



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

CATALOG 2023 - 2025



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



Chattanooga College

Medical, Dental & Technical Careers, Inc.

INSTITUTIONAL CATALOG - April 1, 2023

VOLUME 36, NO. 1

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

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

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

April 1, 2023

Dear Friend:

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

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

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

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

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

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

Sincerely,

William G. Faour, President

TABLE OF CONTENTS

ADMINISTRATIVE	1
References and Credentials	1
School History	1
School Mission	2
ADMISSIONS.....	3
Admission Requirements and Procedures	3
Program Admissions Standards:.....	4
Testing Requirements for Degree Programs	4
Testing Requirements for Practical Nursing Program	4
TRANSFER OF CREDIT	5
Determination of Transferability	6
Status of Transfer Credits	6
Transfer of Credit to Another Institution	6
Definition of Academic Year	7
School Calendar	7
STUDENT POLICIES.....	8
Grading and Grade Reports	8
Satisfactory Academic Progress.....	8
Credit Hour Programs	9
Clock Hour Programs.....	10
Appeal.....	11
Incomplete, Withdrawal, and Repeat Policy.....	12
Repeat Policy:	12
Incomplete Policy:	12
Suspension/Re-Admission and Reinstatement of Title IV Eligibility	13
Attendance	13
Make-up Hours Policy	14

Conduct Standards	15
Academic Integrity	15
Graduation Requirements.....	16
STUDENT SERVICES	17
Library/Electronic Resources Center	18
Student Complaint and Grievance Procedure	19
College Policy	20
Informal Complaint:	20
Formal Complaint:	20
Grievance:.....	21
Accessibility.....	21
Probation/Termination	21
Drug and Alcohol Free Policy	22
Career Service Assistance	23
Privacy Rights of the Student.....	24
Number of Students Per Class	24
Family Educational Rights and Privacy Act.....	25
Educational Records	25
Exemptions	25
Review of Records	26
Directory Information	26
CONSTITUTION DAY	26
Request of Information.....	27
Annual Campus Security Report.....	27
Access Without Student Consent.....	27
Inclement Weather.....	27
FINANCIAL AID AND FINANCIAL ASSISTANCE	28
Federal Student Financial Aid Programs	28
Financial Aid Refunds.....	29
Federal Pell Grants.....	29

Federal Supplemental Educational Opportunity Grants (SEOG)	29
Federal Direct Loans	29
Federal Direct Loans (Unsubsidized)	30
Plus Loans (PLUS)	30
Verification of Financial Aid Information	30
Other Sources of Financial Aid Information.....	30
Veterans Benefits	31
Vocational Rehabilitation	31
Cancellation and Refund Policy	32
Student Charges.....	33
Discounting.....	33
Catalog Addendums.....	33
Program Information	33
Academic Calendar Eastgate Campus	34
Calendar Northgate Campus.....	36
Programs Associate Degrees Diplomas	38
Course Descriptions	49
Campus Floor Plans.....	64
Catalog Addenda.....	66

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 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, Medical Assisting, 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 5600 Brainerd Rd. Suite B38, Chattanooga, TN. After substantial growth, the college added a new facility at 248 Northgate Mall Drive, Suite 130. The cosmetology programs and dental lab were moved to this location. In spring of 2017, the college changed the location designation of the Brainerd location from a satellite campus to the main facility. In addition, the main facility was relocated to 5600 Brainerd Road, Suite B38. The Northgate Mall location became designated as the satellite campus. 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. We are using advanced and innovative teaching methods and technology. Our priority is to prepare technically competent, committed students for entry into their chosen fields, and additionally, to help the development of confidence based on individual achievement.

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

ADMISSIONS

Admission Requirements and Procedures

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

To apply for admission, applicants should contact 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. These exams are administered by NON-ADMISSION personnel. Advance preparation is not required for these exams, and the examinations are given without obligation. Documents submitted to the college on behalf of the applicant become property of the institution and will not be returned.

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.

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

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:

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

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

Testing Requirements for Degree Programs

Students desiring to enroll in a degree or diploma program must take our entrance test covering Reading, Language and Math. A cumulative score of 27 is acceptable.

Testing Requirements for Practical Nursing Program

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

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

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

1. Student score of 60 or above may retest in 21 days (+ 3 weeks) from test date. These students are allowed **ONE** (1) retest. If not successful student may enter into Pathway to Success.
2. Student score below 60 may enter into Pathway to Success.

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

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

TRANSFER OF CREDIT

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

The following conditions are for consideration of transfer credit:

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

Determination of Transferability

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

Status of Transfer Credits

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

Transfer of Credit to Another Institution

The courses offered at the college are highly specialized and students will find that comparable, specialized courses found in the curriculum are not generally offered at other colleges. Students and graduates of Chattanooga College Medical, Dental & Technical Careers, 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.

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 41 & 42 (Eastgate) 43 & 44 (Northgate) of this catalog. Class starting dates may be rescheduled to best meet classroom availability and program completion schedules. Students may enter on an open-entry basis provided continuous scheduling of courses can be arranged. Classes are run on a continuous basis.

STUDENT POLICIES

Grading and Grade Reports

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

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 (B or higher for practical nursing) in occupational subjects. Cosmetology and related programs students earn clock hours only.

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

Satisfactory Academic Progress

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

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

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

Credit Hour Programs

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

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

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

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

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

Clock Hour Programs

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

- Example of maximum time frame: Program requires 12 months to complete; the maximum time frame for program completion is 18 months ($12 \times 150\%$).
- Example of completion rate (pace): Student is scheduled for 125 hours in a month period. The minimum number of hours allowed is 94 hours ($125 \times 85\% = 106$)
- Progress Evaluations – Students in clock hour programs receive monthly evaluations that reviews attendance, performance, and adequate progress through the curriculum.

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

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

Appeal

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

To appeal:

- Students should submit, in writing to the Academic Steering Committee, the mitigating circumstances that kept them from maintaining SAP and the changes that have been put into place for them to succeed.
- Students must meet with his/her department head to develop a corrective plan to return to an acceptable level of SAP. The plan may be constructed to stair step progress, may have a reduction in courses, or other actions that assist the student in their SAP outcome.
- The plan must specify all details including when the student will meet SAP and must be fully approved by department head. If successfully appealed, the student will be placed on financial aid probation for one quarter/payment period. If the plan requires a longer period, the student may be able to continue to receive financial aid funds and long as student is meeting all requirements designated in the success plan. Close monitoring by department head and SAP checks will continue to evaluate progress. If improvement is shown, the student will remain on financial aid probation until both components of SAP are met.

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

Incomplete, Withdrawal, and Repeat Policy

Repeat Policy:

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

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

Incomplete Policy:

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

Withdrawal Policy:

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

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

A class/lab balance is maintained in all programs of study at Chattanooga College Medical, Dental, & Technical Careers, 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 (B for practical nursing) and elevate the GPA; additionally, the stated completion rate (66.66%) must be obtained.

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

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

Attendance

Academic Participation

Chattanooga College does not have an institutional attendance policy. Faculty members, including those teaching hybrid and distance learning courses and programs, may establish participation policies for their classes at their own discretion which affect course assignments, off-campus activities, internships or student teaching, clinical and practicum activities, and other program requirements. Students are responsible for knowing and complying with all course requirements, including attendance/participation policies, as published by faculty members in the specific course syllabus. Students are expected to attend/participate in all scheduled activities that are part of a class, including activities scheduled during class time and those that may be scheduled outside of class time, to promote academic success. A leave of absence option is not available.

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

Participating in a hybrid or distance learning course means logging into the course site and submitting an assignment, posting to a discussion forum, or completing some other activity as determined by the course faculty member. Minimum log-in requirements is communicated via the course syllabus. Instructors will require students to log in and participate more during each week or to complete synchronous learning activities or other assignments. Students experiencing log-in or Brightspace access problems should submit a ticket to the technology helpdesk.

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

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

Make-up Hours Policy

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

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

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

Conduct Standards

All students must adhere to Chattanooga College Medical, Dental, & Technical Careers, 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

For graduation eligibility, students must be in compliance with satisfactory progress standards, demonstrate production, clinical, and technical skills standards, and be in compliance with the financial terms of enrollment. Students must have credit for all required classes, and a minimum GPA of 2.0; practical nursing students must have a 3.0 to be considered for graduation, 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 credits.
3. Financial aid assistance including grants, loans, counseling, and information is available from the Financial Aid Department.
4. Advice concerning part-time job placement and career development is provided by the Student Services Department or the Career Development Department.
5. Advising services with reference to personal problems is available through the Student Services office or the director's office.
6. Chattanooga College Medical, Dental, & Technical Careers, 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 Clery 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) values, respects, and celebrates a diverse community of students, staff and faculty. We offer collections, resources, and services, which encourage exploration and discovery in order to prepare for lifelong learners for today's careers and tomorrow's opportunities. We aim to provide library materials to support the programs and disciplines of our school, as well as provide cultural representation of our student body. The LRC is located adjacent to the lobby entrance at the Eastgate Campus and adjacent to the Cosmetology Salon at the Northgate Campus. The LRC is open to both students, staff and faculty at the Eastgate and Northgate Campuses.

Housed in a convenient, one-room electronically equipped facility at both campuses; the Library/Electronic Resource 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: magazines, journals, newspapers 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

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

STUDENT COMPLAINT PROCEDURE

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

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org | complaints@accsc.org

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

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

College 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

Informal Complaint:

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

Formal Complaint:

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

Grievance:

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

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

Accessibility

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

Probation/Termination

Chattanooga College Medical, Dental, & Technical Careers, 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.

Career Service Assistance

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

Access Without Student Consent

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

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

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

Inclement Weather

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

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

Financial Aid Refunds

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

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

For students who unofficially withdraw, the date of determination is either the last date of attendance at an academically- related activity or the 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 offered.

Other Sources of Financial Aid Information

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

Veterans Benefits

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

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

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

Vocational Rehabilitation

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

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

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

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

Cancellation and Refund Policy

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

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

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

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

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

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

The following refund policy is for Cosmetology and related programs:

Withdrawal/termination during the first 10% of the program by hours: Refund 75%..... Charged 25% plus all issued item

Withdrawal/termination after 10% but less than 30% of the program by hours: Refund 50%..... Charged 50% plus all issued items

Withdrawal/termination after 30% but less than 50% of the program by hours: Refund 25%..... Charged 75% plus all issued items

Withdrawal/termination after 50% of the program by hours: NO REFUND WILL BE MADE.

Chattanooga College Medical, Dental, & Technical Careers, 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. Other fees are as follows:

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

Discounting

The college does not participate in discounting.

Catalog Addendums

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

Program Information

For additional program information, please visit:

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

Academic Calendar Eastgate Campus

January 2023 – December 2023

Winter 2023

Orientation.....	January 10, 2023
Winter Quarter.....	January 11 – March 30, 2023
Martin Luther King Holiday.....	January 16, 2023
Orientation.....	February 21, 2023
Mini Quarter	February 22 – March 30, 2023

Spring Break..... April 3 – April 11, 2023

Spring 2023

Orientation.....	April 11, 2023
Spring Quarter	April 12 – June 29, 2023
Orientation.....	May 23, 2023
Mini Quarter	May 24 – June 29, 2023
Memorial Day Holiday	May 29, 2023

Summer Break..... July 3 – July 11, 2023

Summer 2023

Orientation.....	July 11, 2023
Summer Quarter	July 12 – September 28, 2023
Orientation.....	August 22, 2023
Mini Quarter	August 23 – September 28, 2023
Labor Day Holiday	September 4, 2023

Fall Break..... October 2 – October 10, 2023

Fall 2023

Orientation.....	October 10, 2023
Fall Quarter	October 11 – December 21, 2023
Orientation.....	November 14, 2023
Mini Quarter	November 15 – December 21, 2023
Thanksgiving Holidays	November 22 – November 24, 2023

Christmas/Winter Break December 22, 2023 – January 9, 2024

Academic Calendar Eastgate Campus

January 2024 - December 2024

Winter 2024

Winter Orientation	January 9, 2024
Winter Quarter	January 10 – March 28, 2024
Martin Luther King Holiday	January 15, 2024
Orientation	February 20, 2024
Mini Quarter	February 21 – March 28, 2024
Spring Break	April 1 – April 9, 2024

Spring 2024

Spring Orientation	April 9, 2024
Spring Quarter	April 10 – June 27, 2024
Orientation	May 21, 2024
Mini Quarter	May 22 – June 27, 2024
Memorial Day Holiday	May 27, 2024
Summer Break	July 1 – July 9, 2024

Summer 2024

Summer Orientation	July 9, 2024
Summer Quarter	July 10 – September 26, 2024
Orientation	August 20, 2024
Mini Quarter	August 21 – September 26, 2024
Labor Day Holiday	September 2, 2024
Fall Break	September 30 – October 8, 2024

Fall 2024

Orientation	October 8, 2024
Fall Quarter	October 9 – December 19, 2024
Orientation	November 12, 2024
Mini Quarter	November 13 – December 19, 2024
Thanksgiving Holidays	November 27 – November 29, 2024
Christmas/Winter Break	December 20, 2024 – January 7, 2025

Calendar Northgate Campus

January 2023 – December 2023

Winter 2023

Orientation..... January 10, 2023
Winter Quarter..... January 11 – April 4, 2023
Martin Luther King Holiday..... January 16, 2023
Orientation..... February 21, 2023
Mini Quarter February 22 – April 4, 2023

Spring Break..... April 5 – April 11, 2023

Spring 2023

Orientation..... April 11, 2023
Spring Quarter April 12 – June 30, 2023
Orientation..... May 23, 2023
Mini Quarter May 24 – June 30, 2023
Memorial Day Holiday..... May 29, 2023

Summer Break..... July 3 – July 11, 2023

Summer 2023

Orientation..... July 11, 2023
Summer Quarter July 12 – October 3, 2023
Orientation..... August 22, 2023
Mini Quarter August 23 – October 3, 2023
Labor Day Holiday September 4, 2023

Fall Break..... October 4 – October 10, 2023

Fall 2023

Orientation..... October 10, 2023
Fall Quarter October 11 – December 21, 2023
Orientation..... November 14, 2023
Mini Quarter November 15 – December 21, 2023
Thanksgiving Holidays November 22 – November 24, 2023

Christmas/Winter Break December 22, 2023 – January 2, 2024

Calendar Northgate Campus

January 2024 - December 2024

Winter 2024

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

Spring 2024

Spring Orientation	April 9, 2024
Spring Quarter	April 10 – July 2, 2024
Orientation	May 21, 2024
Mini Quarter	May 22 – July 2, 2024
Memorial Day Holiday	May 27, 2024
Summer Break	July 3 – July 9, 2024

Summer 2024

Summer Orientation	July 9, 2024
Summer Quarter	July 10 – October 1, 2024
Orientation	August 20, 2024
Mini Quarter	August 21 – October 1, 2024
Labor Day Holiday	September 2, 2024
Fall Break	October 2 – October 8, 2024

Fall 2024

Orientation	October 8, 2024
Fall Quarter	October 9 – December 19, 2024
Orientation	November 12, 2024
Mini Quarter	November 13 – December 19, 2024
Thanksgiving Holidays	November 27 – November 29, 2024
Christmas/Winter Break	December 20, 2024 – January 2, 2025



Programs

Associate Degrees

Diplomas

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



Chattanooga College
Medical, Dental & Technical Careers, Inc.

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.

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 203	Dental Assisting III	4
DA 205	Dental Materials	4
DA 206	Dental Clinical Procedures I	4
DA 207	Dental Clinical Procedures II	4
DA 216	Head & Neck Anatomy	4
DA 219	Nutrition/Preventive Dentistry	4
DA 230	Dental Experience	8
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.

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 ASSISTANT

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 prepares individuals for employment as a medical administrative personnel in the areas of medical office, patient services, and medical documents. Graduates should qualify for employment opportunities in medical offices, hospitals, insurance companies, and other healthcare related organizations.

96 QUARTER CREDIT HOURS/1176 CLOCK HOURS 18 MONTHS DAY*/24 MONTHS NIGHT*

COURSE NUMBER	COURSE TITLE	HOURS
Occupational Subjects		
IPO 100	Introduction to Computers	4
IPO 131	Microsoft Excel I	4
ME 104	Ethics for the Health Professional	4
MOA 185	Office Procedures I	4
MOA 286	Office Procedures II	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
IPO 190	Healthcare Customer Solutions	4
ME 101	Introduction to Medical Assisting	4
MOA 211	Billing/Coding I	4
MOA 214	Insurance and Billing	4
MOA 186	Electronic Health Records	4
MOA 289	Healthcare Practice Management	4
MOA 225	Certification Review	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.

DENTAL ASSISTING DIPLOMA

CIP Code 51.0601

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

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

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

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

MEDICAL ASSISTANT DIPLOMA

CIP Code 51.0801

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

50 QUARTER CREDIT HOURS/884 CLOCK HOURS 12 MONTHS DAY* /15 MONTHS NIGHT* /PLUS EXTERNSHIP

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

*Length of program predicated on completion of day externship.

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

PRACTICAL NURSING DIPLOMA

CIP Code 51.3901

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

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

COURSE NUMBER	COURSE TITLE	HOURS
Occupational Subjects		
NUR 102	Introduction to Nursing	2.5
NUR 103	Nursing Fundamentals	8
NUR 202	Medical Terminology	2.5
NUR 215	Anatomy & Physiology	4.5
NUR 216	Pharmacology with Drug Therapy	3
NUR 218	Drug Calculations	3
NUR 219	Nutrition	3
NUR 220	Drug Therapy	2.5
NUR 223	Medical Surgical Nursing I	10.5
NUR 224	Medical Surgical Nursing II	10.5
NUR 225	Medical Surgical Nursing III	10.5
NUR 226	Community Mental Health Nursing	6
NUR 227	Maternal & Child Nursing	6.5
NUR 228	Pediatric Nursing	4
NUR 229	Nursing Leadership	2
NUR 230	NCLEX Preparation	3
TOTAL CREDITS		82

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

COSMETOLOGY

CIP Code 12.0401

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.

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.

MANICURING

CIP Code 12.0410

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.

600 CLOCK HOURS

9 MONTHS DAY

COURSE NUMBER	COURSE TITLE	HOURS
MANI 101	MANICURING	
	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
TOTAL HOURS		600

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

AESTHETICS

CIP Code 12.0409

DIPLOMA

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

750 CLOCK HOURS

9 MONTHS DAY*/ 12 MONTHS NIGHT*

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
	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.

300 CLOCK HOURS
6 MONTHS DAY/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.

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.

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.

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

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

DD 104 / DA 104 MICROBIOLOGY AND INFECTION CONTROL 4 HOURS

This course is the study of microorganism. Students will learn the guidelines for the dental health care setting, which is issued by the Center for Disease Control (CDC). The course introduces the student personal protective equipment and standard precautions. (Prerequisite DA101)

DD 105 / DA 105 DENTAL MATERIALS I**4 HOURS**

The student will learn the manipulations and applications of alginate impressions, wax materials, gypsum products and dental cements. (Prerequisite DA101, DA104)

DD 106 / DA 106 DENTAL RADIOLOGY 4 HOURS

This course introduces the student to the essential knowledge of radiology, theory and technique in the practice of dentistry. The student will learn film placement, digital radiography, processing, developing radiographs, infection control and safety protocol. (Prerequisite DA101, DA104, DA201, DA202, DA216)

DD 105 / DA 185 OFFICE PROCEDURES-DENTAL 4 HOURS

This course the student will learn about the dental office staff and areas of responsibility. The student will learn communication skills, scheduling of appointments, CDT insurance codes, dental practice software, and dental record management. (Prerequisite DA101, DA105, DA 201, DA216)

DD 201 / DA 201 DENTAL ASSISTING I 4 HOURS

This course introduces the student to clinical aspects of chairside assisting. The student will learn dental charting, history of dentistry, the role of dental health team members, and preventive dentistry. (Prerequisite DA101, DA104, DA201)

DD 202 / DA 202 DENTAL ASSISTING II 4 HOURS

This course introduces the student to the delivery of dental care, dental instruments, instrument grasp, dental instrument tray set-ups, operating zones, matrix systems and moisture control. (Prerequisite DA101, DA 104, DA 201)

DA 203 DENTAL ASSISTING III 4 HOURS

This course will provide the student with theory and practical application for dental office emergencies, Cardiopulmonary Resuscitation (CPR) and Pharmacology.(Prerequisite DA101)

DA 205 DENTAL MATERIALS II 4 HOURS

This course introduces the student to manipulation and application of restorative materials, fabrication of bleaching trays, custom trays, baseplates, and construction of temporary prosthodontics. (Prerequisite DA104, DA105, DA 201)

DD 206 / DA 206 DENTAL CLINICAL PROCEDURES I 4 HOURS

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

DD 207 / DA 207 DENTAL CLINICAL PROCEDURES II 4 HOURS

This course introduces the student to the expanded functions skills, and dental office emergency procedures. (Prerequisite DA101, DA201, DA104)

DD 2016 / 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.

DD 219 / 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.

DD 230 DENTAL EXPERIENCE**6 HOURS**

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

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

GEN 010 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 in the field. The course provides extensive practice in math conversions, measurement, equation, ratio and proportions, fractions, decimals, and percent, as well as preparing the student for calculations.

GEN 032 MEDICAL MATH**0 HOURS**

This course is designed for medical students to grasp conversion and calculations for administering medications. The course provides extensive practice in computations, conversions, and pseudo administration. This course prepares students for medical programs.

(Requires at least 85% grade average to pass).

GEN 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, with emphasis on the medical assistant, medical office assistant roles. The student will be introduced to the clinical and administrative medical office. Skills pertinent to the medical assistant, such as performing vital signs, and patient care responsibilities and procedures will be demonstrated. The student will also learn the history and scope of practice for medical assistants.

ME 104 ETHICS FOR THE HEALTH PROFESSIONAL 4 HOURS

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

ME 105 CLINICAL PROCEDURES I LAB I 4 HOURS

The first of three clinical courses, this course is designed to provide the student with theory and practical application of vital signs, care of the examination and treatment areas, laboratory waived testing, physical therapy and rehabilitation and other procedures. Students must have a current TB skin test. (Prerequisites: ME 101, ME 202, ME 216, ME217).

ME 106 CLINICAL PROCEDURES I LAB II 4 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: ME105).

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. Deconstructing, pronouncing and defining medical terms in the Respiratory, Digestive, Nervous, Special Senses, Endocrine, Urinary, and Male/Female Reproduction Systems. (Prerequisite: ME 201).

ME 215 ANATOMY & PHYSIOLOGY I 4 HOURS

The first of two courses in Anatomy & Physiology; A&P I covers the structure and function of the human body. This section includes locating structures in the human body using anatomical terms of direction, regions, planes, positions and cavities. The levels of organization of the human body from simplest to most complex, introduction to the integumentary system, the skeletal system, the muscular system, the nervous system, and the nervous system-senses. (Prerequisite ME 202).

ME 216 ANATOMY & PHYSIOLOGY II 4 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: ME215).

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 202, ME 216).

ME 218 NUTRITION**4 HOURS**

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

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

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

ME 225 CERTIFICATION COMPETENCY REVIEW**4 HOURS**

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

ME 230 MEDICAL ASSISTING EXTERNSHIP**8 HOURS**

The college provides one clinical opportunity, during daytime office hours. 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 experiences in the clinical and administrative area.

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

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

MOA 185 Office Procedures I**4 HOURS**

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

MOA 286 Office Procedures II**4 HOURS**

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

MOA 211 Billing & Coding I**4 HOURS**

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

MOA 214 Insurance and Billing**4 HOURS**

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

MOA 289 Healthcare Practice Management**4 HOURS**

This course introduces the student to medical accounting practices. Coursework includes bookkeeping, accounts payable and receivable, billing, basic banking services, and other financial solutions. Upon completion of this course will be component in performing accounting practices occurring in the healthcare industry. (Prerequisite: MOA 185, MOA 211)

IPO 190 Healthcare Customer Solutions**4 HOURS**

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner. (Prerequisites: None)

MOA 186 ELECTRONIC MEDICAL RECORDS**4 HOURS**

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

MOA 225 Certification Review**4 HOURS**

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

MANI 101 MANICURING**600 CLOCK HOURS**

This course is designed to introduce students to the nail industry and provide basic knowledge of nail history, sanitation and safety. Professional development, state law, shop ethics, and salon business will also be covered during the 600 hour program. Students will learn manicuring, pedicuring, nail care, nail wraps, sculptured nails, nail tips, gel nails, anatomy, physiology, bacteriology and personality. 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: Manicuring, pedicuring and all nail services. All services performed are under the supervision of a licensed cosmetology instructor.

NUR/NUU 102 INTRODUCTION TO NURSING**2 HOURS**

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

NUR/NUU 103 FUNDAMENTALS OF NURSING**9 HOURS**

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

NUR/NUU 202 MEDICAL TERMINOLOGY**2 HOURS**

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

NUR/NUU 215 ANATOMY AND PHYSIOLOGY**4 HOURS**

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

NUR/NUU 216 PHARMACOLOGY WITH DRUG THERAPY**4 HOURS**

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

NUR/NUU 218 DRUG CALCULATIONS**2 HOURS**

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

NUR/NUU 219 NUTRITION**2 HOURS**

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

NUR/NUU 223 MEDICAL SURGICAL NURSING I**9 HOURS**

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

NUR/NUU 224 MEDICAL SURGICAL NURSING II**8 HOURS**

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

NUR/NUU 225 MEDICAL SURGICAL NURSING III**8 HOURS**

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

NUR/NUU 226 COMMUNITY MENTAL HEALTH NURSING**4 HOURS**

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

NUR/NUU 227 MATERNAL & CHILD NURSING**6 HOURS**

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

NUR/NUU 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.

NUR/NUU 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.

NUR/NUU 230 NCLEX PREPARATION**2 HOURS**

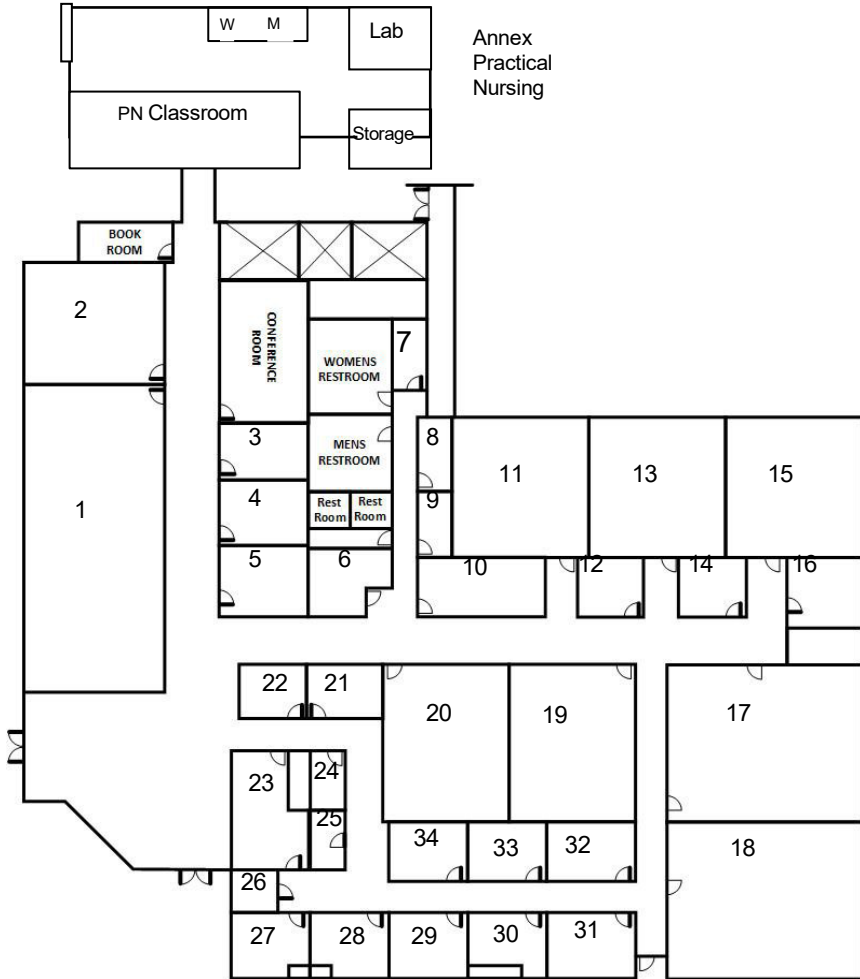
This course will provide intense review of key nursing concepts and theories to ensure that the student is prepared to pass the licensing exam for Practical Nurses.

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



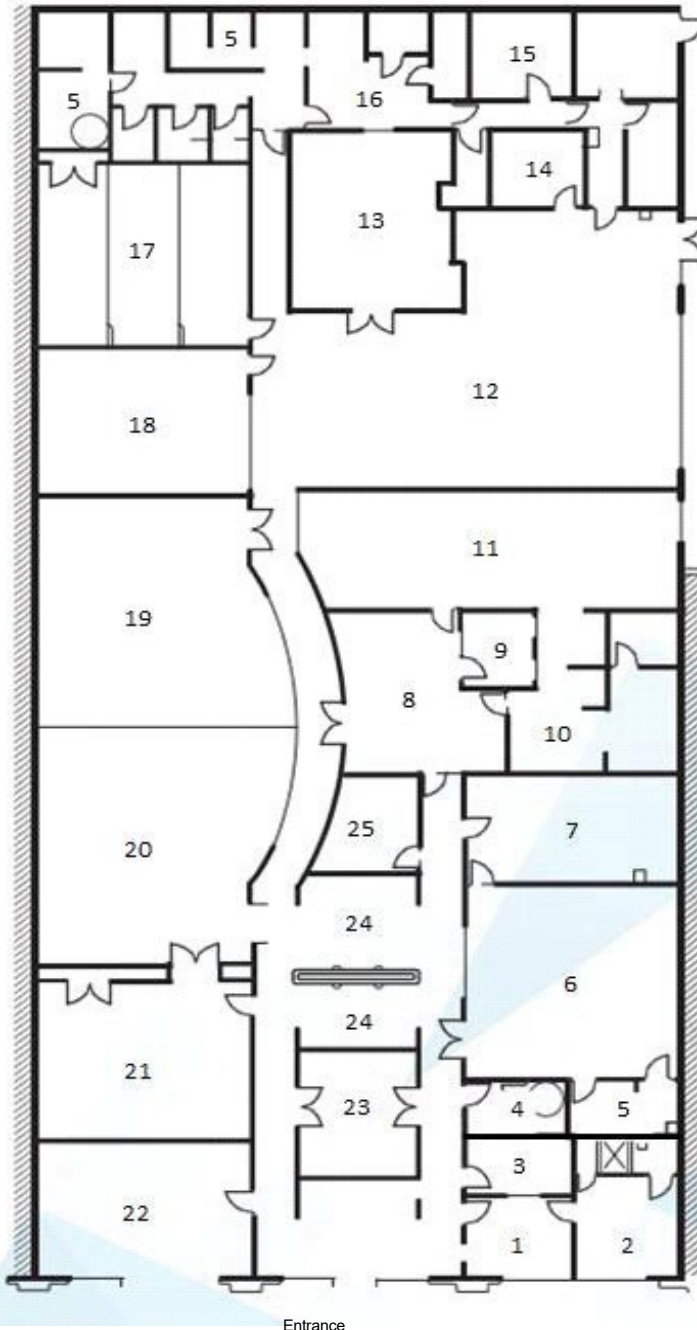
1. Library
2. Classroom 1
3. Financial Aid
4. Financial Aid
5. President's Office
6. Testing Center
7. Storage
8. Electrical
9. Server Room
10. Faculty Offices
11. Classroom 2
12. Storage
13. Classroom 3

14. IT Office
15. Classroom 4
16. IT Director
17. Classroom 5
18. Classroom 6/Lab
19. Classroom 7
20. Break Room
21. Faculty
22. Director of Education
23. Career
24. Storage
25. Copier Room
26. Storage

27. PN Assistant
28. PN Director
29. VP Office
30. Admissions
31. Administrative Office
32. MA Director
33. Registrar
34. Faculty

Campus Floor Plans

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



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

Entrance



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

Chattanooga College

Medical, Dental and Technical Careers, Inc.

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

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

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

Catalog Addenda

April 1, 2023
Volume 36, No. 1

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

Current Equipment.....Addendum #2

Faculty/Staff DirectoryAddendum #3

ADDENDUM #1 Tuition Costs and Fees

April 1, 2023 Tuition, Costs, and Fees*

Program		Hours/Credits in Program	Total Tuition	Texts, Supplies, Uniforms, etc.		Total Program Cost *
Dental Assisting	Associate Degree	96 Cr	\$28,440	\$3,840	a.	\$32,280
Medical Assisting	Associate Degree	96 Cr	\$28,440	\$3,840	b.	\$32,280
Medical Office Assistant	Associate Degree	96 Cr	\$28,440	\$3,840	c.	\$32,280
Practical Nursing	Diploma	68 Cr	\$20,000	\$3,000	a.	\$23,000
Medical Assistant	Diploma	50 Cr	\$12,000	\$775	b.	\$12,775
Dental Assistant	Diploma	50 Cr	\$12,000	\$775	a.	\$12,775
Cosmetology	Diploma	1500 Clock Hrs	\$17,000	\$1,250	d.	\$18,250
Aesthetics	Diploma	750 Clock Hrs	\$11,250	\$750	d.	\$12,000
Manicuring	Diploma	600 Clock Hrs	\$8,750	\$450	d.	\$9,200
Instructor	Diploma	300 Clock Hrs	\$2,000	\$300	d.	\$2,300

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

* The college does not increase tuition for continuing students.

- a. Includes: Uniforms, Drug Testing, Background test, Textbooks, Insurance, CPR, ID Badge, and Pin.
- b. Includes: Uniforms, Drug Testing, Background test, Textbooks, Insurance, CPR, ID Badge, Pin, and Certification Exam.
- c. Includes: Textbooks, Pull Bag, ID Badge, Pin.
- d. Includes: Uniform, Textbooks, Starter Kit, or supplies, if program requires these items.

ADDENDUM #2 Equipment List

Equipment List Eastgate Campus

Classroom 1-

1 – PC
Ceiling projector

Classroom 2

21 – PCs
Printer
Ceiling projector

Classroom 3

21 – PCs
Printer
Ceiling projector

Classroom 4

21 – PCs
Printer
Ceiling projector

Classroom 5

31 – PCs
Printer
Ceiling projector

Classroom 6/MA Lab

1 – PC
Printer
EKG machine
2 – Microscopes
6 – Medical Models
Blood Pressure Arms
Individual Training Units
Blood Pressure cuffs: adult, thigh
Glucose monitors/test strips
CPR manikins
Simulators – lab phlebotomy
Lab chair

Classroom 7

17 – PCs
Printer
Ceiling projector

PN Classroom

1 – PC

PN Lab

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

Library/Learning Lab

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

Testing Room

5 – PCs

Offices

18 – PCs
14 – printers

ADDENDUM #2, con't.

Equipment List Northgate Campus

Classroom 2

21 – PCs
1 - Printer
1 – Ceiling Projector

Classroom 3

1 – PC
1 – Ceiling Projector

Classroom 4

21 – PCs
1 – Ceiling projector

Classroom 5

17 – PCs
1 – Printer
1 – Ceiling projector

Classroom 6

1 – PC
1 – Ceiling Projector

Classroom 7

1 – PC
1 – Printer
1 – Ceiling Projector

Dental Lab

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

Library

6 – PCs
1 – Printer
1 – Ceiling Projector

Cosmetology

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

Nail Lab

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

Aesthetics Lab

Testing Room

12 – PCs
1 – Printer

Offices

5 – PCs

GOVERNANCE

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

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

McFadden, Toney..... Vice-President
Southern College – Psychology
Oakwood College – Continuing Education

FACULTY/STAFF

Akins, Emma..... Reception

Arrowood, Moneque, CCI..... Instructor/Cosmetology

Aviles, Melanie

Blisset, Victoria, CCI Director/Cosmetology

Borro, Debora.....

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

Bryant, Tabitha.....

Burkley-Wilson, Camille

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

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

Cosper, Jessie Administrative Assistant/Practical Nursing

Cosper, Tina, RN..... Instructor/Practical Nursing

Cranford, Melanie

Daverson, Payton..... Instructor/Cosmetology

Driver, Tonya, CDAInstructor/ Dental Assisting
Chattanooga State Technical College – Dental Assisting

ADDENDUM #3 FACULTY/STAFF DIRECTORY con't

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

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

Fourte, Dianna Nail Tech

Gass, Elizabeth Director/Financial Aid

Godfrey, Justin

Headrick, Elizabeth, RN..... Instructor/Practical Nursing
Union University

Hernandez, Candace, CCI Director/Aesthetics

Hudson, Ali Reception

Jackson, Ruth

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

Johnson, Erika,..... Instructor/Cosmetology

Jones, Mark, Director/IT

Keefer, Karen,Instructor/Practical Nursing

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

Lockhart, Edmesta,.....

McGowan, Jennifer, Instructor/Dental Assisting

McRoberts, April Director/Practical Nursing

Meola, Denise.....Financial Aid Administrator

Milling, Amy.....

Morrow, Dawn

ADDENDUM #3 FACULTY/STAFF DIRECTORY con't

Norris, Christie.....

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

Polowski, Judith, BSN, RN Instructor/Practical Nursing

Pickett, Anthony IT Tech
AAS Computer Networking Technology

Quinones Cruz, Cynthia, CCI..... Executive Director/Cosmetology & Related Programs

Quinton, April, CMA Instructor/Medical Assisting
AAS, Chattanooga College Medical, Dental & Technical Careers

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

Tinson, Krista Reception

Ward, Sandra.....

White, Lexie.....

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