



Chattanooga College

Medical, Dental, & Technical Careers, Inc.



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Chattanooga College

Medical, Dental & Technical Careers, Inc.

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



Chattanooga College

Medical, Dental & Technical Careers, Inc.

Training professionals since 1968 • Accredited by ACCSC

July 1, 2017

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,

A handwritten signature in black ink that reads "William G. Faour".

William G. Faour, President

“Where Dreams Find Direction” i

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ADMINISTRATIVE

REFERENCES AND CREDENTIALS

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

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

Chattanooga College Medical, Dental, & Technical Careers, Inc. is a Microsoft Academy and a Cisco University partner, and has authorized training programs in coordination with the Vocational Rehabilitation Departments for the states of Tennessee and Georgia. The college 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, Inc. 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, Inc. offers Associate of Applied Science degrees in Computer Networking, Medical Assisting, Criminal Justice, Dental Assisting, and Medical Office Administration.

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

The college moved out of the original location on Brainerd Road in the fall of 2013 and relocated to a new main facility at 248 Northgate Mall Drive, Suite 130. In spring of 2017, the college changed the location designation from a satellite campus to the main facility. The Northgate Mall location became designated as the satellite campus.

In the winter of 2017, the Computer Networking classes, the Pearson VUE Testing Center, and Testing Administrator's office were moved to the satellite facility at Northgate Mall Drive, Suite 130. In the spring of 2017, the college moved out of the main campus at 5600 Brainerd Road, Suite E-3 and relocated to a new facility at 5600 Brainerd Road, Suite B-38. Both facilities offer free parking and are located in Chattanooga.

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, Inc. 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

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. Our priority is to prepare technically competent, committed students for entry into their chosen fields, and additionally, to help the development of confidence based on individual achievement.

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

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Programs of study at Chattanooga College Medical, Dental, & Technical Careers, Inc. are open to applicants who possess a regular high school diploma or have received a GED, High School Equivalency Test (HiSET). Applicants to cosmetology and related programs may be admitted based on current state cosmetology board requirements, which is completion of the 10th grade. These students may be admitted each week. Documentation of education is requested. Applicants are responsible for providing transcripts. All applicants must provide immunization documentation and other records as required

All applicants must visit the college prior to enrollment. To apply for admission, applicants should call or write the school to secure an admissions interview, which is conducted at the school. An admission examination is required for all applicants except cosmetology and related programs. Advance preparation is not required for this examination, and the examination is given without obligation. Documents submitted to the college on behalf of the applicant become property of the institution and will not be returned.

Applicants are notified regarding admission application acceptance status. All applicants are admitted to Chattanooga College Medical, Dental, & Technical Careers, Inc. without discrimination. It is the intent of Chattanooga College Medical, Dental, & Technical Careers, Inc. to comply with the spirit and letter of all equal opportunity legislation, both state and federal, in its administration and admissions policies.

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

Program Admissions Standards:

- High School Graduate or GED/HiSET
- Admissions Test
- Admissions interview
- Other as required

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

Practical Nursing Program Admissions Standards:

Students will be selected from a pool in which all applicants will have submitted the following items:

- \$25.00 application fee
- Complete Application form
- Official documentation of High School transcript or GED/HiSET
- Successful completion of ACT exam with a composite score of 19 or higher (under age 20) or successful score on HESI Admissions Test
- Interviewed by Director/designee of PN program
- Write an essay as to the career choice
- At least 18 years of age
- Three (3) letters of reference (no relatives)
- Applicants convicted of a crime may not be accepted into the program
- Completion of satisfactory criminal background check
- Immunizations Records and Physical Examination Verification form signed by health care provider. Completion of all immunization requirements must be met before clinical placement.
- Completion of negative drug screen

Practical Nursing and Medical Assisting Program Physical and Mental Admissions Standards:

The following minimal physical and mental requirements are necessary for successful progression through the Practical nursing program:

- Ability to lift or move weights of up to 35% of recommended body weight (approx. 50 pounds).
- Motor ability necessary to ambulate independently in clients' rooms and in work areas.
- Visual acuity sufficient to observe and assess client behavior, prepare and to administer medications, and accurately read monitors and computer screens.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breath sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently (safety issue).
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.

Criminal background checks and drug screens are required at the affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment.

Cosmetology and Related Programs Admissions Standards:

- 16 years of age
- Completion of 10th grade

Pregnancy Policy

Students enrolled in health science programs, i.e. Practical Nursing, Medical Assistant and/or Dental Assistant program, who are or become pregnant at the time of Clinical and/or Externship must delay completion of the course requirements until pregnancy is completed.

TRANSFER OF CREDIT

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

The following conditions are for consideration of transfer credit:

- Provide official transcript from an accredited institution
- Grades of “C” or higher
- Course description, and/or syllabi of the course to be evaluated from the other institution, if needed to determine course equivalency
- Course must be relevant and comparable in scope and content to the course offered by Chattanooga College MDTC
- No more than 50% of credit hours may be accepted for transfer.
- For work done under a system other than the quarter system, credits are calculated at an appropriate ratio of equivalence.
- Hours are not transferable to the practical nursing program
- Cosmetology and related programs must have state form

Determination of Transferability

Chattanooga College MDTC evaluates student transcripts from an accredited institution to ascertain grade earned for consideration. Additionally, consideration of the syllabi and course description may be used to determine if the previous coursework is relevant, comparable in scope and content with the school’s coursework.

Status of Transfer Credits

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

TRANSFER OF CREDIT TO ANOTHER INSTITUTION

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

Dental & Technical Careers, Inc. does not guarantee that credit earned at Chattanooga College Medical, Dental & Technical Careers, Inc. will be accepted by another institution.

ARTICULATION AGREEMENT

Chattanooga College Medical, Dental & Technical Careers has accreditation agreements with both nationally and regionally accredited schools. Currently, the college has agreements with Bethel University, Kaplan University, Colorado Technical University, University of Phoenix, Herzing University, California Coast University, Fountainhead College of Technology, Central Christian College of Kansas, and National American University.

DEFINITION OF CREDIT HOUR

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

*50 minutes equals one clock hour

*One quarter credit hour equals 30 units

DEFINITION OF ACADEMIC YEAR

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

SCHOOL CALENDAR

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

STUDENT POLICIES

GRADING AND GRADE REPORTS

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

Note: For the Practical Nursing program a minimum score of 81 is required for courses.

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

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

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

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Progress policy is applicable to all students in credit hour programs for academic retention, and eligibility for determining all federal and state financial assistance. The two components of satisfactory academic progress are: grade point average and completion rate. The maximum time frame is the total number of attempted hours in which a student must complete the program.

A student must maintain a specified grade point average as well as proceed through the program at a pace leading to successful completion in a specific time frame of not more than 150% of the normal time frame for completion.

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%).

In order to maintain quantitative satisfactory progress, students must successfully complete two-thirds or 66.67% of all credits attempted. This is the completion rate or pace student must achieve; which ensures completion of the program within the maximum time frame.

Example of completion rate (pace): Student attempts 12 credits; student must complete at least 8 credits to satisfy completion percentage of $\frac{2}{3}$ or 66.67%; ($\frac{8}{12} = \frac{2}{3}$ or 66.67%).

Students achieving the following cumulative grade point averages are considered to be making satisfactory progress for this component. Students are notified of their grades at the end of each course and receive a copy of their transcripts at the end of each quarter.

1.5 for the first quarter, 1.7 for the second, 1.9 for the third, 2.0 for each succeeding quarter. Satisfactory progress is measured at the end of each quarter for GPA and for completion rate.

SAP is reviewed at the end of each quarter/payment period. Students not maintaining the required GPA and completion rate of 66.67% are placed on financial aid warning. If successfully appealed, student will be placed on financial aid probation; however, financial aid warning does not require an appeal or other action by the student. Students who are placed on financial aid warning can continue to receive Title IV funds for one payment period. Any students who are placed on financial aid probation may appeal the determination by the school. Students should submit, in writing, the mitigating circumstances that kept them from maintaining SAP, the changes that have been put into place for them to succeed, and develop a corrective plan, with an academic advisor, to return to the acceptable level of SAP. The plan may be constructed to stair step their progress, may have a reduction in courses, or other actions that assist the student in their SAP outcome.

The plan with specify when the student will meet SAP and the school will notify the student as to the decision of any evaluation that may impact the student's Title IV eligibility.

*NOTE: Students utilizing veteran's benefits must improve GPA 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.

Program Changes: Only credits transferring into the new program are considered for satisfactory progress. A second change of program must be approved by the academic steering committee before admission. Additionally, students seeking to enroll in additional programs must meet SAP.

INCOMPLETE, WITHDRAWAL, AND 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.

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 withdraw is beyond midpoint.

Transfer credits that count towards student's program are counted as both attempted and completed. Students should understand that merely ceasing to attend class does not constitute official withdrawal.

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

SUSPENSION/RE-ADMISSION AND REINSTATEMENT OF TITLE IV ELIGIBILITY

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

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

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

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

ATTENDANCE

The college believes students should follow a policy of regular attendance and punctuality in order to receive maximum benefit from their educational experience and to develop those work habits and personal qualities which are highly valued by employers. There is a direct correlation between good attendance, classroom success and employment. Any class meeting or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement and success in the course.

Students are required to attend 75% of the contact hours for each course and will fail the course if attendance is below this requirement. The school provides students with an opportunity to make up hours. Students who have not attended for two consecutive weeks without communicating with the school are terminated.

MAKE-UP HOURS POLICY

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

TARDINESS

Tardiness is defined as late class arrival, 10 minutes after the beginning of a class session, or departure prior to class dismissal. Students are responsible for work missed, if tardiness persists and/or improvement is not shown, the student is subject to dismissal from the class and/or the school. Make up work is at the discretion of the instructor, and students are responsible for contacting the appropriate faculty member to make arrangements for work missed.

Due to the limited access to clinical opportunities and sites, only one (1) make-up clinical experience per clinical rotation is allowed. All clinical absences must be made up to proceed in the program. There are no excused absences for the clinical rotations. Clinical make-ups are at the sole expense of the student. The cost for a clinical make-up is \$216.00 for each day. The payment is due prior to attending the clinical make-up.

Students must complete the required hours of the clinical rotation to successfully complete the corresponding course. Clinical make-ups must be scheduled and approved with the Director of Nursing.

OFFICIAL WITHDRAWAL

An official withdrawal is when a student notifies the registrar, the business office, or the director during normal business hours: 8:00 am to 6:30 pm that he/she is withdrawing. Students who do not officially withdraw are considered enrolled until the appropriate student verification checkpoint or documentation of an academic event. The verification checkpoint is midpoint and the end of each module.

CONDUCT STANDARDS

All students must adhere to Chattanooga College Medical, Dental, & Technical Careers, Inc. published rules and regulations, a copy of which is issued to and signed by each student. Applicants displaying an awareness of proper business conduct will be accepted for training. Appropriate attire is required at all times. Students are required to do their own work. Any student found cheating will be dismissed from school. Students must conduct themselves as mature adults. Proper conduct is part of the criteria for enrollment, continued enrollment and for determining job reference.

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

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

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

ACADEMIC INTEGRITY

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

GRADUATION REQUIREMENTS

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

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

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

STUDENT SERVICES

Services are provided to students for personal, academic and financial needs.

Students are encouraged to request assistance and/or advising as follows:

1. Personal/academic advising is available through faculty, academic Department Heads and school Director.
2. Tutoring is available at no additional cost weekdays or by individual arrangement. In certain cases a student may be required to take remedial classes which are not part of the standard program outline and for which no academic credit is given toward earned credit hours.
3. Financial aid assistance including grants, loans, counseling, and information is available from the Financial Aid Department.
4. Advice concerning part-time job placement and career development is provided by the Student Services Department or the Placement Coordinator.
5. Advising services with reference to personal problems is available through the Student Services office or the director's office

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

6. Chattanooga College Medical, Dental, & Technical Careers, Inc. 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, Inc. distributes voter registration forms to all incoming students at orientation. Forms are also available at the front office.

Students are responsible for their own security and safety, and must be considerate of the security and safety of others. In compliance with the Cleary Act, services, information, and assistance are available to all students and employees and may be obtained at either campus. The school is not responsible for students' belongings that are lost, stolen, or damaged on campus or during school activities. Students should notify any school employee of any injury or illness occurring on campus, as well as security issues such as theft. In case of emergency, the school will obtain the services of medical or security professionals, as required.

LIBRARY/ELECTRONIC RESOURCES CENTER

The Chattanooga College: Medical, Dental, & Technical Careers, Inc.'s Library/Electronic Resource Center (LRC) is located adjacent to the placement office at the North Gate Campus and adjacent to the Office of Student Services at the Eastgate Campus. The LRC is opened to both staff and students and is managed by a professional librarian.

Housed in a convenient, one-room electronically equipped facility at both campuses; the Library/Electronic Resources Center (LRC) combines the traditional library concept with audiovisual equipment and instructional materials and provides access to computers. The LRC is well lighted and air conditioned. It is designed to handle up to 15% of the student enrollment. Several computer based information tools are available, including: magazine, journal, newspaper and reference sources like electronic encyclopedias.

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

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

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

The Tennessee Electronic Library is made possible through funding provided by the General Assembly of the State of Tennessee, the U. S. Institute of Museum and Library Services, and through pledges from Tennessee libraries. TEL is administered by the Tennessee State Library and Archives, a division of the Tennessee Department of State, Tre Hargett, Secretary of State. On September 30, 1999, the State of Tennessee signed a contract with the Gale Group to offer InfoTrac to all schools, public, academic, and not-for-profit special libraries in the state of Tennessee.

The Library/Electronic Resources Center is open Monday through Friday with evening hours Monday, Tuesday and Thursday.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Students should seek a resolution of concerns and complaints through Chattanooga College Medical, Dental, & Technical Careers, Inc.'s. complaint procedure before involving others (see POLICY below). 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 considered by the Commission must be in writing, with permission by the complainant for the Commission to forward a copy of the complaint to the school for a response. The complainant will be 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 and Colleges, 2101 Wilson Blvd./Suite 302, Arlington, VA 22201, (703) 247-4212 or www.accsc.org.

A copy of the Commission's Complaint Form is available at the school and may be obtained from the Director. Information regarding availability of comparable program information related to tuition and program length may also be obtained from ACCSC at the same location.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule chapter 14540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization." The address is the Tennessee Higher Education Commission, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37243 or call 615.741.5293.

POLICY

It is the policy of the Chattanooga College Medical, Dental, & Technical Careers, Inc. to address all concerns in a timely manner. Concerns may be addressed from all areas of the student's perspective, such as financial, student advising, scheduling, grading, placement, or others. Simply stated, the purpose of the policy is to convey to the students that we listen and that together we can develop possible solutions to the concern.

In addition to this policy and procedure, all prospective students are given an internal complaint form and one provided by the commission. The student is informed that these forms may be used if a concern has not been addressed in a timely manner. This is not the first step in solving a complaint or grievance.

WHAT DO I DO?

The first thing you should do when you have a complaint or a grievance is to address the party that can offer immediate assistance. For instance, if you have a financial aid concern, speak to a financial aid representative.

After you have addressed the first party and you still feel a need to present your concern, a simple request to speak to the director or the assistant is all you need to do.

Obviously there could be times when the director could not meet with you immediately, but a meeting will be arranged by the next school day. These occasions are rare because the school desires to assist you and address all concerns, complaints, or grievances as promptly as possible.

If the student has a grade concern, again follow the first step and speak with the instructor. If the student is not satisfied with the outcome, the student may address the complaint in writing to the Academic Steering Committee. The student should supply all supporting documentation to support his/her view. The Academic Steering Committee meets as needed on Fridays. After reaching a decision, the Academic Steering Committee gives the student a written response and a copy is placed in the student's file.

CHALLENGED STUDENTS

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.

TERMINATION

Chattanooga College Medical, Dental, & Technical Careers, Inc. 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
- nonattendance (without sufficient reason)
- 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, Inc. is defined to include taking credit for work that is not your own, possessing unauthorized materials during tests or examinations, or personal conduct unsuited to the classroom, uncooperative attitudes or other personal misconduct.

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

DRUG AND ALCOHOL FREE POLICY

This policy applies to students, employees, and independent contractors.

In accordance with Public law 101-226 {Drug-Free Schools and Communities Act Amendments of 1989), Chattanooga College Medical, Dental, & Technical Careers, Inc. pursues and promotes a comprehensive program to prevent and correct the illicit use of drugs and the abuse of alcohol by students.

This program includes the following standards:

Chattanooga College Medical, Dental, & Technical Careers, Inc. does not tolerate Illicit drugs or alcohol on campus, and the use or possession of such substances on Chattanooga College Medical, Dental, & Technical Careers, Inc. 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, Inc. or at any off-site activity sponsored by the college.

It is the responsibility of each student to take advantage of all free materials, seminars, and support services provided by Chattanooga College Medical, Dental, & Technical Careers, Inc. under this policy.

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

JOB PLACEMENT ASSISTANCE

Chattanooga College Medical, Dental, & Technical Careers, Inc. offers job placement assistance to graduates and employers. 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. You must be recommendable for entry into a business/professional environment. Remember, you and Chattanooga College Medical, Dental, & Technical Careers, Inc. expect success in entering your chosen career field.

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

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

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

Chattanooga College Medical, Dental, & Technical Careers, Inc. 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 Student Services Department, students are required to:

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

PRIVACY RIGHTS OF THE STUDENT

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

NUMBER OF STUDENTS PER CLASS

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT {FERPA PUBLIC LAW 93-380}

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

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

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

EDUCATIONAL RECORDS

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

EXEMPTIONS

The following items are exempt from FERPA:

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

REVIEW OF RECORDS

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

DIRECTORY INFORMATION

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

CONSTITUTION DAY

The College recognizes Constitution Day each year.

REQUEST OF INFORMATION

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

ANNUAL CAMPUS SECURITY REPORT

By October 1 of each year the college makes available the Annual Security Report. Additional reports are available upon request for both current and prospective students and employees.

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 or receipt of financial aid.
7. Courts in compliance with a court order or subpoena, provided that a reasonable attempt is made to notify the student prior to compliance.
8. Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

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

INCLEMENT WEATHER

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

FINANCIAL AID AND FINANCIAL ASSISTANCE

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

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, Inc. participates in the following programs:

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

In general, students are eligible for aid if they:

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

*Tennessee residents may qualify for Tennessee state programs

FINACIAL AID REFUNDS

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

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

For students who unofficially withdraw, the date of determination is either the last date of attendance at an academically- related activity or the mid point 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 FinancialAid 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, Inc. 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 awarded.

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, contact the U.S. Department of Veteran's Affairs listed in the blue pages of the telephone directory.

VOCATIONAL REHABILITATION

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

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

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

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

CANCELLATION AND REFUND POLICY

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

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

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

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

Withdrawal/termination during first 10%
..... 75% minus \$100.00 administrative fee

Withdrawal/termination after 10% but less than 25%
..... 25% minus \$100.00 administrative fee

Withdrawal/termination after 25%
..... NO REFUND WILL BE MADE

Students are charged for texts and supplies as issued. All refunds are calculated based on attendance as outlined above and will be made within 30 days of the date of determination that a student has withdrawn/terminated.

AFTER COMMENCEMENT OF CLASSES

Chattanooga College Medical, Dental & Technical Careers follows the Tennessee Higher Education Commission’s policy for refund after commencement of classes for the quarter as follows for all programs except Cosmetology and related programs.

Students who cancel enrollment prior to commencement of class are refunded 100% of all monies paid, EXCEPT registration fee.

After commencing class, the following refund and charges are applicable based on hours in the program:

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, Inc. 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. All refunds are calculated based on attendance as outlined above and will be made within 30 days of the date of determination that a student has withdrawn/terminated.

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

DISCOUNTING

The college does not participate in discounting.

CATALOG ADDENDUMS

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

PROGRAM INFORMATION

For additional program information, please visit:

- www.onetcodeconnector.org
- www.nces.ed.gov/ipeds/cipcode
- www.chattanoogacollege.edu

ACADEMIC CALENDAR

JULY 2017 - JULY 2018

SUMMER 2017

Summer Quarter July 12 – September 28, 2017
Mini Quarter..... August 23 – September 28, 2017
Labor Day Holiday..... September 4, 2017

FALL 2017

Fall Quarter October 11 – January 9, 2018
Mini Quarter..... November 20 – January 9, 2018
Thanksgiving Holiday November 22 - 23, 2017
Christmas Break..... December 22, 2017 – January 2, 2018

WINTER 2018

Winter Quarter..... January 17 – April 3, 2018
Mini Quarter..... February 28 – April 3, 2018

SPRING 2018

Spring Quarter..... April 11 – July 2, 2018
Mini Quarter..... May 23 – July 2, 2018
Memorial Day Holiday May 28, 2018

ACADEMIC CALENDAR

JULY 2018 – JULY 2019

SUMMER 2018

Summer Quarter.....	July 11 – September 27, 2018
Mini Quarter.....	August 22 – September 27, 2018
Labor Day Holiday.....	September 3, 2018

FALL 2018

Fall Quarter.....	October 10 – January 8, 2018
Mini Quarter.....	November 19 – January 8, 2018
Thanksgiving Holiday.....	November 21 – 22, 2018
Christmas Break.....	December 21 – January 1, 2019

WINTER 2019

Winter Quarter.....	January 16 – April 2, 2019
Martin Luther King Holiday.....	January 21, 2019
Mini Quarter.....	February 27 – April 2, 2019

SPRING 2019

Spring Quarter.....	April 10 – July 1, 2019
Mini Quarter.....	May 22 – July 1, 2019
Memorial Day Holiday.....	May 27, 2019

Notes



Programs
Associate Degrees
Diplomas



Chattanooga College
Medical, Dental & Technical Careers, Inc.

**CRIMINAL JUSTICE
ASSOCIATE OF APPLIED SCIENCE DEGREE**

CIP Code 43.0104

The Associates of Applied Science Degree at Chattanooga College is designed to prepare the student for entry-level employment with the essential knowledge to enter the field. The program provides an understanding of the criminal justice system and its components so that students will graduate with proficiency in law enforcement, court systems and corrections. Students are exposed to theory, research and practical experience that culminates in an internship for maximum learning. Students must meet all immunization requirements mandated by the state of Tennessee.

**96 QUARTER CREDIT HOURS/1164 CLOCK HOURS
24 MONTHS NIGHT* / PLUS INTERNSHIP**

COURSE NUMBER	COURSE TITLE	HOURS
Occupational Subjects		
CJ 101	Intro to Criminal Justice	4
CJ 102	Principles of Law Enforcement	4
CJ 103	Criminal Procedures	4
CJ 104	Criminal Justice Ethics	4
CJ 105	Corrections and Alternative Sanctions	4
CJ 106	Constitutional Law	4
CJ 201	Criminal Law	4
CJ 202	Juvenile Justice	4
CJ 203	Investigative Report Writing	4
CJ 204	Criminology	4
CJ 205	Forensic Science Investigations	4
CJ 206	Criminal Justice Info Systems	4
CJ 207	Criminal Justice Internship	4
CJ 208	Terrorism	4
CJ 209	White Collar Crime	4
TOTAL FOR THIS SECTION		60
General Education Subjects		
GEN 220	English Comp I	4
GEN 221	English Comp II	4
GEN 222	Oral Communications	4
GEN 231	College Mathematics	4
Elective	General Education Electives	12
TOTAL FOR THIS SECTION		28
Related Subjects		
	Applied/Related Electives	8
TOTAL FOR THIS SECTION		8
TOTAL CREDITS		96

*Length of program predicated on completion of day internship.

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

**COMPUTER NETWORKING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE**

CIP Code 11.0901

The primary objective of this program is to prepare students for entry level employment in the Information Technology arena. The program provides extended training for anomaly detection and conflict resolution. IT courses may qualify for industry certifications via Prometric, Pearson-VUE or Certi-Port testing environments. Students must meet all immunization requirements mandated by the state of Tennessee.

**96 QUARTER CREDIT HOURS/1056 CLOCK HOURS
24 MONTHS NIGHT**

COURSE NUMBER	COURSE TITLE	HOURS
Occupational Subjects		
CNT 103	Introduction to Computer Hardware	4
CNT 104	Introduction to Computer Software	4
CNT 105	Fundamentals of Computer Tech - Hardware	4
CNT 106	Fundamentals of Computer Tech - OS & Software	4
CNT 110	Fundamentals of Networking	4
CNT 181	Networking Analysis	4
CNT 200	Configuring Windows Active Directory	4
CNT 205	Windows Server Network Infrastructure	4
CNT 210	Windows Server Administration	4
CNT 215	CISCO ICND I	4
CNT 216	CISCO ICND II	4
CNT 220	Linux System Admin I	4
TOTAL FOR THIS SECTION		48
General Education Subjects		
GEN 220	English Comp I	4
GEN 221	English Comp II	4
GEN 222	Oral Communications	4
GEN 231	College Mathematics	4
Elective	General Education Electives	8
TOTAL FOR THIS SECTION		24
Related Subjects		
	Applied/Related Education	24
TOTAL FOR THIS SECTION		24
TOTAL CREDITS		96

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

**DENTAL ASSISTING
ASSOCIATE OF APPLIED SCIENCE DEGREE**

CIP Code 51.0601

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

**96 QUARTER CREDIT HOURS/1244 CLOCK HOURS
18 MONTHS DAY* / 24 MONTHS NIGHT* /PLUS EXTERNSHIP**

COURSE NUMBER	COURSE TITLE	HOURS
Occupational Subjects		
DA 101	Dental Terminology	4
DA 104	Microbiology and Infection Control	4
DA 105	Dental Materials I	4
DA 106	Dental Radiology	4
DA 185	Office Procedures-Dental	4
DA 201	Dental Assisting I	4
DA 202	Dental Assisting II	4
DA 205	Dental Materials II	4
DA 206	Dental Clinical Procedures I	4
DA 207	Dental Clinical Procedures II	4
ME 215	Anatomy & Physiology I	4
DA 216	Head & Neck Anatomy	4
DA 219	Nutrition/Preventive Dentistry	4
DA 230	Dental Experience	8
TOTAL FOR THIS SECTION		60
General Education Subjects		
GEN 220	English Comp I	4
GEN 221	English Comp II	4
GEN 222	Oral Communications	4
GEN 231	College Mathematics	4
Elective	General Education Electives	12
TOTAL FOR THIS SECTION		28
Related Subjects		
	Applied/Related Electives	8
TOTAL FOR THIS SECTION		8
TOTAL CREDITS		96

*Length of program predicated on completion of day externship.

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

**MEDICAL ASSISTING
ASSOCIATE OF APPLIED SCIENCE 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. Students must meet all immunization requirements mandated by the state of Tennessee.

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

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

*Length of program predicated on completion of day externship.

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

MEDICAL OFFICE ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE

CIP Code 51.0705

The primary objective of this program is to build competencies and skills necessary for entry-level positions in the administrative medical office environment. The program provides hands-on training in office procedures, and insurance billing and coding. The program includes an unpaid, daytime externship. Candidates for graduation must demonstrate minimum production based skills. Students must meet all immunization requirements mandated by the state of Tennessee.

96 QUARTER CREDIT HOURS/1280 CLOCK HOURS 18 MONTHS DAY*/24 MONTHS NIGHT*

COURSE NUMBER	COURSE TITLE	HOURS
Occupational Subjects		
IPO 100	Introduction to Computers	4
IPO 185	Office Procedures I	4
ME 201	Medical Terminology I	4
ME 202	Medical Terminology II	4
ME 215	Anatomy & Physiology I	4
ME 216	Anatomy & Physiology II	4
ME 217	Pharmacology	4
MOA 102	Intro to Administrative Medical Procedures	4
MOA 211	Billing/Coding I	4
MOA 212	Billing/Coding II	4
MOA 213	Billing/Coding III	4
MOA 214	Insurance and Billing	4
MOA 186	Electronic Health Records	4
MOA 289	Healthcare Practice Management	4
MOA 225	Certification Review	4
MOA 230	Medical Office Administration Externship	4
TOTAL HOURS FOR THIS SECTION		64
General Education Subjects		
GEN 220	English Comp I	4
GEN 221	English Comp II	4
GEN 222	Oral Communications	4
GEN 231	College Mathematics	4
Elective	General Electives	8
TOTAL HOURS FOR THIS SECTION		24
Related Subjects		
	Applied/Related Electives	8
TOTAL FOR THIS SECTION		8
TOTAL CREDITS		96

*Length of program predicated on completion of day externship.

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

The primary objective of this program is to build competencies and skills necessary for entry-level positions in the medical field as a licensed practical nurse. The student will have hands-on training and practical job related experiences. Students must be certified in CPR by the American Heart Association. Students must meet all immunization requirements mandated by the state of Tennessee.

**82 QUARTER CREDIT HOURS/1707 CLOCK HOURS
12 MONTHS DAY***

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

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

DIPLOMA

The primary objective of this program is to build a basic understanding of 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. Students must meet all immunization requirements mandated by the state of Tennessee.

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

COURSE NUMBER	COURSE TITLE	HOURS
COS 101	COSMETOLOGY	
	Professional Development	25
	Salon Ecology	50
	Anatomy & Physiology	25
	Salon Business	50
	Cosmetology Fundamentals	150
	Electricity	35
	Chemistry	75
	Trichology	75
	Chemical Texture	150
	Hair Color	125
	Nail Care	65
	Skin Care/makeup	75
	Design Decision	125
	Hair Sculpting/Cutting	125
	Hair Design/Styling	250
	Hair Additions/Wigs/long Hair design	100
	TOTAL HOURS	1500

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

DIPLOMA

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

600 CLOCK HOURS**9 MONTHS DAY*/ 12 MONTHS NIGHT***

COURSE NUMBER	COURSE TITLE	HOURS
NTCH 101	NAIL TECHNICIAN	
	Sanitation	20
	Sterilization	20
	Bacteriology	20
	Professional Ethics	10
	Personality	10
	Anatomy	25
	Physiology	25
	State Law	10
	Salon Management	10
	Manicuring & Pedicuring/Chemical	45
	Product Knowledge	45
	EPA and OSHA Requirements	10
	Massage	80
	Manicuring & Pedicuring/Physical	80
	Nail care, Artistry, Nail Wraps	80
	Sculptured Nails, Nail Tips, Gel Nails	80
	Nail Safety	30
	Sanitation	20
	Sterilization	20
TOTAL HOURS		600

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

DIPLOMA

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

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

COURSE NUMBER	COURSE TITLE	HOURS
AEST 101	AESTHETICS	
	Sanitation	20
	Sterilization	20
	Bacteriology	20
	Professional ethics	10
	Personality	10
	Anatomy	25
	Physiology	25
	State law	10
	Salesmanship	10
	Skin conditions	75
	Products	65
	EPA and OSHA requirements	10
	Massage	90
	Masks	90
	Facial treatments	90
	Applications - Machines, Color Psychology	90
	Make-up	90
	Sanitation	20
TOTAL HOURS		750

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

INSTRUCTOR

CIP Code 12.0413

DIPLOMA

The primary objective of this program is to build a basic understanding of Instructor program and prepare students for entry-level employment. Students must meet all state immunization requirements.

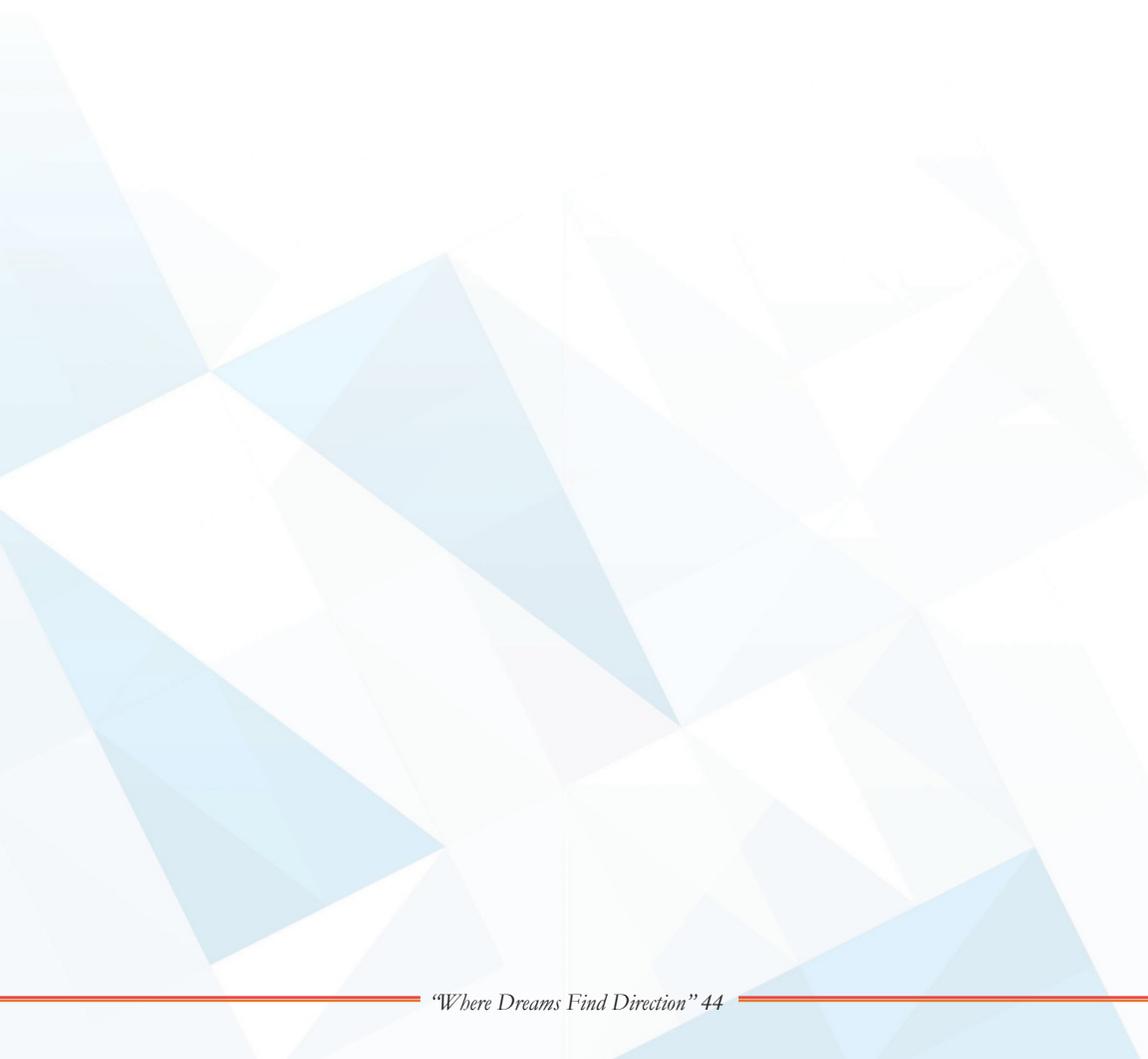
300 CLOCK HOURS

8 MONTHS NIGHT*

COURSE NUMBER	COURSE TITLE	HOURS
INST 101	INSTRUCTOR	
	Lesson Planning & Motivation	100
	Instruction	200
TOTAL HOURS		300

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

Notes



Course Descriptions



AEST 101 AESTHETICS

750 CLOCK HOURS

This course is designed to introduce students to the aesthetics industry and provide basic knowledge of aesthetics history, sanitation and safety. Professional development, state law, shop ethics, and salon business will also be covered during the 750 hour program. 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.

CJ 101 INTRODUCTION TO CRIMINAL JUSTICE 4 HOURS

This course is designed to provide the student with a broad-based understanding of all aspects of criminal justice, including law enforcement, the criminal justice system and corrections. This course also focuses on the relationships within the core components of the criminal justice system.

CJ 102 PRINCIPLES OF LAW ENFORCEMENT 4 HOURS

This course provides students with the early history, current issues and future direction of policing at all levels. It focuses on operation, challenges and technology that is critical to the role of police in today's society.

CJ 103 CRIMINAL PROCEDURES 4 HOURS

This course provides a review of criminal procedures used to convict and punish offenders. Topics include search and seizure, interrogation, confessions, trial proceedings, and convictions.

CJ 104 CRIMINAL JUSTICE ETHICS 4 HOURS

This course focuses on various ethical theories and their applications to criminal justice professionals. It helps students recognize ethical decisions and provides a framework for analyzing ethical dilemmas. It also examines the three major schools of ethical thought and helps students develop critical thinking skills.

CJ105 CORRECTIONS AND ALTERNATIVE SANCTIONS 4 HOURS

This course focuses on the development of formal correctional practices and theories of various correctional approaches. Students will learn the various elements of how correctional entities operate including jails, detention facilities, probation, intermediate sanctions, prisons, parole and prisoner re-entry.

CJ 106 CONSTITUTIONAL LAW 4 HOURS

This course provides awareness of the three branches of federal government and how they relate to the United States Constitution. Topics include the power vested in these three branches, the Bill of rights, and the remaining Amendments. Students will also examine the pertinent court cases that relate to the Constitution.

CJ 201**CRIMINAL LAW****4 HOURS**

This course focuses on principles of common law, statutes that define crimes and defenses that can be raised as a result of criminal charges. It also examines the history, functions, structures, processes and interactions of the three core components: police, courts and corrections.

CJ 202**JUVENILE JUSTICE****4 HOURS**

This course focuses on the history of juvenile justice, theories of juvenile delinquency, policy, juvenile justice process and the philosophy of the juvenile justice system. Students also learn about the various agencies associated with juvenile justice.

CJ 203**INVESTIGATIVE REPORT WRITING****4 HOURS**

This course provides a foundation in the basics of accurate investigative report writing. Topics include: field notes, narrative writing, crime reports, arrest reports, investigative follow up, and affidavits.

CJ 204**CRIMINOLOGY****4 HOURS**

This course is designed to present a balanced perspective on the field of criminology and to explore crime, its context, and its causes. Basic concepts of crime, law, criminology and theories of crime causation will be explored. Course focuses on crime in the United States including topics about the basic theories of why people commit crimes, criminal personalities, principles of prevention, and treatment.

CJ 205**FORENSIC SCIENCE INVESTIGATIONS****4 HOURS**

This course is designed to provide an overview of the basic concepts and techniques used in a forensic laboratory. Course topics include techniques used for the identification and analysis of body fluids, hair, fibers, latent fingerprints, firearms, documents, and photographs. virtual lab exercises give the student opportunities to perform realistic forensic lab experiments. Audiovisual aids and interactive CDROMS deal with the collection of DNA evidence at crimescenes.

CJ 206**CRIMINAL JUSTICE INFO SYSTEMS****4 HOURS**

This course is designed to introduce students to the use of technology in the management of criminal justice data and systems. It will compare and contrast the difference between tactical, strategic and management information in a criminal justice organization.

CJ 207**CRIMINAL JUSTICE INTERNSHIP****4 HOURS**

This internship is designed to increase the student's understanding of criminal justice administration and operation. A minimum of 120 clock hours on the job experience is required for completion of this internship.

CJ 208**TERRORISM****4 HOURS**

This course identifies the security threats posed by terrorism on a global basis. It focuses on the history and variety of terrorist groups and the ongoing effort to counter terrorist activity on American soil and abroad. Students will learn the skills and knowledge that are needed to work in law enforcement disciplines dedicated to prevention of, and response to terrorism.

CJ 209**WHITE COLLAR CRIME****4 HOURS**

in light of current events such as the Bernie Madoff Ponzi scheme, Enron and Martha Stewart court cases, this course provides an introduction to white collar crime and examines the different types that exist today. The course focuses on how law enforcement identifies and investigates such crimes as tax evasion, computer fraud, identity theft, corporate and business related crimes, and employee theft as related to the field of criminal justice.

CNT 103**INTRODUCTION TO COMPUTER HARDWARE****4 HOURS**

This is the first of two courses designed to give students a broad knowledge of computer hardware and help prepare them for the CompTIA A+ 220-801 exam. This class focuses on the “PC Hardware” and “Networking” sections of the test. Topics discussed include the physical components of desktop systems and an introduction to networking concepts and hardware.

CNT 104**INTRODUCTION TO COMPUTER SOFTWARE****4 HOURS**

This is the first of two courses designed to give students a broad knowledge of computer software and help prepare them for the CompTIA A+ 220-802 exam. This class focuses on the “Operating Systems” and “Security” sections of the test. Topics include Windows XP, Windows Vista, Windows 7, and an introduction to Information security concepts, tools, and practices.

CNT 105**FUND OF COMPUTER TECH HARDWARE****4 HOURS**

This is the second of two courses designed to give students a broad knowledge of computer hardware and help prepare them for the CompTIA A+ 220-801 exam. This class focuses on the “Laptops”, “Printers”, and “Operational Procedures” sections of the test, and also provides a comprehensive review to assist students in preparing for the A+ certification. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103)

CNT 106**FUND OF COMPUTER TECH - OS AND SOFTWARE****4 HOURS**

This is the second of two courses designed to give students a broad knowledge of computer software and help prepare them for the CompTIA A+ 220-802 exam. This class focuses on the “Mobile Devices”, and “Troubleshooting” sections of the test, and also provides a comprehensive review to assist students in preparing for the A+ certification. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 104)

CNT 110**FUNDAMENTALS OF NETWORKING****4 HOURS**

This is the first of two courses designed to give students a greater knowledge of computer networking and help prepare them for the CompTIA Network+ exam. This course focuses on networking theory, cabling, Ethernet installation and management, physical device installation, as well as TCP/IP basics, applications, routing, and security. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 115 IT SECURITY SYSTEMS

4 HOURS

This introduction course covers layers 3 through 4 of the OSI Model. Topics include packet inspection, packet filtering, intrusion prevention systems, VoIP/QOS techniques, concepts and techniques for troubleshooting, network address translation and access lists. Students may qualify for CompTIA Security+ exam. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 120 WINDOWS DESKTOP CONFIGURATION

4 HOURS

This course covers installing, deployment, and upgrading to Windows 7 as well as new Windows 7 features such as BranchCache and HomeGroup networking. Additional topics include configuration, pre-installation/post-installation system settings, Windows security features, network connectivity, applications included with Windows 7 and mobile computing. This course is designed to help students prepare for the Microsoft 70-680 exam. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 121 SUPPORTING WIN DESKTOP IN THE ENTERPRISE 4 HOURS

This course is designed for IT support personnel who support Windows 7 at the Tier 1 or Tier 2 level. It covers identifying and resolving desktop application issues, identifying and resolving networking issues, managing and maintaining Windows 7 clients, supporting mobile users and identifying and resolving security issues. This course is designed to help students prepare for the Microsoft 70-685 exam. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 140 PROJECT MANAGEMENT

4 HOURS

This course covers the entire project life cycle, from initiation and planning through execution, acceptance, support and closure. It validates that project managers and team members have the classic project management skills to help them complete projects on time and within budget. Students may qualify for CompTia Project+ certification exam. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 181 NETWORKING ANALYSIS

4 HOURS

This is the second of two courses designed to give students a greater knowledge of computer networking and help prepare them for the CompTIA Network+ exam. This class focuses on advanced networking devices, IPv6, remote connectivity, and wireless networking. It also provides a comprehensive review to assist students aspiring to obtain Network+ certification. Additional effort and preparation are required for successful completion of the exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110)

CNT 185 OPTIMIZING DATA ACCESS WITH SQL

4 HOURS

This course covers writing Transact-SQL queries, designing and implementing programming objects, optimizing databases, designing databases at both the conceptual and logical levels, and implementing at the physical level. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110)

CNT 200 CONFIGURING WINDOWS ACTIVE DIRECTORY 4 HOURS

This course covers configuring, managing, and supporting user, computer accounts, groups, Domain Name System zones, client settings, group policy objects, backup and recovery, and communication security. Students may qualify for the Microsoft 70-640 certification exam. Additional effort and preparation are required for successful completion of the exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181)

CNT 205 WINDOWS SERVER NETWORK INFRASTRUCTURE 4 HOURS

This course covers planning server roles, maintaining server security, planning data storage, network load balancing, server backups, managing software deployment and versioning, monitoring server performance and capacity, and Active Directory replication. Students may qualify for Microsoft 70-642 certification exam. Additional effort and preparation are required for successful completion of the exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181)

CNT 210 WINDOWS SERVER ADMINISTRATION 4 HOURS

This course covers planning server roles, maintaining server security, planning data storage, network load balancing and server backups, managing software deployment, versioning, scheduling server deployments and designing a contingency plan. Students may qualify for Microsoft 70-646 certification exam. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181)

CNT 215 CISCO ICND I 4 HOURS

This is the first of two courses designed to introduce students to the concepts and methodologies of the CISCO CCENT. The course is aligned to the Cisco “CCNA R&S: Routing and Switching Essentials” curricula, resulting in training and information for basic operation of data networks. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181)

CNT 216 CISCO ICND II 4 HOURS

This is the second of two courses designed to introduce students to the concepts and methodologies of the CISCO CCENT. The course is aligned to the Cisco “CCNA R&S: Introduction to Networks” curricula, resulting in training and information for basic operation of data networks. Students may qualify for the CISCO ICND1 100-101 certification exam. Additional effort and preparation are required for successful completion of the exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181, CNT 215)

CNT 220 LINUX SYSTEM ADMINISTRATION I 4 HOURS

This course is designed for IT professionals who are new to Linux® and require core Linux skills. This course focuses on essential administration tasks that will be encountered in the workplace, including installing the operating system, establishing network connectivity, managing physical storage, and performing basic security administration. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 221 LINUX SYSTEM ADMINISTRATION II 4 HOURS

This course builds on the foundational skills covered in System Administration I, and dives deeper into Linux to broaden your toolkit of administration skills. By the end of this course, you'll be able to administer and troubleshoot file systems and partitioning, logical volume management, access control, and package management. Students may qualify for the Red Hat Certified System Administrator RHCSA. Additional effort and preparation are required for successful completion of exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106. CNT 220)

CNT 225 ITIL FOUNDATIONS 4 HOURS

The course provides a comprehensive entry level understanding of the ITIL Framework and how it may be used to enhance the quality of IT Service management within an organization. The focus is on an integrated approach to IT Service management through cross-departmental processes and implementation of effective communication channels. Students learn a common vocabulary and a shared understanding of IT Service management best practice. Students may qualify for the ITIL Foundations certification exam. Additional effort and preparation are required for successful completion of the exam. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106)

CNT 230 FOUNDATIONS OF VIRTUALIZATION 4 HOURS

This is an entry level comprehensive introduction to the world of virtualization. This course covers the current technologies such as Hyper-V, Virtual PC, VMware and other technologies. Understand the mapping between Microsoft and VMware virtualization terminology and technology. The student will understand the benefits of implementing a virtualization infrastructure using Microsoft Server virtualization as well as designing a Microsoft virtualization and management strategy for a heterogeneous virtualization infrastructure. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181)

CNT 250 INTRODUCTION TO WINDOWS SCRIPTING 4 HOURS

This course will provide the students with an introduction to Windows PowerShell. Topics covered include the basic steps involved in interacting with the PowerShell command prompt, creating and executing PowerShell scripts, object-based scripting, loops, functions, and advanced debugging using PowerShell to interact with Windows Management Instrumentation. (Prerequisite: CNT 103, CNT 104, CNT 105, CNT 106, CNT 110, CNT 181)

COS 101 COSMETOLOGY 1500 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 will also be covered during the 1500 clock hour program. Students will learn the aspects of skin care, facials, hair removal, and makeup. 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.

DA 101 DENTAL TERMINOLOGY 4 HOURS

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

DA 104 MICROBIOLOGY AND INFECTION CONTROL 4 HOURS

This course is the study of microorganisms. Students will learn the guidelines for dental health care setting, which is issued by the Center for Disease Control (CDC). (Prerequisite DA 101)

DA 105 DENTAL MATERIALS I 4 HOURS

The student will learn the manipulations and applications of alginate Impressions, gypsum products and dental cements. (Prerequisite DA 101)

DA 106 DENTAL RADIOLOGY 4 HOURS

This course stresses the importance that individuals working with radiation understand the behavior and nature of x-rays. It is designed to provide the student with the essential knowledge of radiology, theory and technique for use in the practice of dentistry. It is the responsibility of the manufacturers, dental team members, and patients to follow safety precaution measures when using radiography equipment. Steps must be used to minimize risk to the patient and all dental personnel. Students will learn terminology, taking, processing and developing film in the lab. (Prerequisites DA 101, DA 104, DA 201, DA 202, DA 216)

DA 185 OFFICE PROCEDURES-DENTAL 4 HOURS

In this course the student will learn about the dental office staff and their areas of responsibility. This area covers communication skills, controlled record management, scheduling, appointments, insurance, bookkeeping, computerized dental practice software and the skills necessary to obtain a position as a dental assistant. (Prerequisites DA 101, DA 105, DA 201, DA216)

DA 201 DENTAL ASSISTING I 4 HOURS

This course introduces the student to clinical aspects of chairside dental assisting. (Prerequisite DA 101)

DA 202 DENTAL ASSISTING II 4 HOURS

This course introduces the student to the delivery of dental care, dental instruments, and moisture control. (Prerequisite DA 101, DA 201))

DA 205 DENTAL MATERIALS II 4 HOURS

This course introduces the student to manipulation and application of cosmetic and restorative materials. (Prerequisites DA 101, DA 105)

DA 206 DENTAL CLINICAL PROCEDURES I 4 HOURS

This course introduces students to the specialty fields of dentistry: endodontics, pediatrics, orthodontics, periodontics, and oral surgery. (Prerequisites DA 101, DA 201)

DA 207 DENTAL CLINICAL PROCEDURES II 4 HOURS

The course is designed for students to learn the expanded function skills, and dental office emergency procedures. (Prerequisites DA 101, DA 201)

DA 216 HEAD & NECK ANATOMY 4 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.

DA 219 NUTRITION/PREVENTIVE DENTISTRY 4 HOURS

This course focuses on nutrient recommendations, healthy people 2020 report, dietary guidelines and the five major nutrient groups.

DA 230 DENTAL EXPERIENCE 8 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.

GEN 010 BASIC READING 0 HOURS

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

GEN 012 BASIC ENGLISH 0 HOURS

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

GEN 030 BASIC MATH 0 HOURS

This course teaches essential mathematics concepts and skills used on the job. The course provides extensive practice in math calculations, conversions, measurement, equations, ratio and proportion, fractions, decimals, and percent as well as preparing the student for the Basic Algebra class.

GEN 031 BASIC ALGEBRA 0 HOURS

This course teaches essential topics in algebra in order to prepare students for the college mathematics course. This course provides extensive practice in order of operations, integers, solving equations, evaluating expressions, polynomials, and graphs. (Prerequisite: Satisfactory completion of GEN 030 or minimum math score on placement exam).

GEN 134 CRITICAL THINKING**4 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 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 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 HOURS**

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

GEN 220 ENGLISH COMP I**4 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. (Prerequisite: Satisfactory completion of GEN 012 or minimum scores on placement exam).

GEN 221 ENGLISH COMP II**4 HOURS**

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

GEN 222 ORAL COMMUNICATIONS**4 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 231 COLLEGE MATHEMATICS 4 HOURS

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

GEN 251 ETHICS 4 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.

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 hours of instruction by applicants for an instructor's license shall include no less than a total of 100 clock hours in lesson planning and motivation.

IPO 100 INTRODUCTION TO COMPUTERS 4 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 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 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 186 OFFICE PROCEDURES II 4 HOURS

This course continues the study of duties and office procedures including customer service, electronic office simulation, payroll, and office management procedures. This course may also prepare students to sit for the certification exam. (Prerequisite: IPO 185).

IPO 189 MICROSOFT WORD I

4 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.

ME 101 INTRODUCTION TO MEDICAL ASSISTING

4 HOURS

This course is designed to introduce the student to the medical field. The student will be introduced to skills pertinent to the medical field, such as performing vital signs, and patient care responsibilities and procedures. The student will also learn the history and scope of practice for medical assistants.

ME 104 ETHICS FOR THE HEALTH PROFESSIONAL

4 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.

ME 105 CLINICAL PROCEDURES I LAB I

4 HOURS

The first of three clinical courses, this course is designed to provide the student with theory and practical application of vital signs, care of the examination and treatment areas, laboratory waived testing, physical therapy and rehabilitation and other procedures. Students must have a current TB skin test. (Prerequisites: ME 101, ME 201, ME 202, ME 215, ME 216, ME 217).

ME 106 CLINICAL PROCEDURES I LAB II

4 HOURS

The second of three clinical courses, this course continues on the skills learned in ME 105 with more in-depth application of practical skills, to include, venipuncture, EKG, injection and medication administration, and office lab procedures. Students will also learn procedures for written and oral presentation of medical information. (Prerequisite: ME 105).

ME 201 MEDICAL TERMINOLOGY I

4 HOURS

This course provides a gateway to communicating effectively in the health care environment by deconstructing medical terms according to word building rules. Lessons are categorized into topics , which are based on Integumentary, Skeletal, Muscles, Cardiovascular, and Lymphatic Systems.

ME 202 MEDICAL TERMINOLOGY II

4 HOURS

This course is a continuation of Medical Terminology I. Topics include the Respiratory, Digestive, Nervous, Special Senses, Endocrine, Urinary, and Male/Female Reproduction Systems. (Prerequisite: ME 201).

ME 215 ANATOMY & PHYSIOLOGY I

4 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. (Prerequisite: ME 202).

ME 216 ANATOMY & PHYSIOLOGY II 4 HOURS

A continuation of Anatomy & Physiology I. Topics include the muscular system, special senses, endocrine system, lymphatic system, circulation and blood vessels, anatomy of the heart, respiratory and digestive systems, urinary system, and the reproductive system. Course may include labs and case studies while applying theory to practice. (Prerequisite: ME 215).

ME 217 PHARMACOLOGY 4 HOURS

This course provides the student a comprehensive view of pharmacologic principles, including consumer safety, safe dosage calculations, prescription responsibilities, and responsibilities/principles of drug administration. Drug classification is described, along with the characteristics of typical drugs, their purposes, side effects, precautions and interactions. Pediatric and geriatric concerns are also reviewed. (Prerequisites: ME 201, ME 202, ME 215, ME 216, GEN 231).

ME 218 NUTRITION 4 HOURS

A review of nutrition and dietary therapy to aid in prevention of human disease. Includes lifestyle and genetics relationships to overall health.

ME 220 CLINICAL PROCEDURES/LAB III 4 HOURS

The last of three clinical courses, this course places emphasis on patient-centered assessment. Examination and procedures performed in the physician's office or clinic setting. It includes patient preparation, collection and documentation of information, asepsis, minor surgical procedures, and other treatment appropriate for the medical office.

(Prerequisite: ME 216 and all academic courses).

ME 225 CERTIFICATION COMPETENCY REVIEW 4 HOURS

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

ME 230 MEDICAL ASSISTING EXTERNSHIP 8 HOURS

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

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

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

NU 103 FUNDAMENTALS OF NURSING 8 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.

NU 202 MEDICAL TERMINOLOGY 2.5 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.

NU 215 ANATOMY AND PHYSIOLOGY 4.5 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.

NU 217 PHARMACOLOGY 3 HOURS

This course grounds the student in basic principles of pharmacology, medication administration, critical thinking, along with application of the nursing process to each applicable drug class.

NU 218 DRUG CALCULATIONS 3 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

NU 219 NUTRITION 3 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.

NU 220 DRUG THERAPY 2.5 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.

NU 223 MEDICAL SURGICAL NURSING I 10.5 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.

NU 224 MEDICAL SURGICAL NURSING II 10.5 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).

NU 225 MEDICAL SURGICAL NURSING III 10.5 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.

NU 226 COMMUNITY MENTAL HEALTH NURSING 6 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.

NU 227 MATERNAL & CHILD NURSING 6.5 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.

NU 228 PEDIATRIC NURSING 4 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.

NU 229 NURSING LEADERSHIP**2 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.

NU 230 NCLEX PREPARATION**3 HOURS**

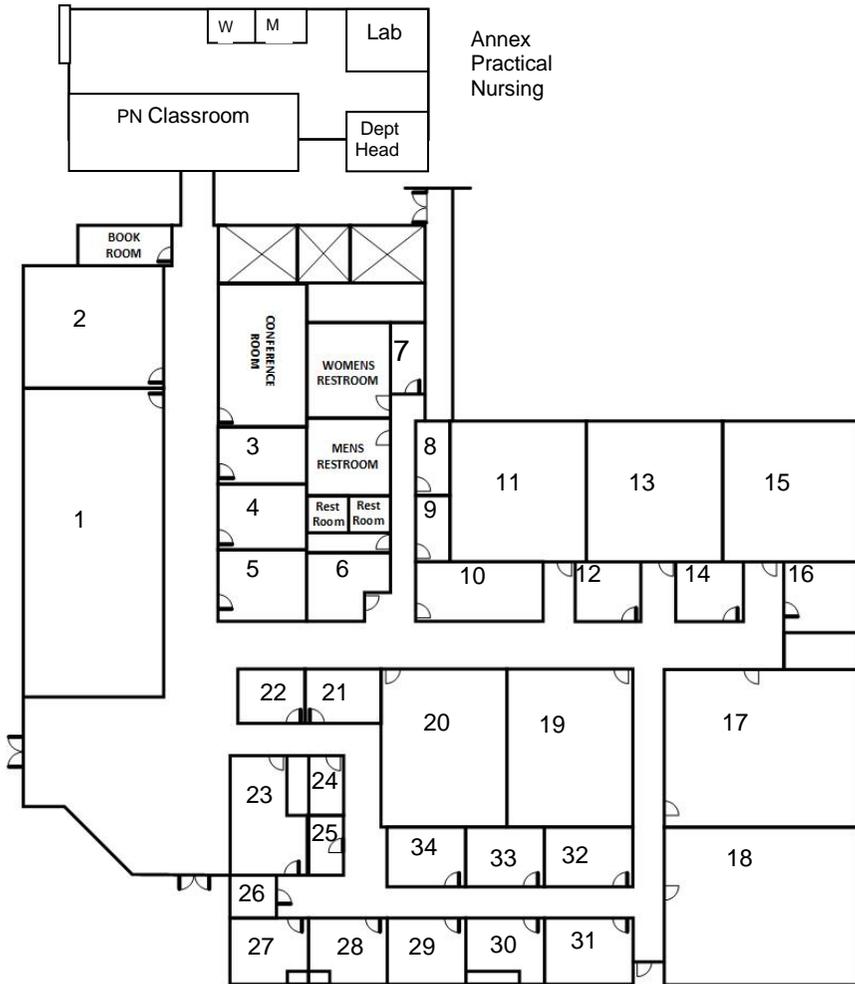
This course will provide intense review of key nursing concepts and theories to ensure that the student is prepared to pass the licensing exam for Practical Nurses.

PSY 101 PSYCHOLOGY**4 HOURS**

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

CAMPUS FLOOR PLANS

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

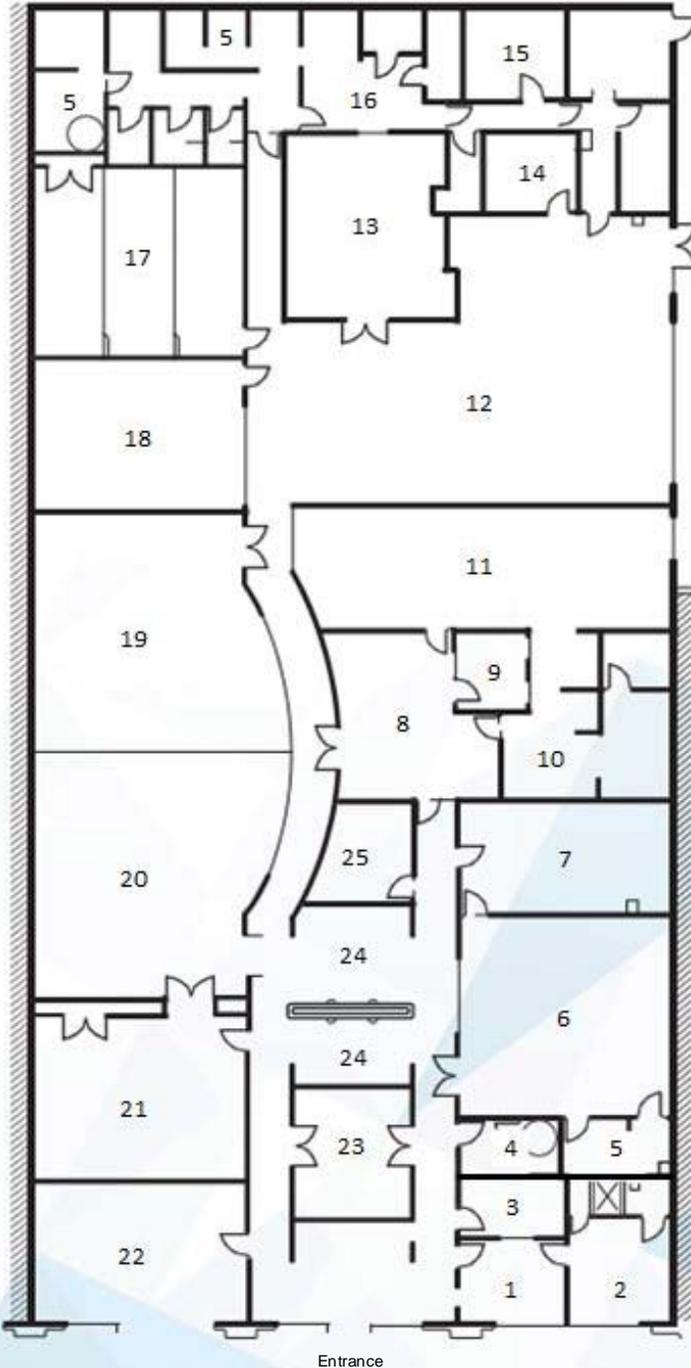


Annex
 Practical
 Nursing

- | | | |
|------------------------|-----------------------------|---------------------------|
| 1. Library | 14. IT Office | 27. Admissions |
| 2. Classroom 1 | 15. Classroom 4 | 28. Admissions |
| 3. Financial Aid | 16. IT Director | 29. Admissions |
| 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. Financial Aid | 34. Director of Education |
| 9. Server Room | 22. Financial Aid | |
| 10. Instructor Offices | 23. Vice-President's Office | |
| 11. Classroom 2 | 24. Storage | |
| 12. Dean of Students | 25. Copier Room | |
| 13. Classroom 3 | 26. Storage | |

CAMPUS FLOOR PLANS

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



Entrance

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



MAIN CAMPUS

Eastgate Campus
5600 Brainerd Rd. Ste B-38
Chattanooga, TN 37411



SATELLITE CAMPUS

Northgate Campus
248 Northgate Mall Dr
Chattanooga, TN 37415