the Financial Aid Office.

## **Verification of Financial Aid Information**

The federal government will require some federal-aid applicants to prove information they have reported on their application is correct. Chattanooga College Medical, Dental, & Technical Careers require that financial aid applicants submit the required documentation to verify their information before aid is disbursed. As part of this process, students and their parents are required to submit a copy of their prior year Federal Income Tax return.

If the information or any of the documents conflict with what was reported on the application, students may be required to provide additional information. Failure to provide the required documentation may result in the loss or non- receipt of the aid offered.

## **Other Sources of Financial Aid Information**

PLUS and other aid subject to government control and availability. Financial aid and consumer information is provided to all students during orientation.

## **Veterans Benefits**

The U.S. Department of Veteran's Affairs provides benefits for both veterans who have served on active duty and for children, spouses, or survivors of disabled or deceased veterans whose disability or death was service- connected. For information, see a financial aid advisor or contact the U.S. Department of Veteran's Affairs listed in the blue pages of the telephone directory. Applicants are treated the same as any other student. Applicants may be required to submit their certificate of eligibility by the first day of class.

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement



to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Chattanooga College Medical, Dental, & Technical Careers will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. Students are required to electronically verify attendance each month with the Veteran’s administration

### **Vocational Rehabilitation**

The Division of Vocational Rehabilitation provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the Division of Vocational Rehabilitation.

A listing for this agency is found in the blue pages under the name of your state followed by rehabilitative Services or vocational rehabilitative Services.

Applicants seeking financial aid should so indicate when they register and request all application forms. The confidential information supplied by the prospective student assists in evaluating each applicant’s need on an impartial basis.

Paperwork must be received on a timely basis in order to facilitate processing. Failure to do so can result in the loss of financial aid.

### **Cancellation and Refund Policy**

The school recognizes that conditions arise which causes changes to student’s plans and that under such circumstances provisions for cancellation or termination should be made. For all programs: If cancellation is within 3 business days after signing an enrollment agreement, all monies paid will be refunded.

If cancellation is prior to class beginning date, but after 3 business days of signing enrollment agreement, all tuition paid above the registration fee will be refunded in full. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

The United States Department of Education regulations require the college to use a specific calculation for return of Title IV funds. The college uses the formula determined by the Tennessee Higher Education Commission for refunds. If a student officially withdraws/terminates, the date of determination is the last date of attendance to determine return of Title IV funds.

For students who unofficially withdraw, the date of determination is either the last date of attendance at an academically-related activity or the mid-point of the period to determine return of Title IV funds. Chattanooga College Medical, Dental & Technical Careers follows the Tennessee Higher Education Commission's policy for tuition refund after commencement of classes for the quarter as follows:

- Withdrawal/termination during first 10%  
.....75% minus \$100.00 administrative fee
- Withdrawal/termination after 10% but less than 25%  
.....25% minus \$100.00 administrative fee
- Withdrawal/termination after 25%  
.....NO REFUND WILL BE MADE

Students are charged for texts and supplies as issued. All refunds are calculated based on attendance as outlined above and will be made within 45 days of the date of determination that a student has withdrawn/terminated.

The following refund policy is for Cosmetology and related programs:

- Withdrawal/termination during the first 10% of the program by hours: Refund 75%..... Charged 25% plus all issued item
- Withdrawal/termination after 10% but less than 30% of the program by hours: Refund 50% ..... Charged 50% plus all issued items
- Withdrawal/termination after 30% but less than 50% of the program by hours: Refund 25% ..... Charged 75% plus all issued items
- Withdrawal/termination after 50% of the program by hours: NO REFUND WILL BE MADE.

Chattanooga College Medical, Dental, & Technical Careers reserves the right to withhold any completed hours until all financial obligations are met.

## Student Charges

Students are charged for texts and supplies per enrollment agreement. Other fees are as follows:

Registration Fee .....	\$25.00
Re-Entry Fee .....	\$25.00
Graduation Fee .....	\$65.00

## Discounting

The college does not participate in discounting.

## Catalog Addendums

Addendum#1	Tuition Costs and Fees
Addendum#2	Current Equipment List
Addendum #3	Staff Directory

## Program Information

For additional program information, please visit:

- [www.onetcodeconnector.org](http://www.onetcodeconnector.org)
- [www.nces.ed.gov/ipeds/cipcode](http://www.nces.ed.gov/ipeds/cipcode)
- [www.chattanooga.academy.edu](http://www.chattanooga.academy.edu)

# Academic Calendar Eastgate Campus

January 2024 - December 2024

## Winter 2024

Winter Orientation.....	January 9, 2024
Winter Quarter.....	January 10 – March 28, 2024
Martin Luther King Holiday .....	January 15, 2024
Orientation.....	February 20, 2024
Mini Quarter.....	February 21 – March 28, 2024

**Spring Break .....**April 1 – April 9, 2024

## Spring 2024

Spring Orientation.....	April 9, 2024
Spring Quarter.....	April 10 – June 27, 2024
Orientation.....	May 21, 2024
Mini Quarter.....	May 22 – June 27, 2024
Memorial Day Holiday.....	May 27, 2024

**Summer Break .....**July 1 – July 9, 2024

## Summer 2024

Summer Orientation .....	July 9, 2024
Summer Quarter.....	July 10 – September 26, 2024
Orientation.....	August 20, 2024
Mini Quarter.....	August 21 – September 26, 2024
Labor Day Holiday .....	September 2, 2024

**Fall Break .....**September 30 – October 8, 2024

## Fall 2024

Orientation.....	October 8, 2024
Fall Quarter.....	October 9 – December 19, 2024
Orientation.....	November 12, 2024
Mini Quarter.....	November 13 – December 19, 2024
Thanksgiving Holidays.....	November 27 – November 29, 2024

**Christmas/Winter Break .....**December 20, 2024 – January 7, 2025

# Academic Calendar Eastgate Campus

January 2025 – December 2025

## Winter 2025

Orientation ..... January 7, 2025  
Winter Quarter ..... January 8 – March 28, 2025  
Martin Luther King Holiday ..... January 20, 2025  
Orientation ..... February 18, 2025  
Mini Quarter ..... February 19 – March 28, 2025

**Spring Break ..... March 31 – April 6, 2025**

## Spring 2025

Orientation ..... April 8, 2025  
Spring Quarter ..... April 9 – June 26, 2025  
Good Friday Holiday ..... April 18, 2025  
Orientation ..... May 20, 2025  
Mini Quarter ..... May 21 – June 26, 2025  
Memorial Day Holiday ..... May 26, 2025

**Summer Break ..... June 30 – July 9, 2025**

## Summer 2025

Orientation ..... July 8, 2025  
Summer Quarter ..... July 9 – September 25, 2025  
Orientation ..... August 19, 2025  
Mini Quarter ..... August 20 – September 25, 2025  
Labor Day Holiday ..... September 1, 2025

**Fall Break ..... September 29 – October 7, 2025**

## Fall 2025

Orientation ..... October 7, 2025  
Fall Quarter ..... October 8 – December 18, 2025  
Orientation ..... November 11, 2025  
Mini Quarter ..... November 12 – December 18, 2025  
Thanksgiving Holidays ..... November 26 – November 28, 2025

**Christmas/Winter Break ..... December 22, 2025 – January 6, 2026**

# Academic Calendar Northgate Campus

January 2024 - December 2024

## Winter 2024

Winter Orientation .....	January 9, 2024
Winter Quarter .....	January 3 – April 2, 2024
Martin Luther King Holiday .....	January 15, 2024
Orientation .....	February 20, 2024
Mini Quarter .....	February 21 – April 2, 2024

**Spring Break.....April 3 – April 9, 2024**

## Spring 2024

Spring Orientation .....	April 9, 2024
Spring Quarter.....	April 10 – July 2, 2024
Orientation .....	May 21, 2024
Mini Quarter .....	May 22 – July 2, 2024
Memorial Day Holiday .....	May 27, 2024

**Summer Break.....July 3 – July 9, 2024**

## Summer 2024

Summer Orientation .....	July 9, 2024
Summer Quarter .....	July 10 – October 1, 2024
Orientation .....	August 20, 2024
Mini Quarter .....	August 21 – October 1, 2024
Labor Day Holiday.....	September 2, 2024

**Fall Break.....October 2 – October 8, 2024**

## Fall 2024

Orientation .....	October 8, 2024
Fall Quarter .....	October 9 – December 19, 2024
Orientation .....	November 12, 2024
Mini Quarter .....	November 13 – December 19, 2024
Thanksgiving Holidays .....	November 27 – November 29, 2024

**Christmas/Winter Break.....December 20, 2024 – January 2, 2025**

# Academic Calendar Northgate Campus

January 2025 – December 2025

## Winter 2025

Orientation ..... January 6, 2025  
Winter Quarter ..... January 8 – April 1, 2025  
Martin Luther King Holiday ..... January 20, 2025

**Spring Break ..... April 1 – April 8, 2025**

## Spring 2025

Orientation ..... April 8, 2025  
Spring Quarter ..... April 9 – July 1, 2025  
Good Friday Holiday ..... April 18, 2025  
Memorial Day Holiday ..... May 26, 2025

**Summer Break ..... July 2 – July 8, 2025**

## Summer 2025

Orientation ..... July 8, 2025  
Summer Quarter ..... July 9 – September 30, 2025  
Orientation ..... August 22, 2025  
Mini Quarter ..... August 23 – October 3, 2025  
Labor Day Holiday ..... September 1, 2025

**Fall Break ..... October 1 – October 7, 2025**

## Fall 2025

Orientation ..... October 8, 2025  
Fall Quarter ..... October 11 – December 19, 2025  
Thanksgiving Holidays ..... November 26 – November 28, 2025

**Christmas/Winter Break ..... December 22, 2025 – January 2, 2026**



# *Programs*

# *Degrees*

# *Diplomas*

Courses, curriculum and instruction offered by Chattanooga College are consistent in quality, content, and length with recognized accepted standards. See page 1 for References and Credentials.



**Chattanooga College**  
Medical, Dental, & Technical Careers



## NURSING BACHELOR OF SCIENCE DEGREE

CIP Code 51.3801

Consistent with Chattanooga College's mission and goals, the Bachelor of Science in Nursing (BSN) program builds on a foundation of liberal arts education, establishing the knowledge base and clinical expertise for the generalist in nursing practice necessary for entry-level positions. The faculty supports the commitment to lifelong learning in a dynamic, culturally and ethnically diverse health care environment, promoting client advocacy, achieving and maintaining clinical competency, and providing service for the community and profession.

### Admission Requirements Bachelor of Science

- Complete the **Digital Assessment Exam (DAX)** to evaluate your readiness for the program
- Complete the Chattanooga College MDTC online application form
- High school diploma or equivalent
- Submit a School of Nursing application by the applicable deadline
- Achieve a minimum HESI A2 Assessment score of 70 in Math and Reading
- Complete all required general education courses with a grade of C or higher
- Achieve a minimum of 3.0 cumulative grade point average for general education courses
- 
- Complete a background check
- Undergo a drug screening

### Licensed Practical Nursing to Bachelor of Science Pathway

- Complete the **Digital Assessment Exam (DAX)** to evaluate your readiness for the program
- Complete the Chattanooga College MDTC online application form
- Submit ALL official transcripts from your previous educational institutions transcripts
- Meet with Chattanooga College MDTC's Financial Aid department to review awards
- Provide a copy of your **unencumbered** Practical Nursing License
- Submit a copy of your driver's license and social security card
- Complete a background check
- Undergo a drug screening

### Computer Requirements

- **Processor and RAM:** A computer with a minimum Intel i5 or AMD Ryzen 5 processor and 8GB of RAM to ensure smooth performance during video conferencing and online coursework.
- **Internet Connection:** A reliable high-speed internet connection (at least 10 Mbps download speed) to support uninterrupted streaming of video lectures and online interactions.
- **Webcam and Microphone:** An HD webcam (720p or higher) and a quality microphone for clear video communication and participation in virtual classes.
- **Storage and Software:** At least 256GB of storage space for saving course materials and a compatible operating system (Windows 10 or macOS 10.13 or higher) to run required educational software.

**NURSING BACHELOR OF SCIENCE DEGREE  
PROGRAM OUTLINE**

**183 QUARTER CREDIT HOURS/2712 CLOCK HOURS  
36 MONTHS**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>Occupational Subjects</b>		
NUS 3112	Introduction to Nursing	4
NUS 3133	Physical Assessment	5
NUS 3153	Pharmacotherapeutics for Nursing Practice I	5
NUS 3213	Fundamentals of Nursing	8
NUS 3233	Mental Health Nursing	6
NUS 3253	Pharmacotherapeutics for Nursing Practice II	5
NUS 3313	Adult Health Nursing I	7
NUS 3332	Maternal Infant Nursing	6
NUS 3352	Nursing Research	4
NUS 4413	Adult Health Nursing II	7
NUS 4432	Pediatric Nursing Care	6
NUS 4452	Policy and Politics in Nursing	3
NUS 4513	Adult Health Nursing III	7
NUS 4533	Community Nursing	5
NUS 4601	NCLEX RN Preparation	2
NUS 4613	Adult Health Practicum	5
NUS 4633	Transition to Professional	5
NUS 4552	Nursing Management and Leadership	3
<b>TOTAL THIS SECTION</b>		<b>93</b>

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**General Education Courses**

GEN 130	College Algebra	4
GEN 270	Statistics	4
GEN 222	Oral Communications	4
GEN 220	English Comp I	4
PSY 101	Psychology	4
PSY	Human Growth and Development	4
GEN 137	Sociology	4
GEN 221	English Comp II	4
GEN 138	Humanities: Fine Arts Appreciation	4
GEN	Critical Thinking	4
GEN 228	Humanities and Pop Culture	4
	American Government	4
		4

**NURSING BACHELOR OF SCIENCE DEGREE  
PROGRAM OUTLINE CON'T**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
BIO 210	Anatomy & Physiology I	4
BIO 220	Anatomy & Physiology I Lab	2
BIO 240	Anatomy & Physiology II	4
BIO 250	Anatomy & Physiology II Lab	2
BIO 340	Microbiology	4
BIO 3	Microbiology Lab	2
CHM 210	General Chemistry	4
CHM 220	General Chemistry Lab	2
HSC	Nutrition	4
HSC 305	Pathophysiology	4
HSC 110	Medical Terminology	4
<b>TOTAL THIS SECTION</b>		<b>88</b>
<b>Other Courses</b>		
CC 100	College Management	2
<b>TOTAL THIS SECTION</b>		<b>2</b>
<b>TOTAL CREDITS</b>		<b>183</b>

## DENTAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE

CIP Code 51.0601

The primary objective of this program is to build competencies and skills necessary for entry-level positions in the dental field as a dental assistant. The student will have hands-on training and practical job related experiences. Additionally, program includes unpaid externship. Students must be certified in CPR and First Aid & Safety by the American Red Cross or American Heart Association. Radiology certification will be submitted to the Tennessee Board of Dentistry upon completion of program.

### Admissions Requirements

All applicants must provide proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) (except as noted below) and meet one of the following:

- Obtain the specified score on the college-administered entrance examination. Score requirements for admission can be obtained from the Admissions Department.
- Submit a minimum SAT combined score of 830. Essay section not required.
- Submit a minimum ACT Assessment composite score of 17.
- Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00. No proof of high school or the equivalent is required once evidence is received and approved.
- Evidence of a 2.5 cumulative high school GPA (unweighted or weighted). Students who have earned a GED or have passed the HiSET have fulfilled this requirement.

# DENTAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM OUTLINE

**96 QUARTER CREDIT HOURS/1244 CLOCK  
HOURS 18 MONTHS DAY \* PLUS EXTERNSHIP**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>Occupational Subjects</b>		
DA 101	Dental Terminology	4
DA 104	Microbiology and Infection Control	4
DA 105	Dental Materials I	4
DA 106	Dental Radiology	4
DA 185	Office Procedures-Dental	4
DA 201	Dental Assisting I	4
DA 202	Dental Assisting II	4
DA 203	Dental Assisting III	4
DA 205	Dental Materials	4
DA 206	Dental Clinical Procedures I	4
DA 207	Dental Clinical Procedures II	4
DA 216	Head & Neck Anatomy	4
DA 219	Nutrition/Preventive Dentistry	4
DA 230	Dental Experience	8
<b>TOTAL FOR THIS SECTION</b>		<b>60</b>
<b>General Education Subjects</b>		
GEN 220	English Comp I	4
GEN 221	English Comp II	4
GEN 222	Oral Communications	4
GEN 231	College Mathematics	4
Electives	General Education Electives	12
<b>TOTAL FOR THIS SECTION</b>		<b>28</b>
<b>Related Subjects</b>		
	Applied/Related Electives	8
<b>TOTAL FOR THIS SECTION</b>		<b>8</b>
<b>TOTAL CREDITS</b>		<b>96</b>

\*Length of program predicated on completion of day externship.

\*Programs reflect normal time to complete if all attempted classes are successful.

The primary objective of this program is The Associate of Science degree program in Health Science is designed to provide students interested in healthcare a broad educational experience for entry-level positions. The Health Science option provides a degree avenue for many practicing healthcare professionals including surgical technologists, paramedics, pharmacy technicians, and medical office professionals. The curriculum requires completion of a variety of general education courses, as well as foundational courses in anatomy and physiology, biology, and chemistry. With completion of this program, students may choose to continue their education to a specific health professional area or pursue entry-level health care positions. Example positions include chemical technicians, food science technician, pharmaceutical sales, and biological technicians. Only courses in which a C or better is earned will count toward graduation requirements.

### **Admission Requirements**

All applicants must provide proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) (except as noted below) and meet one of the following:

- Obtain the specified score on the college-administered entrance examination. Score requirements for admission can be obtained from the Admissions Department.
- Submit a minimum SAT combined score of 830. Essay section not required.
- Submit a minimum ACT Assessment composite score of 17.
- Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00. No proof of high school or the equivalent is required once evidence is received and approved.
- Evidence of a 2.5 cumulative high school GPA (unweighted or weighted). Students who have earned a GED or have passed the HiSET have fulfilled this requirement.

### **Computer Requirements**

- **Processor and RAM:** A computer with a minimum Intel i5 or AMD Ryzen 5 processor and 8GB of RAM to ensure smooth performance during video conferencing and online coursework.
- **Internet Connection:** A reliable high-speed internet connection (at least 10 Mbps download speed) to support uninterrupted streaming of video lectures and online interactions.
- **Webcam and Microphone:** An HD webcam (720p or higher) and a quality microphone for clear video communication and participation in virtual classes.
- **Storage and Software:** At least 256GB of storage space for saving course materials and a compatible operating system (Windows 10 or macOS 10.13 or higher) to run required educational software.

# HEALTH SCIENCE ASSOCIATE OF SCIENCE DEGREE PROGRAM OUTLINE

93 QUARTER CREDIT HOURS/1020 CLOCK HOURS

Online

18 MONTHS

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<b>Occupational Subjects</b>		
BIO 210	Anatomy & Physiology I	4
BIO 220	Anatomy & Physiology I Lab	2
BIO 240	Anatomy & Physiology II	4
BIO 250	Anatomy & Physiology II Lab	2
BIO 250	Microbiology	4
BIO 270	Microbiology Lab	2
CHM 210	General Chemistry	4
CHM 220	General Chemistry Lab	2
HSC 105	Nutrition in Health & Disease	4
HSC 107	Ethics for Health Professionals	4
HSC 110	Medical Terminology	4
PSY 130	Human Growth and Development	4
HSC 215	Pathophysiology	4
HSC 220	Pharmacology	4
HSC 250	Healthcare Management	4
HSC 270	Healthcare Customer Solutions`	4
HSC 280	Healthcare Law	4
<b>TOTAL THIS SECTION</b>		<b>60</b>
<b>General Education Subjects</b>		
GEN 138	Humanities: Fine Arts Appreciation	4
GEN 130	College Algebra	4
GEN 221	English Composition I	4
GEN 222	Oral Communications	4
GEN 134	Critical Thinking	4
GEN 270	Statistics	4
PSY 101	Psychology	4
<b>TOTAL THIS SECTION</b>		<b>28</b>
<b>Other Subjects</b>		
CC 100	College Management	2
CC 290	Capstone	3
<b>TOTAL THIS SECTION</b>		<b>5</b>
<b>TOTAL CREDITS</b>		<b>93</b>

The primary objective of this program is to build competencies and skills necessary for entry-level positions in the office/clinical/administrative medical environment. The program is designed to prepare students to provide quality patient care at a variety of healthcare facilities. The program includes an unpaid daytime externship. Students may qualify to sit for the certification exam upon completion of the program. Students must be certified in CPR by the American Heart Association.

### **Admissions Requirements**

All applicants must provide proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) (except as noted below) and meet one of the following:

- Obtain the specified score on the college-administered entrance examination. Score requirements for admission can be obtained from the Admissions Department.
- Submit a minimum SAT combined score of 830. Essay section not required.
- Submit a minimum ACT Assessment composite score of 17.
- Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00. No proof of high school or the equivalent is required once evidence is received and approved.
- Evidence of a 2.5 cumulative high school GPA (unweighted or weighted). Students who have earned a GED or have passed the HiSET have fulfilled this requirement.



# MEDICAL ASSISTING ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM OUTLINE

**96 QUARTER CREDIT HOURS/1278 CLOCK HOURS  
18 MONTHS DAY\* /24 MONTHS NIGHT\* /PLUS EXTERNSHIP**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>Occupational Subjects</b>		
IPO 185	Office Procedures I	4
ME 101	Introduction to Medical Assisting	4
ME 104	Ethics for the Health Professional	4
ME 105	Clinical Procedures / Lab I	4
ME 106	Clinical Procedures / Lab II	4
ME 201	Medical Terminology I	4
ME 202	Medical Terminology II	4
MOA 211	Billing/Coding I	4
ME 215	Anatomy & Physiology I	4
ME 216	Anatomy & Physiology II	4
ME 217	Pharmacology	4
MOA 186	Electronic Health Records	4
ME 220	Clinical Procedures / Lab III	4
ME 225	Certification Review	4
ME 230	Medical Assisting Externship	8
<b>TOTAL FOR THIS SECTION</b>		<b>64</b>
<b>General Education Subjects</b>		
GEN 220	English Comp I	4
GEN 221	English Comp II	4
GEN 222	Oral Communications	4
GEN 231	College Mathematics	4
Elective	General Education Electives	8
<b>TOTAL HOURS FOR THIS SECTION</b>		<b>24</b>
<b>Related Subjects</b>		
	Applied/Related Electives	8
<b>TOTAL FOR THIS SECTION</b>		<b>8</b>
<b>TOTAL CREDITS</b>		<b>96</b>

\*Length of program predicated on completion of day externship.

\* Programs reflect normal time to complete if all attempted classes are successful.

The primary objective of this program is to build competencies and skills necessary for entry-level positions in the dental field as a dental assistant. The student will have hands-on training and practical job related experiences. Additionally, program includes an externship. Students are certified in CPR and First Aid & Safety by the American Red Cross or American Heart Association. Radiology certification will be submitted to the Tennessee Board of Dentistry upon completion of program.

## Admissions Requirements

All applicants must provide proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) (except as noted below) and meet one of the following:

- Obtain the specified score on the college-administered entrance examination. Score requirements for admission can be obtained from the Admissions Department.
- Submit a minimum SAT combined score of 830. Essay section not required.
- Submit a minimum ACT Assessment composite score of 17.
- Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00. No proof of high school or the equivalent is required once evidence is received and approved.
- Evidence of a 2.5 cumulative high school GPA (unweighted or weighted). Students who have earned a GED or have passed the HiSET have fulfilled this requirement.

## Computer Requirements

- Processor and RAM: A computer with a minimum Intel i5 or AMD Ryzen 5 processor and 8GB of RAM to ensure smooth performance during video conferencing and online coursework.
- Internet Connection: A reliable high-speed internet connection (at least 10 Mbps download speed) to support uninterrupted streaming of video lectures and online interactions.
- Webcam and Microphone: An HD webcam (720p or higher) and a quality microphone for clear video communication and participation in virtual classes.
- Storage and Software: At least 256GB of storage space for saving course materials and a compatible operating system (Windows 10 or macOS 10.13 or higher) to run required educational software.

# DENTAL ASSISTANT DIPLOMA PROGRAM OUTLINE

**50 QUARTER CREDIT HOURS/884 CLOCK HOURS  
12 MONTHS DAY\* /PLUS EXTERNSHIP**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>Occupational Subjects</b>		
DD 101	Dental Terminology	4
DD 104	Microbiology and Infection Control	4
DD 105	Dental Materials	4
DD 106	Dental Radiology	4
DD 185	Office Procedures-Dental	4
DD 201	Dental Assisting I	4
DD 202	Dental Assisting II	4
DD 206	Dental Clinical Procedures I	4
DD 207	Dental Clinical Procedures II	4
DD 216	Head & Neck Anatomy	4
DD 219	Nutrition/Preventive Dentistry	4
DD 230	Dental Experience	6
<b>TOTAL CREDITS</b>		<b>50</b>

\*Length of program predicated on completion of day externship.

\*Programs reflect normal time to complete if all attempted classes are successful.

The primary objective of this program is to ensure the graduate is equipped with skills and competencies required for entry-level positions in the clinical/administrative medical environment. The program prepares students to provide quality patient care. Duties include patient intake and care, routine diagnostic and recording procedures. The program includes a daytime externship. Students to be certified in CPR by the American Heart Association.

### Admissions Requirements

All applicants must provide proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) (except as noted below) and meet one of the following:

- Obtain the specified score on the college-administered entrance examination. Score requirements for admission can be obtained from the Admissions Department.
- Submit a minimum SAT combined score of 830. Essay section not required.
- Submit a minimum ACT Assessment composite score of 17.
- Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00. No proof of high school or the equivalent is required once evidence is received and approved.
- Evidence of a 2.5 cumulative high school GPA (unweighted or weighted). Students who have earned a GED or have passed the HiSET have fulfilled this requirement.

### Computer Requirements

- Processor and RAM: A computer with a minimum Intel i5 or AMD Ryzen 5 processor and 8GB of RAM to ensure smooth performance during video conferencing and online coursework.
- Internet Connection: A reliable high-speed internet connection (at least 10 Mbps download speed) to support uninterrupted streaming of video lectures and online interactions.
- Webcam and Microphone: An HD webcam (720p or higher) and a quality microphone for clear video communication and participation in virtual classes.
- Storage and Software: At least 256GB of storage space for saving course materials and a compatible operating system (Windows 10 or macOS 10.13 or higher) to run required educational software.

# MEDICAL ASSISTANT DIPLOMA PROGRAM OUTLINE

**50 QUARTER CREDIT HOURS/884 CLOCK  
HOURS 9 MONTHS DAY\* / PLUS EXTERNSHIP**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>Occupational Subjects</b>		
MA 100	Medical Terminology	4
MA 101	Medical Assistant I	4
MA 104	Ethics for the Health Professional	4
MA 215	Anatomy & Physiology	4
MA 201	Medical Assistant II	4
MA 185	Office Procedures I	4
MA 186	Electronic Health Records	4
MA 105	Clinical Procedures I	4
MA 187	Office Procedures II	4
MA 205	Clinical Procedures II	4
MA 225	Certification Review	4
MA 230	Externship	6
<b>TOTAL CREDITS</b>		<b>50</b>

\*Length of program predicated on completion of day externship.

\*Programs reflect normal time to complete if all attempted classes are successful.

The primary objective of this program is to build competencies and skills necessary for entry-level positions in the medical field as a licensed practical nurse. The program prepares exceptional nurse leaders who value their profession and communities. Students are encouraged to continue their educational process and advance their careers to their highest potential. The student will have hands-on training and practical job related experiences. Students must be certified in CPR by the American Heart Association.

### **Admissions Standards for Practical Nursing Diploma**

All applicants must provide proof of high school graduation from an acceptable high school or the equivalent (GED/HiSET) (except as noted below) and meet one of the following:

- Obtain the specified score on the college-administered entrance examination or equivalent exam. Score requirements for admission can be obtained from the Admissions Department.
- Submit a minimum SAT combined score of 830. Essay section not required.
- Submit a minimum ACT Assessment composite score of 17.
- Provide evidence of completion of an associate degree or above from an accredited institution with a minimum cumulative grade point average of 2.00. No proof of high school or the equivalent is required once evidence is received and approved.
- Evidence of a 2.5 cumulative high school GPA (unweighted or weighted). Students who have earned a GED or have passed the HiSET have fulfilled this requirement.

### **Computer Requirements**

- **Processor and RAM:** A computer with a minimum Intel i5 or AMD Ryzen 5 processor and 8GB of RAM to ensure smooth performance during video conferencing and online coursework.
- **Internet Connection:** A reliable high-speed internet connection (at least 10 Mbps download speed) to support uninterrupted streaming of video lectures and online interactions.
- **Webcam and Microphone:** An HD webcam (720p or higher) and a quality microphone for clear video communication and participation in virtual classes.
- **Storage and Software:** At least 256GB of storage space for saving course materials and a compatible operating system (Windows 10 or macOS 10.13 or higher) to run required educational software.

### **Testing Requirements for Practical Nursing Program**

Students desiring to enroll in the Practical Nurse Program must take the HESI Entrance exam covering reading comprehension and math. Students must pass both portions of HESI Entrance on the same test. Student may not pass reading on one test and math on the other.

The acceptable entrance scores are 70% in math and 70% in reading comprehension. Students who pass all remedial courses with 85% are not required to retake the HESI exam.

Students who are not successful on the Entrance test have these two options:

1. Student may retest in 21 days (+ 3 weeks) from test date. If not successful student may enter into Pathway to Success.
2. Students score below 70 in Math may enter into Pathway to Success.

Pathway to Success are non-credit courses towards a program but prepares the student for the courses required to be successful.

Applicants must demonstrate desire and capability to succeed. Applicant will be denied entrance if determined that the college cannot reasonably expect the student to complete the training and or to be placed in employment.

## PRACTICAL NURSING PROGRAM OUTLINE

**82 QUARTER CREDIT HOURS/1366 CLOCK HOURS**  
**12 MONTHS DAY\* / 18 MONTHS NIGHT\***

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CREDIT HOURS</b>
<b>Occupational Subjects</b>		
NUR 102	Introduction to Nursing	2.5
NUR 103	Nursing Fundamentals	8
NUR 202	Medical Terminology	2.5
NUR 215	Anatomy & Physiology	4.5
NUR 217	Pharmacology	3
NUR 218	Drug Calculations	3
NUR 219	Nutrition	3
NUR 220	Drug Therapy	2.5
NUR 223	Medical Surgical Nursing I	10.5
NUR 224	Medical Surgical Nursing II	10.5
NUR 225	Medical Surgical Nursing III	10.5
NUR 226	Community Mental Health	6
NUR 227	Maternal & Child Nursing	6.5
NUR 228	Pediatric Nursing	4
NUR 229	Nursing Leadership	2
NUR 230	NCLEX Preparation	3
<b>TOTAL CREDITS</b>		<b>82</b>

\*Programs reflect normal time to complete if all attempted classes are successful.

**COSMETOLOGY  
DIPLOMA**

**CIP Code 12.0401**

The primary objective of this program is to build a basic understanding of cosmetology and to prepare students to take the State Board of Cosmetology licensing examination, thereby preparing students for entry-level employment. The students will have hands-on training directly related to the cosmetology industry.

**1500 CLOCK HOURS**  
**12 MONTHS DAY\*/24 MONTHS NIGHT\***

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
COS I	Cosmetology Level I	450
COS II	Cosmetology Level II	450
COS III	Cosmetology Level III	300
COS IV	Cosmetology Level IV	300
<hr/> <b>TOTAL HOURS</b>		<b>1500</b>

\*Programs reflect normal time to complete if all attempted classes are successful.



**MANICURING  
DIPLOMA**

**CIP Code 12.0410**

The primary objective of this program is to build a basic understanding of Manicuring and prepare students for entry-level employment. The students will have “hands-on” career training directly related to the manicuring industry.

**600 CLOCK HOURS**

**9 MONTHS DAY**

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
MANI I	Manicuring Level I	300
MANI II	Manicuring Level II	300
<hr/>		
<b>TOTAL HOURS</b>		<b>600</b>

\*Programs reflect normal time to complete if all attempted classes are successful.

**DIPLOMA**

The primary objective of this program is to build a basic understanding of Aesthetics and prepare students for entry-level employment. The students will have “hands-on” career training directly related to the cosmetology industry.

**750 CLOCK HOURS****9 MONTHS DAY\*/ 12 MONTHS NIGHT\***

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>
ESTH I	Esthetics Level I	375
ESTH II	Esthetics Level II	375
	<b>TOTAL HOURS</b>	<b>750</b>

\*Programs reflect normal time to complete if all attempted classes are successful

## INSTRUCTOR

CIP Code 12.0413

## DIPLOMA

The primary objective of this program is to build a basic understanding of Instructor program and prepare students for entry-level employment.

### 300 CLOCK HOURS

### 6 MONTHS DAY/NIGHT\*

COURSE NUMBER	COURSE TITLE	HOURS
INST 101	INSTRUCTOR	
	Lesson Planning & Motivation	100
	Instruction	200
<hr/>		
	<b>TOTAL HOURS</b>	<b>300</b>

\*Programs reflect normal time to complete if all attempted classes are successful.

# *Course Descriptions*



**BIO 210 ANATOMY AND PHYSIOLOGY I 4 CREDIT HOURS**

The first of two courses in Anatomy & Physiology; A&P covers the structure and function of the human body. This section includes locating structures in the human body using anatomical terms of direction, regions, planes, positions and cavities. The levels of organization of the human body from simplest to most complex, introduction to the integumentary system, the skeletal system, the muscular system, the nervous system, and the nervous system-senses. (Corequisite, Anatomy & Physiology I Lab).

**BIO 220 ANATOMY AND PHYSIOLOGY I LAB 2 CREDIT HOURS**

This course is part one of a two-part comprehensive laboratory course accompanying the Anatomy and Physiology lecture course, designed to focus on aspects of the interrelationship of each body system. Corequisite, Anatomy & Physiology I).

**BIO 240 ANATOMY AND PHYSIOLOGY II 4 CREDIT HOURS**

A continuation of Anatomy & Physiology I. Topics include the muscular system, special senses, endocrine system, lymphatic system, circulation and blood vessels, anatomy of the heart, respiratory and digestive systems, urinary system, and the reproductive system. Course may include labs and case studies while applying theory to practice. (Prerequisite: Anatomy and Physiology I and Anatomy and Physiology I Lab. Corequisite, Anatomy & Physiology II Lab).

**BIO 250 ANATOMY AND PHYSIOLOGY II LAB 2 CREDIT HOURS**

This course is part one of a two-part comprehensive laboratory course accompanying the Anatomy and Physiology lecture course, designed to focus on aspects of the interrelationship of each body system. Corequisite, Anatomy & Physiology II).

**BIO 260 MICROBIOLOGY 4 CREDIT HOURS**

This course will cover the topics of how our immune system works, how microbial pathogens cause disease, how beneficial microbes protect us from disease, and some of the other activities perform that impact our world.

**BIO 270 MICROBIOLOGY LAB 2 CREDIT HOURS**

This lab course examines basic microbiological techniques. Students will be exposed to different methods to isolate, culture and identify microorganisms, a series of protocols to study basic biochemical, genetic and molecular biological properties of microorganisms, and approaches to control microorganisms.

**BIO 340 MICROBIOLOGY 4 CREDIT HOURS**

Microbiology introduces the student to microorganisms with particular emphasis on their role in health, wellness, and disease. Economic, social, and cultural issues related to utilization, control, and research of the Monera, Protista, fungi, bacteria, and viruses are also considered.

**BIO 345 MICROBIOLOGY LAB 2 CREDIT HOURS**

A laboratory course designed to be taken concurrently with BIO 340. Laboratory experiments supplement the subject matter covered in BIO 340 lectures. Lab exercises include sterile technique, microscopy, slide preparation, culture techniques (growth and isolation), identification of microorganisms, microbial metabolism and genetics, environmental factors that affect microbial growth, antibiotic resistance, and test standards. The role of microorganisms in food and beverage production are explored and the common pathogenic microbes are identified.

(Prerequisite(s): Anatomy and Physiology I and Lab, Anatomy and II, with Labs, grade of C or better required., Corequisite Microbiology)

**CC 100 COLLEGE MANAGEMENT****2 CREDIT HOURS**

This course will assist students in their academic and professional performance by providing them with the tools for success. Students will learn skills related to communication, collaboration, critical thinking and problem solving, professionalism, information literacy, and technology. Upon successful course completion, students will be able to apply professional, academic, and personal skills to their future course work and careers.

**CC 290 CAPSTONE****3 CREDIT HOURS**

The culminating experience, this capstone course includes seminars on health-related topics appropriate for students nearing graduation and admissions into professional programs while completing a thesis related to their declared area of health sciences. The thesis shall include an annotated bibliography, a written report, and a presentation.

**CHM 210 GENERAL CHEMISTRY****4 CREDIT HOURS**

This course presents fundamental concepts and principles of chemistry. Topics include study of the behavior of gases, types of solutions, concentration, chemical reactions and reaction rates, acids and bases, atomic theory, bonding, nomenclature of chemical compounds, and nuclear chemistry. Emphasis is placed on the applications of these topics in various fields. This course also explores the role of chemistry in society today by applying a problem-solving approach to understanding chemistry. (corequisite General Chemistry Lab)

**CHM 220 GENERAL CHEMISTRY LAB****2 CREDIT HOURS**

This laboratory course is designed to be taken concurrently with the Chemistry lecture course. The first week emphasizes introductory material: dimensional analysis, determining density and specific gravity of various liquids and solids, and calculating the specific heat values of different materials. During subsequent weeks, the course includes experiments and demonstrations on gas laws, solutions and colloids, osmosis, colligative properties, different types of chemical reactions and effects on reaction rates, acids, bases, titrations, determining concentration of unknown acids or bases, electron configuration, and bond formation.

**COS I COSMETOLOGY LEVEL I****450 CLOCK HOURS**

This course is designed to introduce students to the cosmetology industry and to provide basic knowledge of cosmetology history, sanitation and safety. Professional development, state law, shop ethics and salesmanship are also covered. To provide services for patrons, students must complete a minimum of 200 clock hours of training prior to offering Services which can be rendered are: chemical, hair and scalp care, hair shaping, hair dressing and hair styling, nail and skin care. All services performed are under the supervision of a licensed cosmetology instructor.

**COS II COSMETOLOGY LEVEL II****450 CLOCK HOURS**

This course will provide students further into the fundamentals of hair cutting and styling, hair color, skin and nail care, chemical texture, and pedicures. Students will learn all aspects of client and salon services..

**COS III COSMETOLOGY LEVEL III****300 CLOCK HOURS**

This course will explore advanced topics of hair design and sculpting, wigs, extensions, braiding, color design, and facials. Students will continue to gain practical experience and provide customer and business services.

**COS IV COSMETOLOGY LEVEL IV****300 CLOCK HOURS**

This final course will prepare students for the state board exam. Topics covered include review and prepare for state board theory, review state law, state board packing, and practice and preparation for practical test.

**DD 101 / DA 101 DENTAL TERMINOLOGY****4 CREDIT HOURS**

This course introduces the students to basic dental terms, pronunciation, and definitions.

**DD 104 / DA 104 MICROBIOLOGY AND INFECTION CONTROL 4 CREDIT HOURS**  
This course is the study of microorganism. Students will learn the guidelines for the dental health care setting, which is issued by the Center for Disease Control (CDC). The course introduces the student personal protective equipment and standard precautions.

**DD 105 / DA 105 DENTAL MATERIALS I 4 CREDIT HOURS**  
The student will learn the manipulations and applications of alginate impressions, wax materials, gypsum products and dental cements.

**DD 106 / DA 106 DENTAL RADIOLOGY 4 CREDIT HOURS**  
This course introduces the student to the essential knowledge of radiology, theory and technique in the practice of dentistry. The student will learn film placement, digital radiography, processing, developing radiographs, infection control and safety protocol.

**DD 105 / DA 185 OFFICE PROCEDURES-DENTAL 4 CREDIT HOURS**  
This course the student will learn about the dental office staff and areas of responsibility. The student will learn communication skills, scheduling of appointments, CDT insurance codes, dental practice software, and dental record management.

**DD 201 / DA 201 DENTAL ASSISTING I 4 CREDIT HOURS**  
This course introduces the student to clinical aspects of chairside assisting. The student will learn dental charting, history of dentistry, the role of dental health team members, and preventive dentistry.

**DD 202 / DA 202 DENTAL ASSISTING II 4 CREDIT HOURS**  
This course introduces the student to the delivery of dental care, dental instruments, instrument grasp, dental instrument tray set-ups, operating zones, matrix systems and moisture control.

**DA 203 DENTAL ASSISTING III 4 CREDIT HOURS**  
This course will provide the student with theory and practical application for dental office emergencies, Cardiopulmonary Resuscitation (CPR ) and Pharmacology.

**DA 205 DENTAL MATERIALS II 4 CREDIT HOURS**  
This course introduces the student to manipulation and application of restorative materials, fabrication of bleaching trays, custom trays, baseplates, and construction of temporary prosthodontics. (Prerequisite DA104, DA105, DA 201)

**DD 206 / DA 206 DENTAL CLINICAL PROCEDURES I 4 CREDIT HOURS**  
This course introduces student to the specialty field of dentistry: Endodontics, Pediatrics, Orthodontics, Periodontics, Forensic, and Oral Surgery. (Prerequisite DA101, DA201, DA104)

**DD 207 / DA 207 DENTAL CLINICAL PROCEDURES II 4 CREDIT HOURS**  
This course introduces the student to the expanded functions skills, and dental office emergency procedures. (Prerequisite DA101, DA201, DA104)

**DD 216 / DA 216 HEAD & NECK ANATOMY 4 CREDIT HOURS**  
The course focuses on the head and neck regions of the body. The student will learn the regions of the head, bones of the skull, nerves, temporomandibular joints and muscles of the head and neck.

**DD 219 / DA 219 NUTRITION/PREVENTIVE DENTISTRY 4 CREDIT HOURS**  
This course focuses on nutrient recommendation5s8, healthy people 2020 report, dietary guidelines and the five major nutrient groups.

**DA 230 DENTAL EXPERIENCE****8 CREDIT HOURS**

The college provides one clinical experience for each student. The student will perform an unpaid externship at a dental office. During this time students will be able to validate their competencies via supervised experiences at the dental facility. This is the last course of the program; comprised of 240 clock hours.

Due to potential health risks and or exposure to communicable diseases, students who are/or become pregnant at the time this class must delay completion of the course requirements until pregnancy is completed. Students that do not display employee "hiring traits" may not be allowed to proceed to an externship site (i.e. repeated tardiness or absenteeism, unpleasant attitude, and or demeanor, poor personal hygiene, etc.). Students must meet all state required immunizations. A completed hepatitis B series/TB skin test is required prior to placement at the clinical site.

**DD 230 DENTAL EXPERIENCE****6 CREDIT HOURS**

The College provides one clinical experience for each student. The student will perform an unpaid externship at a dental office. During this time, students will be able to validate their competencies via supervised experiences at the dental facility. This is the last course of the program; comprised of 180 clock hours.

Due to potential health risks and or exposure to communicable diseases, students who are/or become pregnant at the time this class must delay completion of the course requirements until pregnancy is completed. Students that do not display employee "hiring traits" may not be allowed to proceed to an externship site (i.e. repeated tardiness or absenteeism, unpleasant attitude, and or demeanor, poor personal hygiene, etc.). Students must meet all state required immunizations. A completed hepatitis B series/TB skin test is required prior to placement at the clinical site.

**ESTH I ESTHETICS LEVEL I****350 CLOCK HOURS**

This course is designed to introduce students to the esthetics industry and provide basic knowledge of history, sanitation, and safety. Professional development, state law, shop ethics, and salon business will also be covered. Students will learn skin care, facials, hair removal, anatomy, physiology, electricity, and chemistry. To provide services for patrons, students must complete a minimum of 200 clock hours of training prior to offering. Services which can be rendered are: Facial, waxing, brow tinting, massage for the face, make-up and corrective make-up. All services performed are under the supervision of a licensed cosmetology instructor.

**ESTH II ESTHETICS LEVEL II****350 CLOCK HOURS**

This course provides students further topics including advanced facials and procedures, facial devices, and advanced technologies. Students will also prepare for the state board exam. Topics covered include review and prepare for state board theory, review state law, state board packing, and practice and preparation for practical test.

**GEN 010 READING****0 CREDIT HOURS**

This course combines readings, solid skill instruction, and guided practice to develop the abilities students need to become effective readers and critical thinkers. Emphasis is on strengthening reading skills and comprehension.

**GEN 012 BASIC ENGLISH****0 CREDIT HOURS**

This course concentrates on grammar usage and punctuation. Topics include sentence structure, verb usage, pronoun usage, possessives, plurals, capitalization, subject/verb agreement, and proofreading.

**GEN 030 BASIC MATH****0 CREDIT HOURS**

This course teaches essential mathematics concepts and skills used in the field. The course provides extensive practice in math conversions, measurement, equation, ratio and proportions, fractions, decimals, and percent, as well as preparing the student for calculations.



**GEN 032 MEDICAL MATH****0 CREDIT HOURS**

This course is designed for medical students to grasp conversion and calculations for administering medications. The course provides extensive practice in computations, conversions, and pseudo administration. This course prepares students for medical programs. (Requires at least 85% grade average to pass).

**GEN 130 COLLEGE ALGEBRA****4 CREDIT HOURS**

This course explores a variety of algebraic topics including linear equations and inequalities and their graphs, systems of linear equations and inequalities and their graphs, exponents and scientific notation, polynomials, factoring, radicals, quadratic functions, and practical applications.

**GEN 134 CRITICAL THINKING****4 CREDIT HOURS**

This course is designed to help students learn how to solve problems, make decisions, and rationally think through issues. The skills learned will assist students with school, work, and relationship environments.

**GEN 137 SOCIOLOGY****4 CREDIT HOURS**

This course introduces students to basic sociological principles and major theoretical perspectives while closely analyzing characteristics of micro and macro groups, social stratification, culture, deviance, inequality, social change, and globalization. Students explore the importance of institutions such as political systems, the economy, marriage, family, education, and religion.

**GEN 138 HUMANITIES: FINE ARTS APPRECIATION****4 CREDIT HOURS**

This course introduces students to the function and processes of the visual, literary, dramatic, and musical arts within a historical framework. Students will examine the interrelationship of visual arts, music, philosophy, religion, and literature to provide insight into culture and historical circumstances of Western and some non-Western societies.

**GEN 202 LEADERSHIP****4 CREDIT HOURS**

A management development course emphasizing the leadership function that focuses on a clear understanding of the traditional theories and concepts of leadership, as well as the most recently developed leadership philosophies and application of leadership concepts through critical thinking and development of leadership skills.

**GEN 210 AMERICAN GOVERNMENT****4 CREDIT HOURS**

This course explores the structure and interplay of the various institutions and sub-institutions of the American federal government, providing a cursory introduction to the ideas and institutions that shape politics in contemporary America. The goal of this course is to help each student arrive at a deeper, more comprehensive understanding of the forces that shape American government and politics.

**GEN 220 ENGLISH COMPOSITION I****4 CREDIT HOURS**

This course develops a student's written communication skills and knowledge of the writing process. Students will be introduced to research techniques, rhetorical principles of writing in constructing effective essays, and the fundamentals of English composition.

**GEN 221 ENGLISH COMPOSITION II****4 CREDIT HOURS**

This course requires students to apply the writing process, advanced research methods, and citation strategies to write essays, conduct literature analysis, and construct research papers. Students will learn documentation formats, characteristics of a variety of genres, and master the skills of summarizing, critiquing, synthesizing, and analyzing. (Prerequisite: Satisfactory completion of GEN 220).

**GEN 222 ORAL COMMUNICATIONS****4 CREDIT HOURS**

This course is designed to explain the theories and practice of public speaking. Students will learn how to select a topic, organize materials, use language and technology effectively, and successfully deliver a variety of speeches and identify strategies to reduce anxiety.

**GEN 228 HUMANITIES AND POP CULTURE****4 CREDIT HOURS**

This course will introduce students to the visual arts and the variety of art mediums and techniques used to create two- and three-dimensional works of art. The purpose of this course is to build a context for understanding the arts; structurally, socially, culturally, and historically with the intention of making art meaningful to the student's everyday life. Students will explore and analyze influential works of art to gain an understanding of the arts as a method of communication and expression. Students will develop, explore, and express their personal aesthetics through art projects, class discussions, gallery visits and writing assignments.

**GEN 231 COLLEGE MATHEMATICS****4 CREDIT HOURS**

This course uses a quantitative reasoning approach to increase students' mathematical literacy so that they better understand the mathematics used in their daily lives. Included are topics in consumer math, technology, politics, arts, finance, statistical reasoning and probability, and mathematical modeling. (Prerequisite: Satisfactory completion of GEN 030, GEN 031 or minimum math score on placement exam).

**GEN 251 ETHICS****4 CREDIT HOURS**

This course investigates philosophical approaches to morality and a range of ethical theories. Students will develop their ability to think critically and analytically about ethical issues, as well as apply fundamental ethical concepts in an effort to solve specific moral dilemmas.

**GEN 270 STATISTICS****4 CREDIT HOURS**

This course is an introductory course that explores statistics and statistical inferences. Specifically, the course provides the students with basic statistical tools that are important to all fields of study. Topics covered include the proper use of statistics, the design of experiments, data analysis, probability distributions, and hypothesis testing.

**GEN 330 CRITICAL THINKING****4 CREDIT HOURS**

Introduces skills, concepts, models, and techniques for reading, writing, and thinking critically. Critical thinking is a necessary process for identifying and solving problems in academia and the workplace, as well as interpreting information in the media. Through the use of critical and logical thought processes, students will develop practical, analytical skills that prepare them for the investigative nature of being life-long learners.

**HSC 105 NUTRITION IN HEALTH AND DISEASE****4 CREDIT HOURS**

This course provides the fundamental concepts of nutrition and how it applies to diverse groups in different life stages. Students will discuss how selected disease processes work and how to help people achieve healthy living through diet and nutritional education.

Prerequisites: Chemistry and Chemistry Lab

**HSC 107 ETHICS FOR THE HEALTH PROFESSIONALS****4 CREDIT HOURS**

This course covers law and ethics for health professionals. Topics will include HIPAA guidelines and application including ethical application and legal responsibilities of your scope of practice and your legal responsibilities as a health professional.

**HSC 110 MEDICAL TERMINOLOGY****4 CREDIT HOURS**

This course provides a gateway to communicating effectively in the health care environment by deconstructing medical terms according to word building rules. Lessons are categorized into topics, which are based on Integumentary, Skeletal, Muscles, Cardiovascular, and Lymphatic Systems. Deconstructing, pronouncing, and defining medical terms in the Respiratory, Digestive, Nervous, Special Senses, Endocrine, Urinary, and Male/Female Reproduction Systems

**HSC 215 PATHOPHYSIOLOGY****4 CREDIT HOURS**

This course relates the knowledge of anatomy and physiology to the disruptions in homeostasis resulting in a disorder or disease process. Processes employed by the body in response to disruptions of homeostasis are examined. Using a body systems approach, the causes, characteristics, signs and symptoms and body responses to the disease are discussed as well as diagnostic tests and usual treatments.

**HSC 220 PHARMACOLOGY****4 CREDIT HOURS**

This course provides the student a comprehensive view of pharmacologic principles, including consumer safety, safe dosage calculations, prescription responsibilities, and responsibilities/principles of drug administration. Drug classification is described, along with the characteristics of typical drugs, their purposes, side effects, precautions and interactions. Pediatric and geriatric concerns are also reviewed.

**HSC 250 HEALTHCARE MANAGEMENT****4 CREDIT HOURS**

This course introduces the student to medical accounting practices. Coursework includes bookkeeping, accounts payable and receivable, billing, basic banking services, and other financial solutions. Upon completion of this course will be component in performing accounting practices occurring in the healthcare industry.

**HSC 270 HEALTHCARE CUSTOMER SOLUTIONS****4 CREDIT HOURS**

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

**HSC 280 HEALTHCARE LAW****4 CREDIT HOURS**

This course is designed to provide the student with an overview of the fundamentals of US healthcare laws. This course will focus on HIPPA and patient information and methods to implement policies designed for protection and privacy of patient information

**HSC 305 PATHOPHYSIOLOGY****4 CREDIT HOURS**

Pathophysiology is the study of disease processes in humans. Course emphasis is on the etiology, pathogenesis, morphologic changes, clinical manifestations, diagnosis and clinical course of disease. The course builds upon and expands core knowledge of human anatomy and physiology.

**INST 101 INSTRUCTOR****300 CLOCK HOURS**

This course is designed to introduce students to the instructor industry and provide basic knowledge of instructing history, sanitation and safety. Professional development, state law, shop ethics, and salon business will also be covered during the 300 hour program. Students will learn lesson planning and motivation. All services performed are under the supervision of a licensed cosmetology instructor. The 300 clock CREDIT HOURS of instruction by applicants for an instructor's license shall include no less than a total of 100 clock CREDIT HOURS in lesson planning and motivation.

**IPO 100 INTRODUCTION TO COMPUTERS****4 CREDIT HOURS**

Students learn the basics of computer operations in the Windows environment. Included is hardware, software, file management, maintenance, troubleshooting, using the Internet, and e-mail. An introduction to Microsoft Word, Excel, Access, and PowerPoint is also covered.

**IPO 131 MICROSOFT EXCEL I****4 CREDIT HOURS**

The course covers the basics of Excel. Students will complete the Excel worksheet cycle, perform calculations, use formulas for AutoSum, perform statistical functions including average, max, min, and count, as well as, create, and modify a chart, link an excel worksheet with a word document and embed an Excel worksheet into a word document.

**IPO 185 OFFICE PROCEDURES I****4 CREDIT HOURS**

In this course the student will learn about the medical office staff and their areas of responsibility. This area covers communication skills, controlled record management, scheduling, appointments, insurance, bookkeeping, and the skills necessary to work in a healthcare office.

**IPO 189    MICROSOFT WORD I****4 CREDIT HOURS**

This course teaches the student intermediate Word 2010 skills. These skills include creating and managing folders, formatting word processing documents including brochures, tables, charts, and mail merge, as well as, creating and formatting headers, footers, page numbers, references and hyperlinks in reports.

**MA 100    MEDICAL TERMINOLOGY****4 CREDIT HOURS**

This course is designed to introduce the student to the medical field. The student will learn skills pertinent to the medical field, such as performing vital signs, laboratory waive testing, and patient care responsibilities and procedures.

**MA 101    MEDICAL ASSISTANT I****4 CREDIT HOURS**

This course is designed to provide the student with theory and practical application of vital signs, patient examinations, uses, and other procedures. The class will have extended class hours.

**MA 104    ETHICS FOR THE HEALTH PROFESSIONAL****4 CREDIT HOURS**

This course will cover law and ethics for the health professional. Topics will cover HIPAA guidelines and application including ethical application and legal responsibilities of your scope of practice and your legal responsibilities as a health professional.

**MA 105    CLINICAL PROCEDURES I****4 CREDIT HOURS**

This course places emphasis on patient-centered assessment. Examination and procedures performed in the physician's office or clinic setting. This course is designed to provide the student with theory and practical application of vital signs, care of the examination and treatment areas, laboratory-waived testing, physical therapy and rehabilitation, and other procedures. This will also include more in-depth application of practical skills, including, venipuncture, injection, and medication administration. Students must have a current TB skin test.

**MA 185    OFFICE PROCEDURES I****4 CREDIT HOURS**

A study of duties and office procedures required in the workforce, including organization of work, preparation of reports, planning, projects, and handling of mail, efficient office.

**MA 186    ELECTRONIC HEALTH RECORDS****4 CREDIT HOURS**

This course introduces the student to medical accounting practices. Students learn the basics of computerized electronic health records software, HIPAA privacy and security regulations, electronic prescriptions, data, and order entry. HER clinic is utilized to complete common software applications in a physician's office. The software shows how Practice Management (PM) and Electronic Health Records (EHR) systems are utilized, and exposes students to Health Information Management (HIM). Coursework includes bookkeeping, accounts payable and receivable, billing, basic banking services, and other financial solutions.

**MA 187    OFFICE PROCEDURES II****4 CREDIT HOURS**

In this course, the student will learn about the medical office staff and their areas of responsibility. This area covers communication skills, controlled record management, scheduling, appointments, insurance, bookkeeping, and the skills necessary to work in a healthcare office. This course includes understanding the CPT, HCPCS, and ICD-10-CM learning correct coding procedures, and how to process claim forms, management, telephone techniques, and office etiquette.

**MA 201    MEDICAL ASSISTANT II****4 CREDIT HOURS**

This course revolves around dosage calculations, critical thinking, and error alerts. Students will cover basic math, equipment for dosage measurement, drug orders, labels, methods of calculation, and pediatric and geriatric concerns. The course covers law and ethics for the health professional. Topics will include HIPAA guidelines and application including ethical application and legal responsibilities of your scope of practice and your legal responsibilities as a health professional.

**MA 205      CLINICAL PROCEDURES II      4 CREDIT HOURS**

This course is a continuation of MA 105 It includes patient preparation, collection, and documentation of information, asepsis, minor surgical procedures, and other treatments appropriate for the medical office. This course places emphasis on the practical application of clinical skills including, obtaining an electrocardiogram (ECG), performing pulmonary function tests, assisting in minor surgical procedures, including setting up sterile field and glove application, identifying surgical instruments, and preparing instruments for sterilization. Diagnostic imaging, along with emergency preparedness, first aid, and CPR is also included.

**MA 215      ANATOMY & PHYSIOLOGY      4 CREDIT HOURS**

An introduction to the structures and function of the human body, including the characteristics of life, homeostasis, organizational levels, metabolism, the cell, tissues, organs and organ systems, integumentary system, skeletal system, muscular system, nervous system, and other special senses. Topics include the muscular system, special senses, endocrine system, lymphatic system, circulation and blood vessels, anatomy of the heart, respiratory, and digestive systems, urinary system, and reproductive system. Students will perform lab activities and case studies while applying theory to practice.

**MA 225      CERTIFICATION PREPARATION      4 CREDIT HOURS**

This course is a complete review of the Medical Assisting Certification Testing as administered by the National Center for Competency Testing. The course prepares the student to obtain Certification, thus earning NCMA status.

**MA 230      EXTERNSHIP      6 CREDIT HOURS**

The college provides one clinical opportunity, during daytime office CREDIT HOURS. The student performs 180-day time clock CREDIT HOURS in a clinical setting to enhance the learning of academic and clinical skills by application. This course allows the student to demonstrate their competencies through supervised experiences in the clinical and administrative areas.

Prerequisites: Completion of all courses in the medical assisting program with a cumulative GPA of 2.0 or higher, must have a clean drug screen and background check, financial clearance from the financial aid department, CPR, all required immunizations (TB skin test, Hepatitis B series, MMR, Varicella, some sites require flu vaccines and COVID vaccinations).

Students that display unprofessional traits, such as repeated tardiness and/or absenteeism, unpleasant attitude, and/ or demeanor, and poor personal hygiene, will not be allowed to proceed to an externship site.

Due to potential health risks and/or exposure to communicable diseases, students who are or become pregnant at the time of clinical labs and the externship must delay completion of the course requirement until pregnancy is completed.

**MANI I      MANICURING LEVEL I      300 CLOCK HOURS**

This course is designed to introduce students to the nail industry and provide basic knowledge of nail history, sanitation and safety. Professional development, state law, shop ethics, and salon business will also be covered. Students will learn manicuring, pedicuring, nail care, bacteriology and personality. Services which can be rendered are: Manicuring, pedicuring and all nail services. To provide services for patrons, students must complete a minimum of 200 clock hours of training prior to offering. All services performed are under the supervision of a licensed cosmetology instructor.

**MANI II      MANICURING LEVEL II      300 CLOCK HOURS**

This course continues study with advanced nail designs such as nail wraps, sculptured nails, nail tips, gel nails, electric filing, and UV and LED gels. Students will also prepare for the state board exam. Topics covered include review and prepare for state board theory, review state law, state board packing, and practice and preparation for practical test

- ME 101 INTRODUCTION TO MEDICAL ASSISTING 4 CREDIT HOURS**  
This course is designed to introduce the student to the medical field, with emphasis on the medical assistant, medical office assistant roles. The student will be introduced to the clinical and administrative medical office. Skills pertinent to the medical assistant, such as performing vital signs, and patient care responsibilities and procedures will be demonstrated. The student will also learn the history and scope of practice for medical assistants.
- ME 104 ETHICS FOR THE HEALTH PROFESSIONAL 4 CREDIT HOURS**  
This course covers law and ethics for the health professional. Topics will include HIPAA guidelines and application including ethical application and legal responsibilities of your scope of practice and your legal responsibilities as a health professional.
- ME 105 CLINICAL PROCEDURES I LAB I 4 CREDIT HOURS**  
The first of three clinical courses, this course is designed to provide the student with theory and practical application of vital signs, care of the examination and treatment areas, laboratory waived testing, physical therapy and rehabilitation and other procedures. Students must have a current TB skin test. (Prerequisites: ME 101, ME 202, ME 216, ME217).
- ME 106 CLINICAL PROCEDURES I LAB II 4 CREDIT HOURS**  
The second of three clinical courses, this course continues on the skills learned in ME 105 with more in-depth application of practical skills, to include, venipuncture, EKG, injection and medication administration, and office lab procedures. Students will also learn procedures for written and oral presentation of medical information. (Prerequisite: ME 105).
- ME 201 MEDICAL TERMINOLOGY I 4 CREDIT HOURS**  
This course provides a gateway to communicating effectively in the health care environment by deconstructing medical terms according to word building rules. Lessons are categorized into topics, which are based on Integumentary, Skeletal, Muscles, Cardiovascular, and Lymphatic Systems.
- ME 202 MEDICAL TERMINOLOGY II 4 CREDIT HOURS**  
This course is a continuation of Medical Terminology I. Deconstructing, pronouncing and defining medical terms in the Respiratory, Digestive, Nervous, Special Senses, Endocrine, Urinary, and Male/Female Reproduction Systems. (Prerequisite: ME 201).
- ME 215 ANATOMY & PHYSIOLOGY I 4 CREDIT HOURS**  
The first of two courses in Anatomy & Physiology; A&P I covers the structure and function of the human body. This section includes locating structures in the human body using anatomical terms of direction, regions, planes, positions and cavities. The levels of organization of the human body from simplest to most complex, introduction to the integumentary system, the skeletal system, the muscular system, the nervous system, and the nervous system-senses. (Prerequisite ME 202).
- ME 216 ANATOMY & PHYSIOLOGY II 4 CREDIT HOURS**  
A continuation of Anatomy & Physiology I. Topics include the muscular system, special senses,. Endocrine system, lymphatic system, circulation and blood vessels, anatomy of the heart, respiratory and digestive systems, urinary system, and the reproductive system. Course may include labs and case studies while applying theory to practice. (Prerequisite: ME 215).
- ME 217 PHARMACOLOGY 4 CREDIT HOURS**  
This course provides the student a comprehensive view of pharmacologic principles, including consumer safety, safe dosage calculations, prescription responsibilities, and responsibilities/principles of drug administration. Drug classification is described, along with the characteristics of typical drugs, their purposes, side effects, precautions and interactions. Pediatric and geriatric concerns are also reviewed. (Prerequisites: ME 202, ME 216).



**ME 218 NUTRITION****4 CREDIT HOURS**

This course provides the fundamental concepts of nutrition and how it applies to diverse groups in different life stages. Students will discuss how selected disease processes work and how to help people achieve healthy living through diet and nutritional education.

**ME 220 CLINICAL PROCEDURES/LAB III****4 CREDIT HOURS**

The third of three clinical courses, this course places emphasis on practical application of clinical skills including, obtaining electrocardiogram (ECG), performing pulmonary function tests, assisting in minor surgical procedures, including setting up sterile field and glove application, identifying surgical instruments and preparing instruments for sterilization. Diagnostic imaging, along with emergency preparedness, first aid and CPR is also included. (Prerequisite: ME 106 and all academic courses).

**ME 225 CERTIFICATION COMPETENCY REVIEW****4 CREDIT HOURS**

This course is a complete review for the Medical Assisting Certification Testing as administered by the National Center for Competency Testing. The course prepares the student to obtain certification, thus earning NCMA status. (Prerequisite: Successful completion of all medical assisting program courses).

**ME 230 MEDICAL ASSISTING EXTERNSHIP****8 CREDIT HOURS**

The college provides one clinical opportunity, during daytime office CREDIT HOURS. The student performs 240 day time clock CREDIT HOURS in a clinical setting to enhance the learning of academic and clinical skills by application. This course allows student to demonstrate their competencies through supervised experiences in the clinical and administrative area.

Prerequisites: Completion of all courses in the medical assisting program with a cumulative GPA of 2.0 or higher, must have a clean drug screen and background check, financial clearance from the financial aid department, CPR, all required immunizations (TB skin test, Hepatitis B series, MMR, Varicella, some sites require flu vaccines and COVID vaccinations). Students that display unprofessional traits, such as repeated tardiness and/or absenteeism, unpleasant attitude, and/or demeanor, poor personal hygiene, will not be allowed to proceed to an externship site.

Due to potential health risks and/or exposure to communicable diseases, students who are or become pregnant at the time of clinical labs and externship must delay completion of the course requirement until pregnancy is completed.

**MOA 185 OFFICE PROCEDURES I****4 CREDIT HOURS**

This course introduces the various areas of the medical office staff with a primary focus on communication skills, records management, scheduling, and appointments. Students will also develop keyboarding skills needed to increase speed, improve accuracy, and format documents. Additional topics include letters, memos, emails, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. (Prerequisites: None)

**MOA 286 OFFICE PROCEDURES II****4 CREDIT HOURS**

This course is designed for students to continue the development of keyboarding skills and introduces the use of Microsoft Office Suites. Upon completion of this class, students will be eligible to receive a certification in Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, Access, SharePoint, and OneNote to gain in-depth knowledge to remain competitive in a rapidly-changing industry. (Prerequisite MOA 185, MOA 211).

**MOA 211 BILLING & CODING I****4 CREDIT HOURS**

This course is designed to allow students to incorporate their understanding of ICD- 10, CPT, and HCPCS for both diagnostic and procedure coding. Students will be required to assign codes to diagnosis and procedure statements, case abstracts, and patient records. Topics include coding conventions, coding principles, and CMS official coding guidelines. Upon completion of this course, student will gain knowledge necessary to be an asset to a healthcare facility. (Prerequisites: ME 202, ME 216)

**MOA 214INSURANCE AND BILLING****4 CREDIT HOURS**

This course introduces a fundamental understanding of the medical billing cycle and how to accurately complete a medical insurance claim to third party payers. In addition, the student will utilize practical applications to include obtaining and submitting insurance claims, processing insurance verifications, and generating encounter forms. Upon completion, students should be able to accurately complete and submit a medical insurance claim form in compliance with fraud and abuse regulations. (Prerequisites: MOA 211

**MOA 186ELECTRONIC HEALTH RECORDS****4 CREDIT HOURS**

Students learn the basics of computerized electronic health records software, HIPAA privacy and security regulations, electronic prescriptions, data and order entry through hands-on activities. HER clinic is utilized to complete common software applications in a physician's office. The software shows how Practice Management (PM) and Electronic Health Records (EHR) systems are utilized, and expose students to Health Information Management (HIM).

**NUR 102INTRODUCTION TO NURSING****2.5 CREDIT HOURS**

This course introduces the student to the role and responsibilities of the Practical Nurse. Topics include communication, legal and ethical responsibilities of the Practical Nurse. Nursing basics for clinical practice, client-focused nursing care, and critical thinking will be exercised.

**NUR 103NURSING FUNDAMENTALS****9 CREDIT HOURS**

This course will introduce the student to the fundamental concepts and processes of nursing. Students will receive a balanced understanding of what is required of a nurse on a daily basis. Students will demonstrate basic skills in the nursing lab then will perform fundamental skills in the clinical setting.

**NUR 202MEDICAL TERMINOLOGY****2.5 CREDIT HOURS**

This course provides the skills needed to become an effective communicator in the health care setting. Medical terminology will be provided in relationship to various body systems.

**NUR 215ANATOMY AND PHYSIOLOGY****4.5 CREDIT HOURS**

This course covers the structure and function of the human body, including the characteristics of life, homeostasis, organizational levels, metabolism, the cell, tissues, organs and organ systems as well as all body systems and functions. Students will perform lab activities and case studies while applying theory to practice.

**NUR 217PHARMACOLOGY****3 CREDIT HOURS**

This course is an introductory course that grounds the student in basic principles of pharmacology, mechanism of drug action and medication administration. Student will utilize critical thinking, along with application of the nursing process to promote safe medication administration in patients across the life span.

**NUR 218DRUG CALCULATIONS****3 CREDIT HOURS**

This course applies fundamental mathematical concepts and includes basic drug administration. This course emphasizes critical thinking skills. Topics include: systems of measurement, calculating drug problems, resource materials usage, fundamental pharmacology, administering medications in a simulated clinical environment, principles of IV therapy techniques, and client education

**NUR 219 NUTRITION****3 CREDIT HOURS**

This course provides fundamental concepts of nutrition and applies those concepts to diverse demographic groups in different stages of life. Selected disease processes are discussed along with ways to help communities and individuals achieve health and healthy living.



**NUR 220****DRUG THERAPY****2.5 CREDIT HOURS**

This course expands upon pharmacology foundations, drug and dosage calculations to include safe administration of drugs via various routes. This course emphasizes critical thinking skills. Topics include: percutaneous, enteral, and parenteral, intravenous administration of medications. Medications will be administered in a simulated clinical environment, with readiness for medication administration in the clinical setting.

**NUR 223****MEDICAL SURGICAL NURSING I****10.5 CREDIT HOURS**

Basic Concepts of total patient care, gerontology and oncology are presented as they relate to the patient and family unit. Pre and post-operative nursing care is detailed, along with rehabilitation. This course is built upon concepts learned in Nursing Fundamentals, Anatomy and Physiology and skills mastered in the laboratory. The clinical experiences in an acute care and long term care facility will be utilized.

**NUR 224****MEDICAL SURGICAL NURSING II****10.5 CREDIT HOURS**

This class includes Theory and clinical experience in the application of nursing care to adult clients of all ages in an acute setting with more common diseases and disorders of ventilation, circulation, urinary elimination and reproduction. Diagnostic test, dietary modifications, drug therapy and rehabilitative measures are incorporated. Learning activities direct the student toward utilization of theory content to solve problems, meet client's needs, and, monitor responses and the provision of total client care. (Prerequisite NU 223).

**NUR 225****MEDICAL SURGICAL NURSING III****10.5 CREDIT HOURS**

This course expands and builds upon the Theory and clinical experience in the application of nursing care to adult clients of all ages with more advanced diseases and disorders of ventilation, circulation, urinary elimination and reproduction. Diagnostic tests, dietary modifications, drug therapy and rehabilitative measures are incorporated. Learning activities direct the student toward utilization of theory content to solve problems, meet client's needs, and monitor responses and the provision of total client care.

**NUR 226****COMMUNITY MENTAL HEALTH NURSING****6 CREDIT HOURS**

This theory and clinical course teaches practical nursing students to apply the nursing process to the care of clients with mental health disorders and general clients with psychosocial issues. Students are encouraged to develop empathy for clients and critical thinking skills to meet the challenges of client care. Case studies, client examples as well as clinical experiences will help students understand mental health and psychosocial nursing practice.

**NUR 227****MATERNAL & CHILD NURSING****6.5 CREDIT HOURS**

This course focuses on health management and maintenance and the prevention of illness, care of the obstetric client and the newborn as a whole, and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, displaying cultural competence across the life span. Pathological and non- pathological concerns in obstetric clients and the newborn; client care, treatments, pharmacology, and diet therapy related to obstetric clients and the newborn; and standard precautions are topics that are covered.

**NUR 228****PEDIATRIC NURSING****4 CREDIT HOURS**

This course focuses on health management and maintenance and the prevention of illness, care of the child as a whole and deviations from the normal state of health. The definition of client care includes using the nursing process, performing assessments, using critical thinking, providing client education, Topics include: health management, and maintenance and prevention of illness, care of the child as a whole, and deviations from the normal state of health in the pediatric client; client care, treatments, pharmacology, and diet therapy of the pediatric client; growth and development; and standard precautions.

- NUR 229      NURSING LEADERSHIP      2 CREDIT HOURS**  
This course provides the opportunity for the student to show leadership competency in the clinical setting, as well as prepare the student for the new role as a Practical Nurse.
- NUR 230      NCLEX PREPARATION      3 CREDIT HOURS**  
This course will provide intense review of key nursing concepts and theories to ensure that the student is prepared to pass the licensing exam for Practical Nurses.
- NUS 3112      INTRODUCTION TO NURSING      4 CREDIT HOURS**  
The focus of this course is to prepare the student to be successful in the nursing program. An emphasis is placed on their roles and responsibilities throughout the nursing program. Specific skills such as a) test-taking strategies, time-management, school-work-life balance techniques, study skills, reading comprehension practices, and active learning techniques will be reviewed. Weekly discussions and interactive learning activities will be provided to support the individuality of each potential nursing candidate.
- NUS 3133      PHYSICAL ASSESSMENT      5 CREDIT HOURS**  
Physical Assessment instills beginning nursing students with concepts, skills, and techniques needed for history- taking, physical examination, health promotion, and clinical assessment. Using critical thinking skills, the student will begin to collect, organize, and analyze complex client assessment data. The nursing process is considered within each topic, as appropriate.
- NUS 3153      PHARMACOTHERAPEUTICS FOR NURSING PRACTICE I      5 CREDIT HOURS**  
Pharmacotherapeutics for Nursing Practice I provides an in-depth systems approach to the study of therapeutic drugs and their major classifications. Current pharmacological principles, therapeutic effect, drug interactions, and side effects are emphasized. Performance of accurate calculation of drug dosages and documentation is required. The role of the nurse in administering medication, client education, cultural diversity, and drug abuse prevention is addressed. Students practice and apply theoretical knowledge and competencies in the simulation laboratory. Through the course, students demonstrate competence of medication administration and validated through skill performance assessment.
- NUS 3213      FUNDAMENTALS OF NURSING      8 CREDIT HOURS**  
Fundamentals of Nursing provides students with the opportunities to learn and develop basic competencies necessary to facilitate the optimal well-being of the client within the healthcare setting in a safe, legal, and ethical manner. The role of the professional nurse and communication is emphasized.. Health promotion, disease prevention, and restorative nursing care are considered within each topic. The concepts include critical thinking, hygiene, activity, vital signs, infection control, client education, urinary and bowel elimination, stress and adaptation, sensory alterations, surgical care, rest and sleep, pain and comfort, nutrition, safety, skin integrity and wound care, oxygenation and perfusion, loss and grief, spirituality, cultural and sensitivity. Students practice and apply theoretical knowledge and competencies in the simulation laboratory and then integrate the knowledge and competencies while providing care to clients in the healthcare setting. Throughout the course, students demonstrate competence in the fundamental principles of nursing practice and validated through skill performance assessments.
- NUS 3233      MENTAL HEALTH NURSING      6 CREDIT HOURS**  
Mental Health Nursing focuses on the role of the nurse in caring for patients with alterations in mental health. The course focuses on the nursing process framework with emphasis on assessment, therapeutic communication, neurobiological and psychosocial theories, pharmacology and current practices related to the care of the mentally ill. Interventions focus on aspects of care, which includes client care, communication, client and family teaching, and community resources, as well as practical application.

**NUS 3253 PHARMACOTHERAPEUTICS FOR NURSING PRACTICE II****5 CREDIT HOURS**

Pharmacotherapeutics for Nursing Practice II provides an in-depth systems approach to the study of therapeutic drugs and their major classifications. Current pharmacological principles, therapeutic effect, drug interactions, and adverse effects are emphasized. Performance of accurate calculation of drug dosages and documentation is required. The role of the nurse in administering medication, client education, cultural diversity, and drug abuse prevention is addressed. Students practice and apply theoretical knowledge and competencies in the simulation laboratory. Throughout the course, students demonstrate competence of medication administration and validated through skill performance assessment. (Prerequisite: Pharmacotherapeutics for Nursing Practice I)

**NUS 3313 ADULT HEALTH NURSING****7 CREDIT HOURS**

Adult Health Nursing I (AHi) utilizes classroom and clinical experiences to care for patients with acute and chronic health problems. AHi includes the concepts of; caring, collaboration, communication, competence, cultural sensitivity, community, and environment along with clinical skills to facilitate the wellbeing of individuals within the context of illness and prepare the student as a provider of care. In the clinical setting, students will care for patients with select medical and/or surgical problems in various settings, state knowledge of pathophysiology and psychosocial dynamics, apply the nursing process, utilize information technology, interact with other health care professionals, practice clinical decision making and critical inquiry.

**NUS 3332 MATERNAL INFANT NURSING CARE****6 CREDIT HOURS**

Maternal Infant Nursing Care provides nursing students with concepts, skills, and techniques needed to care for culturally diverse clients in the childbearing family. This course encompasses the concepts of caring, collaboration, communication, and competence, clinical skills, cultural sensitivity, and community and environment as they relate to the childbearing family. The course focuses on nursing practice that facilitates the wellbeing of individuals within the contexts of health and illness and continues in preparing the student as a provider of care. The clinical components of this course provide nursing students with practice of application of concepts presented in lecture using the Nursing Process.

**NUS 3352 NURSING RESEARCH****4 CREDIT HOURS**

Nursing Research introduces students to the concept, issues, and processes in nursing research and its application to practice. Emphasis is placed on the review, analysis, evaluation, and application of current nursing research. Selected research studies are critiqued.

**NUS 4413 ADULT HEALTH NURSING II****7 CREDIT HOURS**

Adult Health Nursing II continues to build on students' ability to relate concepts, skills, and techniques needed to care for adult clients with acute and chronic health problems through classroom and clinical experiences. This course encompasses the concepts of caring, collaboration, communication, competence, clinical skills, cultural sensitivity, community, and environment into nursing practice.

The course focuses on nursing practice that facilitates the wellbeing of individuals within the context of illness and continues in preparing the student as a provider of care. In the clinical setting, students will care for selected patients in various settings, applying knowledge of pathophysiology and psychosocial dynamics for patients with medical and/or surgical problems. Students will apply the nursing process employing information technologies to develop critical inquiry and clinical decision making to meet the needs of culturally diverse, ill adults while collaborating with other health care professionals. Concepts include problems related to musculoskeletal, gastrointestinal, neurological, and endocrine theory.

**NUS 4432 PEDIATRIC NURSING CARE****6 CREDIT HOURS**

Pediatric Nursing Care introduces the student to the health needs of children from birth through adolescence within the culturally diverse family setting. Health promotion, maintenance, prevention, and restorative health care of the child are studied along the health-illness continuum. Nursing interventions, particularly effective communication, include the child and the family with emphasis on family-centered care and the child's health care needs. Normal growth and development of the child is integrated throughout the course as developmental stages are important to consider when caring for the pediatric population. Clinical experiences allow further development of concepts as applied to pediatric clients along the health-illness continuum. Clinical conferences provide an opportunity for the student to share and discuss learning experiences.

**NUS 4452 POLICY AND POLITICS IN NURSING****3 CREDIT HOURS**

This asynchronous seminar class is designed for the student to examine current political and workforce issues in nursing, thus enabling the student to determine professional self-direction with integration of theory and concept into a meaningful personal philosophy of nursing practice.

**NUS 4513 ADULT HEALTH NURSING III****7 CREDIT HOURS**

Adult Health Nursing III continues to build on the student's ability to integrate concepts, skills, and techniques needed to care for clients with complex health problems through classroom and clinical experiences. This course encompasses the concepts of caring, collaboration, communication, competence, clinical skills, cultural sensitivity, community, and environment into nursing practice. The course focuses on nursing practice that facilitates the wellbeing of individuals within the context of illness and continues in preparing the student as a provider of care. In the clinical setting, students care for selected patients in various settings, integrating knowledge of pathophysiology and psychosocial dynamics for patients with medical and/or surgical problems. Students will apply the nursing process utilizing critical inquiry and clinical decision making to meet the needs of culturally diverse, ill adults within an inter-professional environment. Concepts include problems related to hematologic, immune, allergic, rheumatic, cardiovascular, respiratory, integument, burn, and multisystem functions. (Prerequisites Adult Health Nursing I and II).

**NUS 4533 COMMUNITY NURSING****5 CREDIT HOURS**

Community Health Nursing focuses on the role of the nurse in the community. The principles of professional nursing care are applied to culturally diverse individuals, families, and groups and are integrated throughout the health-illness continuum. Topics covered in this course are introduction to public health nursing; historical factors of community nursing; theoretical basis of community care; and overview of community nursing practice; factors that influence the health of the community; care of different populations in the community; care of special needs in community; and the future of community health nursing.

**NUS 4552 NURSING MANAGEMENT AND LEADERSHIP****3 CREDIT HOURS**

Professional nursing roles and functions including knowing self in the context of nursing leadership, visionary leadership, self-directed work team development, risk taking, principles of action, change theory and implementation of change models for decision-making, effective communication, mentoring, transitions, and current issues in nursing are addressed in this course. Commitment to personal and professional growth through in-service education, continuing education, and advanced studies is reinforced.

**NUS 4613 ADULT HEALTH PRACTICUM****5 CREDIT HOURS**

This course is designed to expand the scope of nursing practice for senior nursing students. Course and clinical activities provided to traditional students focus on leadership and management aspects of the professional nurse. Clinicals are scheduled with selected nurse preceptors in acute-care settings. The emphasis is on the role of the nurse in providing nursing care within the healthcare setting. A variety of populations and settings are used in the experiential learning component of this course.

**NUS 4633      TRANSITION TO PROFESSIONAL PRACTICE      5 CREDIT HOURS**

Transition to Professional Practice is designed to assist the student in assuming the role of the professional nurse. This course will present highlights from each area of nursing practice, including review of anatomy and physiology, disease processes, knowledge, and application of nursing process appropriate to each stage of development, continued development of the formation and use of nursing process, and issues related to the nursing profession.

**NUS 4601      NCLEX RN PREPARATION      2 CREDIT HOURS**

This course will provide intense review of key nursing concepts and theories to ensure that the student is prepared to pass the licensing exam for Registered Nurses.

**PSY 101      PSYCHOLOGY      4 CREDIT HOURS**

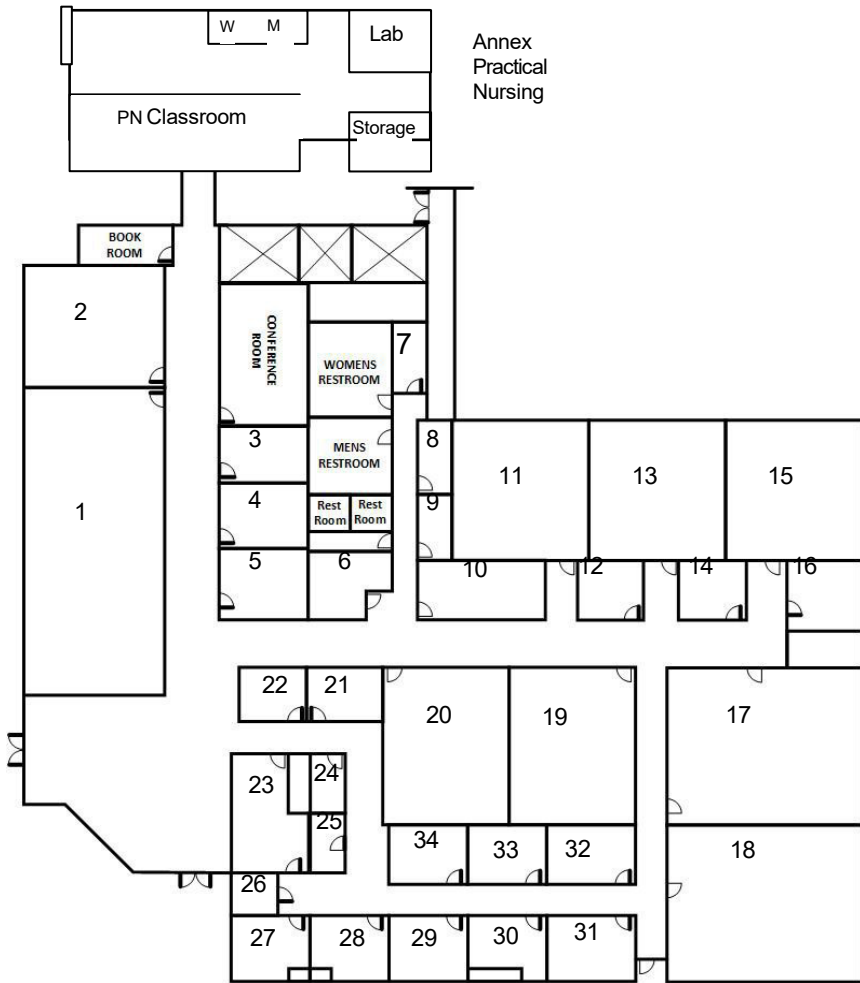
This course introduces students to the theories and concepts of psychology. Students will learn about the biological foundations of behavior, sensation and perception, learning and memory, cognition, motivation, states of consciousness, life-span of human development, personality theories, disorders and its therapy solutions, social behaviors as well as individual differences.

**PSY 130      HUMAN GROWTH AND DEVELOPMENT      4 CREDIT HOURS**

The focus of this course is for the student to understand and respond to the needs and concerns of persons from various cultures and throughout the lifespan while establishing an appreciation for theories and research that advance human development science.

# Campus Floor Plans

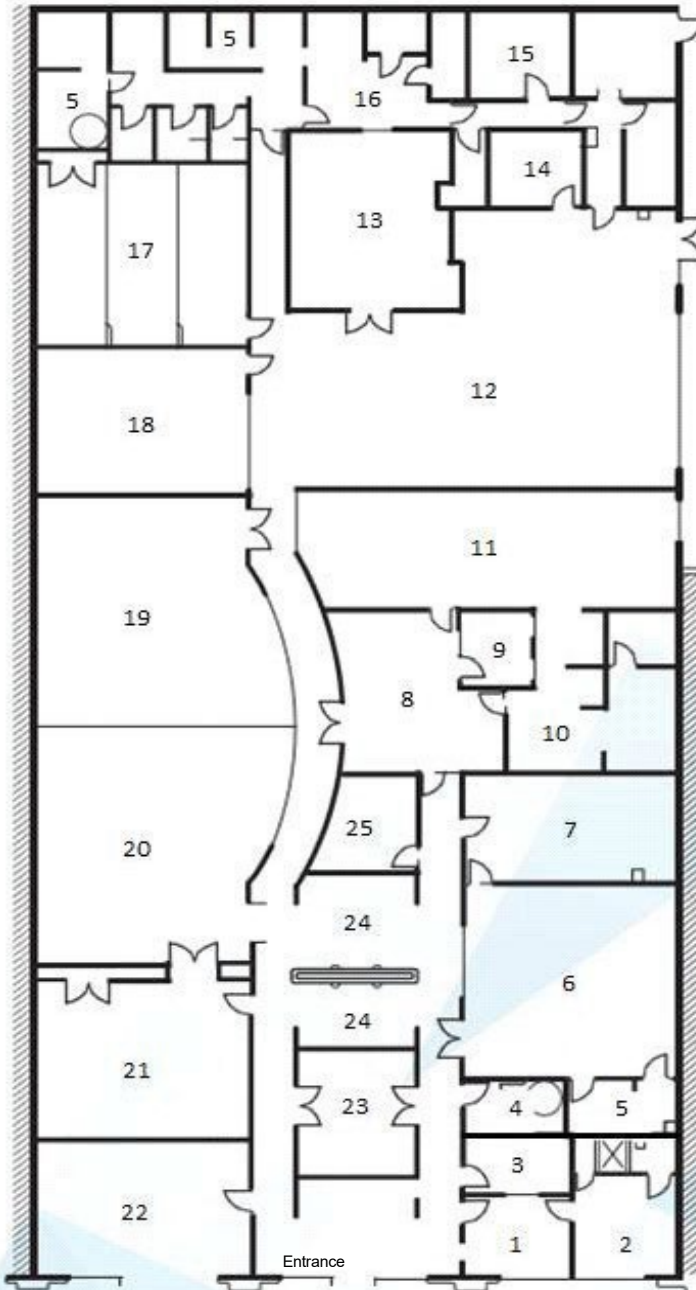
Chattanooga College Medical, Dental & Technical  
 Careers Main Campus - Eastgate Town Center 5600  
 Brainerd Rd., Ste. B-38 Chattanooga, TN 37411



- |                       |                           |                           |
|-----------------------|---------------------------|---------------------------|
| 1. Library            | 14. IT Office             | 27. PN Assistant          |
| 2. Classroom 1        | 15. Classroom 4           | 28. PN Director           |
| 3. Financial Aid      | 16. IT Director           | 29. VP Office             |
| 4. Financial Aid      | 17. Classroom 5           | 30. Admissions            |
| 5. President's Office | 18. Classroom 6/Lab       | 31. Administrative Office |
| 6. Testing Center     | 19. Classroom 7           | 32. MA Director           |
| 7. Storage            | 20. Break Room            | 33. Registrar             |
| 8. Electrical         | 21. Faculty               | 34. Faculty               |
| 9. Server Room        | 22. Director of Education |                           |
| 10. Faculty Offices   | 23. Career                |                           |
| 11. Classroom 2       | 24. Storage               |                           |
| 12. Storage           | 25. Copier Room           |                           |
| 13. Classroom 3       | 26. Storage               |                           |

# Campus Floor Plans

Chattanooga College Medical , Dental & Technical  
Careers Satellite Campus – Northgate 248 Northgate Mall  
Drive Chattanooga, TN 37415



1. Business Office
2. Admissions
3. Cosmetology Director
4. Men's Room
5. Ladies Room
6. Classroom 1
7. IT Testing
8. Dental Classroom
9. Dental Office
10. Dental Lab
11. Operatory
12. Salon
13. Cosmetology Classroom
14. Dispensary
15. Aesthetics
16. Spa
17. Classroom 5
18. Library
19. Classroom 4
20. Classroom 3
21. Classroom 2
22. Nail Salon
23. Instructors
24. Break Area
25. IT Office



**Chattanooga College**  
Medical, Dental, & Technical Careers, Inc.

# **Chattanooga College**

## **Medical, Dental and Technical Careers**

5600 Suite B-38, Brainerd Rd  
Chattanooga, TN 37411

248 Northgate Mall Drive Suite 130  
Chattanooga, TN 37415- Satellite Campus

**STUDENTS MAY BE REQUIRED TO ATTEND BOTH LOCATIONS FOR COMPLETION OF PROGRAM**  
The primary objective of all programs is to prepare students for entry-level employment.

### **Catalog Addenda**

**April 1, 2024**  
**Volume 36, No. 2**

Tuition, Costs, & Fees.....Addendum #1

Current Equipment.....Addendum #2

Faculty/Staff Directory.....Addendum #3



**ADDENDUM #1 Tuition Costs and Fees**

April 1, 2024 Tuition, Costs, and Fees \*

<b>Program</b>	<b>Type</b>	<b>Hours/Credits in Program</b>	<b>Total Tuition</b>	<b>Texts, Supplies, Uniforms, etc.</b>	<b>Total Program Cost *</b>
Nursing	Bachelor of Science	183 Credits	\$60,000	\$9,000	\$69,000
Dental Assisting	Associate degree	96 Credits	\$28,440	\$3,840	\$32,280
Medical Assisting	Associate degree	96 Credits	\$28,440	\$3,840	\$32,280
Health Science	Associate degree	93 Credits	\$28,000	\$1,500	\$25,500
Practical Nursing	Diploma	82 Credits	\$20,000	\$3,000	\$23,000
Medical Assistant	Diploma	50 Credits	\$12,000	\$775	\$12,775
Dental Assistant	Diploma	50 Credits	\$12,000	\$775	\$12,775
Cosmetology	Diploma	1500 Clock Hours	\$17,000	\$1,250	a. \$18,250
Esthetics	Diploma	750 Clock Hours	\$11,250	\$750	a. \$12,000
Manicuring	Diploma	600 Clock Hours	\$8,750	\$450	a. \$9,200
Instructor	Diploma	300 Clock Hours	\$2,000	\$300	a. \$2,300

\* All Programs require \$25.00 Registration Fee; this is in addition to the total program cost.

a. Includes: Uniform, Textbooks, Starter Kit, or supplies, if program requires these items.

**ADDENDUM #2 Equipment List**

**Equipment List Eastgate Campus**

Quantity	Description
9	Laptop Carts
35	Printers
2	Meraki Security Appliance
10	Meraki Switchs
10	Wireless Access Points
240	Dell Laptops
200	Monitors
55	Dell Computers
350	Carbon Black - End Point Security
8	File Servers
12	Projectors
4	Cannon Large Copiers
6	Oculus Headsets
6	55" TV
3	Synology Backup Survers
5	UPS
45	IP Phones

**PN Lab**

Thermometers: Tympanic (1), oral electric (1), oral battery (4)  
 Blood pressure machines: E-sphyg automatic (2), and manual (2)  
 Blood pressure cuffs adult assorted  
 Teaching stethoscopes (2)  
 Electric hospital beds (12)  
 Electric Woman's Bed (1)  
 Hospital furniture: overhead tables (4), night stands (4)  
 Surface mounted Console: (4), Flowmeters, oxygen (4), Suction (4)  
 Mannequin (2)  
 Intravenous training arm  
 Limb restraints (8)  
 Body system charts  
 Medical supplies: alcohol prep pads, gloves  
 Projector cart  
 Exam Beds (3)

**Library/Learning Lab**

16 - PC's,  
 Ceiling projector and screen  
 1 - Copier

**Testing Room**

5 – PCs

**Offices**

18 – PCs  
 14 – printers

**Equipment List Northgate Campus**

**Classroom 2**

21 – PCs  
1 - Printer  
1 – Ceiling Projector

**Classroom 3**

1 – PC  
1 – Ceiling Projector

**Classroom 4**

21 – PCs  
1 – Ceiling projector

**Classroom 5**

17 – PCs  
1 – Printer  
1 – Ceiling projector

**Classroom 6**

1 – PC  
1 – Ceiling Projector

**Classroom 7**

1 – PC  
1 – Printer  
1 – Ceiling Projector

**Dental Lab**

6 – Dental chairs w/ lights and Workstations  
5 – PCs  
1 – Printer  
1 – X-Ray machine  
2 – Shakers/vibrators  
1 - Proform  
3 - Cold sterilization units  
5 – Sink  
1 – Dremmel tool w/ attachments  
1 – Film processor  
1 – Light source developer  
1 – Section pump w/ compressor  
1 - Table  
1 – File cabinet  
1 – Autoclave  
1 – Grinder  
1 – Trimmer  
3 – Microscopes  
1 – Skeleton  
1 – TV w/Oral Camera

**Library**

6 – PCs  
1 – Printer  
1 – Ceiling Projector

**Cosmetology**

20 – Stylists Workstations w/ chairs  
5 – Shampoo Bowls  
10 – Dryers w/chairs  
2 – UV Sanitizers  
2 – Esthetician Machine  
2 – Towel Warmer  
1 – Washer/Dyer Set  
30 - Manikins  
1 - Demonstration Chair

**Nail Lab**

5 – Manicure Tables w/chairs  
3 – Pedicure Stations/Chairs

**Aesthetics Lab**

**Testing Room**

12 – PCs  
1 – Printer

**Offices**

5 – PCs

**GOVERNANCE**

Faour, William G..... President, Owner  
B.S., Accounting and Business – Lauderdale College, Ft. Lauderdale, FL

Read, Steven ..... Vice President Operations and Marketing  
B.S. Business Administration in Marketing – West Virginia University Morgantown, WV  
M.B.A. Western Governors University – Salt Lake City, Utah

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**FACULTY/STAFF**

Aviles, Melanie,CCI.....Instructor/ Aesthetics

Arrowood, Moneque, CCI..... Director/Cosmetology

Baines, Lacy, M.S., Ed.S. ....Financial Aid

Brewer, Gayla..... Librarian, Instructor/General Education  
M.S.L.S., Library Science – University of Tennessee @ Knoxville Post  
Master’s Degree, Information Studies – Florida State University

Bryant, Tabitha, RN..... Instructor/Practical Nursing

Burkley-Wilson, Camille, BSN, RN ..... Instructor/Practical Nursing

Butler, Crystal.....Instructor/Medical Assisting  
A.A.S. Chattanooga College Medical, Dental & Technical Careers

Chastain, Rananah, RN..... Instructor/Practical Nursing

Daverson, Payton, CCI..... Instructor/Cosmetology

Driver, Tonya, CDA ..... Instructor/ Dental Assisting  
Chattanooga State Technical College – Dental Assisting

Dyer, Rick, J.D.....Instructor/General Education  
J.D., - University of Iowa College of Law  
B.A. – Columbia College

Faour, Tina ..... Senior Administrative Assistant  
A.A.S., Secretarial Science – Edmondson Junior College  
Diploma, Medical Secretary – Phillips College

**ADDENDUM #3 FACULTY/STAFF DIRECTORY con't**

Fourte, Dianna, CCI..... Instructor/Nail Tech

Hossler, Charles, PhD, MSN, RN..... Dean/Health Sciences

Jackson, Ruth BA, MA, EdS,..... Instructor

Jackson, Sidney ..... Financial Aid Administrator  
A.A.S., Secretarial Science - Edmondson Junior College

Jones, Mark, ..... Director/IT

Ledbetter, Nicole ..... Department Head GE/Registrar  
M.Ed., Technology Education Lesley University  
B.A. Mass Communication/Journalism, Shorter University

Lockhart, Edmesta, CCI..... Instructor Cosmetology

Lyda, Shay ..... Admissions

Martin, Chase, BS ..... IT

McGowan, Jennifer, A.A.S., RDA ..... Instructor/Dental Assisting

Owens, Sarah,..... Admissions

Parson, Charlynn, RN, Ed D..... Instructor/Practical Nursing

Polowski, Judith, BSN, RN ..... Instructor/Practical Nursing

Quinton, April, CMA ..... Department Head/Medical Assisting  
AAS, Chattanooga College Medical, Dental & Technical Careers

Robinson, Emma, CDA, RDA, CDPMA, COMSA ..... Department Head/Dental Assisting  
B.S. – Bethel College  
Diploma, Dental Assisting – Chattanooga State

Swallows, Sandra, BS..... Financial Aid

Thomasson, Kristi, RN..... PN Director

Tinson, Krista ..... Reception

Westphsl, Joanna..... PN Assistant

Ward, Sandra, BA, M.S.Ed ..... Instructor

White, Lexie, RN..... Instructor, PN

Worley, Karen, ..... Director of Education/Business Office  
Ed.S, Educational Leadership - Liberty University  
M.A., Adult Education – Northwestern State University  
B.S., Organizational Management – Covenant College

Young, August, BS.....Financial Aid