



Chattanooga College
Medical, Dental, & Technical Careers



CATALOG

2023-2026

“A Small College Can Make a Big Difference”



Chattanooga College

Medical, Dental, & Technical Careers

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5600 Brainerd Road, Suite B38 – Main Campus
Chattanooga, TN 37411
(423) 305-7781

248 Northgate Mall Drive, Suite 130 - Satellite
Campus
Chattanooga, TN 37415
(423) 624-0078

NOTICE: Any reference to the college is hereby understood that the legal entity referenced is Chattanooga College Medical, Dental, & Technical Careers. This catalog is intended for information purposes only. Students are subject to the rules, requirements, and policies of the most current catalog regardless of enrollment date. The college reserves the right to change requirements, rules, procedures, programs and information statements without notice. Efforts will be made to convey changes to students and other appropriate persons as necessary in a timely manner but students are encouraged to always review the most current catalog available at www.chattanooga college.edu.



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

Accreditation

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.

The college 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 and Bachelor of 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 (Chattanooga College MDTC or Chattanooga College herein) 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 a Bachelor of Science in Nursing; Associate of Science degrees in Diagnostic Medical Sonography, Health Science, and Radiologic Technology; and Associate of Applied Science degrees in Medical

Assisting, and Dental Assisting.

Chattanooga College Medical, Dental, & Technical Careers also offers Diploma programs in Practical Nursing, 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.

The full list of programs of study for all degrees and diplomas can be found in the corresponding section of this catalog.

Equal Opportunity Statement

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.

School Mission

Chattanooga College MDTC seeks to provide excellence in education for students to have the best opportunity for employment in the field of their chosen program.

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 graduates 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.

Facilities

The college has two modernized locations, both of which provide free parking within walking distance of the college. Both our Eastgate and Northgate campuses have an attractive entrance area with a friendly face ready to assist students. The classrooms and labs are outfitted with all necessary materials for students to learn the skills needed for their intended professions.

Lecture classrooms are equipped with tables/desks and chairs. Whiteboards are preferred in the classroom along with overhead projector and computers or access to laptops. Our Eastgate location is more focused on the medical side and provides labs that are equipped with the necessary machinery or equipment to conduct the classes.

This lab equipment may include lab benches, sinks, various safety equipment, computers, and other equipment as needed. Cosmetology departments may have various manikins, pseudo hands, and other instruments to ensure class subject is met.

Specialized classes may also be taught on the clinic floor. Here you

may find cosmetology chairs, bowls, various supplies, and small instruments for cutting, curling, or dyeing hair. Others could be manicure chairs with required supplies. Medical classes may have patient beds, manikins, televisions, and relevant 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 and online. 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 have 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.

Faculty Credentials and Preparation

The college hires only faculty who meet or exceed all qualifications of both ACCSC accreditation and all programmatic accreditation within the discipline. All faculty, whether full-time or part-time, must have earned credentials at or above the level of the courses which they are teaching per all relevant accreditation guidance. Department heads are responsible for making sure these requirements are met appropriately when hiring new faculty.

Any faculty teaching within a program that leads to licensure must have an active and unencumbered license or an approved plan to obtain such license in a timely manner. The college verifies years of experience and documents this along with licensure (as applicable) and faculty transcripts in the Paychex and Teams systems.

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 or High School Equivalency Test (HiSET). Documentation of prior education is required. Applicants are responsible for providing all previous transcripts. All applicants must also 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.

It is the intent of Chattanooga College MDTC 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 with 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 MDTC requires the acceptance of the financial terms of enrollment as specified in 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 additional admission requirements specific to each program of study. Please see the relevant program page of the catalog for specific additional admissions requirements of a program.

Any functional capabilities or physical requirements expected in the profession are not subject to accommodation or compromise for a preparatory program; by accepting admission students are acknowledging that they are capable of meeting these professional standards.

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 general transfer credit:

- Students must provide an official transcript from an accredited institution.
- Only grades of “C” or higher will be accepted.
- A course description, and/or syllabi of the course to be evaluated from the other institution may be requested, if needed to determine course equivalency.
- The course must be relevant and comparable in scope and content to the course offered by Chattanooga College MDTC.
- No more than 65% of the program of study 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 (i.e. semester credits will transfer as 1.5 quarter credit per semester credit).
- No transfer of credit will be accepted for cohort courses in professional licensure programs (such as but not limited to Practical Nursing or Sonography).
- Cosmetology and related programs must have state form.

In an effort to maximize program completion and recognize prior student effort, additional forms of transfer credit consideration are recognized below. Outside of the above criteria, no guarantee is made

for acceptance of transfer credits into any program of study. Partial transfer credit is not awarded by the college (for example, 1 credit cannot be transferred into a 4-credit course; the full credits of the course must be satisfied for transfer credit to be awarded).

Credit by Examination or Experience

Chattanooga College MDTC follows the American Council of Education (ACE) guidance for the award of transfer credit for prior military training or experience. Veterans and active-duty military should request the relevant documentation for consideration (such as Form DD214 for veterans or DD295 for active duty). Additional credit for experience may be considered as applicable to the policies and requirements of each specific program of study but transfer credits will not be accepted into cohort courses for licensure programs.

Chattanooga College MDTC recognizes and accepts credit by examination from College Board Advanced Placement (AP), CLEP general and subject examinations, DANTES standardized tests, and StraighterLine with proof of completion and a passing score. Similarly, proof of professional licensure examinations may be considered for equivalency of courses subject to the requirements of the specific program of study.

Any transfer credit from these and similar sources that does not have a formally associated grade will be counted as a C for the purpose of transfer and GPA calculation.

Determination of Transferability

Chattanooga College MDTC reserves the right to decide upon any credits transferred into any program of study. The college will make its best effort to provide as much transfer credit as possible to the student within the framework and policies provided in recognition of past transcripts, experience, and examinations. However, no guarantee of

outcome is provided and each student's situation will be evaluated individually.

Award of Transfer Credits and Appeal

After a determination has been made, transfer credits earned by class are posted to the student's transcript. Students may appeal the decision to the Registrar and provide additional information supporting the transfer. Students are notified of the decision and will be given the opportunity to discuss the matter with administration as needed. The decision of all transfer of credit is final to the college and is not determined by any external organization.

Transfer credits that count towards student's program are counted as both attempted and completed.

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

Chattanooga College MDTC uses the quarter credit hour or the clock hour as the basis for all programs of study. The college operates on a quarter system with four standard academic quarters per year ranging on average between 10 and 12 weeks. Students are enrolled by course and each course is assigned either a clock hour value or a quarter credit hour value. This applies regardless of modality or format of delivery.

One clock hour is equivalent to 50 minutes of actual clock time. The quarter credits assigned to a course are based on the cumulative clock hours of the combined work of the class as outlined in the table below. For each 30 units of time to a course, 1 quarter credit hour is assigned. For example, 15 clock hours of didactic lecture is equal to 30 units and therefore 1 quarter credit. Similarly, 45 clock hours of lab is equal to 1 quarter credit, 30 clock hours of externship is equal to 1 quarter credit, and 60 clock hours of outside work is equal to 1 quarter credit. A credit hour course may reflect a total number of quarter credits that encompass multiple categories from the table below.

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

A class, lab, and experience balance is maintained in all programs of study at Chattanooga College MDTC. It is important for students to understand that extensive out-of-class research, reading, and homework is required and will be necessary for a student to complete

¹ 50 minutes equals one clock hour; one quarter credit hour equals 30 units.

the expectations of the program of study.

Definition of Academic Year

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

School Calendar

Classes are scheduled throughout the year on a quarterly basis. The beginning and ending dates of each quarter are outlined in the Academic Calendar within this catalog. Each quarter is divided into two modules which are between 5 and 7 weeks to allow for shorter courses to be scheduled within a quarter in succession.

Class 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. Not every course listed in the catalog runs every quarter.

PROGRESS POLICIES

Grading and Grade Reports

Grading is administered to correlate the student's progress in terms related to practitioner proficiency expected by business and industry. Grading is based on daily and cumulative 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 who disagree with a grade issued for a class should first seek resolution with the instructor. If not satisfied at that point, students may seek resolution of a final grade at the end of the quarter via an appeal to 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. The decision of the Academic Steering Committee on final grades is final to the institution.

Satisfactory Academic Progress (SAP)

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.

Students must earn a grade of C or better in any course for it to be counted as completed and passed. This requirement may be superseded by program specific progression requirements.

All students are subject to requirements of satisfactory academic progress. This includes the institutional policy outlined here and any program progression policies outlined in the catalog for grade requirements or in relevant handbooks for clinical and externship progression.

Credit Hour Program SAP Progression

Students in credit hour programs must maintain a specified grade point average by program 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 but attempted 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 x 150%). 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 $\frac{2}{3}$ or 66.67%; ($\frac{8}{12} = \frac{2}{3}$ 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 from the Registrar's office.

Satisfactory academic 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 66.6% are placed on SAP 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, the student must appeal to remain enrolled and receive financial aid.

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

Clock Hour Program SAP Progression

Students in clock hour programs 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 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, the student must appeal to remain enrolled and receive financial aid.

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

Program Progression Policies

SAP policies at the institutional level must be upheld by all students in all programs. Additionally, students should carefully review any program handbooks and this section of the catalog for specific program

requirements regarding progression.

For the Practical Nursing and Bachelor of Nursing, students must obtain a grade B or higher in nursing courses to continue. Students in the Practical Nursing program may only re-enter the program only one (1) time after initial enrollment.

SAP Appeal

An 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 the department head before submission to the Academic Steering Committee.

The appeal must be submitted to the Academic Steering Committee within 10 days of notification. The Academic Steering Committee will meet to discuss the student's circumstances and vote on an outcome for the student. The committee may or may not choose to have a hearing in which the student is given an opportunity to present their

case either in-person or virtually. The decision of the committee is binding.

The committee will notify the student in writing within 5 business 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.

In the case of an appeal being denied by the committee, the student may submit a written appeal via email to the Provost within 3 business days of the committee's decision. The Provost will not admit new evidence or hold a hearing; this is primarily to assure the policies and procedures of the college, the appeal process, and the fairness of the committee were met. The decision of the Provost is final to the institution.

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 the 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, the 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.

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 Incomplete (“I”) 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 department head 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 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 the midpoint and the end of each module. Students should understand that merely ceasing to attend class does not constitute official withdrawal.

Suspension/Re-Admission and Reinstatement of Title IV Eligibility

Academic suspension/loss of financial aid is the action that results from failure to maintain SAP. Students who are subject to suspension for failure to meet satisfactory progress may appeal per the SAP appeal process outlined in the catalog.

If a SAP appeal is denied, the student is not eligible for Title IV aid until satisfactory progress is achieved. The student is required to have one academic quarter waiting period prior to applying for re-admission. Upon successful 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.

ACADEMIC POLICIES

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. These policies must be included in the course syllabus to be enforced.

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 graded activity as determined by the course faculty member. Minimum log-in requirements and participation expectations are communicated via the course syllabus. Synchronous activities may be expected as part of any hybrid or online course.

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: The attendance policy for Practical Nursing courses will be followed per the syllabi and program documentation.

Make-up Hours Policy

Students can make up didactic and lab class time at the discretion of the instructor or department head. **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 any 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 and it is the responsibility of the student to schedule the clinical make-up with the instructor/clinical coordinator. 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 by the department head or Dean.

NOTE: Departments may have their own clinical make up policies found in the syllabi or clinical handbooks for the program. These may require stricter policies for make-up but will not be less than the institutional policy. Students are responsible for understanding all governing documents for their program.

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 fostering success in lecture/lab procedures. Generally, the number per class averages 18. Technical classes may be much less and general education classes could be more as needed to facilitate operations. Currently 30 would be the maximum number of students in a classroom with an in-person maximum of 12 per instructor in a lab setting. During certain classes and labs, additional instructors and/or tutors may be assigned to assist the instructor as needed to support the class size.

Conduct Standards

All students must adhere to Chattanooga College MDTC published rules and regulations, a copy of which is issued to and signed by each student upon enrollment. Appropriate attire is required at all times. What is deemed appropriate attire may change depending upon whether the student is at campus or in a clinical or externship environment. In any clinical or externship environment the dress code and rules of the site hosting the student for clinical or externship is the governing authority. A dress code that is less strict than the college dress code means the college dress code should be followed.

Students must conduct themselves as mature adults. Proper conduct is part of the criteria for enrollment, continued enrollment and for determining any job reference provided. Abusive language or behavior toward other students, staff and faculty, or administrators will not be tolerated.

The school expects the behavior of the students (on or off 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 appeal to the Provost, 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 Provost.

Additionally, the college is committed to following all federal, state, and local laws and regulations and will pursue prosecution with legal authorities if a student or employee is in violation of these in regard to campus property, students or personnel on the campus, at clinical/externship sites, or with use of campus resources in any capacity.

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 for knowing and following 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.

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 MDTC are expected to adhere to a policy of honesty and ethical behavior. This is inclusive of the use of computer equipment, software, and outside help

(real or virtual) in the completion of academic work. 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.

Free Speech and Expression Policy

Chattanooga College MDTC is committed to maintaining free speech as part of the productive discourse of education. It is the intention of the college to support free speech while maintaining an orderly and safe environment for students and staff at all times. As such, the college reserves the right to regulate gatherings and public expressions that could be disruptive to the productive operation of the institution and its mission of educating students for employment.

Recording Policy

Audio and video recording are prohibited at Chattanooga College MDTC campuses and in synchronous online meetings and classes. Recording in any classroom or online session by a student without written accommodation will be treated as a conduct violation. Similarly, audio and video recording at any clinical or externship site is prohibited. Students are expected to be familiar with the policies and procedures at the clinical or externship site in addition to the college policy.

Graduation Requirements

For graduation eligibility, students must be in compliance with satisfactory progress standards, demonstrate didactic, clinical, and technical skills standards, and be in compliance with the financial terms of enrollment. Students must have credit for all required classes in the program of study, and a minimum GPA of 2.0 in general coursework. Students in licensure programs such as Practical Nursing and Bachelor of Nursing students must have a 3.0 in the major courses to be considered for graduation. Completion of program hours for

Cosmetology and related programs are required.

Practical Nursing and Bachelor of 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 programs and have application requirements submitted to the State Board of Nursing.

Substitution of classes is at the sole discretion of the Provost.

To qualify for job placement assistance, additional requirements may be requested (see Career Service Assistance within this catalog).

NOTE: The college may at its discretion award a completed degree based on an audit of the student records to determine if sufficient hours were earned and conditions met to meet the degree requirements. In this circumstance, students will be notified but do not have to apply for graduation.

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 Dean.
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 or coursework 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.
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 MDTC 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 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 Eastgate Campus and adjacent to the Cosmetology Salon at the Northgate Campus. The LRC is open to 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 MDTC 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 technologies to the fullest extent possible to provide access to resources.

The library has over 5,000 monographs and subscribes to some 2,000 electronic periodicals via the Tennessee Electronic Library (TEL). 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.

Computer Requirements

Chattanooga College MDTC provides access to computers at each location for student use while on site. Any student taking an online or hybrid class is expected to have a personal computer available for use to complete the required course material. A cell phone is not sufficient for use to submit and complete all work in the program. This computer must allow the student to install the required software, which may be specific to the program of study. The general guidance on the minimum

standards a personal computer should meet to facilitate the use of all software systems in use at the college are as follows:

- **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.

Student Complaint and Grievance Policy and Procedure

Chattanooga College is dedicated to addressing all student concerns in a fair, respectful, and timely manner. This policy outlines the procedure for handling complaints related to any aspect of a student's experience, such as financial matters, advising, scheduling, grading, or other areas.

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 electronically to the Provost. Further directions are found on the form (<https://chattanooga college.edu/wp-content/uploads/2024/10/CC-student-complaint-form.pdf>). The Provost 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 Provost.

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.

Notification of Resolution:

Once a formal complaint or grievance has been submitted, Chattanooga College will take action to investigate and resolve the issue. A written notification of the resolution will be sent to the complainant within 10 business days from the date of submission. This notification will include the outcome of the investigation and any next steps or appeal options available to the complainant.

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.

ACCSC 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 | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may

be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of Title 49, Chapter 7, Part 20 and Rule Chapters 1520-01-10 and 1520-01-02 may file a complaint with the Tennessee Higher Education Commission (THEC), Division of Postsecondary State Authorization. THEC only investigates complaints that have exhausted an institution's policy and that have not been resolved at the institution level. If you have any questions regarding the complaint process, you may contact Julie Woodruff at Julie.Woodruff@tn.gov or (615) 253-8857. [Request for Complaint Review](#)

Tennessee Higher Education Commission 312 Rosa L Parks Ave 9th Floor Nashville, TN 37243

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.

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.

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 numbers, 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.

Family Educational Rights and Privacy Act

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA Public Law 93-380), 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 the 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 after exhausting the internal process of the institution.

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. All other records are deleted or destroyed after three years.

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 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 Provost of the school within 15 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 Provost. All requests must be in writing.

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.

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.

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.chattanoogacollege.edu.

Printed copies may be requested at the campus offices.

Constitution Day

What Is Constitution Day?

September 17 is designated as Constitution Day and Citizenship Day. This day is to commemorate the signing of the U.S. Constitution in Philadelphia on September 17, 1787.

Constitution Day and Citizenship Day commemorate the Constitution's signing and recognize all who, by coming of age or by naturalization, have become citizens. By law, "the civil and educational authorities of States, counties, cities, and towns are urged to make plans for the proper observance of Constitution Day and Citizenship Day and for the complete instruction of citizens in their responsibilities and opportunities as citizens of the United States and of the State and locality in which they reside."

Chattanooga College is proud to celebrate this momentous day every year. See resources on the college's website at www.chattanoogacollege.edu.

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 the Internet at 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.

NOTE: 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/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 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. Applicants may be required to submit their certificate of eligibility by the first day of class. Applicants are treated the same as any other student.

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" and also include a "Statement of Benefits" can be 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 cause 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.



PROGRAMS OF STUDY

Courses, curriculum and instruction offered by Chattanooga College are consistent in quality, content, and length with recognized accepted standards. The primary objective of all programs is to prepare students for entry-level employment.

NOTE: Students may be required to attend both locations for completion of a program. Completion times listed reflect normal time to complete if all attempted classes are successful.



Chattanooga College
Medical, Dental, & Technical Careers

Nursing, BS

BACHELOR OF SCIENCE IN NURSING 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 BSN 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 all Occupational courses with a grade B or higher
- 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

BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM OUTLINE

183 QUARTER CREDIT HOURS/2712 CLOCK HOURS

36 MONTHS

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>Occupational Subjects</i>		
NUS 3112	Introduction to Nursing ²	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 Nursing	5

² Students enrolled in the Licensed Practical Nursing to Bachelor of Science in Nursing will take NUS 3110 LPN TO RN TRANSITION course instead.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
NUS 4552	Management and Leadership	3
Section Total		93
<i>General Education Courses</i>		
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 302	Human Growth and Development	4
GEN 137	Sociology	4
GEN 221	English Comp II	4
GEN 138	Humanities: Fine Arts Appreciation	4
GEN 330	Critical Thinking	4
GEN 228	Humanities and Pop Culture	4
GEN 210	American Government	4
HSC 107	Ethics for Health Professionals	4
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 350	Microbiology Lab	2
CHM 210	General Chemistry	4
CHM 220	General Chemistry Lab	2
HSC 105	Nutrition in Health & Disease	4
HSC 305	Pathophysiology	4

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
HSC 110	Medical Terminology	4
Section Total		88
<i>Other Courses</i>		
CC 100	College Management	2
Section Total		2
TOTAL CREDITS		183

Dental Assisting, AAS

ASSOCIATE OF APPLIED SCIENCE IN DENTAL ASSISTING 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.

ASSOCIATE OF APPLIED SCIENCE IN DENTAL ASSISTING DEGREE PROGRAM OUTLINE

96 QUARTER CREDIT HOURS/1244 CLOCK HOURS

18 MONTHS DAY³ PLUS EXTERNSHIP

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>Occupational Subjects</i>		
DA 101	Dental Terminology Microbiology	4
DA 104	and Infection Control Dental	4
DA 105	Materials I	4
DA 106	Dental Radiology	4
DA 185	Office Procedures-Dental Dental	4
DA 201	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 Nutrition/	4
DA 219	Preventive Dentistry	4
DA 230	Dental Experience	8
Section Total		60
<i>General Education Courses</i>		
GEN 130	College Algebra	4
GEN 222	Oral Communications	4
GEN 220	English Comp I	4

³ Length of program predicated on completion of day externship.
Programs reflect normal time to complete if all attempted classes are successful.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
GEN 221	English Comp II	4
Electives	General Education Electives	4
Section Total		28
<i>Related Subjects</i>		
Electives	Applied/Related Electives	8
Section Total		8
TOTAL CREDITS		96

Diagnostic Medical Sonography, AS

ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY DEGREE

CIP Code 51.0910

This entry-level program prepares individuals, under the supervision of physicians, to utilize medical ultrasound techniques to gather sonographic data used to diagnose a variety of conditions and diseases. Includes instruction in obtaining, reviewing, and integrating patient histories and data; patient instruction and care; anatomic, physiologic and pathologic data recording; sonographic data processing; sonography equipment operation; and professional standards and ethics.

Admission Requirements

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

- DAX Digital Assessment Exam
- HESI A2:
 - HESI A2 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 are not successful on the Entrance test on first attempt may retest in 21 days (+ 3 weeks) from test date.

**ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY
DEGREE PROGRAM OUTLINE**

**90 QUARTER CREDIT HOURS/1290 CLOCK HOURS
18 – 21 MONTHS**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>Occupational Subjects</i>		
DMS 100	Foundations of Sonography	4
DMS 110	Gynecological Sonography	5
DMS 120	Intro to Sonography Instruments	3
DMS 130	Sonography Preceptorship I	3
DMS 135	Sonography Lab I	1
DMS 140	Abdominal Sonography I	5
DMS 145	Abdominal Pathology	4
DMS 210	Sonography Principles & Instrumentation I	4
DMS 240	Obstetrical Sonography I	4
DMS 230	Sonography Preceptorship II	4
DMS 215	Sonography Principles & Instrumentation II	2
DMS 245	Obstetrical Sonography II	4
DMS 250	Superficial Sonography	4
DMS 255	Sonography Lab II	2
DMS 260	Sonography Principles & Instrumentation Seminar	2
DMS 270	Sonography Case Studies	1
DMS 235	Sonography Preceptorship III	4
DMS 265	Sonography Lab III	1
DMS 275	Sonography Seminar	3
DMS 290	Intro to Advanced Sonography	4
Section Total		64

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>General Education Subjects</i>		
GEN 130	College Algebra	4
GEN 222	Oral Communications	4
GEN 220	English Comp I	4
BIO 210	Anatomy and Physiology I	4
BIO 220	Anatomy and Physiology Lab I	2
BIO 240	Anatomy and Physiology II	4
BIO 250	Anatomy and Physiology Lab II	2
Section Total		24
<i>Other Subjects</i>		
CC 100	College Management	2
Section Total		2
TOTAL CREDITS		90

Health Science, AS

ASSOCIATE OF SCIENCE IN HEALTH SCIENCE DEGREE

CIP Code 51.0000

The Associate of Science degree in Health Science program 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.

ASSOCIATE OF SCIENCE IN HEALTH SCIENCE DEGREE PROGRAM OUTLINE

93 CREDIT HOURS

18 MONTHS

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>Occupational Subjects</i>		
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 260	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
Section Total		60
<i>General Education Subjects</i>		
GEN 130	College Algebra	4
GEN 222	Oral Communications	4

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
GEN 220	English Comp I	4
GEN 138	Humanities: Fine Art Appreciation	4
GEN 134	Critical Thinking	4
GEN 270	Statistics	4
PSY 101	Psychology	4
Section Total		28
<i>Other Subjects</i>		
CC 100	College Management	2
CC 290	Capstone	3
Section Total		5
TOTAL CREDITS		93

Medical Assisting, AAS

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING DEGREE **CIP Code 51.0801**

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.

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING DEGREE PROGRAM OUTLINE

**96 QUARTER CREDIT HOURS/1278 CLOCK HOURS
18 MONTHS DAY/24 MONTHS NIGHT PLUS EXTERNSHIP⁴**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>Occupational Subjects</i>		
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	4
ME 202	Medical Terminology II	4
MOA 211	Billing/Coding I	4
ME 215	Anatomy and Physiology I	4
ME 216	Anatomy and 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
Section Total		64

General Education Courses

GEN 130	College Algebra	4
GEN 222	Oral Communications	4
GEN 220	English Comp I	4
GEN 221	English Comp II	4

⁴ Length of program predicated on completion of day externship.

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
Electives	General Education Electives	8
Section Total		24
<i>Related Subjects</i>		
Electives	Applied/Related Electives	8
Section Total		8
TOTAL CREDITS		96

Radiologic Technology, AS

ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY DEGREE CIP Code 51.0911

The Associate of Science in Radiologic Technology program prepares students for an entry-level position in the medical imaging field. Through a blend of rigorous coursework and hands-on training, students acquire the necessary skills and knowledge to become competent radiologic technologists. The program emphasizes the safe and effective use of radiographic technology to produce diagnostic images, vital for accurate diagnosis and treatment.

Admission Requirements

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

- DAX Digital Assessment Exam
- HESI A2:
 - Hesi A2 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 are not successful on the Entrance test on first attempt may retest in 21 days (+ 3 weeks) from test date.

ASSOCIATE OF SCIENCE IN RADIOLOGIC TECHNOLOGY DEGREE PROGRAM OUTLINE

**90 QUARTER CREDIT HOURS/1290 CLOCK HOURS
18 MONTHS**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<i>Occupational Subjects</i>		
RAD 110	Introduction to Radiography	4
RAD 130	Principles and Physics of Radiation	4
RAD 150	Introduction to Radiographic Procedures	3
RAD 160	Radiographic Images I	2
RAD 170	Radiographic Practicum I	2
RAD 140	Image Acquisition	4
RAD 165	Radiographic Equipment and Operations	4
RAD 152	Radiographic Procedures II	3
RAD 162	Radiographic Images II	2
RAD 172	Radiographic Practicum II	2
RAD 154	Radiographic Procedures III	3
RAD 210	Imaging for Trauma Cases	2
RAD 220	Radiographic Pathology	2
RAD 174	Radiographic Practicum III	2
RAD 230	Advanced Patient Care	4
RAD 180	Biology and Safety for Radiography and Radiation	4
RAD 190	Digital Imaging in Radiography	4
RAD 176	Radiographic Practicum IV	2
RAD 280	Seminar	4
RAD 290	Radiographic Capstone	3
RAD 164	Radiographic Images III	2

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
RAD 178	Radiographic Practicum V	2
Section Total		64
<i>General Education Subjects</i>		
GEN 130	College Algebra	4
GEN 222	Oral Communications	4
GEN 220	English Comp I	4
BIO 210	Anatomy and Physiology I	4
BIO 220	Anatomy and Physiology Lab I	2
BIO 240	Anatomy and Physiology II	4
BIO 250	Anatomy and Physiology Lab II	2
Section Total		24
<i>Other Subjects</i>		
CC 100	College Management	2
Section Total		2
TOTAL CREDITS		90

Dental Assistant Diploma

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, the 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 the 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 ASSISTANT DIPLOMA PROGRAM OUTLINE

50 QUARTER CREDIT HOURS/884 CLOCK HOURS

12 MONTHS DAY PLUS EXTERNSHIP⁵

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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
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	TOTAL CREDITS	82

⁵ Length of program predicated on completion of day externship.

Medical Assistant Diploma

CIP Code 51.0801

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.

MEDICAL ASSISTANT DIPLOMA PROGRAM OUTLINE

**50 QUARTER CREDIT HOURS/884 CLOCK HOURS
9 MONTHS DAY PLUS EXTERNSHIP⁶**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
MA 100	Medical Terminology	4
MA 101	Medical Assistant I	4
MA 104	Ethics for the Health	4
MA 215	Professional Anatomy & Physiology	4
MA 201	Physiology 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
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	TOTAL CREDITS	50

⁶ Length of program predicated on completion of day externship.

Pharmacy Technician Diploma

CIP Code 51.0805

The Pharmacy Technician Certificate Program is designed to prepare students for an entry-level career in the pharmaceutical industry. This comprehensive program covers the essential knowledge and skills required to support pharmacists in various healthcare settings. Students will learn about medication preparation, pharmacy operations, customer service, and the legal and ethical aspects of pharmacy practice.

Through a blend of classroom instruction, hands-on lab experiences, and real-world clinical practice, students will be educated with the goal of meeting the requirements for pharmacy technician certification in Tennessee. This program is aligned with the standards set by the Pharmacy Technician Certification Board (PTCB) to ensure graduates are prepared to excel in their roles and contribute to the health and wellbeing of their communities.

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.

PHARMACY TECHNICIAN DIPLOMA PROGRAM OUTLINE

50 QUARTER CREDIT HOURS/800 CLOCK HOURS

9 MONTHS

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
PHM 100	Introduction to Pharmacy	3
PHM 110	Pharmacy Calculations	3
PHM 120	Therapeutic Drug Agents I	4
PHM 130	Pharmacy Practice Healthcare Law and Ethics	4
PHM 140	Pharmacy Compounding: Sterile vs Non-Sterile	4
PHM 220	Therapeutic Drug Agents II	4
PHM 230	Pharmacy Operations	4
PHM 240	Pharmacy Management Software/Billing & Reimbursements	4
PHM 250	Pharmacy Technician Practicum I	6
PHM 260	Pharmacy Technician Practicum II	6
PHM 270	Pharmacy Technician Practicum III	6
PHM 290	Certification Review	2
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	TOTAL CREDITS	50

Practical Nursing Diploma

CIP Code 51.3901

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.

Testing Requirements for the 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.
- 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 who 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 rejected from the program 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 NIGHT⁷**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
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
TOTAL CREDITS		82

⁷ 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 NIGHT⁸

COURSE NUMBER	COURSE TITLE	CLOCK HOURS
COS I	Cosmetology Level I	450
COS II	Cosmetology Level II	450
COS III	Cosmetology Level III	300
COS IV	Cosmetology Level II	300
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	TOTAL HOURS	1500

⁸ 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 DAY⁹

COURSE NUMBER	COURSE TITLE	CLOCK HOURS
MANI I	Manicuring Level I	300
MANI II	Manicuring Level II	300
TOTAL HOURS		600

⁹ Programs reflect normal time to complete if all attempted classes are successful.

Esthetics Diploma

DIPLOMA

CIP Code 12.0409

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 NIGHT¹⁰

COURSE NUMBER	COURSE TITLE	CLOCK HOURS
ESTH I	Esthetics Level I	375
ESTH II	Esthetics Level II	375
TOTAL HOURS		750

¹⁰ Programs reflect normal time to complete if all attempted classes are successful.

Instructor Diploma

DIPLOMA

CIP Code 12.0413

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/NIGHT¹¹

COURSE NUMBER	COURSE TITLE	CLOCK HOURS
INST 101	Lesson Planning and Motivation	100
	Instruction	200
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	TOTAL HOURS	300

¹¹ Programs reflect normal time to complete if all attempted classes are successful.

COURSE DESCRIPTIONS



Nursing

NUS 3110 LPN TO RN TRANSITION

4 CREDIT HOURS

The focus of this course is to prepare the student for a successful transition from the LPN nursing role to the professional BSN nursing role. Specific skills such as test-taking strategies and time- management strategies will be reviewed. The transition from current practice as an LPN and the development of advanced practice skills in individual provider of care and team management as an RN will be explored. Nursing laws governing LPN and RN practice will be reviewed.

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 therapeutic 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.

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.

NUS3253 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*)

NUS3313 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.

NUS3332 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.

NUS3352 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.

NUS4413 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.

NUS4432 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.

NUS4452 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.

NUS4513 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).

NUS4533 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.

NUS4552 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.

NUS4613 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.

NUS4601 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.

Cosmetology

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.

COSII 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.

COSIII 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.

COSIV COSMETOLOGY LEVEL IV 300 CLOCK HOURS

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

practice and preparation for practical test.

Esthetics

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.

Instructor

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.

Manicuring

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.

Dental Assistant

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.

DD105 / DA105 DENTALMATERIALS 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.

DD105 / DA185 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.

DD201 / DA201 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.

DD202 / DA202 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)

DD206 / DA206 DENTAL CLINICAL PROCEDURES I **4 CREDIT HOURS**

This course introduces student to the specialty field of dentistry: Endodontics, Pediatrics, Orthodontics, Periodontics, Forensic, & Oral Surgery. (Prerequisite: DA101, DA201, DA104)

DD207 / DA207 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)

DD216 / DA216 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.

DD219/ DA219 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.

Diagnostic Medical Sonography

DMS 100 FOUNDATIONS OF SONOGRAPHY **4 CREDIT HOURS**

This course introduces students to the basic principles and history of sonography, including an overview of the role of the sonographer in healthcare. Emphasis is placed on understanding sonographic terminology, patient care techniques, and the ethical considerations in sonographic practice. Students will gain foundational knowledge essential for progressing into more specialized areas of sonography.

DMS 110 GYNECOLOGICAL SONOGRAPHY **5 CREDIT HOURS**

This course focuses on the sonographic imaging of the female reproductive system, covering normal and pathological conditions. Students will learn to perform and interpret gynecological ultrasound exams, with a focus on recognizing common gynecological conditions. The course combines didactic instruction with hands-on practice in imaging techniques.

DMS 120 INTRO TO SONOGRAPHY INSTRUMENTS **3 CREDIT HOURS**

Students are introduced to the various types of sonographic equipment, including the operation, maintenance, and troubleshooting of ultrasound machines. The course covers the physical principles of ultrasound technology and the application of different imaging modes. Hands-on experience will be provided to ensure proficiency in using sonography instruments.

DMS 130 SONOGRAPHY PRECEPTORSHIP I **3 CREDIT HOURS**

This clinical course provides students with the opportunity to apply their sonographic knowledge and skills in a real-world healthcare setting under the supervision of experienced sonographers. Students will gain practical experience in patient interaction, image acquisition, and interpretation. Emphasis is placed on developing professionalism and enhancing technical proficiency.

DMS 135 SONOGRAPHY LAB I

1 CREDIT HOUR

This laboratory course offers hands-on practice in basic sonographic scanning techniques, with a focus on developing hand-eye coordination and image acquisition skills. Students will practice scanning protocols on models and simulators to build confidence and proficiency. The course complements the theoretical knowledge gained in didactic courses.

DMS 140 ABDOMINAL SONOGRAPHY I

5 CREDIT HOURS

This course covers the anatomy, physiology, and pathology of the abdominal organs as visualized through ultrasound. Students will learn to perform and interpret sonographic examinations of the liver, gallbladder, pancreas, kidneys, and other abdominal structures. Emphasis is placed on recognizing normal and abnormal findings in abdominal imaging.

DMS 145 ABDOMINAL PATHOLOGY

4 CREDIT HOURS

This course provides an in-depth study of pathological conditions affecting the abdominal organs, with a focus on sonographic appearance and diagnostic criteria. Students will learn to identify and differentiate between benign and malignant conditions using ultrasound. The course includes case studies and image analysis to enhance diagnostic skills.

DMS 210 SONOGRAPHY PRINCIPLES & INSTRUMENTATION I

4 CREDIT HOURS

This course introduces the physical principles of ultrasound, including sound wave propagation, reflection, and refraction, as well as the technical aspects of ultrasound instrumentation. Students will learn about transducer types, image formation, and artifacts. The course lays the groundwork for understanding the physics behind ultrasound imaging.

DMS 240 OBSTETRICAL SONOGRAPHY I

4 CREDIT HOURS

Students will learn the fundamentals of obstetrical ultrasound, focusing on the assessment of the first and second trimesters of pregnancy. The course covers fetal development, measurement techniques, and the identification of normal and abnormal findings. Hands-on practice in scanning and image interpretation is emphasized.

DMS 230 SONOGRAPHY PRECEPTORSHIP II

4 CREDIT HOURS

Building on the experience gained in Preceptorship I, this course provides students with further clinical practice in a healthcare setting. Students will refine their scanning techniques, patient care skills, and diagnostic abilities under the guidance of experienced practitioners. The preceptorship aims to enhance confidence and competency in real-world sonography.

DMS 215 SONOGRAPHY PRINCIPLES & INSTRUMENTATION II

2 CREDIT HOURS

This course continues the exploration of ultrasound physics and instrumentation, focusing on advanced topics such as Doppler ultrasound, tissue harmonics, and quality

assurance. Students will deepen their understanding of the technical aspects of sonography and how they impact image quality and diagnostic accuracy. The course includes laboratory exercises to reinforce theoretical concepts.

DMS 245 OBSTETRICAL SONOGRAPHY II **4 CREDIT HOURS**

This course builds on the knowledge gained in Obstetrical Sonography I, focusing on the third trimester and high-risk pregnancies. Students will learn advanced techniques for assessing fetal growth, development, and well-being, as well as identifying complications. The course emphasizes the role of sonography in managing complex obstetrical cases.

DMS 250 SUPERFICIAL SONOGRAPHY **4 CREDIT HOURS**

This course covers the sonographic evaluation of superficial structures, including the thyroid, breast, scrotum, and musculoskeletal system. Students will learn techniques for scanning these areas and identifying common pathologies. The course includes case studies and practical sessions to develop proficiency in superficial imaging.

DMS 255 SONOGRAPHY LAB II **2 CREDIT HOURS**

This advanced laboratory course provides students with the opportunity to refine their scanning techniques and improve their image interpretation skills. The course focuses on more complex scanning procedures and the integration of Doppler imaging. Students will gain confidence in performing comprehensive ultrasound exams.

DMS 260 SONOGRAPHY PRINCIPLES & INSTRUMENTATION SEMINAR

2 CREDIT HOURS

This seminar-style course allows students to engage in discussions and presentations on advanced topics in ultrasound physics and instrumentation. The course covers recent developments in ultrasound technology and their implications for clinical practice. Students will also explore the challenges and future directions in sonography.

DMS 270 SONOGRAPHY CASE STUDIES **1 CREDIT HOUR**

This course involves the review and analysis of real-life sonographic cases, with a focus on developing diagnostic reasoning skills. Students will learn to correlate clinical information with sonographic findings to make accurate diagnoses. The course emphasizes critical thinking and problem-solving in sonographic practice.

DMS 235 SONOGRAPHY PRECEPTORSHIP III **4 CREDIT HOURS**

In this capstone preceptorship, students will demonstrate their ability to perform sonographic exams independently and competently in a clinical setting. The course focuses on integrating all aspects of sonographic education, from patient care to image interpretation. Students will be evaluated on their clinical performance and professionalism.

DMS 265 SONOGRAPHY LAB III**1 CREDIT HOUR**

This final lab course provides students with advanced practice in specialized sonographic techniques, including vascular and cardiac imaging. The course emphasizes precision, speed, and accuracy in scanning, with a focus on preparing students for entry into the professional field. Students will also receive guidance on preparing for certification exams.

DMS 275 SONOGRAPHY SEMINAR**3 CREDIT HOURS**

This seminar course provides an opportunity for students to engage in in-depth discussions on current trends, ethical issues, and case studies in sonography. Students will present research, lead discussions, and critically evaluate emerging topics in the field. The course fosters professional development and lifelong learning.

DMS 290 INTRO TO ADVANCED SONOGRAPHY**4 CREDIT HOURS**

This course introduces students to advanced sonographic techniques and specialized areas of practice, such as vascular, cardiac, and pediatric sonography. Students will explore the challenges and opportunities in these advanced fields, with a focus on preparing for further specialization or certification. The course includes lectures, case studies, and guest speakers from the industry.

General Education

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.

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, systems of linear equations and inequalities, 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**

This course explores 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.

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.

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 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 032 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.

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, lifespan 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 people from various cultures and throughout the lifespan while establishing an appreciation for theories and research that advance human development science.

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.

Health Science

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.

Medical Assistant

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 ETHICSFOR 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 CLINICALPROCEDURES 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 OFFICEPROCEDURES 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 ELECTRONICHEALTH 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 OFFICEPROCEDURESII

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 MEDICALASSISTANT 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 CLINICALPROCEDURESII

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.

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, students will gain knowledge necessary to be an asset to a healthcare facility.

MOA 186 ELECTRONIC 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).

Pharmacy Technician

PHM 100 INTRODUCTION TO PHARMACY 3 CREDIT HOURS

This course serves as an introduction to the pharmacy technician profession, pharmacy technician roles, and the different types of pharmacies within the healthcare delivery system.

PHM 110 PHARMACY CALCULATIONS 3 CREDIT HOURS

This course provides a review of basic mathematics with a focus on the application to common pharmaceutical calculations

PHM 120 THERAPEUTIC DRUG AGENTS I 4 CREDIT HOURS

This course provides an introduction of therapeutic drug categories

PHM 130 PHARMACY PRACTICE HEALTHCARE LAW AND ETHICS

4 CREDIT HOURS

This course provides an overview of the laws guiding pharmacy practice.

PHM 140 PHARMACY COMPOUNDING: STERILE VERSUS NONSTERILE

4 CREDIT HOURS

This course is introductory to sterile and non-sterile compounding, and compounding equipment. Emphasis will be on aseptic techniques.

PHM 220 THERAPEUTIC DRUG AGENTS II 4 CREDIT HOURS

This course provides an overview and study of therapeutic drug categories. It builds on and expands knowledge from Therapeutic Agents I

PHM 230 PHARMACY OPERATIONS 4 CREDIT HOURS

This course provides an overview of the theory and practice in procuring, manipulating, and preparing medications for dispensing

PHM 240 PHARMACY MANAGEMENT SOFTWARE/BILLING & REIMBURSEMENTS

4 CREDIT HOURS

This course will review pharmacy billing processes and will study as third party plans,

reimbursement processes, claims processing and provide insight into how medical services are billed.

PHM 250 PHARMACY TECHNICIAN PRACTICUM I 6 CREDIT HOURS

This course serves as an introduction to the environment This course is designed to guide students in mastery of computer skills needed to perform certain pharmacy technician-related skills and responsibilities. PHM 260 Pharmacy Technician Practicum II 6 CREDIT HOURS The purpose of this course is to provide students with a practical application experience of pharmacy skills in the pharmacy environment. PHM 270 Pharmacy Technician Practicum III 6 CREDIT HOURS The purpose of this course is to provide students with a practical application experience of pharmacy skills in the pharmacy environment. PHM 290 Certification Review 2 CREDIT HOURS This course serves as a review to prepare graduates to take the Pharmacy technician Certification Examination.

Practical Nursing

NUR 102 INTRODUCTION 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 103 NURSING 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 202 MEDICAL 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 215 ANATOMY 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 217 PHARMACOLOGY 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 218 DRUG 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 DRUGTHERAPY

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 MEDICALSURGICAL 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 MEDICALSURGICAL 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 MEDICALSURGICAL 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 COMMUNITYMENTAL 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.

Radiographic Technology

RAD 110 INTRODUCTION TO RADIOGRAPHY

4 CREDIT HOURS

This course is a study of the legal and ethical aspects of the radiologic technology profession as well as an introduction to basic patient care techniques for various patient populations. Instruction incorporates patient assessment, communication, medical records, safety, infection control, and geriatric/pediatric patient care. An overall view of professional demands and imaging modalities are also presented.

RAD 130 PRINCIPLES AND PHYSICS OF RADIATION

4 CREDIT HOURS

This course is an in-depth study of concepts of radiation physics. Emphasis will be placed on atomic structure, electromagnetism, the x-ray tube, circuitry, production and emission, as well as photon interaction with matter.

RAD 150 INTRODUCTION TO RADIOGRAPHIC PROCEDURES

3 CREDIT HOURS

This course is an introduction to the basic principles of positioning as applied to radiographic imaging. Topics include general procedural considerations, anatomical landmarks, and factor selection for each unit of instruction or radiographic study covered in the course. Instruction incorporates general radiographic terminology, chest, abdomen, upper extremity, and lower extremity. A general survey of medical terminology is also included.

RAD 160 RADIOGRAPHIC IMAGES I

2 CREDIT HOURS

This course provides an introductory evaluation of radiographic image criteria. Topics include identification of anatomical structures, accurate positioning, and technical factors on images in each unit of instruction. An emphasis will be placed on problem solving to determine the appropriate changes needed to obtain optimal image quality. Radiographic studies include chest, upper airway, abdomen, bony thorax, upper extremity, and lower extremity. Simulation laboratory evaluations will incorporate practical demonstration of radiographic procedures.

RAD 170 RADIOGRAPHIC PRACTICUM I

2 CREDIT HOURS

This introduction course is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specific levels of competence. Students will be engaged with the proper use of radiographic equipment, along with the development of skills in positioning patient care, interpersonal communications, image analysis, and radiation safety practices. Competence at this introductory level will be evaluated and documented for a selected category of exams. Assignments in specialty imaging procedures and modalities are included.

RAD 140 IMAGE ACQUISITION**4 CREDIT HOURS**

This course is a study of factors impacting the creation and recording of the radiographic image. Topics include basic principles of radiographic techniques, image production, and exposure. Instruction incorporates image quality factors, grids, screen film radiography, and prime factors related to image production.

RAD 165 RADIOGRAPHIC EQUIPMENT AND OPERATION**4 CREDIT HOURS**

This is an introductory course that discusses the role of radiographic equipment operation. It will provide the basic material necessary to identify the necessity of radiation protection, digital imaging supplies, equipment, and principles of radiographic production. Instruction incorporates screen film radiographic artifacts & quality control, fluoroscopy, digital fluoroscopy, and interventional radiography equipment.

RAD 152 RADIOGRAPHIC PROCEDURES II**3 CREDIT HOURS**

This course provides a continuation of Radiographic Procedures I concerning the principles of positioning as applied to radiographic imaging. Topics include general procedural considerations, anatomical landmarks, and factor selection for each unit of instruction or radiographic study covered in the course. Instruction incorporates bony thorax, vertebral column, biliary tract, gastrointestinal system, and urinary system. A general survey of medical terminology is also included.

RAD 162 RADIOGRAPHIC IMAGES II**2 CREDIT HOURS**

This course provides an introductory evaluation of radiographic image criteria. Topics include identification of anatomical structures, accurate positioning, and technical factors on images in each unit of instruction. An emphasis will be placed on problem solving to determine the appropriate changes needed to obtain optimal image quality. Radiographic studies include chest, upper airway, abdomen, bony thorax, upper extremity, and lower extremity. Simulation laboratory evaluations will incorporate practical demonstration of radiographic procedures

RAD 172 RADIOGRAPHIC PRACTICUM II**2 CREDIT HOURS**

This course is a continuation of Radiographic Practicum I and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will build upon their foundation and continue the proper use of radiographic equipment, along with the development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Competence at this continued level will be evaluated and documented for a selected category of exams. Assignments in specialty imaging procedures and modalities are included.

RAD 154 RADIOGRAPHIC PROCEDURES III**3 CREDIT HOURS**

This course provides a continuation of Radiographic Procedures 2 concerning the principles of positioning as applied to radiographic imaging. Topics include general procedural considerations, anatomical landmarks, and factor selection for each unit of instruction or radiographic study covered in the course. Instruction incorporates cranium, paranasal sinuses, facial bones, pediatrics, interventional procedures, advanced radiographic procedures, computed tomography, and diagnostic and therapeutic modalities. A general survey of medical terminology is also included.

RAD 210 IMAGING FOR TRAUMA CASES**2 CREDIT HOURS**

An advanced study of the positioning and exposure modifications required for trauma patients. Topics include development of critical thinking skills to accommodate complex situations, recognition of possible associated pathology, and advanced patient assessment.

RAD 220 RADIOGRAPHIC PATHOLOGY**2 CREDIT HOURS**

This course introduces concepts related to disease, signs and symptoms, and etiological considerations for several body systems. Emphasis on radiographic appearance of disease and impact on exposure factor selection.

RAD 174 RADIOGRAPHIC PRACTICUM III**2 CREDIT HOURS**

This course is a continuation of Radiographic Practicum II and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will demonstrate the intermediate use of radiographic equipment, along with enhanced development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. In addition, improvement of critical thinking and problem-solving skills for non-routine situations will be highlighted. Competence at this intermediate level will be evaluated and documented for a selected category of exams. Assignments in specialty imaging procedures and modalities are included.

RAD 230 ADVANCED PATIENT CARE**4 CREDIT HOURS**

This course is a study of various aspects of patient care during advanced radiographic procedures. Adaptation to patient populations and conditions as well as critical thinking will be emphasized. Topics include care techniques, asepsis, vital signs, medical emergencies, drug administration, venipuncture, and contrast media.

RAD 180 BIOLOGY & SAFETY FOR RADIOGRAPHY & RADIATION**4 CREDIT HOURS**

This course is a study of the impact of radiation exposure on biological systems, methods

for measuring and monitoring radiation, and the responsibilities of the radiographer to protect personnel, patients, and the public from excessive exposure. Quantities and units of radiation are discussed in reference to x-ray equipment, radiation protection, and detection devices.

RAD 190 DIGITAL IMAGING IN RADIOGRAPHY

4 CREDIT HOURS

This course is a study of factors impacting the creation and recording of the radiographic image. Topics include basic principles of radiographic techniques, image production, and exposure. Instruction incorporates image quality factors, grids, screen film radiography, and prime factors related to image production.

RAD 176 RADIOGRAPHIC PRACTICUM IV

2 CREDIT HOURS

This course is a continuation of Radiographic Practicum 3 and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will demonstrate advanced use of radiographic equipment, along with enhanced development of skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. In addition, continued improvement of critical thinking and problem-solving skills for non-routine situations will be highlighted. Competence at this advanced level will be evaluated and documented for a selected category of exams. Assignments in specialty imaging procedures and modalities are included.

RAD 280 SEMINAR

4 CREDIT HOURS

This is an advanced level course designed to study and discuss radiographic principles, techniques, and methods. Knowledge of the profession is enhanced through group discussion, research, and writing. An emphasis will be placed on the synthesis of skills and information needed to exercise independent judgment in the performance of medical imaging procedures.

RAD 290 RADIOGRAPHIC CAPSTONE

3 CREDIT HOURS

This course serves as a culminating experience in which students are expected to apply knowledge gained from their education in Radiological Sciences. This course is designed to provide a final demonstration of knowledge while preparing students to meet the goal of passing the registry. The purpose of this capstone course is to facilitate the integration and synthesis of content through mock testing, soft skills training and critical thinking. It is also a turning point for the student from education to professional practice.

RAD 164 RADIOGRAPHIC IMAGE III

2 CREDIT HOURS

This course is a continuation of Radiographic Image II concerning evaluation of radiographic image criteria. Topics will include identification of anatomical structures and pathology, accurate positioning, patient interaction, radiation safety, and technical factors

on images in each unit of instruction. An emphasis will be placed on problem solving to determine the appropriate changes needed to obtain optimal image quality. Radiographic studies include thorax, abdomen, upper/ lower extremities, vertebral column, contrast studies, cranium, and facial bones. Simulation laboratory evaluations will incorporate practical demonstration of terminal competencies required for program completion.

RAD 178 RADIOGRAPHIC PRACTICUM V

2 CREDIT HOURS

This course is a continuation of Radiographic Practicum 4 and is designed for students to participate in radiographic examinations under approved supervision in the clinical setting. Experience in a variety of procedures will assist students in applying theory and developing specified levels of competence. Students will demonstrate terminal use of radiographic equipment, along with the display of professional level skills in positioning, patient care, interpersonal communications, image analysis, and radiation safety practices. Advanced knowledge of critical thinking and problem-solving skills for non-routine situations will be exhibited. Competence at this final level will be evaluated and documented for a selected category of exams. Assignments in specialty imaging procedures and modalities are included. Terminal ARRT exam competency required for program completion.

Sciences

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).

BIO220 ANATOMY AND PHYSIOLOGY LAB I

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).

BIO240 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).

BIO250 ANATOMY AND PHYSIOLOGY LAB II**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).

BIO260 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.

BIO270 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 350 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)

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.

FACULTY AND STAFF DIRECTORY

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

Faculty/Staff

Adams, Joel CCI.....**Instructor/Cosmetology**

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

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

Baker, Matt.....**Course Development**

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

Brotton, Holly.....**Reception NG**

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

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

Fourte, Dianna CCI.....Department Head/ Manicuring

Guy, Sarah.....Financial Aid

Hendrix, Stephanie.....Cosmetology Instructor

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

Hubbard, Abigail.....Reception

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

Jackson, Sidney.....Financial Aid Administrator

A.A.S., Secretarial Science - Edmondson Junior College

Johnson, Eugenia CCI.....Instructor

Jones, Mark.....Director/IT

Kelley, Ashton.....Assistant Registrar

Kuffrey, Sandra, RN.....Instructor/Practical Nursing

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

Malone, Sarah.....Admissions

Martin, Chase, BS.....IT

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

McDonough, Jim.....Admissions

Menin, Alissa.....Admissions

Meyers, Jennifer.....Academic Advisor

Parson, Charlynn, RN, EdD.....PN Instructor

Quinn, Rachel.....Director Career and Student Services

Richardson, Theodor.....Provost

B.S. Computer Science/Mathematics – Bethany College
M.S. Computer Science and Engineering – University of South
Carolina
Executive MBA – South College
Ph.D. Computer Science and Engineering - University of South
Carolina

Robinson, Emma, CDA, RDA, CDPMA, COMSA.....Department Head/
Dental Assisting

B.S. – Bethel College
Diploma, Dental Assisting – Chattanooga State

Robinson, Jennifer.....Financial Aid

Roman, Rachel RN.....PN Instructor

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

Dr. Tarantine, Ruth, DNP, MSN, RN.....Instructor Nursing

Taylor, Heredeshee, MSN FNP..... Instructor Nursing
Thomasson, Kristi, RN..... PN Director
Tinson, Krista..... Operations Manager
Tittle, Alexis..... Assistant to Registrar
Wai L Tun, M.Ed..... Academic Advisor
Ward, Sandra, BA, M.S.Ed..... Instructor
Westphal, Joanna..... PN Assistant
White, Lexie, RN..... PN Instructor
Young, August, BS..... Financial Aid

ACADEMIC CALENDAR

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 27, 2025
Good Friday Holiday.....	April 18, 2025
Orientation.....	May 20, 2025
Mini Quarter.....	May 21 – June 27, 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 26, 2025
Orientation	August 19, 2025
Mini Quarter.....	August 20 – September 26, 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 19, 2025
Orientation.....	November 11, 2025
Mini Quarter.....	November 12 – December 19, 2025
Thanksgiving Holidays	November 26 – November 28, 2025
Christmas/Winter Break.....	December 22, 2025 – January 6, 2026

Academic Calendar Eastgate Campus

January 2026 - December 2026

Winter 2026 Winter Orientation.....	January 6, 2026
Winter Quarter.....	January 7 – March 27, 2026
Martin Luther King Holiday.	January 12, 2026
Orientation	February 17, 2026
Mini Quarter.	February 18 – March 27, 2026
Spring Break	March 30 – April 3, 2026
Spring 2026 Spring Orientation.....	April 7, 2026 Spring
Quarter.....	April 8 – June 26, 2026
Orientation	May 19, 2026
Mini Quarter.....	May 20 – June 26, 2026
Memorial Day Holiday	May 25, 2026
Summer Break	June 29 – July 3, 2026
Summer 2026 Summer Orientation	July 7, 2026
Summer Quarter.....	July 8 – September 25, 2026
Orientation	August 18, 2026
Mini Quarter.....	August 19 – September 25, 2026
Labor Day Holiday	September 7, 2026
Fall Break	September 28 – October 2, 2026
Fall 2026 Orientation	October 6, 2026
Fall Quarter.....	October 7 – December 18, 2026
Orientation	November 12, 2026
Mini Quarter.....	November 13 – December 18, 2026
Thanksgiving Holidays.....	November 25 – November 27, 2026
Christmas/Winter Break.....	December 21, 2026 – January 5, 2027

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

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Mini Quarter.....	November 12 – December 19, 2025
Thanksgiving Holidays	November 26 – November 28, 2025
Christmas/Winter Break.....	December 22, 2025 – January 6, 2026

Academic Calendar Northgate Campus

January 2026 - December 2026

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Christmas/Winter Break.....	December 21, 2026 – January 3, 2027

TUITION COSTS AND FEES

September 1, 2024, Tuition, Costs, and Fees¹²

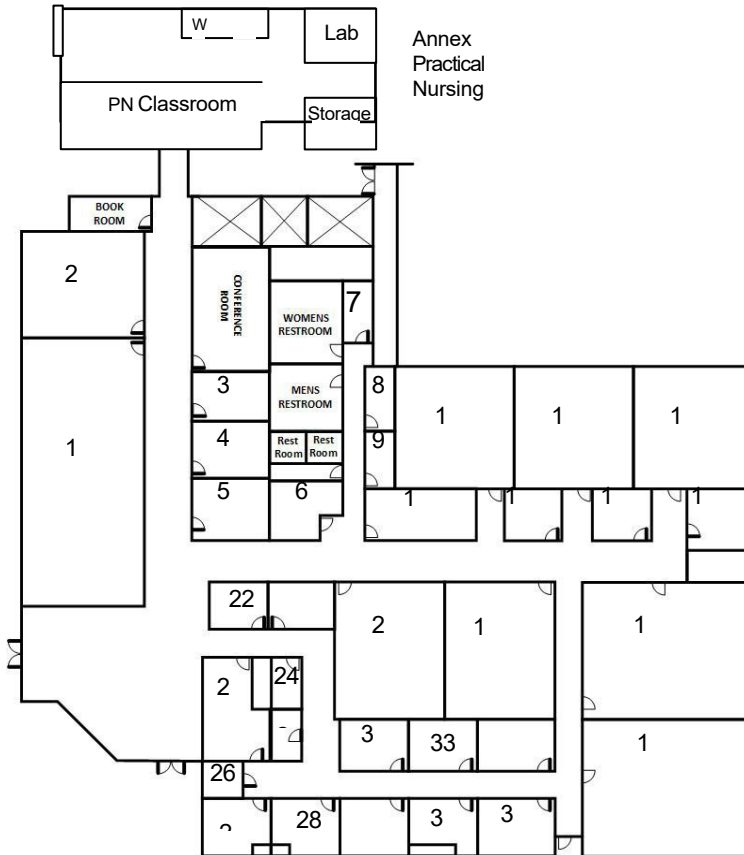
Program	Type	Hours/Credits in Program	Total Tuition	Texts, Supplies, Uniforms, etc.	Total Program Cost ¹²
Nursing	Bachelor of Science	183 Credits	\$60,000	\$9,000	\$69,000
Dental Assisting	Associate degree	96 Credits	\$28,440	\$3,840	\$32,280
Diagnostic Medical Sonography	Associate degree	90 Credits	\$35,000	5,340	\$40,340
Medical Assisting	Associate degree	96 Credits	\$28,440	\$3,840	\$32,280
Health Science	Associate degree	93 Credits	\$22,500	\$1,500	\$24,000
Radiologic Technology	Associate degree	90 Credits	\$30,000	\$4,590	\$34,590
Pharmacy Technician	Diploma	50 Credits	\$12,000	\$775	\$12,775
Practical Nursing	Diploma	82 Credits	\$20,000	\$3,200	\$23,200
Medical Assistant	Diploma	50 Credits	\$12,000	\$775	\$12,775
Dental Assistant	Diploma	50 Credits	\$12,000	\$775	\$12,775

¹² All Programs require \$25.00 Registration Fee; this is in addition to the total program cost.

Program	Type	Hours/Credits in Program	Total Tuition	Texts, Supplies, Uniforms, etc.	Total Program Cost¹²
Cosmetology	Diploma	1500 Clock Hours	\$17,000	\$1,250	\$18,250
Esthetics	Diploma	750 Clock Hours	\$11,250	\$750	\$12,000
Manicuring	Diploma	600 Clock Hours	\$8,750	\$450	\$9,200
Instructor	Diploma	300 Clock Hours	\$2,000	\$300	\$2,300

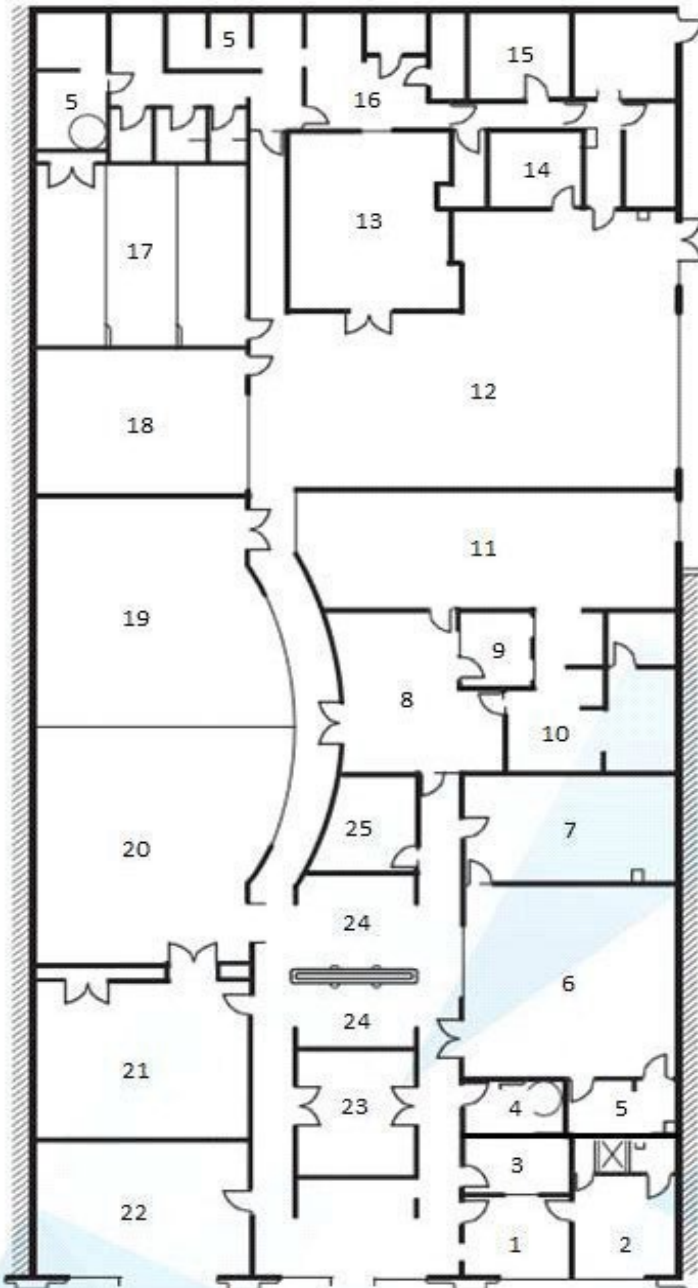
CAMPUS FLOOR PLANS

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 | |

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. Operator
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

EQUIPMENT LIST

Equipment List Eastgate Campus

Quantity	Description
9	Laptop Carts
35	Printers
2	Meraki Security Appliance
10	Meraki Switches
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 Servers
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 – PC's

Offices

18 – PC's
 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