SCHOOL CATALOG
2020-2021

CONCORDE℠

Table of Contents

History of the Schools
Memphis, Tennessee

The school was established in 1979 as Control Data Institute. In 1985, Hi-Tech Corp. acquired the school, and it became the Memphis Institute of Technology. Concorde Career Colleges, Inc., purchased the school in November 1988. In 1989, the name changed to Concorde Career Institute.

Concorde began focusing on allied healthcare occupations. The Medical Assistant program was first offered in 1990, and the Medical Office Professional program was added in 1991. In 1995, the Dental Assisting program was added to the curriculum, followed by the Pharmacy Technician program in April 1997. A Nurse Aide Training program was added in October 1998 and a Respiratory Therapy program in March 2000, making Concorde Career Institute a total allied healthcare instructional facility.

Approval to grant an Associate of Applied Science in Respiratory Therapy, Medical Assisting, Dental Assisting, Medical Office Professional, and Pharmacy Technician was received in 1999. As a result, the name changed to Concorde Career College. In 2002, Concorde received approval to offer Massage Therapy. In 2003, Surgical Technology was approved. A Dental Hygiene program was approved in 2008, and a Physical Therapist Assistant program was approved in 2009. In 2010, Concorde received approval to offer Radiologic Technology. In 2011, Concorde received approval to offer Occupational Therapy Assistant. Nursing, Health Information Management (formerly known as Health Information Technology), and Polysomnographic Technology were introduced in 2012. In 2014, approval for the Medical Laboratory Technician program was received.

In 2013, a branch campus opened in Southaven, Miss.

Southaven, Mississippi

The school was founded in 2013 as a branch of Concorde Career College, Memphis, Tenn.

Locations & Contact Information
Memphis, Tennessee

Concorde is located at 5100 Poplar Avenue, Suite 132, Memphis, TN 38137-0132; Phone: 901-761-9494; Fax: 901-761-3293; www.concorde.edu. Class sessions are held at this location, with the exception of clinical/externship activities.

Southaven, Mississippi

The campus is located at 7900 Airways Boulevard, Suite 103, Southaven, MS 38671; Phone: 662-429-9909; Fax: 662-253-0344; www.concorde.edu. Class sessions are held at this location, with the exception of clinical/externship activities.

Our Mission Statement

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

Our Vision Statement

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

This is Our Mission, our North Star, a guiding light that defines and illuminates the course to our future and for potential students, the path to a successful healthcare career. It defines our handshake with students and establishes the primacy of that covenant. We acknowledge their commitment, the financial and personal sacrifices they make to attend Concorde. We dedicate ourselves to making their sacrifices manageable, and we commit to truly preparing them for success in a gainful healthcare profession.

Our students have set very immediate goals for starting careers. The practical hands-on learning needed to attain their goals is foremost in their minds. We satisfy their expectations by modeling our faculty, facilities, equipment, and curriculum after the healthcare field they will enter.

We know that the ultimate judge of their preparation will be their future employers. Employers expect our students to have more than just knowledge and technical skills. They are looking for integrity, discipline, team play, and the drive that defines professionals, and we accept responsibility for modeling and instilling those values. We partner with employers to ensure our programs reflect real work expectations and settings through program advisory boards, externships, and clinical rotations. Once students have completed their training, we again call on our network of employer relationships to support students in securing a job in their chosen profession.

Throughout our students' preparation, we endeavor to meet the highest practicable standards, and our faculty, equipment, and facilities reflect that commitment. We strive for superior outcomes in student satisfaction, program completion and, most importantly, career placement.

Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

We are Concorde Career College and this is our Mission and Vision.

Values
The five core values at Concorde are:

- Integrity
- Respect for the Individual
- Customer Service
- Teamwork
- Achievement

Governing Body

Concorde Career Colleges, Inc., and its subsidiaries, 5800 Foxridge Drive, Suite 500, Mission, KS 66202-2336, is a national network of proprietary schools offering training in allied health occupations. Concorde is owned by a private equity firm, Liberty Partners.

The corporate officers are:

Name	Education/Credentials	Title
Frazier, Jami		President and Chief Operating Officer
Fisher, Juli		Chief Financial and Administrative Officer
Hatcher, Jeremiah		Corporate Secretary

The Board of Directors members are:

Name	Education/Credentials	Title
Foster, Timothy E.		Chairman
Evans, W. Chester		
Stakias, George M.		

This catalog is a consolidated publication for all Concorde Career Colleges located within the states of Tennessee and Mississippi.

Accreditations, Approvals & Memberships
Institutional Accreditations
Memphis, Tennessee

- Concorde Career College–Memphis is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.
- Concorde Career College, Memphis, Tenn., is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No.662. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- Member, Tennessee Association of Independent Colleges and Schools.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- Approved for the use of VA Educational Benefits for those who are eligible.

Southaven, Mississippi

- Concorde Career College–Southaven is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.
- Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. 674.
  Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.
- Concorde Career College, Southaven, Miss., is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.

Programmatic Accreditations
Memphis, Tennessee
Dental Assisting (Diploma) Program

The Dental Assistant (Diploma) program is accredited by the Dental Board, State of Tennessee Health Related Boards, 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243; 615-532-5073; 1-800-778-4123.

Dental Hygiene (Associate of Applied Science) Program
The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: www.ada.org/coda.

Health Information Management (Associate of Applied Science) Program
The HIM Associate Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). 233 N. Michigan Avenue 21st Floor, Chicago, IL 60601; 312-233-1134; www.cahiim.org. Graduates of the program will be eligible to sit for the national certification exam.

Massage Therapy (Diploma) Program
The Massage Therapy program is approved by the Massage Therapy Board, State of Tennessee Health Related Boards. Massage Therapy Board, State of Tennessee Health Related Boards: 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243; 615-253-2111; 1-800-778-4123.

Medical Laboratory Technician (Associate of Applied Science) Program
The Medical Laboratory Technician program is licensed by the State of Tennessee, Department of Health, Division of Health Licensure and Regulation, Office of Health Related Boards. The program has been awarded Initial Accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). National Accrediting Agency for Clinical Laboratory Sciences (NAACLS): 5600 N. River Rd., Suite 720, Rosemont, IL 60018; 773-714-8880; www.naacls.org.

Nursing (Associate of Applied Science) Program
The Nursing Program has been placed on conditional approval by the Tennessee Board of Nursing. Tennessee Department of Health, Bureau of Health Licensure and Regulation, Division of Health Related Boards. Tennessee Board of Nursing, Tennessee Department of Health, Bureau of Health Licensure and Regulation, Division of Health Related Boards; 665 Mainstream Drive, Nashville, TN 37243. www.tennessee.gov/health.

Occupational Therapy Assistant (Associate of Applied Science) Program
The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). The Accreditation Council for Occupational Therapy Education (ACOTE): 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929; ACOTE c/o AOTA: 301-652-AOTA; www.acoteonline.org; email: accred@aota.org.

Pharmacy Technician (Diploma) Program
The Pharmacy Technician program is accredited by the American Society of Health-System Pharmacists (ASHP). American Society of Health-

System Pharmacists (ASHP): 4500 East-West Highway, Suite 900, Bethesda, MD 20814; 866-279-0681.

Physical Therapist Assistant (Associate of Applied Science) Program

The Physical Therapy Assistant program at Concorde Career College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. The program's current status is probationary accreditation; for more information see http://www.capteonline.org/WhatWeDo/RecentActions/PublicDisclosureNotices/. If needing to contact the program/institution directly, please call Calandra Shannon at 901-761-3293 or email CShannon@Concorde.edu.

Polysomnographic Technology (Diploma) Program

The Polysomnographic Technology program has been awarded initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; www.caahep.org, as recommended by the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG), 1711 Frank Avenue, New Bern, NC 28560; 252-626-3238; www.coapsg.org.

Radiologic Technology (Associate of Applied Science) Program

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Joint Review Committee on Education in Radiologic Technology (JRCERT): 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; 312-704-5300; www.jrcert.org.

Respiratory Therapy (Associate of Applied Science) Program

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (COARC), 1248 Harwood Road, Bedford, TX, 76021-4244; 817-283-2835; www.coarc.com.

Southaven, Mississippi
Massage Therapy (Diploma) Program

The Massage Therapy (Diploma) program (1311) has conditional approval by the Mississippi State Board of Massage Therapy: P.O. Box 20, Morton, MS 39117; 601-732-6038; https://www.msbmt.state.ms.us/msbmt/web.nsf The Massage Therapy program is also approved by the Massage Therapy Board, State of Tennessee Health Related Boards: 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243; 615-253-2111; 1-800-778-4123; https://www.tn.gov/health/health-program-areas/health-professional-boards/ml-board/ml-board/educational-programs.html

Campus Facilities
Memphis, Tennessee

The campus occupies approximately 68,322 square feet of space on the first floor of Clark Tower. The campus contains classrooms, laboratories, administrative offices, a staff and faculty lounge, a resource center for students, reception area, restroom facilities, and a student lounge.

Southaven, Mississippi

The campus occupies approximately 10,000 square feet of space. The campus contains classrooms, laboratories, administrative offices, a staff and faculty lounge, a resource center for students, reception area, restroom facilities, and a student lounge.

General Facilities

Among the various classrooms, laboratories, and other facilities provided for students are (varies by campus/program):

- A dental laboratory equipped with dental operatories, dental x-ray units, amalgamator, light curing unit, and teaching and x-ray mannequins;
- Medical laboratories equipped with examining tables, privacy screens, and microscope benches;
- A nursing skills laboratory, including hospital beds, bed trays, and IV stands;
- A medical laboratory technician lab is fully equipped with analyzers, including: chemistry, hematology, coagulation, urinalysis/body fluids, immunohematology (blood banking), microbiology, and immunology/serology analyzers. Also, the program will utilize autoclaves, centrifuge, and other various, necessary laboratory equipment;
- An occupational therapy laboratory space that replicates an apartment setting in order to have students practice various life skill functions;
- A physical therapist assistant laboratory equipped with the tools necessary for students to learn proper treatment techniques for patients with a variety of diagnoses;
- A radiography lab equipped with a diagnostic radiography unit and table;
- A respiratory laboratory equipped with therapeutic equipment;
- Surgical technology labs with a simulated operating room and scrub area;
- A Learning Resource Center (LRC) that is open to all students from 8:00 a.m. to 9:30 p.m. Audiovisual equipment, Internet-accessible computers, and a collection of resource materials are available. The center is designed to accommodate 16 users and is furnished with tables and chairs for maximum comfort. Students and staff members may obtain membership applications for other Memphis-area libraries in the resource center.

  Students will be held responsible and accountable for books and other items belonging to Concorde Career Colleges, Inc., and the LRC. Once a book, or other item, is borrowed from the LRC by a student, it becomes the responsibility of the receiver (student) to maintain the integrity/condition of the book and return the item within three business days (excluding Saturdays, Sundays, and holidays). Students who have checked out a book from the LRC will have three business days to use the item in its educational capacity. If the book is needed for longer than the three-day checkout, it may be rechecked at the discretion of the LRC Coordinator. If the book is then not returned within the three-day period, a charge of $.50 per day will be assessed. If the student loses the book, the student will be responsible for paying the original list price for the lost book. If the student damages the book, the student can be charged a minimum of $10, up to full, original list price, depending on the damage and ability to reuse the book. Students are placed on Records Hold until all LRC materials are either returned or the replacement cost of any damaged or lost materials is paid.
- A nonsmoking student lounge, which includes vending machines and microwaves, is available for student use.

Equipment (Varies by Campus)

Equipment and instruments are available to instruct students in the skills they will need in their chosen careers. Concorde students acquire knowledge and technical skills through demonstrations, actual operation of equipment,

and the practice of techniques. Among the major items of equipment available to Concorde students are the following (by program):

Dental Assisting (Diploma and Associate of Applied Science) Programs

Students have access to a completely equipped, fully functional dental operatory with digital and dental x-ray units, complete darkroom facilities, amalgamators, and teaching and x-ray mannequins. Labs are equipped with lathes, model trimmers, bench grinders, vibrators, and miscellaneous teaching aids.

Dental Hygiene (Associate of Applied Science) Program

Students enrolled in the Dental Hygiene program have access to a completely equipped and functioning dental clinic. Included in the clinical facility are four radiography units, a panoramic x-ray unit, and 12 fully equipped operatories. Students learn various technical skills in the lab before treating a patient. Some special equipment included are lathes, model trimmers, intraoral cameras, both digital and traditional x-rays, autoclaves, and automatic processors. Mannequins are used for instrument skill and instruction. Personal computers with appropriate software are also used for the benefit of the student.

Health Information Management (Associate of Applied Science) Program

Students have access to computer labs with Microsoft Office and VLAB Software installed and other miscellaneous teaching aids.

Massage Therapy (Diploma) Program

Students have access to massage tables, portable massage tables, massage chairs, drapings composed of fitted and flat sheets, various foam pads, massage lotions and creams, various videos, and other teaching materials.

Medical Assistant (Diploma) and Medical Assisting (Associate of Applied Science) Programs

These programs provides stethoscopes, sphygmomanometers, examination and treatment tables, autoclaves, otoscopes, ophthalmoscopes, electrocardiograph machines, microscopes, centrifuges, phlebotomy chairs, teaching mannequins, and miscellaneous teaching aids.

Medical Laboratory Technician (Associate of Applied Science) Program

The Medical Laboratory Technician program lab is fully equipped with analyzers, including: chemistry, hematology, coagulation, urinalysis/body fluids, immunohematology (blood banking), microbiology, and immunology/serology analyzers. Also, the program will utilize autoclaves, centrifuge, and other various, necessary laboratory equipment.

Medical Office Professional (Diploma and Associate of Applied Science) Programs

This program utilizes personal computers, printers, electronic calculators, miscellaneous software, headphones, and miscellaneous teaching aids.

Nursing (Associate of Applied Science) Programs

Catheters, nasogastric tubes, needles, syringes, suction machine, wheelchairs, stethoscopes, sphygmomanometers, electronic thermometers, opthalmoscope, otoscope, simulated patient units, hospital beds, teaching mannequins and models, drug cart, hoyer lift, gurney, EKG machine, walkers, canes, glucometers, feeding pump, bedside commode, Noelle Maternal Birthing simulated mannequin, and other miscellaneous equipment.

Occupational Therapy Assistant (Associate of Applied Science) Program

Assessment and treatment devices covering the lifespan of a Certified Occupational Therapy Assistant's (COTA's) clientele are found in the Occupational Therapy Assistant lab, featuring a furnished apartment for training activities of daily living (ADL). The equipment used involves fine motor, gross motor, and perceptual motor activities for assessment and training purposes. Additional equipment includes mobility, adaptive/assistive devices, splinting materials, and positioning tools. An industrial work station, as well as therapeutic strengthening and exercise equipment, are available in the lab for additional training.

Pharmacy Technician (Diploma and Associate of Applied Science) Programs

Students have access to completely equipped, functional laboratories that include three flow hoods and two chemo-hoods. There is a gowning area where students may scrub and dress in appropriate attire. The retail laboratory is stocked with a supply of over-the-counter medications. Computer software for dispensing medications is available, and there is a separate computer laboratory in which students learn pharmacy-specific computer skills.

Physical Therapist Assistant (Associate of Applied Science) Program

Equipment includes treatment tables, electromagnetic and electrical stimulation devices, biofeedback units, ultrasound, traction, thermal modalities and adaptive equipment. Therapeutic exercise equipment includes a treadmill, parallel bars, exercise balls, free weights, balance boards, and other devices that promote fine and gross motor skills. Assistive devices include wheelchairs, walkers, crutches, canes, and orthotics/braces. Assessment equipment includes stethoscopes, goniometers, postural screening boards, pulse oximeters, spirometers, and other teaching aids.

Polysomnographic Technology (Diploma) Program

A comprehensive laboratory equipped with digital electroencephalographic machines, continuous positive airway pressure machines with humidifiers and masks, pulse oximetry, oxygen devices (cannulas and masks), various types of recording electrodes and application tools, air pump, video and auditory monitoring equipment, plus a library complete with neurodiagnostic and polysomnographic-related medical journals, texts, and audiovisual equipment.

Radiologic Technology (Associate of Applied Science) Program

The Radiologic Technology program equipment includes a Digital (DR) diagnostic x-ray unit, image receptors, image plate holders, full body phantom, quality control test equipment, and non-energized C-arm and mobile x-ray units, positioning sponges, wall-mounted chest board with grid, and protective lead aprons.

Respiratory Therapy (Associate of Applied Science) Program

This program has a comprehensive laboratory equipped with oxygen devices, aerosol/humidity devices, lung expansion devices (intermittent positive pressure breathing machines, incentive spirometers, continuous positive airway pressure machines), mechanical ventilators (respirators), airway maintenance devices (suction machines, intubation tools, artificial airways), and ancillary equipment (arterial blood gas equipment, oximetry, capnography, pulmonary function equipment, mannequins), plus a library complete with respiratory and respiratory-related medical journals, texts, and audiovisual equipment.

Surgical Technology (Diploma) Program

This program has a lab equipped with an operating room bed, back tables, mayo stands, prep table, steam autoclave, overhead operating surgery light, anesthesia machine, disposable medical, and surgical supplies, kick buckets, scrub sinks, supply storage cabinets, and other miscellaneous teaching aids.

Audiovisual Aids

Concorde's programs are supported with reference books, charts, field trips, demonstrations, and other teaching aids. Speakers from business and industry are used when possible to supplement classroom instruction.

Admissions

Entrance Requirements

Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement.

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Admission to any one program does not automatically qualify a student for admission into any other program. If a student wishes to apply to another program in the future, the individual must independently meet all the admissions requirements in place for that program at the time of the future enrollment. The student will also be subject to all selection procedures in place for admittance into the other program. Admittance into the other program is not guaranteed.

General Admissions Requirements

The following items must be successfully completed prior to enrollment and prior to being eligible to sit in class:

- Personal interview and campus tour
- Completion of all admissions documentation, including but not limited to the Enrollment Agreement and disclosures
- Completion and passage of applicable entrance assessments
- Acceptable proof of graduation from an institution providing secondary education or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. [1]

[1] Acceptable documentation of high school graduation must be received by the Institution no later than 7 calendar days after the scheduled start date. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be needed to support the validity of the documentation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and his or her program of study.

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation no later than the first scheduled day of class.

Admission to Concorde is open to all applicants who will be 18 years of age at the time the clinical/externship portion of their program begins (as applicable). A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement for applicants under 18.

A health certificate, immunization records, and the results of certain tests may be required for some programs.

Applicants must be able to read, speak, and write in English.

All applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.

Please refer to the "Financial Information" section of this catalog for information on additional requirements applicable to tuition financing.

Social Security Number

Applicants for admission must possess a valid social security number. Documentation must be provided upon request. A valid social security number is required to be registered and/or certified by appropriate boards. Other documents may be required by some licensing agencies.

Foreign Students

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Concorde only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE), which charge applicants directly for these services. Listings of approved agencies can be found at:

- www.naces.org
- www.aice-eval.org

Document Integrity

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the Institution and will not be returned to the prospective student. The student will not be considered for admission.

If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or
- If the forged document was used to gain transfer credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.

Personal Interview

The school requires a personal, on-campus interview with each applicant prior to acceptance into any program. The school encourages parents or spouses to attend the interview. This gives applicants and their families the opportunity to see the campus's equipment and facilities and to ask specific questions relating to the school, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude. Certain programs may also require an interview with the program director prior to enrollment.

Acceptance by the School

For Dental Assisting, Massage Therapy, Medical Assistant, Medical Office Professional and Pharmacy Technician programs, available seats are filled on a first-come-first-served basis once all entrance requirements have been fulfilled.

For all other programs, once all entrance requirements have been completed, the applicant will be placed on a waitlist.

Student Orientation

Prior to beginning classes, all new students attend an orientation program. Orientation facilitates a successful transition into Concorde; therefore, attendance for new students is imperative regardless of prior college experience. At orientation, students are acquainted with the campus, administrative staff, faculty and their peers. Administrative departments explain ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, Student Affairs will meet with the student during the first week of class to ensure all relevant information is reviewed with him/her.

Waitlists

Concorde limits the number of students who are accepted for admission to its programs to maintain optimum faculty to student ratios and ensure appropriate clinical opportunity for all students. Once all applicants are processed, those placed on the waitlist will be ranked using a rubric. The rubric is a points-based assessment, with points awarded based on applicant success in the following components: Clinical entrance assessment, interview with department personnel, and financial readiness.

Alternates

Depending on circumstances, students may be conditionally accepted into certain programs as an Alternate Student. Alternates are chosen based on the rank order of the waitlist. Waitlist applicants selected as an alternate must attend orientation and all classes scheduled in the first seven calendar days. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code, and classroom assignments.

Should space become available within the seven days, alternates have the opportunity to be accepted as regular students. If not formally accepted as regular students during the seven days, alternates will not be able to attend further classes. If not accepted as regular students, alternates will not incur any tuition charges. Alternates may be charged for books and equipment not returned in accordance with the requirements of the school catalog and the Enrollment Agreement. Alternates not accepted as regular students have the option of transferring their enrollment to a future start date or canceling it.

Retesting for Waitlist Students

Prospective students who are placed on a waitlist for any program may retest for a higher score at their own expense. Contact the Director of Admissions for further information.

Entrance Assessment Requirements

Prospective students applying for admission who are high school graduates or hold a GED must meet the minimum assessment scores as follows:

	Wonderlic SLE	HESI A^2
Dental Assisting (Diploma)	8	N/A
Dental Assisting (Associate of Applied Science)	17	65
Dental Hygiene (Associate of Applied Science)	20	70
Health Information Management (Associate of Applied Science)	15	60
Massage Therapy (Diploma)	12	N/A
Medical Assistant (Diploma)	8	N/A
Medical Assisting (Associate of Applied Science)	17	65
Medical Laboratory Technician (Associate of Applied Science)	15	65
Medical Office Professional (Diploma)	8	N/A
Medical Office Professional (Associate of Applied Science)	17	65
Nursing (Associate of Applied Science)	21	75
Occupational Therapy Assistant (Associate of Applied Science)	18	70
Pharmacy Technician (Diploma)	14	N/A
Pharmacy Technician (Associate of Applied Science)	17	65
Physical Therapist Assistant (Associate of Applied Science)	18	70
Polysomnographic Technology (Diploma)	16	N/A
Radiologic Technology (Associate of Applied Science)	19	70
Respiratory Therapy (Associate of Applied Science)	17	70

Applicants for all programs may attempt the Wonderlic a total of three times and, when required, the Health Education Systems, Inc. (HESI) A^2 entrance assessment a total of two times. If the minimum score is not met, the applicant must wait six (6) months before retesting.

All previously completed HESI assessments from Concorde or another institution will be accepted at Concorde's approved acceptable minimum scores if completed within two years of enrollment. In addition, assessments from other institutions must not have been taken within 30 days of enrollment.

The Wonderlic SLE requirement may be waived upon receipt of documentation of any of the following:

- SAT score of 1000 or above achieved within five years of the date of application to Concorde.
- ACT score of 19 or above achieved within five years of the date of application to Concorde.
- All applicants, including reentry students and former graduates, are exempt from Wonderlic SLE testing if they can provide official proof of earning an Associate's or higher degree that was taught in the English language. Applicants will still be required to take the HESI if applicable.
- Official proof of successfully passing the Wonderlic SLE within the last two years at the current required score.

Clinical Programs

Prospective clinical students will sit for the Wonderlic SLE. Prospective students applying for clinical programs that lead to board exams and/or licensure who meet the initial Wonderlic SLE acceptable minimum score will

be required to take the HESI. Candidates for these programs must achieve the minimum composite score to move forward in the admissions process.

Those meeting the Wonderlic SLE minimum score requirement and HESI minimum score requirement will be placed on a waitlist, if applicable. The list will be sorted high to low based on the current waitlist criteria. Students will be selected from the waitlist and notified at least two weeks prior to the start of the program.

Core Programs

Prospective students will be allowed to attempt the Wonderlic SLE three times in a six-month period for a total of three attempts. All students who meet the initial Wonderlic SLE acceptable minimum score will be eligible for enrollment. After two unsuccessful attempts on the Wonderlic SLE, the student may attempt a third time, but this may not be on the same day, in a six-month period. All students who subsequently meet the acceptable minimum score will be eligible for enrollment.

Nursing Program

Candidates must meet the minimum overall HESI A^2 assessment score listed above. In addition, candidates must meet the minimum assessment score on each of the three individual sections of the assessment. The minimum assessment score for each section is 10 points lower than the required HESI A^2 overall score listed above.

Program-Specific Selective Admissions Criteria

In addition to meeting the General Admissions Requirements, applicants to the following programs must also meet the following selective criteria.

Dental Assisting (Associate of Applied Science)

A graduate of a Concorde Dental Assisting diploma program is exempt from entrance requirements.

Dental Hygiene (Associate of Applied Science)

The Dental Hygiene program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

Health Information Management (Associate of Applied Science)

The Health Information Management program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Massage Therapy (Diploma)

Massage Therapy applicants under the age of 18 may be admitted provided that they will be 18 years old by the scheduled start date. A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement.

The Massage Therapy program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Medical Assisting (Associate of Applied Science)

A graduate of a Concorde Medical Assistant diploma program is exempt from entrance requirements.

Medical Laboratory Technician (Associate of Applied Science)

The Medical Laboratory Technician program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Medical Office Professional (Associate of Applied Science)

A graduate of a Concorde Medical Office Professional diploma program is exempt from entrance requirements.

Nursing (Associate of Applied Science)

The Nursing program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Occupational Therapy Assistant (Associate of Applied Science)

The Occupational Therapy Assistant program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Pharmacy Technician (Diploma)

The Pharmacy Technician program requires a criminal background check and an interview with the Program Director for admission. See the "Criminal Background Check" section in this catalog for details. The Program Director interview takes into consideration previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

Pharmacy Technician (Associate of Applied Science)

A graduate of a Concorde Pharmacy Technician diploma program is exempt from entrance requirements.

Physical Therapist Assistant (Associate of Applied Science)

The Physical Therapist Assistant program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Polysomnographic Technology (Diploma)

The Polysomnographic Technology program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Radiologic Technology (Associate of Applied Science)

The Radiologic Technology program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Respiratory Therapy (Associate of Applied Science)

The Respiratory Therapy program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Surgical Technology (Diploma)

The Surgical Technology program requires a criminal background check for admission. See the "Criminal Background Check" section in this catalog for details.

Readmission
Effective: 06/19/2020

It is Concorde's policy to encourage previously withdrawn students to return to school to complete their education.

Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial aid eligibility (when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the Campus President/Director. Returning students will be enrolled into the program curriculum in place at time of reentry; exceptions may apply for

students who are withdrawn in good standing. Students who are dismissed from the program are not eligible for readmission. Under certain conditions, students may be required to complete and pass a drug screening, at their own expense, prior to readmission as outlined in the Drug Screening section of this catalog.

Criminal Background Check

It is Concorde's policy to ensure that enrolling students are aware of the potential effect and consequences of past criminal behaviors. Externship/clinical sites, employers or state/national licensing agencies have requirements that could prevent a student from completing the program or finding employment in his/her chosen field. Consent to perform a criminal background check must be completed and received as part of the admissions process. Results will be evaluated immediately upon receipt, but no later than the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug-related, fraud-based, or other serious crimes will disqualify a prospective student from remaining actively enrolled: s/he will be unregistered from all courses and the Institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the Institution.

If a potential applicant believes that the results of the background check are incorrect, the Institution will provide the student with the contact information to appeal the Institution's decision. However, the application process will not move forward until the appeal is complete, and the student may need to reapply for a future class if the appeal is accepted.

Many states, employers, and agencies impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. Facilities and institutions that accept Concorde students for clinical rotation and/or externships, as well as potential employers, may require an additional criminal and/or personal background check and may reject a student based on criteria different from those applied to the student during the enrollment process.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the Institution.

Concorde cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

Applicants who have questions regarding how these issues may affect their clinical/externship placement or potential future employment should discuss this matter with a school official prior to beginning their program.

Drug Screening
Effective: 06/19/2020

Externship and clinical facilities may require the school to follow drug-screening requirements including unannounced screening prior to working with patients. Concorde reserves the right to conduct random drug screening at any time throughout the program. Drug Screening results are confidential, and are evaluated on a pass/fail basis. Students failing the screening will immediately be withdrawn from the school. A student may request a retest at his or her own expense if s/he believes the screening resulted in a false positive. The rescreening must consist of an observed urine test within 24 hours at a facility directed by Concorde. If the retest is negative the student may remain in school. If the results of the retest are diluted, adulterated, and/or a substituted reading, it will be considered "flagged" and will be considered a failed test.

A student withdrawn for a failed drug screening has one opportunity to be eligible to apply for readmission into the school and program of study under the following conditions: Prior to readmission, a drug screening must be taken at the direction of the school and paid for by the student. If the drug screening is negative and the student meets all conditions of the Readmission section of this catalog then the student will be approved to re-enter into the school and program. If the drug screening is positive, the student will be prohibited from reentering the school and program at any time in the future. Any subsequent violation of the drug policy after readmission will result in immediate dismissal.

Students should be advised that Concorde is governed by federal law in matters regarding the possession and use of controlled or illegal substances. As referenced in the Drug & Alcohol Abuse Policy outlined in this catalog, the possession or use of amphetamines, cocaine, marijuana, opiates, and phencyclidine are illegal under federal law.

Additionally, clinical sites may require drug testing as a condition of participation. Concorde does not accommodate student requests to be exempt from placement at clinical/extern sites that require drug testing.

Pharmacy Technician students will be drug-screened during the admissions process. This information will be used to make appropriate decisions regarding acceptance to the program. Acceptable drug-screen results must be received within the first five class days. A prospective student may have his or her enrollment cancelled based upon the results of the drug screen. Students who have their enrollments cancelled will not incur any tuition charges.

Disclosure Concerning Arbitration and Class Action Waiver

Effective: 07/06/2020

As part of your enrollment at the school, you are being required to sign an arbitration agreement and class action waiver, which are defined as follows:

Arbitration, a form of alternative dispute resolution, is a way to resolve disputes outside the courts. The dispute will be decided by one or more persons (the 'arbitrators', 'arbiters' or 'arbitral tribunal'), which renders the 'arbitration award'. An arbitration award is legally binding on both sides and enforceable in the courts. A pre-dispute arbitration agreement requires a person to obtain relief through arbitration instead of seeking relief through litigation in the courts.

A class action waiver prevents an individual from bringing or participating in a class action. A class action, also known as a class action lawsuit, class suit, or representative action, is a type of lawsuit where one of the parties is a group of people who are represented collectively by a member of that group.

In addition, the school cannot require that the borrower participate in arbitration, nor in any internal dispute resolution process, prior to the borrower's filing of a defense to repayment claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e); the school cannot in any way require that a student limit, waive, or relinquish their ability to pursue filing a borrower defense claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e); and, if any arbitration is ultimately undertaken pursuant to a pre-dispute arbitration agreement, the period of that arbitration tolls the limitations period for filing a borrower defense to repayment application or claim with the U.S. Department of Education under 34 C.F.R. § 685.206(e)(6)(ii).

Articulation Partnerships for Concorde – Tennessee and Mississippi

Concorde is proud to partner with a growing list of other institutions of higher education. Articulation partners allow students to continue pursuing their education by transferring credits earned at Concorde. Transfer of credit and program availability varies by each articulation partner.

Credits that transfer to an institution are done so on an individual course basis. Please contact the Academics or Student Affairs team for details.

Articulation (Partnership) Agreements

Chamberlain College of Nursing

Colorado Technical University

Denver School of Nursing

Grand Canyon University

Grantham University

Independence University

Minnesota State University-Mankato

National American University

Park University

United States University

University of Phoenix

University of Memphis

Veterans Administration Students

Students applying for veteran's benefits must report all previous education and training. The school will evaluate any previous postsecondary transcripts to determine appropriate credit. The veteran and Veterans Administration will be notified of any reduction in training time or tuition.

Statement of Nondiscrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

Programs of Study

(Varies by Campus)

Dental Assisting (Diploma)

Diploma Program

960 Contact Hours
40.00 Semester Credits
40 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Dental Assisting (Diploma) Mission Statement:

The program prepares students with the theoretical knowledge and practical skills needed for success in an entry-level position. The program aims to guide students in developing proficiency, professionalism, empathy, and accurate technique while learning to interact professionally with dentists, coworkers, and patients.

Learning Objectives / Instructional Outcomes

The Dental Assisting program learning objectives include achievement of theoretical knowledge and practical skills in management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement and removal of rubber dam, sutures, and periodontal packs.

Career Overview

The Dental Assistant makes an important contribution to the success of a dental practice as a valuable member of the dental healthcare team. The Dental Assistant's responsibilities may include preparing patients for procedures, assisting the dentist with instrument transfer during procedures, maintaining treatment planning records, exposing and processing dental x-rays, reviewing oral hygiene and postoperative care instructions with patients, performing laboratory work, and managing such essential functions as inventory control, infection control and OSHA compliance. The Dental Assistant may also be called on to assist in the business office with filing records, preparing insurance reports, maintaining records on the computer, and scheduling appointments.

In order to graduate from the Dental Assisting (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
GE102	Professionalism for Allied Health Careers	80			5.00
DA110	Introduction to Dental Assisting	40	40		4.00
DA120	Microbiology, Infection Control & Intro. to Chairside Assisting	40	40		4.00
DA130	Operative Dentistry and Properties of Dental Materials	40	40		4.00
DA140	Introduction to Radiology	40	40		4.00
DA150	Radiology and Introduction to Dental Procedures	40	40		4.00
DA160	Operative Dentistry Procedures & Manipulation of Dental Lab Materials	40	40		4.00
DA170	Practice Management & Dental Specialties	40	40		4.00
DA180	Dental Assisting Externship			320	7.00
Subtotals		**360**	**280**	**320**	**40.00**

Dental Assisting (Diploma)

Diploma Program
800 Contact Hours
31.00 Semester Credits
32 Instructional Weeks – Full Time

Program offered at:
Southaven, Mississippi

Dental Assisting (Diploma) Mission Statement:
The program prepares students with the theoretical knowledge and practical skills needed for success in an entry-level position. The program aims to guide students in developing proficiency, professionalism, empathy, and accurate technique while learning to interact professionally with dentists, coworkers, and patients.

Learning Objectives / Instructional Outcomes
The Dental Assisting program provides students with sufficient theoretical knowledge and practical skills to perform efficiently in the professional capacity in an entry-level position. The program includes courses covering management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairside assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement and removal of rubber dam, sutures, and periodontal packs.

Career Overview
The Dental Assistant makes an important contribution to the success of a dental practice as a valuable member of the dental healthcare team. The Dental Assistant's responsibilities may include preparing patients for procedures, assisting the dentist with instrument transfer during procedures, maintaining treatment planning records, exposing and processing dental x-rays, reviewing oral hygiene and postoperative care instructions with patients, performing laboratory work, and managing such essential functions as inventory control, infection control and OSHA compliance. The Dental Assistant may also be called on to assist in the business office with filing records, preparing insurance reports, maintaining records on the computer, and scheduling appointments.

In order to graduate from the Dental Assisting (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
DA110	Introduction to Dental Assisting	40	40		4.00
DA120	Microbiology, Infection Control & Introduction to Chairside Assisting	40	40		4.00
DA130	Dental Radiography	40	40		4.00
DA140	Operative Dentistry & Properties of Dental Materials	40	40		4.00
DA150	Operative Dentistry Procedures & Manipulation of Dental Materials	40	40		4.00
DA160	Practice Management & Dental Specialties	40	40		4.00
DA170	Dental Assisting Externship			320	7.00
Subtotals		**240**	**240**	**320**	**31.00**

Dental Assisting (Associate of Applied Science)

Associate of Applied Science

1,455 Contact Hours
73.00 Semester Credits
80 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Dental Assisting (Associate of Applied Science) Mission Statement

The Dental Assisting program prepares students with the theoretical knowledge and practical skills needed for success in an entry-level position. The program aims to guide students in developing proficiency, professionalism, empathy, and accurate technique while learning to interact professionally with dentist, coworkers, and patients.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in which students are required to successfully complete radiological written and skills assessments.

Career Overview

The Dental Assistant makes an important contribution to the success of a dental practice as a valuable member of the dental healthcare team. The Dental Assistant's responsibilities may include preparing patients for procedures, assisting the dentist with instrument transfer during procedures, maintaining treatment planning records, exposing and processing dental x-rays, reviewing oral hygiene and postoperative care instructions with patients, performing laboratory work, and managing such essential functions as inventory control, infection control and OSHA compliance. The Dental Assistant may also be called on to assist in the business office with filing records, preparing insurance reports, maintaining records on the computer, and scheduling appointments.

In order to graduate from the Dental Assisting (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
GE102	Professionalism for Allied Health Careers	80			5.00
DA110	Introduction to Dental Assisting	40	40		4.00
DA120	Microbiology, Infection Control & Introduction to Chairside Assisting	40	40		4.00
DA130	Operative Dentistry and Properties of Dental Materials	40	40		4.00
DA140	Introduction to Radiology	40	40		4.00
DA150	Radiology and Introduction to Dental Procedures	40	40		4.00
DA160	Operative Dentistry Procedures and Manipulation of Dental Lab Materials	40	40		4.00
DA170	Practice Management & Dental Specialties	40	40		4.00
DA180	Dental Assisting Externship			320	7.00
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
	Subtotals	**855**	**280**	**320**	**73.00**

Dental Assisting (Associate of Applied Science)

Associate of Applied Science

1,295 Contact Hours
64.11 Semester Credits
72 Instructional Weeks – Full Time

Program offered at:
Southaven, Mississippi

Dental Assisting (Associate of Applied Science) Mission Statement

The Dental Assisting program prepares students with the theoretical knowledge and practical skills needed for success in an entry-level position. The program aims to guide students in developing proficiency, professionalism, empathy, and accurate technique while learning to interact professionally with dentist, coworkers, and patients.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in which students are required to successfully complete radiological written and skills assessments.

Career Overview

The Dental Assistant makes an important contribution to the success of a dental practice as a valuable member of the dental healthcare team. The Dental Assistant's responsibilities may include preparing patients for procedures, assisting the dentist with instrument transfer during procedures, maintaining treatment planning records, exposing and processing dental x-rays, reviewing oral hygiene and postoperative care instructions with patients, performing laboratory work, and managing such essential functions as inventory control, infection control and OSHA compliance. The Dental Assistant may also be called on to assist in the business office with filing records, preparing insurance reports, maintaining records on the computer, and scheduling appointments.

In order to graduate from the Dental Assisting (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
DA110	Introduction to Dental Assisting	40	40		4.00
DA120	Microbiology, Infection Control & Introduction to Chairside Assisting	40	40		4.00
DA130	Dental Radiography	40	40		4.00
DA140	Operative Dentistry & Properties of Dental Materials	40	40		4.00
DA150	Operative Dentistry Procedures and Manipulation of Dental Lab Materials	40	40		4.00
DA160	Practice Management & Dental Specialties	40	40		4.00
DA170	Dental Assisting Externship			320	7.00
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
	Subtotals	**735**	**240**	**320**	**64.11**

Dental Hygiene (Associate of Applied Science)

Associate of Applied Science Degree

1,810 Contact Hours
88.50 Semester Credits
70 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Dental Hygiene (Associate of Applied Science) Mission Statement

The program provides students with theoretical knowledge, technical skills, and professional attributes necessary to qualify for licensure as a Registered Dental Hygienist and entry-level employment as a Dental Hygienist. The program aims to guide students in developing professional commitment, community involvement, and continued research. Graduates will be eligible to sit for the National Board Dental Hygiene Examination.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives prepare students through an array of skill sets with learning objectives that include extra-oral and intraoral exams, periodontal and dental exams, patient history reviews, vital sign checks, and risk assessments. Program graduates will recognize, respect, and act with consideration for individual differences, values, preferences, and expressed needs.

Career Overview

Dental Hygienists are licensed, professional oral clinicians and dental health educators who prevent and treat oral disease, promote and encourage preventive aspects of dental care, and assume responsibility for patient care in the dental office. They provide a variety of services to patients, including comprehensive examination of the oral cavity, radiographs, prophylaxis, fluoride treatments, patient education, and preventive services. They are required to pass written and clinical examinations before they apply for licensure to practice. Dental Hygienists are integral members of the dental team who use their dental, clinical, and social sciences to aid individuals in achieving optimum oral health. Besides working in a private dental practice, Dental Hygienists also work as educators, administrators, and researchers.

In order to graduate from the Dental Hygiene (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ENGL1310	English Composition I	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
BIOL1330	Microbiology	45			3.00
BIOL1405	Anatomy & Physiology	60			4.00
CHEM1310	Chemistry	45			3.00
MATH1320	College Algebra	45			3.00
PSYC1310	General Psychology	45			3.00
COMM1310	Elements of Human Communication	45			3.00
DH101	Dental Hygiene I	30	90		5.00
DH102	Dental Hygiene II	30	60	80	5.50
DH103	Dental Radiography	30	30		3.00
DH104	Dental Materials	15	30		2.00
DH105	Dental Anatomy/Tooth Morphology	60			4.00
DH110	Oral Embryology & Histology	45			3.00
DH111	Dental Office Emergencies	15			1.00
DH201	Dental Hygiene III	30		135	5.00
DH202	Dental Hygiene IV	30		185	6.00
DH203	Periodontology	45			3.00
DH206	Dental Pharmacology	45			3.00
DH207	Dental Hygiene Seminar	30			2.00
DH209	Nutrition	45			3.00
DH224	Dental Public Health	45			3.00
DH226	Dental Law/Ethics	30			2.00
DH227	Board Review	45			3.00
DH228	Oral Pathology	45			3.00
DH300	Dental Office Management	30			2.00
DH301	Dental Hygiene V	30		150	5.00
	Subtotals	**1,050**	**210**	**550**	**88.50**

Health Information Management (Associate of Applied Science)

Associate of Applied Science Degree

1,247 Contact Hours
71.0 Semester Credits
60 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Health Information Management (Associate of Applied Science) Mission Statement

The program provides students with theoretical knowledge, technical skills, and professional attributes necessary to obtain entry-level positions in Health Information Management. The program provides graduates knowledge and skills to be self-directed learners with critical thinking and problem-solving abilities, as well as proficiency in communication and interpersonal working relationships. The program prepares students to successfully complete the Registered Health Information Technical credentialing exam.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of theoretical knowledge and practical skills in Electronic Health Record concepts, privacy and security of health information, anatomy and physiology for ICD-10 coding, management HIT coding practice, effective communication and leadership skills. Students will obtain the skills to prepare, analyze, manage, and preserve medical records needed by the patients, hospitals, and insurance companies.

Career Overview

Health Information Technicians organize and manage health information data. Students with a degree in health information management may find entry-level employment as Health Data Analyst, Insurance Claims Analyst, Records Technician, Clinical Coding Specialist, and Patient Information Coordinator in hospitals, doctor offices, insurance companies, clinics, and other medical facilities.

In order to graduate from the Health Information Management (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
CSCI1310	Computer Science	45			3.00
CSCI1320	Database Concepts	45			3.00
BIOL1310	Anatomy & Physiology I	45			3.00
BIOL1320	Anatomy & Physiology II	45			3.00
BIOL1340	Pathophysiology	45			3.00
HIMA1220	Pharmacology	30			2.00
HIMA1310	Introduction to Health Information Technology	45			3.00
HIMA1320	Medical Terminology	45			3.00
HIMA1330	Clinical Classification Systems I	45			3.00
HIMA1340	Clinical Classification Systems II	45			3.00
HIMA1350	Quality Assessment	45			3.00
HIMA1360	Clinical Classification Systems III	45			3.00
HIMA1370	Healthcare Law & Ethics	45			3.00
HIMA2310	Healthcare Statistics	45			3.00
HIMA2320	Healthcare Organization and Supervision	45			3.00
HIMA2330	Health Data Systems	45			3.00
HIMA2340	Reimbursement Methodologies	45			3.00
HIMA2350	HIT Clinical Practice I			136	3.00
HIMA2360	HIT Clinical Practice II			136	3.00
HIMA2370	RHIT Competency Review	45			3.00
	Subtotals	**975**		**272**	**71.00**

Massage Therapy (Diploma)

Diploma Program
862 Clock Hours
44 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee
and
Southaven, Mississippi

Massage Therapy (Diploma) Mission Statement:
The mission is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to obtain entry-level positions in the field of Massage Therapy.

Learning Objectives / Instructional Outcomes
The Massage Therapy program prepares students through an array of courses in basic science and the anatomy and physiology of the human body, massage techniques and manipulations designed to enhance the physical health of patients. Learning outcomes include theoretical knowledge and practical skills in Swedish massage, acupressure, event-sports massage, reflexology, deep-tissue massage. and professional and business ethics and legal issues related to the practice of Massage Therapy.

Additionally, the program prepares graduates to sit for the Massage & Bodywork Licensing Examination (MBLEx). Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Career Overview
Massage Therapists assess the needs of patients, develop individualized care plans, and conduct therapeutic massage to treat a patient's illness. Employment opportunities exist in a variety of settings including massage clinics, hospital rehabilitation departments, public practice, wellness centers, and chiropractic offices.

In order to graduate from the Massage Therapy (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinic Hours	Total Clock Hours
MSSG1210	Practice & Review I	17	27		44
MSSG1220	Practice & Review II	17	27		44
MSSG1230	Practice & Review III	17	27		44
MSSG1240	Internship/Externship			100	100
MSSG1410	Foundations of Therapeutic Massage	32	58		90
MSSG1420	Science of Therapeutic Massage	32	58		90
MSSG1430	Special Populations/Pathologies	32	58		90
MSSG1610	Basic Science/Anatomy & Physiology I	90			90
MSSG1620	Basic Science/Anatomy & Physiology II	90			90
MSSG1630	Basic Science/Anatomy & Physiology III	90			90
MSSG1640	Business Considerations/MBLEX Review	90			90
	Subtotals	**507**	**255**	**100**	**862**

Medical Assistant (Diploma)

Diploma Program

720 Contact Hours
29.33 Semester Credits
30 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee
and
Southaven, Mississippi

Medical Assistant (Diploma) Mission Statement:
The mission is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to obtain entry-level positions in the field of Medical Assisting.

Learning Objectives / Instructional Outcomes
At the conclusion of the program, students will be prepared with the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

Career Overview
Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

In order to graduate from the Medical Assistant (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
MDCA1414	Medical Assisting A	40	40		4.00
MDCA1424	Medical Assisting B	40	40		4.00
MDCA1434	Medical Assisting C	40	40		4.00
MDCA1444	Medical Assisting D	40	40		4.00
MDCA1454	Medical Assisting E	40	40		4.00
MDCA1464	Medical Assisting F	40	40		4.00
MDCA1572	Externship			240	5.33
Subtotals		**240**	**240**	**240**	**29.33**

Medical Assisting (Associate of Applied Science)

Associate of Applied Science Degree

1,215 Contact Hours
62.33 Semester Credits
70 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee
and
Southaven, Mississippi

Medical Assisting (Associate of Applied Science) Mission Statement:
The purpose of the Medical Assisting degree program is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include: mathematics; written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities.

Learning Objectives / Instructional Outcomes
The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

Career Overview
Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

In order to graduate from the Medical Assisting (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
MDCA1414	Medical Assisting A	40	40		4.00
MDCA1424	Medical Assisting B	40	40		4.00
MDCA1434	Medical Assisting C	40	40		4.00
MDCA1444	Medical Assisting D	40	40		4.00
MDCA1454	Medical Assisting E	40	40		4.00
MDCA1464	Medical Assisting F	40	40		4.00
MDCA1572	Externship			240	5.33
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
Subtotals		**735**	**240**	**240**	**62.33**

Medical Laboratory Technician (Associate of Applied Science)

Associate of Applied Science Degree

1,975 Contact Hours
84.50 Semester Credits
80 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Medical Laboratory Technician (Associate of Applied Science) Mission Statement

The program provides students with training in the classroom and laboratory, as well as real-world experiences that allows them to utilize fully-equipped, professional-grade laboratories. The MLT student will gain the knowledge and skills needed to accurately perform diagnostic testing in all major areas of the laboratory. The program prepares students to successfully complete national certification examinations offered by the American Society for Clinical Pathology (ASCP), American Medical Technologists (AMT), American Association of Bioanalysts (AAB) and state certification examinations (if applicable).

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in preparing blood, urine and biological samples for analysis; use of laboratory equipment to detect microorganisms; monitor tests and procedures; analyze chemical content of fluids; and have a working comprehension of the technical aspects of blood banking.

Career Overview

Medical Laboratory Technicians (MLTs) are an important part of the healthcare team, performing routine clinical laboratory testing procedures to provide scientific information aiding in diagnosis, prognosis and therapeutic treatment of disease. Graduates will find employment in hospital, referral or public health laboratories. This field of study also prepares graduates for employment in research, government and municipal laboratories.

In order to graduate from the Medical Laboratory Technician (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL1310	Anatomy & Physiology I	45			3.00
BIOL1431	Microbiology	45	30		4.00
ENGL1310	English Composition I	45			3.00
CHEM1310	Chemistry	45			3.00
COMM1310	Elements of Human Communication	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
MATH1320	College Algebra	45			3.00
MLAB1110	MLT Quality Assurance	15			1.00
MLAB1140	Instrumentation	15			1.00
MLAB1150	Instrumentation Lab		30		1.00
MLAB1210	Laboratory Math	30			2.00
MLAB1220	Phlebotomy	15	30		2.00
MLAB1230	Introduction to Medical Lab	15	30		2.00
MLAB1261	Clinical Chemistry Lab		60		2.00
MLAB1271	Immunology/Serology Lab		60		2.00
MLAB1460	Clinical Chemistry	60			4.00
MLAB1470	Immunology/Serology	60			4.00
MLAB21111	Hematology Lab		30		1.00
MLAB2121	Body Fluids/Urinalysis Lab		30		1.00
MLAB2131	Coagulation Lab		15		0.50
MLAB2220	BodyFluids/Urinalysis	30			2.00
MLAB2230	Coagulation	30			2.00
MLAB2241	Immunohematology Lab		60		2.00
MLAB2251	Clinical Microbiology Lab		60		2.00
MLAB2340	Immunohematology	45			3.00
MLAB2350	Clinical Microbiology	45			3.00
MLAB2360	Parasitology/Mycology	45			3.00
MLAB2410	Hematology	60			4.00
MLAB2970	MLT Clinical I	20		360	9.00
MLAB2980	MLT Clinical II	20		360	9.00
	Subtotals	**820**	**435**	**720**	**84.50**

Medical Office Professional (Diploma)

Diploma

720 Contact Hours
29.33 Semester Credits
30 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee
and
Southaven, Mississippi

Medical Office Professional (Diploma) Mission Statement:
The program provides students the with sufficient theoretical knowledge and specialized skills for an entry-level administrative position in allied health. The program prepares students to take the American Academy of Professional Coders (AAPC) certification test.

Learning Objectives / Instructional Outcomes
The program includes courses covering computer applications, medical terminology, and medical insurance basics. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, medical office procedures, communication, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in the school labs.

Career Overview
The Medical Office Professional has the skills necessary to handle most medical office business and financial operations, including accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, typing, and word processing. The Medical Office Professional brings a thorough understanding of medical and insurance terminology along with skills in interpersonal communications and public relations. Employment opportunities in this field are to be found in a broad range of settings, from physicians' and dentists' offices, to long-term-care facilities and hospitals, to medical insurance companies.

In order to graduate from the Medical Office Professional (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
POFM1412	Medical Office Procedures	40	40		4.00
POFM1422	Computer Applications	40	40		4.00
POFM1432	Medical Terminology & Communications	40	40		4.00
POFM1442	Medical Insurance Claims	40	40		4.00
POFM1452	Medical Insurance Coding	40	40		4.00
POFM1462	Medical Office Applications	40	40		4.00
POFM1572	Externship			240	5.33
Subtotals		**240**	**240**	**240**	**29.33**

Medical Office Professional (Associate of Applied Science)

Associate of Applied Science Degree

1,215 Contact Hours
62.33 Semester Credits
70 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Medical Office Professional (Associate of Applied Science) Mission Statement:
The purpose of the Medical Office Professional degree program is to provide students the opportunity, along with their occupational skills, to develop essential basic skills for continued learning and career development through general education courses that include: mathematics; written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. The program prepares students to successfully complete the American Academy of Professional Coders (AAPC) certification test.

Learning Objectives / Instructional Outcomes
The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in computer skills, medical terminology, anatomy and physiology, medical office procedures, communication, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in the school labs.

Career Overview
The Medical Office Professional has the skills necessary to handle most medical office business and financial operations, including accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, typing, and word processing. The Medical Office Professional brings a thorough understanding of medical and insurance terminology along with skills in interpersonal communications and public relations. Employment opportunities in this field are to be found in a broad range of settings, from physicians' and dentists' offices, to long-term-care facilities and hospitals, to medical insurance companies.

In order to graduate from the Medical Office Professional (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
POFM1412	Medical Office Procedures	40	40		4.00
POFM1422	Computer Applications	40	40		4.00
POFM1432	Medical Terminology & Communications	40	40		4.00
POFM1442	Medical Insurance Claims	40	40		4.00
POFM1452	Medical Insurance Coding	40	40		4.00
POFM1462	Medical Office Applications	40	40		4.00
POFM1572	Externship			240	5.33
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
Subtotals		**735**	**240**	**240**	**62.33**

Nursing (Associate of Applied Science)

Associate of Applied Science Degree Program

1,658 Contact Hours
70.00 Semester Credits
70 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Effective February 14, 2019, the Memphis campus is currently not enrolling in this program.

Nursing (Associate of Applied Science) Mission Statement
The program provides students with the theoretical knowledge, hands-on laboratory instruction, clinical training in various settings, and professional attributes required to obtain entry-level positions in the field of nursing. The program prepares students to apply to take the National Council Licensure Examination for Registered Nurses® (NCLEX-RN) and to the State Board of Nursing for licensure.

Learning Objectives / Instructional Outcomes
The program includes general education courses covering mathematics, written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in pharmacology, health assessment, mental health, therapeutic communication, and nursing care through the life-span and health-illness continuum.

Career Overview
As a vital member of the healthcare team, the Nurse combines nursing skills with human understanding to care for both chronically and acutely ill patients in a variety of settings. Nurses collaborate with members of the interprofessional healthcare team to provide safe, caring and compassionate nursing care to diverse patients across the lifespan. Nurses educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

In order to graduate from the Nursing (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL1411	Anatomy & Physiology I	45	30		4.00
BIOL1421	Anatomy & Physiology II	45	30		4.00
BIOL1431	Microbiology	45	30		4.00
ENGL1310	English Composition I	45			3.00
MATH1320	College Algebra	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
ENGL1320	English Composition II	45			3.00
ASN100*	Foundations of Nursing	45	60	135	8.00
ASN110	Pharmacology I	15	15		1.50
ASN150*	Medical-Surgical Nursing I	45		135	6.00
ASN210	Pharmacology II	15	15		1.50
ASN220	Health Assessment	15	30		2.00
ASN230**	Maternal-Child Health Nursing	45	15	68	5.00
ASN240	Medical-Surgical Nursing II	45		135	6.00
ASN250	Mental Health Nursing	30		45	3.00
ASN270	Medical-Surgical Nursing III	45		135	6.00
ASN280	Professional Nursing Roles	30		90	4.00
	Subtotals	**690**	**225**	**743**	**70.00**
ASN180*	Transition to Professional Nursing	30			2.00

An applicant who has passed the NCLEX-PN® exam, holds an active, unrestricted license for Practical or Vocational Nursing, and who graduated less than two years prior to enrollment may be admitted with advanced placement status. If the applicant graduated more than two years prior to enrollment, the applicant must demonstrate a minimum of 1,000 hours of direct patient care within the last three years.

To be eligible for advanced placement status, prior to enrollment, the applicant must successfully complete a nursing skills assessment and satisfactorily complete a Foundations Specialty assessment with a minimum score of 850 on the first attempt. Applicants will then be eligible to enroll in the ASN180 Transition to Professional Nursing course. Upon successful completion of ASN180 Transition to Professional Nursing course, the student will be awarded a total of 14 credits for ASN100 Foundations of Nursing & ASN150 Medical-Surgical Nursing I (consisting of a total of 90 theory hours, 60 lab hours, and 270 clinical hours).

*** ASN230 -The clinical hours are divided into 56 clinical practice hours plus 12 clinical simulation hours.*

Occupational Therapy Assistant (Associate of Applied Science)

Associate of Applied Science Degree

1,915 Contact Hours
81.50 Semester Credits
80 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Occupational Therapy Assistant (Associate of Applied Science) Mission Statement

The program provides students theoretical knowledge, technical skills, and professional attributes that provide graduates with the expertise needed to practice as entry-level occupational therapy assistants in settings where occupational therapy is currently established and where it is emerging as a service. Occupational Therapy Assistant graduates from an educational program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) OTA Certification Examination.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include performing holistic therapeutic interventions to address the physical and mental rehabilitation of the whole person; completing selected components of data collection and assessment of the patients'/clients' daily occupations as well as their safety and response to the intervention; participating with the Occupational Therapist in providing physical and psychosocial support for patients/clients and their families and caregivers with recognition of individual, cultural, and economic differences; and communicating, educating and interacting cooperatively with other healthcare providers.

Career Overview

Occupational Therapy Assistants work with clients of all ages and diagnoses. They provide quality occupational therapy services to assigned individuals under the supervision of a registered Occupational Therapist and work in hospitals, clinics, schools, client homes, community settings, even prisons. Licensure is required within the state where the COTA will practice. In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT (OTA) Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT (OTA) Certification Examination or to attain state licensure.

Accreditation Council for Occupational Therapy Education (ACOTE): 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929; ACOTE c/o AOTA: 301-652-AOTA; www.acoteonline.org; email: accred@aota.org

In order to graduate from the Occupational Therapy Assistant (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL1310	Anatomy & Physiology I	45			3.00
BIOL1320	Anatomy & Physiology II	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI 1310	Introduction to Sociology	45			3.00
MATH1310	Contemporary Mathematics or Elective	45			3.00
Elective	MATH1320 College Algebra				
OTAP1140	Occupational Analysis & Therapeutic Media	15			1.00
OTAP1145	Occupational Analysis & Therapeutic Media Lab		30		1.00
OTAP1150	Occupational Therapy in Pediatrics Lab		30		1.00
OTAP1210	Foundations of Occupational Therapy	30			2.00
OTAP1220	Psychosocial Occupational Therapy Practice Lab		60		2.00
OTAP1230	Applied Kinesiology for OTAs Lab		60		2.00
OTAP1250	Occupational Therapy in Pediatrics	30			2.00
OTAP1320	Psychosocial Occupational Therapy	45			3.00
OTAP1330	Applied Kinesiology for OTAs	45			3.00

Code	Title				
OTAP1340	Clinical Conditions I	52.50			3.50
OTAP1350	Clinical Conditions II	52.50			3.50
OTAP1360	Occupational Therapy in Physical Dysfunction	45			3.00
OTAP1365	Occupational Therapy in Physical Dysfunction Lab		90		3.00
OTAP2110	Fieldwork Seminar	30			2.00
OTAP2120	Occupational Therapy Concepts	15			1.00
OTAP2125	Occupational Therapy Concepts Lab		30		1.00
OTAP2210	Occupational Therapy in Merging and Specialty Areas of Practice Lab		60		2.00
OTAP2215	Fieldwork Level I Clinical			120	2.50
OTAP2230	Occupational Therapy Transitions	30			2.00
OTAP2310	Occupational Therapy in Emerging and Specialty Areas of Practice Lab	45			3.00
OTAP2720	Fieldwork Level II Clinical A			320	7.00
OTAP2730	Fieldwork Level II Clinical B			320	7.00
	Subtotals	**795**	**360**	**760**	**81.50**

Pharmacy Technician (Diploma)

Diploma

800 Contact Hours
34.35 Semester Credits
32 Instructional Weeks – Full Time

Program offered at:
Memphis, TN

Pharmacy Technician (Diploma) Mission Statement
The program provides students with the theoretical knowledge, hands-on practical skills, and professional attributes required to obtain entry-level positions as Pharmacy Technicians. The program prepares students to successfully complete the exam(s) necessary for certification as a pharmacy technician.

Learning Objectives / Instructional Outcomes
The program includes courses covering mathematics and pharmacology. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in compounding and delivery of drug products and maintaining records.

Career Overview
A properly trained Pharmacy Technician is a valuable asset in hospital, home health care, and retail environments. The Pharmacy Technician quite often assumes a central role in the compounding and delivery of drug products and in maintaining records. In addition, the Pharmacy Technician acts as an intermediary between the doctor and the pharmacist and between the pharmacist and the patient. Pharmacy Technicians play an important role in an area where accuracy and responsibility combined with compassion and empathy are of paramount importance.

In order to graduate from the Pharmacy Technician (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
PT101	Introduction to Pharmacy Technician	76.5	43.5		6.55
PT102	Pharmacy Calculations	120			8.00
PT201	Pharmacology	120			8.00
PT202	Pharmacy Practice	21	99		4.70
PT301	Ambulatory Externship			160	3.55
PT302	Institutional Externship			160	3.55
	Subtotals	**337.5**	**142.5**	**320**	**34.35**

Pharmacy Technician (Associate of Applied Science)

Associate of Applied Science

1,295 Contact Hours
67.35 Semester Credits
72 Instructional Weeks – Full Time

Program offered at:
Memphis, TN

Pharmacy Technician (Associate of Applied Science) Mission Statement

The program provides students with the theoretical knowledge, hands-on practical skills, and professional attributes required to obtain entry-level positions as Pharmacy Technicians. The program prepares students to successfully complete the exam(s) necessary for certification as a pharmacy technician.

Learning Objectives / Instructional Outcomes

The program includes general education courses covering mathematics, written, verbal, and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in compounding and delivery of drug products and maintaining records.

Career Overview

A properly trained Pharmacy Technician is a valuable asset in hospital, home health care, and retail environments. The Pharmacy Technician quite often assumes a central role in the compounding and delivery of drug products and in maintaining records. In addition, the Pharmacy Technician acts as an intermediary between the doctor and the pharmacist and between the pharmacist and the patient. Pharmacy Technicians play an important role in an area where accuracy and responsibility combined with compassion and empathy are of paramount importance.

In order to graduate from the Pharmacy Technician (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
PT101	Introduction to Pharmacy Technician	76.5	43.5		6.55
PT102	Pharmacy Calculations	120			8.00
PT201	Pharmacology	120			8.00
PT202	Pharmacy Practice	21	99		4.70
PT301	Ambulatory Externship			160	3.55
PT302	Institutional Externship			160	3.55
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PHIL1310	Critical Thinking	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
BIOL1330	Microbiology	45			3.00
NUTR1310	Nutrition	45			3.00
	Subtotals	**832.5**	**142.5**	**320**	**67.35**

Physical Therapist Assistant (Associate of Applied Science)

Associate of Applied Science Degree

1845 Contact Hours
78.00 Semester Credits
80 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Physical Therapist Assistant (Associate of Applied Science) Mission Statement

The program provides students with diverse training in the classroom and laboratory as well as real-world experiences. Students will acquire the theoretical knowledge, technical skills, critical reasoning, and professional behaviors necessary to obtain entry-level positions as physical therapist assistants. The program prepares students to successfully complete the National Physical Therapist Assistant Examination (NPTAE).

Learning Objectives / Instructional Outcomes

The program includes current practice and include real-world clinical experiences, preparing the graduate to perform selected interventions and data collection, as well as assess the patient's/client's safety and response to interventions. Program graduates will recognize, respect, and act with consideration for individual differences, values, preferences, and expressed needs. Additionally, PTA graduates will effectively communicate with other members of the healthcare delivery team, interact with members of the patient's/client's family and caregivers, and work cooperatively with other healthcare providers. In collaboration with the Physical Therapist, PTA graduates will participate in the education of other healthcare providers, patients/clients and their families or primary caregivers, as well as the community.

Career Overview

Physical Therapist Assistants (PTA) provide physical therapy services under the direction and supervision of a licensed Physical Therapist. The PTA implements the Physical Therapist's plan of care, assessing patient status and modifying selected interventions to progress and protect the safety and comfort of the patient. The PTA helps people of all ages who have impairments that limit movement, function, work and recreational activities. The PTA works in a variety of settings, including hospitals, inpatient rehabilitation facilities, private practices, outpatient clinics, home health, skilled nursing facilities, schools, sports facilities, and more. The PTA provides a variety of physical therapy techniques as they carry out the Physical Therapist's plan of care for the patient, including therapeutic exercise, functional training, soft tissue mobilization, and physical modalities, such as electrotherapy and ultrasound. The PTA may also assist the Physical Therapist in injury prevention, fitness, and wellness-oriented programs for a healthier and a more active lifestyle. To work as a PTA, an individual must graduate from a PTA program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), must apply and be accepted as a licensed/certified PTA applicant, and must pass the National Physical Therapist Assistant Examination (NPTAE) and, if required by the state, the state jurisprudence examination. Other requirements vary from state to state, according to physical therapy practice acts or state regulations governing physical therapy.

In order to graduate from the Physical Therapist Assistant (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL1310	Anatomy & Physiology I	45			3.00
BIOL1320	Anatomy & Physiology II	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PSYC1310	General Psychology	45			3.00
PSYC1320	Human Growth & Development	45			3.00
MATH1320	College Algebra	45			3.00
PTAP1201	Functional & Applied Anatomy Lab		60		2.00
PTAP1210	Patient Care Skills	30			2.00
PTAP1211	Patient Care Skills Lab		60		2.00
PTAP1221	Musculoskeletal Rehabilitation Lab		60		2.00
PTAP1240	Modalities	30			2.00
PTAP1241	Modalities Lab		45		1.50
PTAP1300	Introduction to Physical Therapy	45			3.00
PTAP1320	Musculoskeletal Rehabilitation	45			3.00
PTAP1350	Pathology for the Physical Therapist Assistant	45			3.00

PTAP1400	Functional & Applied Anatomy	60			4.00
PTAP2121	Cardiopulmonary Rehabilitation Lab		30		1.00
PTAP2131	Rehabilitation for Specialized Disorders Lab		30		1.00
PTAP2201	Neuromuscular Rehabilitation Lab		75		2.50
PTAP2210	Rehabilitation Through the Lifespan	30			2.00
PTAP2220	Cardiopulmonary Rehabilitation	30			2.00
PTAP2230	Rehabilitation for Specialized Disorders	30			2.00
PTAP2340	Special Topics for the Physical Therapist Assistant	45			3.00
PTAP2400	Neuromuscular Rehabilitation	60			4.00
PTAP2525	Clinical Experience I			240	5.00
PTAP2535	Clinical Experience II			240	5.00
PTAP2545	Clinical Experience III			240	5.00
	Subtotals	**765**	**360**	**720**	**78.00**

Polysomnographic Technology (Diploma)

Diploma Program

824 Contact Hours
30.50 Semester Credits
30 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Polysomnographic Technology (Diploma) Mission Statement
The program provides students with the theoretical knowledge, technical skills, and professional attributes required to obtain entry-level positions as Polysomnographic Technologists. The program prepares students to successfully complete the professional certification exam offered by the Board of Registered Polysomnographic Technologists (BRPT).

Learning Objectives / Instructional Outcomes
The program includes courses covering anatomy and physiology, pharmacology, and theory of polysomnography. Learning objectives include achievement of sufficient theoretical knowledge and practical skills to perform Polysomnograms (PSGs), which monitor and evaluate brain, muscle, respiratory, and heart activity during sleep to help diagnose sleep disorders.

Career Overview
Polysomnographic (PSG) Technologists perform sleep tests and work with physicians to provide information needed for the diagnosis of sleep disorders. The Technologist monitors brain waves, eye movements, muscle activity, multiple breathing variables, and blood oxygen levels during sleep using specialized recording equipment. The Technologist interprets the recording as it happens and responds appropriately to emergencies. Among other duties, the PSG Technologist also understands the interface between EEG and PSG equipment and other electrophysiological devices and procedures; recognizes and understands EEG sleep activity displayed; manages medical emergencies in the laboratory; and prepares a descriptive report of recorded activity for the interpreting physician. Additionally, the role of the PSG Technologist includes treatment of sleep-disordered breathing to include PAP therapy, oxygen therapy, and patient education. The responsibilities of the Technologist may also include laboratory management and the supervision of other Technologists.

In order to graduate from the Polysomnographic Technology (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
BIOL1320	Anatomy & Physiology II	45			3.00
NDTP1320	Pharmacology for Health Careers	45			3.00
PSOM1310	Polysomnography I	35	20		3.00
PSOM2210	Pattern Recognition	15	30		2.00
PSOM2211	Capstone-International Board Preparation	30			2.00
PSOM2315	PSG Clinical Experience I			160	3.50
PSOM2710	Polysomnography II	90	30		7.00
PSOM2715	PSG Clinical Experience II			324	7.00
	Subtotals	**260**	**80**	**484**	**30.50**

Radiologic Technology (Associate of Applied Science)

Associate of Applied Science Degree

2,642.5 Contact Hours
98.50 Semester Credits
80 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Radiologic Technology (Associate of Applied Science) Mission Statement

The program provides and maintains a supportive learning environment and curriculum that prepares students for entry-level, diagnostic radiographer positions. The program prepares students to successfully complete the American Registry of Radiologic Technologists (ARRT) Examination and, upon successful completion of this examination, become Registered Technologists in Radiography, RT(R).

Learning Objectives / Instructional Outcomes

Goal 1: Students will competently perform entry-level radiologic procedures.
Students will produce quality diagnostic images.
Students will exercise proper radiation protection.
Students will practice proper patient care.

Goal 2: Students will develop problem solving and critical thinking skills.
Students will be able to modify standard procedures to accommodate patient conditions.
Students will be able to adjust radiographic factors to produce optimal quality images.

Goal 3: Students will apply effective communication skills.
Students will communicate effectively with patients.
Students will exercise effective written communication skills.

Goal 4: Students will exhibit professional values.
Students will display professionalism.
Students will demonstrate understanding of ethical behavior.

Career Overview

Radiologic Technologists perform diagnostic imaging examinations on patients. They prepare patients and provide patient education for procedures. Radiologic Technologists operate the equipment to take the images and work with physicians to evaluation and determine if additional images are needed. Some technicians may prepare and administer nonradioactive materials for diagnostic procedures or assist in other specialized areas of radiology.

In order to graduate from the Radiologic Technology (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PSYC1310	General Psychology	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
PHIL1310	Critical Thinking	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
RAD120	Introduction to Radiologic Technology	37.5	15		3.00
RAD121	Patient Care in Radiology	37.5	15		3.00
RAD124	Medical Terminology	45			3.00
RAD130	Image Production I	30			2.00
RAD131	Radiation Physics	37.5	15		3.00
RAD135	Positioning I	30	60		4.00
RAD136	Clinical I			160	3.50
RAD140	Image Production II	45			3.00
RAD142	Radiation Biology	45			3.00
RAD145	Positioning II	30	30		3.00
RAD146	Clinical II			160	3.50
RAD255	Positioning III	30	30		3.00
RAD256	Clinical III			320	7.00
RAD266	Clinical IV			400	8.50
RAD270	Medical Ethics & Law	30			2.00
RAD271	Radiological Theory	30			2.00
RAD272	Special Radiographic Procedures/Pathology	45			3.00
RAD276	Clinical V			240	5.00
RAD281	Registry Review	45			3.00
RAD286	Clinical VI			320	7.00
	Subtotals	**877.5**	**165**	**1,600**	**98.50**

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PSYC1310	General Psychology	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
PHIL1310	Critical Thinking	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
RAD120	Introduction to Radiologic Technology	37.5	15		3.00
RAD121	Patient Care in Radiology	37.5	15		3.00
RAD124	Medical Terminology	45			3.00
RAD130	Image Production I	30			2.00
RAD131	Radiation Physics	37.5	15		3.00
RAD135	Positioning I	30	60		4.00
RAD136	Clinical I			160	3.50
RAD140	Image Production II	45			3.00
RAD142	Radiation Biology	45			3.00
RAD145	Positioning II	30	30		3.00
RAD146	Clinical II			160	3.50
RAD255	Positioning III	30	30		3.00
RAD256	Clinical III			320	7.00
RAD267	Clinical IV			310	6.50
RAD270	Medical Ethics & Law	30			2.00
RAD271	Radiological Theory	30			2.00
RAD272	Special Radiographic Procedures/Pathology	45			3.00
RAD277	Clinical V			330	7.00
RAD281	Registry Review	45			3.00
RAD286	Clinical VI			320	7.00
	Subtotals	**877.5**	**165**	**1,600**	**98.50**

Respiratory Therapy (Associate of Applied Science)

Associate of Applied Science Degree

1,865 Contact Hours
78.00 Semester Credits
70 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

Respiratory Therapy (Associate of Applied Science) Mission Statement
The program provides students with the demonstrated competencies in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRTs). The program prepares students to sit for the Therapist Multiple-Choice Examination (TMC) of the National Board for Respiratory Care (NBRC). If the candidate meets the RRT score on the TMC, the graduate is eligible to sit for the Clinical Simulation Examination (CSE) of the NBRC.

Learning Objectives / Instructional Outcomes
The program includes general education courses covering mathematics, written, verbal and nonverbal communications; interpersonal skills; critical thinking; the sciences; and the humanities. Learning objectives include achievement of sufficient theoretical knowledge and practical skills in initiation and conduction of therapeutic procedures, maintenance of patient records, equipment management, patient education, and specializations related to respiratory therapy.

Career Overview
Respiratory Therapists assess, treat, and care for patients with breathing disorders. They assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Respiratory Therapists initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. They also may serve as asthma educators, patient educators, case managers, Hyperbaric Oxygen Specialists, Extra Corporeal Membrane Oxygenation Specialists and Sleep Specialists. Respiratory Therapists work in hospitals, clinics, skilled nursing facilities, home care, and diagnostic labs. The Respiratory Care Practitioner (RCP) deals with patients of all ages who may be gravely injured or ill. The RCP is among the first on the medical team called to provide treatment in cardiopulmonary emergencies. The RCP also cares for patients in all aspects of their treatment and recovery.

In order to graduate from the Respiratory Therapy (Associate of Applied Science) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MATH1320	College Algebra	45			3.00
ENGL1310	English Composition I	45			3.00
COMM1310	Elements of Human Communication	45			3.00
PSYC1310	General Psychology	45			3.00
SOCI1310	Introduction to Sociology	45			3.00
CSCI1310	Computer Science	45			3.00
PHIL1310	Critical Thinking	45			3.00
BIOL1301	Anatomy & Physiology	45			3.00
RT210	Introduction to & Applied Respiratory Therapeutics	180	60		14.00
RT220	Clinical Medicine I	30	30	315	10.00
RT230	Clinical Medicine II	30	30	315	10.00
RT240	Clinical Specialty Areas/Comprehensive Review	75	30	180	10.00
RT250	Advanced Clinical Practice	100	40	90	10.00
	Subtotals	**775**	**190**	**900**	**78.00**

Surgical Technology (Diploma)

Diploma Program

1,220 Contact Hours
50.50 Semester Credits
48 Instructional Weeks – Full Time

Program offered at:
Memphis, Tennessee

*Effective April 30, 2019 the Surgical Technology Diploma program is no longer enrolling new students.

Surgical Technology (Diploma) Mission Statement

The program provides students with the theoretical knowledge, hands-on laboratory instruction, clinical training in various surgical settings, and professional attributes required to obtain entry-level positions in the field of Surgical Technology. The program prepares students to successfully complete the National Certifying Examination for Surgical Technologists as sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Learning Objectives / Instructional Outcomes

Cognitive Domain

The student will:

- Grasp concepts of human anatomy and physiology, pathophysiology, microbiology and infectious process and recognize his or her relationship to safe
  patient care;
- Understand the principles of safe patient care in the preoperative, intraoperative, and postoperative settings; and
- Recognize the interdependent role of the Surgical Technologist with the other team members and ancillary services providers.

Psychomotor Domain

The student will:

- Develop and apply fundamental surgical assisting skills through practice and evaluation in the clinical setting;
- Accurately apply the principles of asepsis across the spectrum of common surgical experiences; and
- Employ the Standard Precautions and other recognized safe practice guidelines in every surgical setting.

Affective Domain

The student will:

- Recognize the variety of patients' needs and the impact of his or her personal, physical, emotional and cultural experiences on the rendering of patient care;
- Demonstrate professional responsibility in performance, attitude, and personal conduct; and
- Practice within the confines of the recognized scope of practice within the healthcare community to provide optimal patient care.

Career Overview

The Surgical Technologist is a highly skilled and knowledgeable allied health professional who, as an essential member of the surgical team, works with surgeons, anesthesia providers, operating room nurses, and other professionals in providing safe care to the surgical patient. Surgical Technologists possess expertise in assisting surgeons in the safe and effective conduct of both major and minor surgical procedures in several specialty services and in a variety of surgical settings. Professional duties include aseptic technique, operating room environmental safety, equipment setup, instrumentation, preparing medications, and directly assisting in the three phases of surgical patient care: preoperative, intraoperative, and postoperative. The entry-level Surgical Technologist works in acute-care hospitals, outpatient surgery centers, surgical clinics, central sterile processing departments, birthing centers, and other healthcare settings throughout the United States.

In order to graduate from the Surgical Technology (Diploma) program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Clinical Hours	Semester Credit Hours
ST110	Basic Science I	108	12		7.50
ST120	Basic Science II	120			8.00
ST210	Principles of Surgical Technology – Surgical Techniques I Lab	72	48		6.00
ST220	Asepsis – Surgical Techniques II Lab	72	48		6.00
ST230	Principles of Surgical Assisting – Surgical Techniques III Lab	72	48		6.00
ST240	Surgical Procedures – Surgical Techniques IV Lab	72	48		6.00
ST310	Clinical Practice I			250	5.50

ST320	Clinical Practice II			250	5.50
	Subtotals	**516**	**204**	**500**	**50.50**

Financial Information

Financing Requirements

All students must have a financing package on file no later than the seventh calendar day of their first term. This may include but is not limited to application and confirmation of eligibility for Title IV funding, if desired; executed individual payment plan; completion of all documentation needed to secure non-Title IV funding (e.g., WIA, VA, state grant).

Concorde reserves the right to withdraw at any time any student who fails to complete their individual financing requirements or make timely payments.

Cancellation & Refund
Student's Right to Cancel

Applicants or students may cancel or terminate their enrollment at any time, before or during their training. Applicants or students should notify an Academic Dean or Campus President of their intent to cancel or withdraw wither in person, via telephone, email, or in writing.

All monies will be refunded if the school does not accept the applicant or if the Student cancels within three (3) business days (excluding Saturdays, Sundays and holidays) after signing the Enrollment Agreement and making initial payment. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee. If notice of cancellation is received, refunds will be paid by the school within 30 days after receipt of the notice of cancellation. After the expiration of the cancellation period, the school is entitled to retain the application fee.

Students who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school and inspection of the equipment.

Student's Right to Withdraw
Effective: 06/19/2020

The school's policy for determining the Student's withdrawal date is the earlier of (A) the date the Student notifies the school of his or her withdrawal or the date specified by the Student or (B) the last recorded date of class attendance by the Student, as documented by the school, if the Student stops attending classes without notifying the Institution or (C) the date the Student violates published Institution policy that provides for the Student being withdrawn.

The Student's start date through the last date of attendance will determine the percentage of program completion, and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

For students withdrawing from degree-granting programs, the percentage of program completion is calculated by dividing the number of days the Student was scheduled to attend in the period of enrollment or payment period as of the last recorded day of attendance into the number of days comprising the period of enrollment or payment period for which the Student has been charged.

For students withdrawing from diploma programs, the percentage of program completion is calculated by dividing the number of days the Student was scheduled to attend in the period of enrollment or payment period as of the last recorded day of attendance into the number of days comprising the period of enrollment or payment period for which the Student has been charged.

Refund Policy

Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his/her program and are based on the tuition billed for the payment period or period of enrollment in which the Student withdraws, according to the Refund Calculation set forth below. Refunds will be based on the total charge incurred by the Student at the time of withdrawal, not the amount the Student has actually paid. When a Student withdraws from the Institution, s/he must complete a student withdrawal form with the Institution's Registrar/Student Records Manager. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the Institution. Students who withdraw, or are withdrawn prior to the end of the payment period or period of enrollment are subject to the Return of Title IV Funds Policy noted below which may increase their balance due to the Institution. If there is a balance due to the Institution after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the Institution. Concorde does not refund charges for books issued to the Student unless the books are returned in new and unused condition within 14 calendar days following the date of receipt or Student withdrawal. Credit balances due to the Student of less than $5 (after all Title IV refunds have been made) will not be refunded unless requested by the Student.

Refund Calculation

The schedule of refunds for students who withdraw after starting school, or are dismissed by the Institution, will be computed as follows:

- If a first-time student withdraws within the first twenty-one (21) calendar days of his or her program of study, no tuition charges will be incurred.
- A first-time student is defined as one who has not previously attended the Institution.
- If a student withdraws after the first twenty-one (21) calendar days, but prior to the 60 percent point of the period of enrollment or payment period for which he or she has been charged, the Student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment or payment period.
- If a student withdraws after the 60 percent point of the period of enrollment or payment period for which he or she has been charged, the Student shall be obligated for the tuition charged for the entire period of enrollment or payment period and not entitled to any refund.

Student Notifications Regarding Withdrawal and Refunds
Effective: 07/20/2020

A $100.00 administrative fee will be assessed to any withdrawn student eight days after their last date of attendance.

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Students may repeat a class. If the Student should withdraw from the program for any reason, based on the refund policy, the hours or weeks in attendance for repeating a class, depending on the program, will be used in the program completion percentage calculation in determining the Student's financial obligation to the school.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount in excess of the unpaid balance of the loan will be first used to repay any federal/state/private student financial aid program from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount greater than $5.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

Financial Aid Office

The Financial Aid Office is open to students during the hours posted on campus. Students are encouraged to call or visit the office if they have any questions or need assistance regarding their financial aid.

The resources of the Financial Aid Office are available to all students. Financial Aid staff members assist students in determining individual eligibility for the various aid programs and in completing the necessary applications and paperwork. To receive federal financial assistance, students must maintain satisfactory academic progress toward completion of their program as outlined in the school catalog. The Financial Aid Office is responsible for monitoring each student's academic progress to ensure continued eligibility.

Student Responsibilities

- Students must promptly return all required applications and paperwork to the Financial Aid Office.
- If the Financial Aid Office needs to see a student, the office will contact the student personally. It is the student's responsibility to see Financial Aid when notified.
- Each student who receives a student loan is required to complete entrance and exit counseling. The Financial Aid Office will notify each student when these sessions are scheduled. If a student misses a session, it is the student's responsibility to contact the Financial Aid Office to reschedule a date.
- If a student obtains a loan to pay for an educational program, the student will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund.

Financial Aid

Concorde Career College participates in the United States Department of Education's Federal Student Assistance programs. These programs are available for those who qualify.

Federal Pell Grant

The Federal Pell Grant is a grant to students who qualify under the federal financial need guidelines. Application is made through the Free Application for Federal Student Aid (FAFSA).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant that the school awards to students based on financial need and the availability of funds. Application is made through the Free Application for Federal Student Aid (FAFSA).

Federal Subsidized and Unsubsidized Loans

Subsidized and Unsubsidized Loans are low-interest loans made by the U.S. Department of Education. See Financial Aid for details.

Federal Parent Loans for Undergraduate Students (PLUS)

The Federal PLUS Loan is a low-interest-rate loan available for parents of dependent, undergraduate students enrolled at least half time. Applications are available online at https://studentaid.gov/.

Default

If you received a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Tennessee Student Assistance Award Program

The purpose of the program is to provide nonrepayable financial assistance to financially needy undergraduate students who are residents of Tennessee and are enrolled, or accepted for enrollment, at a public or an eligible nonpublic postsecondary educational institution in Tennessee.

Maximum award amounts are determined by Tennessee Student Assistance Corporation (TSAC). A student's eligibility is determined in the same manner as is eligibility for a Federal Pell Grant. Students must apply using the Free Application for Federal Student Aid (FAFSA), and it must be processed by the federal processor by May 1.

Alternative Financing

For those students who qualify, alternative financing is available through several lenders. Cosigners may be necessary, depending on credit history.

Other Aid

Concorde Career College provides limited financing options to students who require funding beyond their federal eligibility.

Veterans Administration Students
Prior Credit Evaluation

All official college transcripts need to be submitted for evaluation for prior credit by the 24th week of school or by the end of the second term.

Veterans Benefits and Transition Act of 2018

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of

Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Partnership Agreements

Concorde participates in business and agency agreements with outside organizations. Enrollment pursuant to these agreements is contingent on the student meeting and maintaining eligibility as defined in individual agreements.

Any student who originally enrolled with a partnership agreement will need to reverify eligibility to return if he or she is withdrawn from the program.

Scholarships

Desoto Family Theater Scholarship

The Desoto Family Theater Scholarship is a $2,000 scholarship awarded to a new student(s) attending the Southaven campus who has demonstrated a desire to impact his/her local community by pursuing a career in healthcare. The award decisions are made by an independent scholarship committee who will review all applicants and make a recommendation based on the applicant meeting all eligibility requirements and quality of the essay. This also includes: Content addressing the essay questions, organization of ideas and proper formatting, grammar, spelling and other writing mechanics. Concorde makes available a limited amount of money each year for the Desoto Family Theater Scholarship. Once available funding is exhausted, scholarships will not be available to otherwise eligible students. For more information about the scholarship, see the Financial Aid Office.

Kozet Boyd Memorial Scholarship

The Scholarship Foundation for Concorde Career College established the Kozet Boyd Memorial Scholarship to assist students who display the same values and determination that Kozet epitomized as an educator with Concorde's North Hollywood campus. These scholarships are awarded to students who have demonstrated academic discipline and strong personal values that align with Concorde's Mission Statement and Core Values.

Kozet Boyd Scholarships will be based on personal circumstances and references, and the actual amount will be based on a recommendation from the Campus President/Director.

Working Student Scholarship

The Working Student Scholarship (WSS) is a scholarship program to assist students, who worked prior to continuing their education, with meeting the

financial obligations while career training at a Concorde school. If a student qualifies, the scholarship will be applied to the student's tuition expenses.

PROCESS:

1. The WSS will be published in the school catalog, and discussed with potential applicants during the Financial Aid process.
2. Any student who meets the Eligibility Considerations may apply by completing the application that is available in the Financial Aid Office, Front Desk, or Online.
3. The WSS Committee (Comprised of the CP and the FAD at each campus) will review the applications and select candidates to move forward in the approval process based on established Eligibility Considerations.
   a. completed applications will be reviewed by the WSS Committee, no less than one week prior to class start.
4. This scholarship is awarded in the following increments:
   a. $500 for diploma programs and
   b. $1,000 for degree programs.
   c. A maximum of 500 students per fiscal year may receive this scholarship.
   d. The amounts awarded could be less than the above to avoid a credit balance.
5. The WSS Committee will ensure award notifications are communicated to students and the Financial Aid & Admissions departments prior to orientation.

DISBURSEMENT:

1. Scholarship awards will be incorporated into student aid packages.
   a. Scholarship funds are only used to cover direct costs and may not create a credit balance on the student's account.
2. For Clinical programs, funding will be awarded in two equal disbursements at the beginning of the first term and fourth term (after verification of other requirements).
3. For all other programs, funding will be awarded in two equal disbursements:
   a. Beginning of first term
   b. Midpoint (after verification of other requirements)
4. Prior to second disbursement of scholarship funds, Business Office Managers will confirm the student's continued eligibility.

ELIGIBILITY CONSIDERATIONS:

The WSS Committee will evaluate applications on the following criteria. Eligible candidates will:

1. Have a minimum of one year of employment (prior to application) with recommendation letter from Employer.
   a. Exceptions to the one year of employment may be made for single working parents at the sole discretion of the Campus President. Single parents who do not meet the minimum application requirement for proof of one year of employment may request an interview with the Campus President. If an interview is granted, the Campus President may determine from the interview to allow the single parent with less than one year of employment to apply for this scholarship. The interview is not a guarantee of award but is only to determine if the applicant "may" apply, at which time the WSS Committee will review with other applications.
2. Have a minimum of one letter of recommendation from an employer
3. Express strong motivation, integrity, and desire to pursue their chosen healthcare career through a 80 word minimum "Statement of Commitment".

4. Meet all institutional and program-specific admissions criteria
5. Be enrolled to start at the first available class start date following the scholarship award notification
6. Completed scholarship application form

CONTINUED ELIGIBILITY REQUIREMENTS

1. This is a first come, first serve scholarship so once the Campus limit is attained for the applicable year, this scholarship is not available.
2. Students must graduate to remain eligible for the final disbursement
   a. If a scholarship recipient does not graduate, or withdraws from school, s/he loses continued eligibility and any award amounts not yet disbursed will be cancelled.
3. Continued eligibility is based on the school's stated attendance requirements and the student maintains a 3.0 GPA for the duration of the scholarship award. If attendance requirements and GPA requirements are not met, the remaining balance created due to the loss of scholarship.
   a. Students who do not meet the Continued Eligibility Requirements outlined above may not re-apply for the scholarship.
4. If approved by WSS Committee and all eligibility requirements remain intact, students who have withdrawn in good standing and subsequently re-enter within 180 days, will have their Working Student scholarship funding reinstated, less any prior disbursements.

Education Costs

A schedule of the total educational costs is in this catalog. Concorde will assist students in developing financial plans to pay for their education through a combination of student or family contributions, financial aid (if eligible), and finance plans. All students must sign a Retail Installment Contract for direct educational costs not covered by Title IV or agency funding. All payments are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement and retail installment contract if applicable.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving.

Any change in financial situation that may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Business Office.

Failure to keep all payments current may result in withdrawal from the school.

Return of Title IV Funds Policy

The Institution follows the federal Return of Title IV Funds Policy to determine the amount of Title IV funds the Student has received and the amount, if any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of funds earned is calculated on a pro rata basis through 60% of the payment period or period of enrollment. After the 60% point in the payment period or period of enrollment, a Student has earned 100% of the Title IV funds. The Institution may adjust the Student's account based on any repayments of Title IV funds that the Institution was required to make.

Students who withdraw from school or are withdrawn by the school prior to completing more than 60% of their period of enrollment or payment period for degree programs (a period of time for which students receive Title IV aid) will have their Title IV eligibility recalculated based on the percentage of the period of enrollment or payment period for degree programs attended. For example, a student who withdraws completing only 30% of the period of enrollment or payment period for degree programs will have "earned" only 30% of Title IV aid. The school and/or the student must return the remaining 70%.

This policy applies to any student who withdraws or is withdrawn by Concorde Career College and receives financial aid from Title IV funds. The term "Title IV funds" refers to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans and Federal Parent Loans for Undergraduate Students (PLUS).

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is the student's last day of attendance.

Title IV aid is earned in a prorated manner on a per diem basis or a clock-hour basis for clock-hour programs up to and including the 60% point in the period of enrollment or payment period for degree programs. Title IV aid is considered 100% earned after that point in time. The percentage of Title IV aid earned is calculated in the following manner for all programs except Massage Therapy:

$$\frac{\text{Number of days completed by the student*}}{\text{Number of days in the period of enrollment or payment period for degree programs*}} = \text{Percentage of period of enrollment or payment period for degree programs completed}$$

The total number of calendar days in a period of enrollment or payment period for degree programs and the number of days completed by the student will exclude any scheduled breaks of five days or more.

Massage Therapy (Diploma)

The percentage of Title IV aid earned is calculated for the Massage Therapy programs as:

$$\frac{\text{Clock Hours scheduled through the last day of attendance}}{\text{Clock Hours in period of enrollment}} = \text{Percentage of period of enrollment completed for the Massage Therapy program}$$

The percentage of period of enrollment or payment period for degree programs completed will be the percentage of Title IV aid earned by the student. The percentage of Title IV aid unearned (i.e., amount to be returned to the appropriate Title IV program) will be 100% less the percentage earned. Concorde Career College will return unearned aid from the student's account as follows:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans).
2. Subsidized Direct Stafford Loans.
3. Federal Perkins Loans (if applicable).
4. Direct PLUS Loans.
5. Federal Pell Grants for which a return of funds is required.
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

Concorde will return the unearned aid within forty-five (45) days from the date the school determined the student withdrew.

When the total amount of unearned aid is greater than the amount returned by Concorde Career College from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans).*
2. Subsidized Direct Stafford Loans.*
3. Federal Perkins Loans (if applicable).*
4. Direct PLUS Loans.*
5. Federal Pell Grants for which a return of funds is required.**
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.**

Loan amounts are returned in accordance with the terms of the promissory note.
** Unearned federal grant amounts to be returned by the student will be reduced by 50%.

Within thirty (30) days of the date the school determined the student withdrew, the student will be notified in writing if he or she is required to return any federal grant aid (Federal Pell or FSEOG). The student is considered to be in an overpayment status. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of forty-five (45) days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment.

If during the forty-five (45)-day period the student repays the overpayment to the school or signs a repayment agreement with the U.S. Department of Education, the student will remain eligible for further Title IV funds. If during the forty-five (45)-day period the student fails to repay the overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and, thus, ineligible for any additional Title IV aid until that amount is repaid.

Refund Procedures for Non-Title IV Financial Assistance

Refunds for state aid programs and applicable third-party funding agencies (e.g., Veterans Administration, WIA, etc.) will be calculated as stated in the Cancellation & Refund provisions published in this catalog and in the student's Enrollment Agreement. Any state or third-party funding agency refund due will be calculated based on the agency contract or guidelines.

Student Information & Affairs

Annual Security Report

The school publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus, in the Annual Security Report. This publication is distributed annually to all students and is available at any time from a school administrator or on the school's website.

Canceled Class Policy

When a scheduled class is canceled for unforeseen reasons (e.g., inclement weather, power outage, etc.), the class will be made up before the end of the term in which the cancellation occurred. If students are unable to attend the rescheduled class, they will be marked absent, and the Student Attendance Policy will apply.

In the event of unfavorable weather conditions, classes may be canceled at the discretion of the Campus President/Director. Students will be notified through local television and radio stations and on social media.

Graduate Employment

Placement services are available at any Concorde Career Institute/College, owned by Concorde Career Colleges, Inc. The Graduate Employment staff will assist students in their career search throughout and upon successful completion of studies by offering information on career opportunities, temporary assignments, résumé preparation, and guidance in interviewing techniques. Professional development seminars are conducted throughout each program to assist students in developing their interpersonal skills. The following services are included: career overview at orientation, pre- and post-interview techniques, personalized skills matching, one-on-one résumé review, career progression tips and completion certificates for professional portfolios.

Concorde does not guarantee employment for its graduates. Graduates are considered to be partners with Concorde in their career search. Graduates are expected to maintain consistent communication with their graduate employment team during their job search. This procedure keeps the school informed of a graduate's employment status and allows the school to keep the graduate current with career opportunities.

Drug & Alcohol Abuse Policy

Concorde Career College ("Concorde") supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The unlawful manufacturing, distribution, dispensation, possession, or use of alcohol, marijuana, or a controlled substance by an employee or student on Concorde's property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be using, possessing, manufacturing, or distributing alcohol, marijuana, or any controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the school will take appropriate personnel action for such infractions, up to and including dismissal. Students who violate this policy will be dismissed and are not eligible for readmission.

For purposes of this policy, "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence or both by any judicial body charged with the responsibility of the federal or state criminal drug statutes.

Health Risks

Abuse of alcohol and use of drugs is harmful to one's physical, mental, and social well-being. With excessive drug use, life becomes centered on drugs to the exclusion of health, work, school, family, and general well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy one's health. Increasing tolerance developed by the user complicates the effects of drug use. This tolerance may be psychological, physiological, or both and may lead to greater danger of overdose.

Alcoholism takes a toll on personal finances, health, social relationships, and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure himself or herself or others and may subject the person to criminal prosecution.

The following summarizes the effects and dangers of the major categories of drugs:

Amphetamines: Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.

Narcotics: Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.

Depressants: These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.

Hallucinogens: These drugs may cause psychosis, convulsions, coma, and psychological dependency.

Counseling, Treatment, or Rehabilitation Programs

The administration of Concorde maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

Employees and students who have a substance-dependency problem are strongly encouraged to obtain counseling and treatment. Anyone seeking additional information about health problems and treatment related to alcohol and drug problems can contact the Campus President/Director or Human Resources. Requests for assistance will be held in complete confidentiality and will be provided on a need-to-know basis only.

Penalties

A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance, may be suspended from the student's program of study during the investigation and may become ineligible for continued participation in the Higher Education Act (HEA), Title IV Student Assistance Programs. If convicted, the student's relationship with Concorde will be terminated, and the student may lose the ability to participate in the HEA, Title IV Student Assistance Programs.

A student who violates any provision of this policy shall be subject to appropriate disciplinary action to include dismissal from Concorde. A student who is dismissed is not eligible for readmission.

In addition, any student or employee who violates the standards of conduct as set forth in this policy may be subject to referral for prosecution.

Health Requirements
Health Services
The school does not provide health services on campus other than making available immunizations at scheduled times.

- Immunizations: Clinical/externship sites require various vaccinations prior to participation in a clinical/externship rotation. Concorde offers these immunizations during on-campus health clinics at no cost. The immunization requirements are based on general requirements for working in a healthcare setting and may change without notice. If students are unavailable during scheduled immunization times, it is the students' responsibility to ensure compliance with immunization requirements at their own cost. If a student declines any of these immunizations, Concorde cannot guarantee placement at a clinical/externship site. In these cases, the student may be required to complete additional health facility-specific documentation, including waivers. Under no conditions can Concorde guarantee employment.

- Health Insurance Coverage: The externship/clinical sites do not provide health insurance coverage for students. All students are covered by accident and liability insurance policies while in school, on externship, or on a clinical rotation. This policy does not automatically pay for all medical expenses due to school-related accidents. It is designed to work together with the insurance the student may already have. A student is required to meet with the Program Director regarding the processing of a claim. None of the programs provide health insurance as part of the tuition fee. Health insurance is the sole responsibility of the student.

- Health Conditions: It is the responsibility of the student to inform the appropriate instructor(s) of any physical or mental condition that could interfere with the safety of the student and/or patient while at the externship/clinical site.

While ill, it is the responsibility of the student to notify the Program Director, the Director of Clinical Education (DCE)/Clinical Instructor/Extern Coordinator and the externship/clinical site. Students are not permitted to attend class, externship or clinical with a communicable disease.

General Information
Accessibility for Disabilities
The buildings are designed to be accessible to the disabled. Spaces are clearly marked and are reserved for disabled students, staff, and faculty. Cars parked in these designated areas without the proper identification will be towed.

Cellular Phones
Students may not use cell phones for personal reasons in the classroom unless approved by the instructor.

Commencement Ceremonies
To be considered a Concorde graduate, students are required to successfully complete all program requirements. This includes all phases of their didactic training as well as their externship and/or clinical education.

Participation in commencement ceremonies does not constitute official graduation. All requirements as stated in the school catalog must be fulfilled prior to conferment of graduate status. To be eligible to participate in the official commencement ceremonies, graduates must be current on all financial obligations at the time of commencement. (For details regarding graduation requirements, see "Graduation Requirements" in the "Academic Standards" section.)

Community Activities
Concorde participates in community activities and encourages students to become active community members. Students are encouraged to notify the Campus President/Director, Academic Dean or Director of Student Affairs of any upcoming activities in which they would like the school to participate.

Customized Training
Concorde Career College offers customized training and technical assistance to employers on a contractual basis. Specialized curriculum and consultant services can be provided for business-specific needs.

Day Care Services
Children are not permitted in any class, nor are they allowed on school premises while a parent or guardian is attending class. For information regarding day care services available to students at a reasonable cost, students may contact the Student Affairs department. Many area day care centers understand the need for quality care at a reasonable cost while pursuing educational goals, and the school maintains a list of those centers.

Eating & Smoking
Students are welcome to pause, relax, eat and drink in the student lounge. Smoking, in all forms (e.g., cigarettes, e-cigarettes), and chewing tobacco are not allowed in the building. If students wish to smoke or chew tobacco, they may do so outside of the building in designated areas. Absolutely no food or beverage are allowed in the labs. Absolutely no food or beverage are allowed in the classrooms unless approved by the campus administration.

Emergency Telephone Numbers
Each student must provide the school with one or more telephone numbers where a family member may be reached in an emergency. Only in the case of an emergency will a student be called out of class to take a telephone call.

Institutional Information Dissemination
Federal regulation 34 CFR 668.44 requires Concorde to designate an employee or group of employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining information on the following topics:

- Financial assistance information.
- Tuition and costs, withdrawal and refund policy, academic progress, facilities, faculty, and school approvals.
- Completion and retention rate calculations.
- Institutional Security Policies.

If a student has any questions, he or she should see one of the following personnel: Campus President/Director, Director of Admissions, Financial Aid Director or Academic Dean.

Insurance

Concorde provides students with accident insurance that covers injuries due to an accident that occurs while attending or participating in a Concorde-supervised and sponsored activity. The policy is intended to supplement the students' own insurance, and it requires students to submit a claim to their own insurance carrier first (if they have insurance). The insurance has a $5,000 limit on covered benefits. For clarification, students should check with the Campus President/Director.

International Student Services

Concorde does not admit students based on student visas because Concorde does not participate in the SEVIS program.

Language of Instruction

All classes at Concorde are conducted in English. No English language services are provided. All students must be able to demonstrate the English language proficiency of a U.S. high school graduate.

Lost Books & Supplies

Textbooks and curriculum materials are provided for all students; however, lost books are the student's responsibility to purchase at cost. Students will be expected to furnish such incidentals as paper, notebook, pencils and pens.

Maximum Class Size

Classes are generally limited in size not to exceed 30 students per laboratory or lecture session. Specific programmatic requirements are addressed in the program section of this catalog.

Parking

Memphis, Tennessee

Free parking is provided around the school location. For garage parking, students may purchase an access card or decal from Business Services. The Clark Tower building has a reserved parking area that does not allow for student parking. These spots are clearly marked as reserved. Students parking in these areas will have their cars towed. If there is any question regarding the location of the reserved area, the front desk will be able to answer any concerns. Some clinical facilities may provide parking permits for your use during your rotation there. These permits are on loan and must be returned upon demand of the school or hospital.

Southaven, Mississippi

Parking is provided for students. Students park in the parking lot at their own risk. Concorde is not responsible for any damage or loss.

Personal Belongings

Purses, clothes, books, etc., should not be left unattended, as the school does not assume responsibility for loss or theft.

Personal Data Changes

Any change of name, address, email or telephone number must be reported to the Registrar's/Student Records Manager's office as soon as the change occurs. Emergency information should be kept current at all times.

Refresher Training

Concorde offers limited refresher training to its graduates. A graduate may apply for refresher training at any Concorde Career College/Institute offering similar classes.

Graduates may be accepted for refresher training (excluding externship) on a space-available basis. The graduate must be in good standing with the Business Office. No tuition will be charged; however, there will be a fee for each class/term or partial class/term. The graduate must have or purchase current text(s), workbook(s), digital materials, and/or uniform(s) as required. The graduate is required to adhere to current school policies governing attendance and dress.

Student Affairs

Concorde associates make every effort to maintain close communication with their students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional advising will be referred to the appropriate agencies.

Student Housing

While the school does not offer on-campus housing for its students, living accommodations are available within a convenient distance of the school. Students must arrange for their own housing.

Student Injuries

Students injured while attending school, participating in a school-supervised function, or in transit to or from supervised school activities are to report immediately to the instructor who will accompany the student to the Campus President/Director. If necessary, immediate emergency procedures will be implemented, and a member of the staff or faculty will accompany the student, in the absence of a parent, guardian or spouse, to the appropriate medical facility. Refer to the "Insurance" section in this catalog for more information.

Student Complaint & Grievance Policy
Effective: 06/19/2020

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance the student is to adhere to the following procedure:

1. Within 72 hours: Discuss the matter with his or her instructor, if applicable. If not resolved,
2. Within the following 72 hours: Discuss the matter with the Program Director. If not resolved,
3. Within the following 72 hours: Discuss the matter with the Academic Dean. If not resolved,
4. Within the following 72 hours: Discuss the matter with the Campus President/Director.

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the Campus President/Director. The written statement should include the details of the student's issue, a summary of the conversations the student had with individuals while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

The Campus President/Director will schedule a grievance committee meeting within three business days of receipt of the written grievance. Students are required to appear before the grievance committee. The Campus President/Director will inform the student of the time and place to appear before the committee. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college. Students will be notified in writing within three business days of the committee's decision. Legal representation is not permitted since a grievance committee meeting is not considered a legal proceeding.

Further, students have the right to report any apparent inconsistencies with the application of the Student Complaint & Grievance Policy outlined in the school catalog. The request must be completed in writing and submitted to Concorde's Campus Support Center Student Affairs Department at: studentaffairs@concorde.edu. The request must include a summary of the student's grievance and any details and supporting documentation of the student's conversation with campus staff regarding the grievance, and it must describe how the campus' management of the grievance procedure was inconsistent with the school catalog. The Student Affairs Department will research the student's report as deemed appropriate, including requesting additional information from the student as needed, and render a final decision that is binding. The student will be notified in writing of the decision.

Additional Student Grievance Options

Council on Occupational Education
Should the school not be able to resolve the problem, students should contact the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.

State of Tennessee
Should the school not be able to resolve the problem, the student should contact the Director of Licensure, State of Tennessee, Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830; https://www.tn.gov/content/dam/tn/thec/bureau/student_aid_and_compliance/dpsa/Complaint_Form_(Rev._12.16)_1-26-17.pdf; 615-741-5293.

State of Mississippi
Should the school not be able to resolve the problem, the student should contact the Commission on Proprietary Schools and College Registration, 3825 Ridgewood Road, Jackson, MS 39211; 601-432-6185; http://www.sbcjc.cc.ms.us/program/psdefault.aspx.

A copy of the commission's Complaint Form is available at the campus and may be obtained by contacting the Campus President/Director.

A student who started in the Dental Assisting diploma program at the Memphis campus prior to February 26, 2018, may direct an unresolved complaint to:

> Commission on Dental Accreditation
> 211 East Chicago Avenue
> Chicago, IL 60611
> 312-440-4653
> www.ada.org/coda

A student who started in the Dental Assisting diploma program at the Memphis campus after February 26, 2018, may direct an unresolved complaint to:

> Dental Board

State of Tennessee Health Related Boards
665 Mainstream Drive, 2nd Floor
Nashville, TN 37243
615-532-5073
1-800-778-4123

If necessary, please see the Dental Assisting Program Director for the appropriate agency contact.

A student in the Dental Hygiene program may direct an unresolved complaint to:

> Commission on Dental Accreditation
> 211 East Chicago Avenue
> Chicago, IL 60611
> 312-440-4653
> www.ada.org/coda

A student in the Massage Therapy program may direct an unresolved complaint to:

> Massage Therapy Board
> State of Tennessee Health Related Boards
> 665 Mainstream Drive, 2nd Floor
> Nashville, TN 37243
> 615-253-2111
> 1-800-778-4123

A student in the Medical Laboratory Technician program may direct an unresolved complaint to:

> National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
> 5600 N. River Rd., Suite 720
> Rosemont, IL 60018
> 773-714-8880
> www.naacls.org

A student in the Nursing program may direct an unresolved complaint to:

> Tennessee Board of Nursing, Tennessee Department of Health, Bureau of Health Licensure and Regulation, Division of Health Related Boards
>
> 665 Mainstream Drive
>
> Nashville, TN 37243
>
> Tennessee.gov/health

A student in the Occupational Therapy Assistant program may direct an unresolved complaint to:

> Accreditation Council for Occupational Therapy Education (ACOTE)
>
> 6116 Executive Boulevard, Suite 200
>
> North Bethesda, MD 20852-4929
>
> ACOTE c/o AOTA: 301-652-AOTA
>
> www.acoteonline.org

A student in the Pharmacy Technician program may direct an unresolved complaint to:

American Society of Health-System Pharmacists (ASHP)
4500 East-West Highway, Suite 900
Bethesda, MD 20814
866-279-0681

A student in the Physical Therapist Assistant program may direct an unresolved complaint to:

Commission on Accreditation in Physical Therapy Education
1111 North Fairfax Street
Alexandria, VA 22314
703-706-3245
www.capteonline.org

A student in the Polysomnographic Technology program may direct an unresolved complaint to:

Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG)
1711 Frank Avenue
New Bern, NC 28560
252-626-3238
www.coapsg.org

A student in the Radiologic Technology program may direct an unresolved complaint to:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
www.jrcert.org

A student in the Respiratory Therapy program may direct unresolved complaints to:

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021
817-283-2835
www.coarc.com

A student in the Surgical Technology diploma program may direct unresolved complaints to:

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
303-694-9262
www.arcstsa.org.

Student Guidance & Advising

Concorde makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for both vocational and academic advising. Students experiencing personal problems that require professional counseling will be referred to the appropriate agencies.

Assistance is available for students who require individual tutoring in order to raise their grades to a passing level. Students who simply wish to further enhance their own clinical or theoretical knowledge may also take advantage

of this service. Students should contact their instructor, Program Director, or Academic Dean for further details.

Changes

In keeping with the school philosophy of remaining responsive to the needs of students and employers, the school reserves the right to make modifications and schedule changes without additional charges to the student and within regulatory guidelines.

Academic Information

Clinical Experience/Externship

Certain programs require students to serve a clinical experience/externship in the office of a physician, dentist, hospital, clinic, or long-term-care facility during, near the end or upon completion of academic training. The Director of Clinical Education (DCE)/Clinical Instructor/Extern Coordinator will arrange all clinicals/externships. The clinical/extern site is under no obligation to employ the student following completion of the clinical/externship. During the clinical experience/externship, students are given the opportunity to put their classroom and laboratory training into practical application under actual employment conditions. While on clinical/externship, the student is under the supervision of a Clinical Instructor/Externship Site Supervisor and Externship Coordinator or school faculty. Any absence incurred during the clinical experience/externship must be reported to the Program Director, the Clinical Instructor/Extern Coordinator, DCE and the Clinical/Extern Site Supervisor/Preceptor. Clinical experience/externship must begin immediately upon assignment following classroom completion. All program and catalog requirements apply, including dress code, name tags, drug use, etc. Additionally, students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing confidentiality of medical records and reports to conform to the Health Insurance Portability and Accountability Act (HIPAA). While on clinical experience/externship, students must comply with the following clinical/extern regulations:

1. The school will assign students to a clinical/externship site. Students may not turn down a clinical/externship. The school cannot guarantee a particular facility or geographical location; however, Concorde will consider the student's request when making assignments. Students are not permitted to complete their clinical/externship experiences at current employers or sites where family members may have direct influence over students' clinical or externship experiences.

2. Students must work the same hours as employees at their assigned site. Some programs require 12-hour shifts and may be completed days, nights, and weekends to obtain the desired clinical skills. Depending upon state laws, a certain amount of time is required for lunch. Lunch time is not included in the total clinical/externship hours.

3. Clinical/externship is a part of the student's education. Students will not be paid and may be withdrawn from the program if the facility reports that they were asking for or receiving pay.

4. Certain clinical/extern sites may require that students be tested for drug usage and/or be checked for any criminal background prior to accepting them.

5. Students must meet the objectives on the clinical/externship checkoff and their midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require the student to serve an extra clinical/externship period, return to school for further training, or result in his or her withdrawal from the school. Poor performance or removal from a clinical site may result in withdrawal from the program.

6. As part of the externship requirements, students are responsible for completing and submitting forms and documents as required. Students are responsible for accurate and prompt recording of work hours as well as submitting time to the campus as instructed. Midterm evaluations (for programs requiring them) must be completed and submitted to the school at the halfway point of the externship. It is the student's responsibility to ensure that the healthcare facility has completed and signed all evaluations and time verification sheets and that the Academic department has received them upon completion of his or her externship.

7. It is the student's responsibility to attend scheduled meetings, including site interviews, before and during his or her clinical/externship. Students may be required to return to the campus during their clinical/externship at the direction of their Clinical Instructor/Extern Coordinator or Program Director.

8. Students are expected to behave in a professional manner at all times. Any conduct that reflects discredit upon the student, the school, or the site will subject the student to withdrawal from the school.

9. If a student is going to be late or absent, he or she must notify the healthcare facility and the Clinical Instructor/Externship Coordinator. Violation of attendance policy will result in probation or withdrawal from school.

10. Students should immediately notify their Clinical Instructor/Extern Coordinator/DCE if any problems are encountered during clinical/externship: personality conflicts, illness, etc. (Students must never walk off the site, for any reason, without first notifying their Clinical Instructor/Extern Coordinator or Program Director.)

11. Tuition payments must be kept current.

12. If a student is dismissed from a clinical/externship site, the Program Director will evaluate the circumstances of his or her dismissal, and a decision will be made regarding his or her status as a student. The student may be withdrawn or dismissed from school at that time. If the student is allowed to continue his or her clinical/externship and is dismissed from another site, he or she will be withdrawn from school. Students who are dismissed from clinical/externships will be required to repeat the entire clinical/externship.

Students may be required to travel up to 200 miles away from campus to attend clinical assignments, depending on programmatic requirements. Specific information regarding travel distance to clinical assignments will be provided to students during the enrollment process. Students are responsible for their own travel to and from clinical assignments and must plan accordingly.

Criteria for Assessing Student Performance While on Externship

Students must demonstrate passing scores in all courses, including practical written exams and hands-on lab exams, prior to being assigned an externship.
During the externship course, each student will be evaluated in the areas of professional performance and appearance, attendance, and practical skills. To complete the externship successfully, a student must satisfactorily perform each procedure outlined in the training plan and demonstrate satisfactory work habits.

If, when evaluated, the extern is unable to perform certain procedures properly, the student will be required to return to campus for additional training in the unsatisfactory areas. During the externship course, the student may be required to return to campus for weekly scheduled meetings to provide continued interaction with the Extern Coordinator. If the student's work habits are unsatisfactory on the first evaluation, the coordinator will confer with the student at that time. If work habits are still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may repeat the externship only once. If failure of the externship occurs twice, the student will be withdrawn from the program.

The externship evaluation scale is as follows:

3	Student knows the underlying principles and carries out procedures skillfully and accurately.
2	Student performs procedures with a fair degree of accuracy.
1	Student performs most procedures but requires guidance and supervision.
0	Student is unable to perform procedures even with guidance and supervision.
X	Procedure was not observed or performed.

Student Records

The Registrar's/Student Records Manager's office maintains academic records of all coursework completed at the school, and they are maintained on campus for five years. Academic transcripts are maintained indefinitely. Transcripts are released only after receipt of a signed, written request from the student. Transcripts issued to the student are marked "Issued to Student." Students are allowed one transcript at no charge. A fee will be charged for each additional transcript. No official transcript(s) will be released if records are on hold for financial reasons or missing documentation. (See "Records on Hold" policy.) Students may request an unofficial transcript in this case. The word "Unofficial" will be stamped on the transcript. Third-party transcripts from other institutions cannot be released to any individual or institution.

Records on Hold

Academic records may be placed on hold for any of the following reasons:

- A financial obligation to Concorde Career College;
- Failure to return Learning Resource Center materials or school equipment; or
- Default on a federal student loan.

Until the hold is removed, individuals will not be allowed to:

- Restart school from a withdrawal status; or
- Obtain an official transcript.

Appeals to this policy may be made to the Campus President/Director in writing. The Campus President/Director will notify the student in writing regarding the outcome of the appeal.

Academic Units of Credit

The school uses the traditional system of clock hour to credit hour conversion. One semester credit hour is equivalent to 15 clock hours of lecture, 30 clock hours of lab or 45 clock hours of externship or clinical experience. One clock hour equals 50 minutes of instruction.

Financial Aid Units of Credit

Concorde measures programs in either semester credit hours, clock hours or financial aid units of credit. For financial aid eligibility and disbursements, the school uses the system of clock hour to credit hour conversion established by the U.S. Department of Education. One credit is equal to 37.5 clock hours. For purposes of Title IV calculations, the Massage Therapy program is considered a clock hour program.

Measure of Program Duration

The ending date or graduation date from a program is a "scheduled" graduation date. In-service days, holidays, and other unscheduled events that could cause interruptions in scheduled training may influence the actual calendar length of a program.

Withdrawal Policy
Student-Initiated Withdrawal

Students who wish to withdraw may do so by contacting the Academic Dean or Program Director via telephone, mail, or preferably in person. The withdrawal date will be the student's last date of attendance. A student who withdraws during the first seven calendar days of a grading period will not have that course(s) recorded on his or her transcript. A student who withdraws after the first seven calendar days of a grading period will receive a grade of "W" up to 14 calendar days before the end of the term. Within 14 calendar days of the end of the term, the student will receive either a "WF" or "WP" depending on quality of course work completed to date. This is not calculated in his or her cumulative grade point average (CGPA). The credits will count toward attempted credits.

The student will be provided with exit interview forms. There are financial and/or financial aid implications for withdrawing. Please consult with the Financial Aid and/or Business Office to determine how withdrawal will impact your student account.

Withdrawal for Violation of School Policy

The school may withdraw a student from his or her program of study for violation of published school policy. If a student withdraws from school without notifying the school, the withdrawal will be effective from the last date of attendance. If the student is withdrawn for violation of published school policy, the withdrawal date will be the last date of attendance.

A student who has been withdrawn during the first seven calendar days of a grading period will not have that course(s) recorded on his or her transcript. A student who has been withdrawn after the first seven calendar days of a grading period will receive a grade of "W," which is not calculated in his or her cumulative grade point average (CGPA). The credits will count toward attempted credits.

Course Drop/Add Policy

The Drop/Add period for each term is 7 calendar days. A student who does not attend a course or whose last date of attendance (LDA) in a course is within the Drop/Add period may be voluntarily or involuntarily withdrawn from the course without academic or financial penalty. A student who does not post any attendance in a course in the first 14 calendar days after the start of the term will be unregistered from the course and not receive a grade for the course.

Course Withdrawal Policy

A student withdrawing or being withdrawn from a course who has posted attendance after the Drop/Add period but prior to the fourteenth calendar day before the end of the term, will receive a grade of "W". Course withdrawals for students whose LDA falls within fourteen calendar days of the end of the term will receive either a grade of Withdrawn-Fail (WF) or Withdrawn-Passing (WP) depending upon the student's grade for work completed up to the last date of attendance. A grade of WF will count as a failed attempt at the course (see Repetitions). Withdrawing from a course

Program Changes

A student who wishes to change programs may do so at any time prior to starting classes. A student changing programs after starting classes will be evaluated according to the school's refund policy.

Program Monitoring

Concorde makes critical comparisons between the content of its programs and the needs and demands of business and industry by monitoring feedback from local agencies, the program advisory committee, test results, graduates, and employers. The instructors communicate closely with industry personnel to keep program objectives and content current.

Dress Code

Students are preparing for careers and should develop the habit of wearing appropriate attire. Students are required to wear the designated school uniform in class and on externship or clinical experience unless directed otherwise. Clinical/externship sites may require students to wear white shoes. Students are responsible for meeting dress code requirements for the site.

A student's personal appearance must be appropriate at all times when the student is in school uniform. The general requirements are as follows:

- Uniforms will vary by program.
- Uniforms or scrubs must be clean, wrinkle-free and well-fitted. Pants and dresses must be proper length.
- No outerwear is permitted in the classroom except for a lab coat or sweater as established by school/program standards.
- Shoes must be leather or vinyl and OSHA compliant, closed-toed, closed heel. Students must keep their shoes clean and polished.
- Underclothing is to be worn while in uniform. Undergarments must not be visible.
- The ID badge is part of the uniform and must be visible at all times.
- College-approved lab coats may be worn over the regulation uniform. T-shirts or turtlenecks may be worn under scrubs, but they must be tucked in. T-shirts or turtlenecks must be removed in the lab if they become a safety hazard.
- Jewelry may not be worn with the uniform, except for one pair of small stud earrings, one ring (e.g., wedding and/or engagement ring, class ring) and a watch. Dangling earrings, hoop earrings, or multiple earrings will not be permitted. A single necklace that does not dangle may also be worn. For safety reasons, no jewelry may be worn under protective gloves. Jewelry used in body/tongue piercing other than the earlobe is not acceptable. Medical identification worn as a bracelet or necklace is acceptable.
- Hair must be of a natural hue, neatly combed, clean, and pulled away from the face, so that it does not hang in the face when bending over during lab/clinical activities. No head covers, including beads or jewels interwoven into the hair are to be worn. All religious head coverings must be approved by the Academic Dean.
- Fingernails must be kept short, clean, and neatly manicured. No polish, acrylic nails, overlays, or any synthetic enhancements to the natural nails.
- Proper daily hygiene, including the use of antiperspirant and mouthwash, is essential because students work very closely with others. Cologne and perfume should not be worn.

- Many healthcare facilities mandate coverage of tattoos, and students may be asked to leave a clinical or externship site if tattoos are visible. In order to ensure we are preparing you for the work environment of your chosen field, Concorde requires that students make a reasonable attempt to cover all tattoos.

Failure to comply with the above expectations may result in dismissal from the classroom, externship, and/or clinical site.

Licensure Payment Policy

Concorde is committed to preparing students with the skills and knowledge necessary to become entry-level practitioners in their field of study. Some of the programs offered by Concorde have employment outcomes where passage of a professional certification, licensure or registry examination may be required for employment or that will enhance potential employment opportunities. Concorde will pay exam fees for graduates of these programs based on the eligibility requirements below. Please discuss with your Program Director which exams are relevant to employment in your field of study and the requirements for successfully demonstrating examination preparedness.

Eligibility is determined by the graduate's completion of the following:

- Receive approval from the Program Director, Academic Dean or Campus President/Director before testing.
- Take the exam within two months of graduation, or take the first available exam opportunity for those exams offered only on a periodic schedule.
- Meet all Concorde graduation requirements.
- Demonstrate that the student is prepared to sit for licensure by completing a "green light" process at the campus.

If a second attempt is necessary due to first-time failure, all of the following must be met:

- Evidence of a valid benefit to the student and college, such as meeting or exceeding programmatic licensure pass rate standards and/or graduate employment rate standards;
- Campus President/Director approval;
- Proof that the graduate sat for, and completed, the first-time exam(s);
- Submission of exam scores from the student's first exam attempt;
- Successful completion by the graduate of a remediation program approved by both the campus-level Program Director and Concorde's Vice President of Academic Affairs or designee.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Academic Standards

Attendance Policy

General

Regular and punctual attendance at all scheduled classes as well as clinical and externship classes is expected of all students. When a student enrolls, that student accepts the responsibility of attending all scheduled class hours. Attendance is recorded and becomes part of the student's permanent record with the school.

Concorde recognizes that unforeseen situations do occur in students' lives, possibly resulting in a limited number of absences. For this reason, Concorde allows for two levels of attendance monitoring. Excessive time missed may cause a student to be placed on Attendance Warning or Attendance Probation or be withdrawn from the program.

In all cases, a student will be withdrawn following 14 consecutive calendar days of nonattendance, excluding published holidays and unscheduled closures of the school, clinical site or externship site.

Specific courses may have additional or more strict attendance requirements. In these situations, the course specific requirements will be listed in each syllabus.

Excessive Absences

Excessive time absent will prevent a student from achieving course and program outcomes. For the purposes of this policy, excessive absences are defined as:

- Missing more than 20 percent of total scheduled time within a grading period for programs that include externship hours.
- Missing more than 10 percent of total scheduled time within a grading period for programs that include clinical hours.

Attendance Warning

A student will be placed on Attendance Warning at the end of the first grading period during which he or she has excessive absences. A student will remain on Attendance Warning until the end of the next grading period. At the end of the next grading period, a student who did not have excessive absences will return to good standing.

Attendance Probation

A student will be placed on Attendance Probation at the end of a grading period during which the student was on Attendance Warning and had excessive absences. A student will remain on Attendance Probation until the end of the next grading period. At the end of the next grading period, a student who did not have excessive absences will return to good standing. A student on Attendance Probation will be withdrawn immediately upon having excessive absences.

Externship Courses

For programs with a required externship component, the successful completion of 100 percent of course hours is required for graduation.

Externship is scheduled in partnership with the externship site. Students must plan sufficiently in advance to attend every day of the scheduled externship. In the event a student will be absent from a site, the student must contact the site and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergency, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.

Clinical Classes

Clinical participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled clinical experience.

If, for any reason, a student will be late or absent for a clinical shift, the student must notify the instructor or other designated Concorde individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time or arriving more than 30 minutes late to a scheduled clinical shift may result in disciplinary actions up to and including withdrawal from the program. Some clinical facilities may have additional or stricter attendance requirements for students. In this case, students are required to follow the attendance policy in place at the clinical facility.

Students who have any absence or absences that result in not completing the required clinical hours, lab competencies, or required cases shall fail the course. Clinical make-up sessions may be provided; however, the program's ability to provide make-up hours is dependent upon scheduling and other factors that may prohibit the availability of clinical make-up hours.

Make-Up Work

All graded work or performed competencies (letter grade or pass/fail) not completed by the due date, or missed due to absence, including being tardy or leaving early, will not be eligible for a grade. Students will receive a zero (0) for missed work or an "F" for missed competencies. Instructors may make case-by-case exceptions if a significant, documentable, and infrequent situation caused a student to miss a submission deadline. Instructors will ensure that all students receive equitable consideration when granting extensions.

Marital, Parental and Military Leave Statuses

Concorde Career Colleges, Inc., complies with all requirements outlined in 34 C.F.R. 106.40 (a) and (b) with regard to the marital or parental status of students. Any student is eligible for leave in the care of pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom for so long a period as deemed medically necessary by the student's physician. The student will be administratively withdrawn from the Institution for this leave period. At the conclusion of the student's leave period, the student will be reinstated to the same academic and enrollment status that he or she held when the leave began. An academic skills assessment may be applicable upon return.

Additionally, Concorde complies with all requirements outlined in 34 C.F.R.668.18 (a), (e), and (g). Students who have been deployed, or are required to attend military training, will be administratively withdrawn from school for this leave period. The school will promptly readmit a service member into the same or similar program, under the same academic status and tuition at the time of withdrawal; in accordance with regulation,

eligibility for this reinstatement is valid for up to one year from return from military service. The cumulative length of absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted. An academic skills assessment may be applicable upon return.

For further information on these statuses and how to apply, please contact a member of the Student Affairs department. For information on how these statuses impact your Financial Aid, please contact a member of the Financial Aid department.

Campus Safety Policy

Concorde is committed to providing a safe and productive environment for all Concorde associates and students. To help prevent incidents of violence from occurring, Concorde has implemented this campus safety policy. Concorde expressly prohibits any acts or threats of violence by an associate, student, or former associate against any other associate or student in or about its facilities or clinical sites at any time. Concorde does not condone any acts or threats of violence against associates, students, clients, or visitors by an individual on the school's premises at any time or while such an individual is engaged in business with or on behalf of Concorde, on or off the school's premises. In keeping with the spirit and intent of this policy and to ensure that the objectives in this regard are attained, Concorde is committed to the following policies:

- Providing a safe and healthy work and educational environment.
- Taking prompt remedial action up to and including immediate dismissal of any associate or student who engages in any threatening behavior or acts of violence or uses obscene, abusive, or threatening language or gestures.
- Taking appropriate action when dealing with clients, former associates or students, or visitors to the school's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy.
- Prohibiting associates, former associates, students, clients, and visitors from bringing unauthorized firearms or other weapons onto the school's premises.

In furtherance of this policy, associates and students have a "duty to alert" their supervisors, the Campus President/Director, or Human Resources of any suspicious activity, situations, or incidents that they observe or know of that involve other associates, students, former associates, clients, or visitors and that appear problematic. This would include threats or acts of violence, aggressive behavior, offensive acts, and threatening or offensive comments or remarks. Associate and student reports made pursuant to this policy are held in confidence to the extent possible. Concorde will not condone any form of retaliation against any associate or student for making a report in good faith under this policy.

Threats against individual(s) and/or Concorde should be immediately reported to the Campus President/Director or Human Resources at the Campus Support Center. It is critical that any material relevant to the incident be maintained until Human Resources decides on the proper disposition. Confrontational threats while on campus may be dealt with by the Campus President/Director and Human Resources. Actions may include suspension (for gathering additional facts), written warning, or dismissal.

Student Code of Conduct
Effective: 06/19/2020

Concorde believes strongly in promoting the development of personal, professional and social responsibility. Concorde also believes in a humanistic approach to discipline conducive to academic pursuits. However, Concorde recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process, is unacceptable and may lead to sanctions up to and including dismissal from the school. Courteous behavior and professional conduct, appropriate to a business environment, is to be displayed at all times.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the federal, local, and State governments. Students are expected to conduct themselves in a manner consistent with the best interests of Concorde and of the student body.

Concorde's administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, and welfare, and the health or safety of students, faculty and staff.

Concorde reserves the right to discipline and/or dismiss a student, visitor, or employee for any of the following reasons: possession of firearms on campus property; failure to maintain satisfactory academic progress (SAP); failure to pay college fees and/or tuition by applicable deadlines; disruptive behavior (continued willful noncompliance, willful and persistent profanity or vulgarity, open and/or persistent defiance of authority, and/or persistent disrespect of personnel or students). ; posing a danger to the health or welfare of students or other members of the campus community; theft, on or off campus; any form of assault; State and Federal drug law violations; electronic or social media violations; or failure to comply with the policies and procedures of Concorde.

The list of examples is not intended to be all-inclusive, and Concorde reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the Institution. The Campus President reserves the right to take any action(s) deemed appropriate to ensure the immediate safety and well-being of any or all students, faculty, and staff.

Students are encouraged to share personal experiences while participating in classes at Concorde. However, students must be aware that should they disclose to any Concorde faculty members or staff information that may cause harm to themselves or others, faculty members and staff are required to report such information to the Academic Dean, Director of Student Affairs, or Campus President.

Every student is subject to federal and state law and respective county and city ordinances. A student who is convicted of any criminal offense which interferes with the orderly operation of the school or which the administration feels would endanger members of the Concorde community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Concorde Academic Dean, Director of Student Affairs, and Campus President. Students have the right to request further review in accordance with the school's "Student Complaint & Grievance Policy" as outlined in this catalog.

Students who are dismissed for a conduct related violation are not eligible for readmission into any Concorde College/Institute campus.

Student Code of Conduct Offenses

Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent limits or restricts the freedom of a person to move about in a lawful manner.

2. Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.

3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding another persistently or wronging or bothering another persistently.

4. Engages in any activity related to other persons which is prohibited by law or court order.

Offenses Related to Property

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of Concorde.

2. Intentionally or negligently damages or destroys property owned or in the possession of another person or of Concorde.

3. Obtains the property of another person by misrepresentation or deceptive means.

4. Enters or uses the facilities or property of another person or Concorde without consent or authorization.

5. Commits a computer-related offense, including, but not limited to, use of a Concorde computer to access graphically prurient or sexually explicit images of persons and/or children.

Offenses Related to the Operation of Concorde

An offense related to the operation of Concorde is committed when a student:

1. Engages in illegal, obscene or indecent conduct on Concorde property or at Concorde-sponsored events.

2. Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate Concorde officials.

3. Fails without just cause to comply with the lawful order of a Concorde official acting in the performance of his/her duties and authority.

4. Engages in solicitation in or on Concorde property or involving the use of campus property unless such solicitation is approved by appropriate Concorde officials.

5. Operation of any audio or video recording device without prior approval.

6. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of Concorde.

Offenses Related to Welfare, Health or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses, or manufactures, without Concorde authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.

2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on Concorde property.

3. Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated.

4. Fails to leave a building, streets, walks, driveways or other facilities of Concorde when directed to do so by an official of the campus having just cause to so order.

5. Uses, possesses, distributes, sells, purchases or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances.

No Discrimination or Harassment Policy

Concorde is committed to maintaining a working and learning environment that is free from discrimination and harassment, and remains safe and welcoming for people of all backgrounds, identities, and communities, including the LGBT community.

Accordingly, Concorde does not authorize and will not tolerate any form of discrimination or harassment of or by an associate, student, or visitor based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

Sexual Harassment

The prevention and elimination of sexual harassment is of special concern to Concorde. Sexual harassment includes:

- Physical assaults or physical conduct that is sexual in nature;
- Unwelcome sexual advances or comments or requests for sex or sexual activities, regardless of whether they are based on promises or threats;
- Sexual displays or publications such as calendars, cartoons, or graffiti;
- Other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work and learning environment; or
- Retaliation for complaints of harassment. Concorde regards all such pervasive conduct as creating a hostile and offensive work and learning environment in violation of this policy. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually oriented "kidding," "teasing" or "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, physical contact such as patting, pinching or brushing against another's body, or reading or otherwise publicizing in the work and learning environment materials that are sexually suggestive or revealing.

Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national

origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable student or associate uncomfortable in the work and learning environment. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion or national origin, the display or use of objects or pictures that adversely reflect on a person's race, religion, or national origin, or use of language that is offensive due to a person's race, religion, or national origin.

How to Report Instances of Discrimination or Harassment

Concorde cannot resolve matters that are not brought to its attention. Any associate or student, regardless of position or program, who has a complaint of or who witnesses discrimination or harassment at work or school by anyone, including supervisors, managers, associates, nonassociates or students, has a responsibility to immediately bring the matter to Concorde's attention. To bring instances of discrimination or harassment to Concorde's attention, an associate or student must immediately complain to either of the following individuals who are responsible for enforcing this policy: the Campus President/Director or Human Resources, Concorde Career Colleges, Inc. Complaints of sexual misconduct or harassment should be reported to the Campus President/Director and/or campus Title IX Coordinator.

Concorde's Commitment to No Discrimination or Harassment Policy

If a student feels that Concorde has not met its obligations under the policy, he or she should contact Human Resources at Concorde Career Colleges, Inc.

Student Computer Network and Internet Conduct

Concorde Career College provides students access to its computer network and Internet access for purposes directly related to education. Concorde reserves the right to monitor all usage of its computers and computer systems. This includes the monitoring of email and website access. The following practices are prohibited:

• Installing or executing unauthorized software. Using computers to copy copyrighted or licensed software.

• Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the corporate network administrator.

• Using the network for advertising or political lobbying.

• Accessing websites, newsgroups, or chat areas that contain material that is sexually related, obscene, or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify an instructor, the Learning Resource Center Coordinator, and/or network administrator.

• Using the network for any activity or to transmit any material that violates federal, state, or local laws. This includes, but is not limited to, illegal activities, such as threatening the safety of another person or peer-to-peer file sharing of copyrighted materials.

• Using vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.

• Logging on to another person's account or attempting to access another user's files, with or without that person's permission.

• "Hacking" or otherwise trying to gain access to another person's or organization's computer system.

• Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.

• Intentionally damaging any computer hardware or software.

Computer and network resources are of significant value, and their abuse can have a negative effect on other users. Noncompliance with this policy may result in loss of computer and network privileges, suspension, and/or withdrawal from school.

Social Media Use Policy

This policy addresses the use of social media sites by Concorde students, whether or not the use involves the College's WiFi network or other computer resources. Social media includes, but is not limited to: texting, blogs and social media platforms such as Snapchat, Twitter, Facebook, LinkedIn, Instagram, Google+, YouTube, Flickr, and Yammer.

Concorde is aware that members of the College community may wish to express their personal ideas, thoughts, and opinions through their private social media accounts (not administered by the College). Nevertheless, Concorde students are expected to conduct themselves in a professional manner at all times. Concorde reserves the right, under circumstances it deems appropriate and subject to applicable laws and regulations, to impose disciplinary measures. Such disciplinary measures include dismissal from the College for students who use social media in violation of the guidelines in this policy, in ways that reflect poorly on the College, or interferes with the education of other students and/or the operation of the College. In appropriate cases, the conduct may also be reported to law enforcement authorities**.**

In connection with the use of social media, the conduct listed below is prohibited:

• Using social media to harass, threaten, insult, defame or bully another person or entity.

• Making threats of injury to any student, patient, member of faculty or staff, or officer or board member, including threats concerning their respective family members or personal property.

• Making comments that insult, disparage, disrespect or defame the College or members of the Concorde community.

• Making discriminatory or harassing comments that violate federal or state law and/or would be prohibited by Concorde's anti-discrimination / anti-harassment policy and/or Title IX policy.

• Violating any intellectual property law, such as copyright, trademark, fair use and/or financial disclosure law.

• Posting or sharing copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright.

• Posting or sharing trademarked content (such as logos, names, brands, symbols and designs) without permission from the trademark owner. The "®" symbol indicates that the mark is federally registered and the owner has the exclusive right to use it. The "TM and SM" symbols indicate that the owner may have common-law rights, but the mark is not federally registered.

• Posting or sharing, a photograph or video image of a student, faculty or staff member without obtaining their permission.

• Posting or sharing a photograph or video of a patient or volunteer that would violate the Health Insurance Portability and Accountability Act (HIPAA).

• Posting images or comments which are vulgar or obscene, or would otherwise violate any applicable law.

For any questions regarding this policy, contact your Campus President.

Confidentiality Statement

The Health Insurance Portability and Accountability Act (HIPAA) is the law that applies to physicians regarding the completely confidential nature of patient information and applies to all Concorde students and employees. Except where necessary in the regular course of business, the discussion, transmission, or narration in any form of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the student's schooling or employment is strictly forbidden. Any violation of this professional rule shall constitute grounds for severe disciplinary action, including possible termination of the enrollment contract.

Graduation Requirements

A diploma, certificate, or degree will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program breakdowns requires a minimum cumulative grade point average of 2.0 or above. All externships/clinicals must also be successfully completed with a passing grade. Any student subject to Records Hold must satisfy outstanding obligations before an official transcript will be issued. Duplicate diplomas or certificates take approximately 14-30 working days after payment to produce. A fee will be assessed for all duplicate requests.

(For details regarding commencement ceremonies, see "Commencement Ceremonies" in the "Student Information & Affairs" section under "General Information.")

Family Educational Rights and Privacy Act

Concorde maintains a number of important records on the student's behalf throughout the application and registration processes, as well as records that are maintained throughout a student's enrollment. Examples of such records include but are not limited to:

• Academic Transcripts
• Attendance Records
• Financial Aid Records
• Employment Records
• Disciplinary Documentation

Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. These rights include:

• The right to inspect and review the student's education records within 45 days after the day Concorde receives a request for access.
• A student should submit to the Academic Dean or Campus President/Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If a request is submitted to a school official not responsible for maintaining records, that official shall advise the student of the correct official to whom the request should be addressed.
• The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
• A student who wishes to ask the school to amend a record should write the Academic Dean, clearly identify the part of the record the student wants changed, and specify why it should be changed.
• If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
• The right to provide written consent before Concorde discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
• The right to file a complaint with the U.S. Department of Education concerning alleged failures by Concorde to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Concorde Rights Under FERPA

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

• Parental access to a student's record will be allowed by Concorde without prior consent if: 1) the student has violated a law or the Institution's rules or policies governing alcohol or substance abuse, and the student is under 21 years old; or 2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
• The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law en-forcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Concorde who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibilities for the Institution.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Institution's State-supported education programs. Disclosures under this provision may be made: 1) in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid; 2) in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- To organizations conducting studies for, or on behalf of, the school in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the Institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Additionally, FERPA allows Concorde to disclose information it has designated as "Directory Information." Concorde defines directory information as: the student's name, address(es), telephone number(s), e-mail address, birth date and place, program of study, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Academic Dean within 45 days of the student's enrollment or by such later date as the Institution may specify as acceptable. Under no circumstance may the student use the right to opt out to prevent the Institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

Release of Personally Identifiable Information (PII)

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records, including his or her Social Security Number, grades, or other confidential information, may be accessed without his or her consent.

- The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a Federal- or State-supported education program.
- The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.
- Federal and State Authorities may allow access to a student's education records and PII without the student's consent to researchers performing certain types of studies, in certain cases, even when Concorde objects to or does not request such research.
- Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the Federal and State Authorities need not maintain direct control over such entities.
- With respect to Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share, without the student's consent, PII from his or her education records, and they may track the student's participation in education and other programs by linking such PII to other personal information about him or her that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students With Disabilities Policy

It is the policy of Concorde Career Colleges, Inc. (Campus), to abide by both the letter and spirit of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of federal financial assistance. Covered entities must accommodate students with reasonable academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Concorde is not required to make academic adjustments and/or provide auxiliary aids and services that would result in a fundamental alteration of its programs or impose an undue burden.

The Campus prohibits all discrimination against "qualified individuals with disabilities" as defined in Concorde's Disabilities Policy. In addition, a "qualified disabled person," with respect to postsecondary and vocational education services, is one who meets the academic and technical standards requisite to participation in the Campus's education program.

Procedures for Requesting Academic Adjustment and/or Auxiliary Aid:

1. Current students with disabilities wishing to request academic adjustments and/or auxiliary aids must contact the Campus

President/Director. The Campus President/Director is designated as the Campus Compliance Coordinator (CCC) with respect to Section 504. A disclosure of a disability or request for adjustments and/or aids made to a faculty or staff member, other than the CCC, will not be treated as a request for an academic adjustment and/or auxiliary aid. However, if a student discloses a disability to faculty or staff, he or she is required to direct the student to the CCC.

2. The CCC will provide the student with an academic adjustment and/or auxiliary aid Request Form for Students With Disabilities to complete. Academic adjustments and/or auxiliary aids are available to students who provide documentation of a disability, specifically that they have an impairment that substantially limits one or more major life activities.

3. In general, the documentation referenced should be current prior to taking entrance assessments to be accepted into a program. The documented assessments must be completed by qualified professionals in the area of disability. Documentation and sources used to evaluate the need and determine appropriate adjustments or aids may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotional diagnostic tests, aptitude and achievement tests with results/reports, functional effects or limitations of the disability (physical limitations) and/or medications and recommendations, and social and cultural background and adaptive behavior. The campus reserves the right to request additional documentation as needed.

4. After the CCC or his or her designee receives the academic adjustment and/or auxiliary aid Request Form and the required documentation, the CCC will engage in an interactive process with the student to determine what academic adjustment(s) and/or auxiliary aid(s) are appropriate. This process will include primary consideration of the student's recommendations. It is the responsibility of the student to initiate this process by contacting the CCC and participating in the interactive process to identify appropriate academic adjustments and/or auxiliary aids. Within 10 business days, the CCC will meet with the student to discuss the appropriate reasonable academic adjustments and/or auxiliary aids needed. Primary consideration will be given to the student's requested academic adjustments and/or auxiliary aids. Any academic adjustment and/or auxiliary aid denied will include a written statement as to the basis. Whenever an academic adjustment and/or auxiliary aid is denied, the CCC will enter into an interactive communication with the requestor and discuss the need for additional documentation and/or alternate academic adjustments and/or auxiliary aids.

5. If the student is denied the requested adjustment or aid, he or she may file a grievance using the Grievance Procedure, or the student may file a complaint with the Office for Civil Rights.

6. The CCC is responsible for ensuring that approved academic adjustments and auxiliary aids are implemented in a timely manner and will be responsible for ensuring compliance of accommodations through the Academic Dean and Program Director. If students believe that the academic adjustment and/or auxiliary aid is not being implemented, they are urged to contact the CCC to discuss the matter. If not resolved, students may file a grievance using the Grievance Procedure, or the student may file a complaint with the Office for Civil Rights.

An adjustment or aid that fundamentally alters a program of instruction, conflicts with direct licensing requirements, or otherwise negates a requirement essential to the program will not be approved. A student may challenge such a determination by using the Grievance Procedure, or the student may file a complaint with the Office for Civil Rights.

Grievance Procedure Regarding Students With Disabilities

Any complaints alleging discrimination based on one's disability, including disagreements regarding requested academic adjustments and/or auxiliary aids, may be grieved using the following procedures:

- He or she should contact the Campus Compliance Coordinator (CCC) (Campus President/Director) to file a formal grievance as soon as the student knew or reasonably should have known of the alleged discriminatory act or disagreement regarding academic adjustments and/or auxiliary aids.
- The CCC will assist the student in defining the grievance and will witness the student's signature on the Grievance Form.
- All grievances shall be reviewed and investigated by the Vice President of Academic Affairs. The Vice President of Academic Affairs' role shall be to investigate whether the student was discriminated based on disability by gathering all relevant information. Allegations can include, but are not limited to, harassment, failure to provide approved aids or adjustments, or a disagreement over what aids and adjustments are appropriate.
- The student shall have an opportunity to express his or her concerns with the Vice President of Academic Affairs.
- All reasonable efforts will be made to provide a written determination to the student within 30 days, which will close the charge of discrimination.
- If the student feels the alleged discriminatory act was conducted by the CCC, the student may contact the Vice President of Academic Affairs at 1-800-852-8434 to file a formal grievance at any time in the process.
- The determination made by the Vice President of Academic Affairs will be the final review.

Council on Occupational Education

Should the school not be able to resolve the problem, students should contact the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org.

The campus is dedicated to protecting the rights provided to individuals with disabilities by Section 504. Federal regulations prohibit the campus from discriminating against students on the basis of disability. If a student believes that the campus has discriminated against him or her or another person on the basis of disability, the student may file a complaint with the U.S. Department of Education, Office for Civil Rights.

The campus prohibits retaliation against persons who file complaints of discrimination or assist with or participate in a campus or government agency investigation, proceeding, or hearing concerning complaints of discrimination. Retaliation complaints may be filed separately with the Office for Civil Rights. Current or prospective students with disabilities wishing to request academic adjustments and/or auxiliary aids must contact the Campus President/Director.

Official Letter Grading Scale

Written examinations are given periodically, and, at the completion of each course, a final exam is given. Lab exams cover both subject matter and skills evaluation. Records of grades are maintained by the Registrar/Student Records Manager. Unless specified differently for an individual program, students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of

learning. At the end of each evaluation period, the student's cumulative grade point average (CGPA) will be determined. At that time, academic records will be made available or furnished to the student.

Incomplete Grades

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President/Director. The student will then have seven calendar days (excluding published holidays) in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or withdrawal/dismissal) will be executed immediately.

Incompletes will not be given for clinical/laboratory assignments not completed in the final term. Failure to satisfactorily complete clinical/laboratory assignments in the final term will result in the student being required to repeat the term.

When the "I" is replaced with a letter grade, Satisfactory Academic Progress will be recalculated based on the letter grade and the credits earned.

Incompletes, although a temporary grade, will be included as attempted credits.

General Education Courses

The following official letter grading scale is used to indicate the level at which students have achieved the educational objectives of a class for General Education courses:

Letter Grade	Numerical %	Description	GPA
A	90–100	Exceptionally Competent	4.00
B	80–89	Highly Competent	3.00
C	70–79	Fully Competent	2.00
F[1]	0–69	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W[2]	N/A	Withdrawal From Course	N/E
WP[2]	N/A	Withdrawal While Passing	N/E
WF[2]	N/A	Withdrawal While Failing	N/E

KEY: N/E   No effect on grade point average (GPA).
         1.   This course must be repeated.
         2.   This course does not impact GPA but does count toward rate of progress.

Pass/Fail Courses

The following grading scale will be used for only courses identified as pass/fail. These courses do not impact GPA, but they do count toward rate of progress.

Letter Grade	Numerical %	Description	GPA
P	N/A	Successful completion of a Pass/Fail course	N/E
F[1]	N/A	Failure of a Pass/Fail course	N/E

KEY: N/E   No effect on grade point average (GPA).

         1.   This course must be repeated.

Nonclinical Program Content Courses

The official letter grading scale for all nonclinical programs (technical courses only), including Dental Assisting (Diploma and Associate of Applied Science), Massage Therapy, Medical Assistant (Diploma), Medical Assisting (Associate of Applied Science), Medical Office Professional (Diploma and Associate of Applied Science), and Pharmacy Technician (Diploma and Associate of Applied Science), is as follows:

Letter Grade	Numerical %	Description	GPA
A	90–100	Exceptionally Competent	4.00
B	80–89	Highly Competent	3.00
C	70–79	Fully Competent	2.00
F[1]	0–69	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W[2]	N/A	Withdrawal From Course	N/E
WP[2]	N/A	Withdrawal While Passing	N/E
WF[2]	N/A	Withdrawal While Failing	N/E

KEY: N/E   No effect on grade point average (GPA).
         1.   This course must be repeated.
         2.   This course does not impact GPA but does count toward rate of progress.

Clinical Program Content Courses

The official letter grading scale for the Dental Hygiene, Health Information Management, Medical Laboratory Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Polysomnographic Technology, Radiologic Technology, Respiratory Therapy, Surgical Technology (Diploma) programs (technical courses only) is as follows:

Letter Grade	Numerical %	Description	GPA
A	90–100	Exceptionally Competent	4.00
B	80–89	Highly Competent	3.00
C	75–79	Fully Competent	2.00
F[1]	0–74	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W[2]	N/A	Withdrawal From Course	N/E
WP[2]	N/A	Withdrawal While Passing	N/E
WF[2]	N/A	Withdrawal While Failing	N/E

KEY: N/E   No effect on grade point average (GPA).
         1.   This course must be repeated.
         2.   This course does not impact GPA but does count toward rate of progress.

Nursing Program Content Courses

The official letter grading scale for the Nursing program (technical courses only) is as follows:

Letter Grade	Numerical %	Description	GPA
A	90–100	Exceptionally Competent	4.00
B	83–89	Highly Competent	3.00
C	76–82	Fully Competent	2.00
F[1]	0–75	Not Competent	0.00
T	N/A	Transfer of Credit	N/E
I	N/A	Incomplete	N/E
W[2]	N/A	Withdrawal From Course	N/E

WP[2]	N/A	Withdrawal While Passing	N/E
WF[2]	N/A	Withdrawal While Failing	N/E

KEY: N/E No effect on grade point average (GPA).
1. This course must be repeated.
2. This course does not impact GPA but does count toward rate of progress.

Dental Hygiene (Associate of Applied Science) Program

Dental Hygiene students must earn a "C" (75 percent) or better in each course in the program and maintain a minimum cumulative grade point average (CGPA) of 2.0 for all coursework attempted.

To satisfactorily complete a course with a clinical component, the student must earn a "C" (75 percent) or better in both the didactic and clinical components of the course independently in order to successfully complete the course and move forward in the program.

Nursing (Associate of Applied Science) Program

Unless otherwise specified in the course descriptions, a grade of "C" (76 percent) or better is considered passing for technical courses in the Nursing program. Clinical/Lab Practice classes are graded on a Pass/Fail basis. Students who fail one portion (clinical or didactic) of a class will fail the entire class.

Any withdrawn student who chooses to reapply must meet the current catalog readmission requirements for the program. All withdrawn students seeking reentry are subject to space availability.

Occupational Therapy Assistant (Associate of Applied Science) Program

A passing grade in all courses in the Occupational Therapy Assistant (OTA) program is a minimum of 75 percent. Students are required to pass the final academic written and laboratory practical examinations each term with a minimum grade of 75 percent. Students must pass all courses within each term in order to advance to the next term or clinical experience. Any student who is unsuccessful on the final examinations will be allowed to remediate one time before the beginning of the next term. If the student fails to successfully remediate the failed course during the time frame, he or she will be withdrawn from the program. A student who successfully remediates a course will achieve a maximum grade of "C" (75 percent).

Based on class availability and space, the student may elect to apply for reentry and retake the course (at the time it is offered in the curriculum). The failed course may not be remediated if a "C" (75-79 percent) is not achieved the second time. OTA course remediation is offered for Terms 2 through 8.

Remediation and tutoring will be available for students to meet program expectations.

Failure to satisfactorily complete either Level I fieldwork, Level IIA fieldwork, or Level IIB will result in the student being withdrawn from the program.

Based on class availability and space, the student may elect to apply for reentry and retake the fieldwork course (at the time it is offered in the curriculum).

Occupational Therapy Assistant Fieldwork

During fieldwork experience, the student must comply with the following:

- The school (Occupational Therapy Assistant [OTA] Program Director/Academic Fieldwork Coordinator) will assign the student to a fieldwork site.

- The student may not refuse a fieldwork site.

- The student will be withdrawn if he/she requests or receives remuneration for fieldwork activities.

- Any falsification of fieldwork documentation, including time sheet, will result in withdrawal.

- Even though all OTA students are required to have a criminal background check at admission, certain fieldwork sites may require a second background check immediately prior to fieldwork assignment.

- All OTA students are required to have a drug test immediately prior to fieldwork assignment. A positive drug test followed by a reconfirming drug test, within 24 hours of the request, will result in withdrawal.

- Students must complete all clinical courses within the timeframe scheduled: 10 weeks per clinical class. If a student, for any reason, is unable to complete a clinical course, s/he will be withdrawn from the program. The student may then petition for reentry in accordance with institutional policy, but no later than one year after their date of withdrawal. In all cases, a student must complete all graduation, fieldwork and experiential requirements within Maximum Timeframe as defined in the Institution's Satisfactory Academic Progress Policy.

If the student is dismissed from a fieldwork site, the student will be withdrawn from the program unless the school determines the dismissal was a justifiable misunderstanding, miscommunication, or personality conflict. In these cases, the student will be assigned to a second fieldwork site. If the student is dismissed from a second fieldwork site, he or she will be immediately withdrawn from the program.

Physical Therapist Assistant (Associate of Applied Science) Program

All students must demonstrate minimum competency levels in order to progress through the program. Students must earn an overall score of 75 percent or greater in each course in order to achieve a passing grade. Students must pass all courses within each term in order to advance to the next term or clinical experience. If the student does not earn 75 percent as a final course grade, the student may not advance and will be withdrawn from the program. Withdrawn students may apply for readmission to repeat failed course(s) as they are offered again on a space-available basis.

Radiologic Technology (Associate of Applied Science) Program

A passing grade in all courses in the Radiologic Technology program is a minimum of 75 percent. Students must meet or exceed the thresholds defined for all clinical criteria. Term failure results in withdrawal from the program. The student will not be allowed to progress in the program but can return to repeat the term on a space-available basis.

Students are required to pass final academic written and laboratory practical examinations each term. Any student who is unsuccessful on the final examinations may be permitted one retake of the exam after review and upon approval of the Program Director and Academic Dean.

Respiratory Therapy (Associate of Applied Science) Program

To pass any course in the Respiratory Therapy program, a student must earn a minimum of 75 percent theory grade and a pass rating on all clinical and laboratory objectives for that course. A student earning less than a 75 percent on an examination must attend mandatory "practice and review" sessions. If the student earns an overall grade of less than 75 percent, the student will not be allowed to progress in the program and will be withdrawn or set back on a space-available basis. Students are required to pass the final written and practicum examinations to graduate the program.

Surgical Technology (Diploma) Program

A passing grade in all courses in the Surgical Technology program is a minimum of 75 percent. Additionally, students must pass all Laboratory Practical Final Examinations with a minimum of 75 percent. Students must meet or exceed the thresholds defined for all clinical criteria.

Satisfactory Academic Progress Policy

To remain in good academic standing and maintain financial aid eligibility, students must meet the following minimum Satisfactory Academic Progress (SAP) standards as measured at the end of each grading and/or payment period:

1. Must maintain a minimum cumulative grade point average (CGPA) of 2.0.
2. Must maintain a rate of progress (ROP) of 66.67% or greater.
3. Must be able to complete the program within 150 percent of the program length (Maximum Time Frame [MTF]).

Cumulative Grade Point Average (CGPA)

CGPA measures the quality of the student's work by assigning quality points to each letter grade and weighting the course by the credit hours. Only courses with earned grades required in the student's program of study are included in the CPGA calculation. In the case of repeated coursework, only the most recent attempt is counted toward the CGPA.

Rate of Progress (ROP)

Students are required to maintain a satisfactory ROP toward successful completion of their program. ROP is defined as the credit hours completed divided by the credit hours attempted. All periods of the student's enrollment for the current program count when assessing progress, even periods in which the student did not receive Federal Student Aid (FSA) funds.

Maximum Time Frame (MTF)

Students must be able to successfully complete all the required course credit hours of their program within the Maximum Time Frame. To maintain SAP, the credit hours attempted cannot exceed one and one-half times (1.5) or 150 percent of the credit hours required to complete a program.

SAP Evaluation

Each program is broken down into grading periods and payment periods. At the end of each of these periods, the student's CGPA, ROP and MTF will be evaluated. The evaluation will ensure that all aspects of Satisfactory Academic Progress are met. A student failing to maintain the minimum standards of Satisfactory Academic Progress will be notified of such and will face administrative actions. These actions include being placed on Academic Warning, Academic Probation or dismissal from the program at the end of a grading period. In addition, a student failing to maintain Satisfactory Academic Progress at the end of a payment period may be placed in a Financial Aid (FA) Warning status or Financial Aid Probation status, or the student may lose Federal Financial Aid eligibility altogether.

The outcome of SAP Evaluation is different depending on whether a student is enrolled in a Non-Term Program or a Term Based Program.

Non-Term Programs

(Dental Assisting, Medical Assistant, Medical Office Professional, Massage Therapy, Pharmacy Technician, and Polysomnographic Technology)

Academic Warning

A student not meeting all aspects of Satisfactory Academic Progress (CGPA, ROP and MTF) at the end of a grading period will be placed on Academic Warning. The school will advise the student of his or her status immediately upon completion of the SAP evaluation, and, in cooperation with campus academic leadership, the student will be required to complete an Academic Success Plan (ASP).

The student will remain in Academic Warning status until; a.) the student's SAP is evaluated at the end of the upcoming grading period, is met, and the student is returned to good academic standing and Active status; or b.) the student does not meet the requirements agreed to in the Academic Success Plan created at the beginning of the grading period whereupon the student will be notified of pending dismissal from the program. A student may appeal pending dismissal in writing to the Academic Dean within 72 hours of notification. (see Satisfactory Academic Progress Appeals) A student who does not file an appeal or for whom an appeal is not granted will be academically dismissed. A student submitting a successful appeal will be placed in Academic Probation status.

Academic Probation

A student notified of pending dismissal who submits a successful SAP Appeal will be placed in Academic Probation status. A student on Academic Probation who fails to meet the requirements of the Academic Success Plan created at the beginning of the Academic Probation grading period will be dismissed.

Term Based Programs

(All other programs not covered in the Non-Term Programs section above)

Academic Warning

A student not meeting all aspects of Satisfactory Academic Progress (CGPA, ROP and MTF) at the end of a grading period will be placed on Academic Warning. The school will advise the student of his or her status immediately upon completion of the SAP evaluation, and, in cooperation with campus academic leadership, the student will be required to complete an Academic Success Plan (ASP). Only one Academic Warning grading period is permitted in Term-Based Programs. If a student fails to achieve Satisfactory Academic Progress for the next grading period or for any grading period in which the student is on Academic Warning, the student will be notified of pending dismissal. To remain enrolled, the student must submit a SAP Appeal within 72 hours of notification. A student in this situation who does not file an appeal or does not receive approval for an appeal will be dismissed.

Academic Probation

A student on Academic Warning who does not meet Satisfactory Academic Progress standards at the end of the grading period must file an appeal. If the appeal is approved, the student will be placed on Academic Probation. A student on Academic Probation who fails to achieve Satisfactory Academic Progress or who fails to meet the requirements of the Academic Success Plan at the end of the grading period will be dismissed.

All Programs

Active Status

A student on Academic Warning or Academic Probation will be returned to good standing and Active status at the end of a grading period in which all Satisfactory Academic Progress standards are met.

Financial Aid (FA) Warning

FA Warning will be assigned to a student not meeting Satisfactory Academic Progress standards at the end of a payment period. The school will advise the student of his or her status immediately upon completion of the SAP evaluation. A student on FA Warning may continue to receive Federal Student Aid (FSA) funds for one payment period. A student on FA Warning who achieves the minimum CGPA and rate of progress by the next payment period will be removed from FA Warning and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to meet Satisfactory Academic Progress standards after the FA Warning period will lose his or her eligibility for FSA funds unless the student's appeal is approved. The student will then be placed on FA Probation.

Financial Aid (FA) Probation

Students on FA Warning who do not meet Satisfactory Academic Progress at the end of the payment period must submit an appeal or be dismissed. If the appeal is approved, the student will be assigned the status of FA Probation. The school will advise the student of his or her status immediately upon completion of the SAP evaluation. A student on FA Probation who fails to achieve Satisfactory Academic Progress or who fails to meet the requirements of the Academic Success Plan at the end of the payment period will be dismissed. A student on FA Probation who achieves a minimum CGPA and ROP by the next payment period will be removed from FA Probation and placed back in good standing and retain eligibility for FSA funds. A student who fails to make Satisfactory Academic Progress or fails to meet the requirements of the Academic Success Plan after the FA Probation period will lose eligibility for FSA funds.

Academic Success Plan

At the end of every grading and/or payment period in which a student does not meet Satisfactory Academic Progress standards, campus academic staff will assist the student in creating an Academic Success Plan. The Academic Success Plan will outline, in detail, minimum academic performance standards for the student for the upcoming term. The student must acknowledge and meet the requirements of the Academic Success Plan to remain enrolled in the program.

Satisfactory Academic Progress Appeals

A student may appeal dismissal from the program due to failure to meet SAP and/or the loss of financial aid based on mitigating circumstances.

Written appeals must include:

- A clear statement about the mitigating circumstances that caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- An explanation of how such mitigating circumstances contributed to the student's academic situation;
- An explanation about what has changed in the student's situation that would allow the student to attain Satisfactory Academic Progress at the next payment period; and
- An acknowledged and signed Academic Success Plan created with the assistance of campus academic staff.

If the student does not submit an appeal within 72 hours of notification, or the appeal is denied, the student will be academically dismissed.

Transfer of Credit to Other Institutions

The transferability of credits that a student earns at Concorde is at the complete discretion of the institution to which he or she may seek to transfer. Acceptance of the degree or diploma earned is also at the complete discretion of the institution to which the student may seek to transfer.

If the credits or credential earned at Concorde are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that his or her attendance at Concorde will meet his or her educational goals. This may include contacting an institution to which he or she may seek to transfer after attending Concorde to determine if his or her credits or credential will transfer.

Concorde does not imply, promise or guarantee that any credits earned at Concorde will transfer to or be accepted by any other institution. There is a meaningful possibility that some or all credits earned at Concorde will not transfer to or be recognized by other institutions, and it is the student's responsibility to find out in advance of enrollment whether a receiving institution will recognize a course of study or accept credits earned at Concorde.

Transfer of Credit to Concorde
Effective: 07/06/2020

Students who formerly attended a postsecondary institution accredited by an agency as recognized by the U.S. Department of Education may be granted transfer credit for equivalent courses taken at the previous institution. Students must submit a Request for Transfer Credit as soon as possible after being enrolled at Concorde; in addition, students are responsible for having official transcript(s) from their previous institution forwarded to Concorde. To be eligible for transfer credit consideration, the following must be met:

- An official copy of the student's transcript is on file with Concorde;
- Non-General Education courses were completed within the previous 12 months, and a grade of "B" or better was earned;
- General Education courses were completed within the last five years, and a grade of "B" or better was received;
- A copy of the catalog containing the course description, which the student enrolled under, is provided; and
- CLEP courses may be accepted if completed within the five years and have a minimum score of 60.

Students requesting to transfer credit(s) must submit all required documentation no less than one week prior to the start of their program of study. If the Academic Affairs department determines the credits are

acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

Under no circumstances does Concorde Career College grant academic credit for life experience.

This section does not apply to students withdrawn from the same Concorde campus regardless of withdrawal date.

Students who receive transfer credit will have the program tuition charge prorated based upon the remaining number of credits the student must earn in order to graduate. The Business Office will make the appropriate tuition adjustment.

Concorde does not make any representation or guarantee that coursework completed at another institution will transfer to Concorde.

Students From Other Concorde Career Institutes/Colleges

Students transferring from another Concorde Career Institute/College must meet the entrance requirements in place at this school at the time of transfer. These students may be eligible to receive credit for previous courses provided that the following requirements are met:

• An official copy of the student's transcript is on file with Concorde Career College;
• Courses within a major were completed within the previous 12 months, and a grade of "C" or better was earned;
• General Education (nonscience) communications, mathematics, social science or humanities courses were completed with a grade of "D" or better; and
• General Education science (BIOL, CHEM) courses were completed within the previous ten years with a grade of "C" or better.

Students transferring from another Concorde Career school may transfer up to 75 percent of the academic credits necessary to fulfill the requirements for graduation. Students requesting to transfer credit(s) must submit all required documents prior to starting school.

If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

For courses within a major taken more than 12 months prior, the student must take a proficiency examination for both academics and practicals. Academic credit will be granted if the student scores 75 percent or better and demonstrates competencies of practical skills. The student will not be charged for the examination(s). Students requesting to transfer credit(s) must submit all required documents and/or pass any proficiency examination prior to starting school.

Under no circumstances does Concorde Career College grant academic credit for life experience.

Transfer of Credit Within the Same Concorde Campus

Students may apply all previous academic credits completed within the same Concorde school, if applicable, to the new program.

Under no circumstances does Concorde Career College grant academic credit for life experience.

Residency Requirements

Students are required to earn a minimum of 75% of their credits/hours in residence at Concorde Career College/Institute. Therefore, the total of transfer credits and online classes cannot exceed 25% of a program's credits/hours. An exception may be made for students transferring to the same program of study at another Concorde school. For those students enrolling in the following degree programs, the total of transfer credits and online classes cannot exceed 50% of a program's credits/hours: Dental Assisting, Medical Assisting, Medical Office Professional, Pharmacy Technician or Surgical Technology. Please contact the Academic Dean at the receiving school to discuss the transfer of course credits and credit for prior learning.

Repetitions
Effective: 07/20/2020

Students are required to repeat any failed course. With the exception of courses with the designation "CPSO," students will be allowed to repeat a failed course once (see the "Official Letter Grading Scale"). CPSO courses may be attempted a total of three times. Both the grade(s) for the failed course(s) and the repeated course(s) will appear on the transcript, but only the most recent grade will be used in calculating CGPA. However, the original course(s) and all repeated course credit hours are included in the maximum time frame and rate of progress calculations. Students may incur a per course fee for repeating a class(es). Please see a Financial Aid Representative to discuss your situation. Students who fail the same CPSO course three times will be dismissed from the program. Students who fail the same non-CPSO academic course twice will be dismissed from the program. Dismissed students are not eligible for readmission.

Veterans Administration Students

The school will notify the Veterans Administration (VA) when a student receiving VA education benefits is placed on Academic Warning or Academic Probation. Students will be advised of any counseling services available to them at the school in order to resolve academic or other problems and to establish a meaningful plan for successful completion of their education or training. The school will also remind students of the counseling services and tutorial assistance benefits available through the VA. When a student has failed to maintain prescribed standards of progress, the VA will be informed promptly so that benefit payments can be discontinued in accordance with the law. The termination date assigned by the school will be the last day of the term or other evaluation period in which the student's progress became unsatisfactory. Schools that provide a period of academic warning or probation may not continue to certify a veteran or eligible person (who remains in an unsatisfactory academic status) for an indefinite period of time. The school will withdraw any student who remains in an unsatisfactory academic status for more than two successive periods and report the withdrawal to the VA. The credit hours attempted cannot exceed 1.5 times the credit hours required to complete the credit-hour program.

Copyright Infringement

The unauthorized reproduction or distribution of copyrighted materials is prohibited. This may include but is not limited to Internet file-to-file transfer, student-to-student transfer, photocopies, or undisclosed use of copyrighted material in essays or other works created by a student. Students using copyrighted materials are required to identify the source of the material and its copyright in all school materials. Copyrighted materials can include music, pictures, books, magazines, and newspapers in all forms, including the date obtained from the Internet. In addition to any civil or criminal liabilities, any unauthorized reproduction or use of copyrighted materials is grounds for disciplinary action, up to and including dismissal from school. Anyone found to have infringed a copyrighted work may be liable for Actual Damages and Profits. A copyright owner is entitled to recover the actual damages suffered by him or her as a result of the infringement and any profits of the infringer that are attributable to the infringement. Statutory damages for copyright infringement range from $750 up to $30,000 for each work infringed, and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Outside Classroom Work

Students will find the work in each program to be challenging, requiring them to maximize their time and problem-solving strategies. Students demonstrate their commitment to learning via work and time spent inside and outside the class. In addition to the time spent in class per week, students are required to spend time outside of class on reading assignments, writing assignments, practice and practical applications, and projects or other equivalent learning experiences to help them achieve the course objectives. Specific details on the outside classroom work are found in the individual course syllabi, which students receive at the beginning of each course.

Scholastic Honesty

It is assumed that all students are enrolled in class to learn; therefore, cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of "F" and may be cause for suspension and/or withdrawal from school. Plagiarism includes passing off or attempting to pass off the ideas or writing of another person as one's own.

Students are prohibited from operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Campus President/Director or Academic Dean. Prohibited items include, but are not limited to: video cameras, telephones with audio or video recording capability, computers, electronic tablets, or watches with audio or video recording capability. This is not an all-inclusive list. Violations of this policy may lead to disciplinary actions up to and including dismissal from school.

Program Course Descriptions

Course Numbering System

Each course is identified by a four-character "rubric" (i.e., prefix or department abbreviation) and a four-digit number. The rubric begins with a series of alphabetic characters representing the academic discipline. The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.
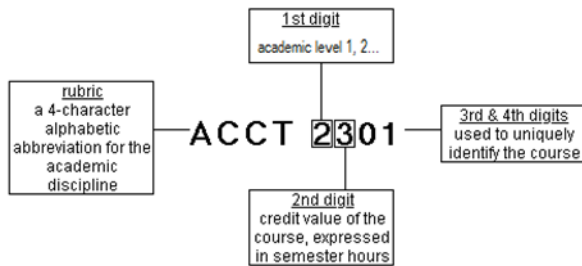
ASN100: Foundations of Nursing
Credit Hours: 8.00   Clock Hours: 45/60/135

This course introduces concepts of nursing history, theory and roles within the context of the healthcare system for the client. Topics include the health-illness continuum, the nursing process, therapeutic communication, client teaching, documentation, legal-ethical issues, patient safety, and basic health assessment and needs. Foundational nursing skills are introduced in class and practiced in the laboratory and clinical setting.

ASN110: Pharmacology I
Credit Hours: 1.50   Clock Hours: 15/15/0

This course introduces the basic concepts of pharmacology related to the action, therapeutic and adverse effects, contraindications, and the basic pharmacology of commonly prescribed drugs. Drug dosage, calculations, patient safety, and medication administration by all routes except intravenous are introduced.

ASN150: Medical-Surgical Nursing I
Credit Hours: 6.00   Clock Hours: 45/0/135

This course provides the Nursing student with beginning concepts in medical-surgical nursing for clients across the life span. Students apply the nursing process to provide care to clients with non-complex health conditions in various settings. Prerequisites: ASN100, ASN110

ASN180: Transition to Professional Nursing
Credit Hours: 2.00   Clock Hours: 30/0/0

Emphasis is on role delineation from the LPN to RN. A review of the nursing process, critical thinking, and clinical decision making applied to medical surgical and pharmacological concepts is included. Prerequisite: Possession of a current, unrestricted LPN/VN license

ASN210: Pharmacology II
Credit Hours: 1.50   Clock Hours: 15/15/0

Parenteral therapies to include intravenous fluids, intravenous medication, parenteral nutrition, administration of blood and blood products with peripheral, and central venous access will be the main focus of this course. Students practice the insertion of intravenous devices and related skills. Using a case study approach, students explore advanced concepts of pharmacotherapy. Prerequisite: ASN110

ASN220: Health Assessment
Credit Hours: 2.00   Clock Hours: 15/30/0

This course develops the skills of nursing assessment across the life span using effective communication, interviewing, and physical examination techniques. Emphasis is on critical thinking skills in assessment, data analysis, and identification of actual and patient/client needs. Prerequisites: ASN150, ASN210

ASN230: Maternal-Child Health Nursing
Credit Hours: 5.00   Clock Hours: 45/15/68

This course introduces the study of child-bearing and child rearing families across the health-illness continuum. Nursing care of women, infants, children, and adolescents is addressed in class, laboratory, and clinical experiences. Prerequisites: ASN150, ASN210

ASN240: Medical-Surgical Nursing II
Credit Hours: 6.00   Clock Hours: 45/0/135

Using knowledge gained from life sciences and basic nursing courses, students plan and provide nursing care to clients with complex health conditions of the respiratory, cardiovascular, integumentary, and immune systems. Prerequisites: ASN150, ASN220

ASN250: Mental Health Nursing
Credit Hours: 3.00   Clock Hours: 30/0/45

This course develops nursing skills that promote the psychosocial integrity of the individual and families through the life span. The course emphasizes therapeutic communication and the nursing process in the care of clients with common mental health disorders, including substance abuse and violence to self and others. Prerequisites: ASN220, ASN230

ASN270: Medical-Surgical Nursing III
Credit Hours: 6.00   Clock Hours: 45/0/135

Continuing to build on previous knowledge, students plan and provide nursing care to clients with complex conditions of the neurological, metabolic, gastrointestinal, and genitourinary systems. Prerequisites: ASN240, ASN250

ASN280: Professional Nursing Roles
Credit Hours: 4.00   Clock Hours: 30/0/90

This course socializes students into the registered nurse role. Focus is on the exploration/analysis of contemporary nursing practice, current trends and issues, the application of evidence-based practice, and the use of leadership and management principles in the delivery of care. Students develop skills and documents for use in obtaining employment. Includes individual assessment of needs, study, and test-taking strategies for successful completion of the NCLEX-RN exam. Prerequisites: ASN240, ASN250

BIOL1301: Anatomy & Physiology
Credit Hours: 3.00   Clock Hours: 45/0/0

Students learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease. Emphasis will be placed on the diseases, skeletal and muscular system, nervous and sensory systems, nutrition, and the cardiopulmonary system.

BIOL1310: Anatomy & Physiology I
Credit Hours: 3.00   Clock Hours: 45/0/0

This course covers the organization of the body and the anatomy and physiology of the cells, tissues and membranes, and various body systems: integumentary, muscular, skeletal, nervous, sensory and endocrine. The major organs of studied systems and how they relate to the overall status of the body will be discussed.

BIOL1320: Anatomy & Physiology II
Credit Hours: 3.00   Clock Hours: 45/0/0

This is the second of two courses that covers the organization of the body and the anatomy and physiology of various body systems: circulatory, cardiovascular, lymphatic, immunity, digestive, respiratory, urinary, and reproductive. The major organs of studied systems and how they relate to the overall status of the body will be discussed.

BIOL1330: Microbiology
Credit Hours: 3.00   Clock Hours: 45/0/0

In this course, students learn a branch of biology dealing with microscopic forms of life. They will learn how microorganisms on humans can be both beneficial and harmful. Students will gain insight on different viruses and how they affect humans, the environment and the future of genetics.

BIOL1340: Pathophysiology
Credit Hours: 3.00   Clock Hours: 45/0/0

Students analyze the pathophysiology of diseases and disorders of the principal organ systems of the human body. Students examine homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system.

BIOL1405: Anatomy & Physiology
Credit Hours: 4.00   Clock Hours: 60/0/0

Students learn the structure and function of the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension of the workings of the human body in health and disease. Emphasis is placed on the diseases, skeletal and muscular system, nervous and sensory systems, nutrition, and the cardiopulmonary system.

BIOL1411: Anatomy & Physiology I
Credit Hours: 4.00   Clock Hours: 45/30/0

This course covers the organization of the body and the anatomy and physiology of the cells, tissues and membranes, and various body systems: integumentary, muscular, skeletal, nervous, sensory, and endocrine. The major organs of studied systems and how they relate to the overall status of the body are discussed. Laboratory is three hours per week.

BIOL1421: Anatomy & Physiology II
Credit Hours: 4.00   Clock Hours: 45/30/0

This is the second of two courses that covers the organization of the body and the anatomy and physiology of various body systems: cardiovascular, lymphatic, immune, digestive, respiratory, urinary, and reproductive. The major organs of studied systems and how they relate to the overall status of the body are discussed. Laboratory is three hours per week. Prerequisite: BIOL1411

BIOL1431: Microbiology
Credit Hours: 4.00   Clock Hours: 45/30/0

In this course, students learn a branch of biology dealing with microscopic forms of life. They learn how microorganisms on humans can be both beneficial and harmful. Students gain insight on different viruses and how they affect humans, the environment and the future of genetics. Laboratory is three hours per week.

CHEM1310: Chemistry
Credit Hours: 3.00   Clock Hours: 45/0/0

Development and application of concepts, theories, and laws underlying chemistry. Topics include inorganic chemistry, organic chemistry, biochemistry, and properties of both ionic and covalent compounds, as well as stoichiometry, atomic, and molecular structure, the states of matter, reaction rates, and equilibria.

COMM1310: Elements of Human Communication
Credit Hours: 3.00   Clock Hours: 45/0/0

Students will be given the opportunity to learn and apply practical principles of human interpersonal communication in daily life. Emphasis is placed on the psychological, social, cultural and linguistic factors which effect normal person to person interaction. Through practical application, this course will assist the student in improving public speaking skills.

CSCI1310: Computer Science
Credit Hours: 3.00   Clock Hours: 45/0/0

This course provides a fundamental explanation of the procedures to utilize hardware and software. The student will explore and practice functions in Windows® operating system, computer software applications, the Internet, hardware basics and network systems. Students will practice essential word processing and spreadsheet skills for the creation and editing of typical documents.

CSCI1320: Database Concepts
Credit Hours: 3.00   Clock Hours: 45/0/0

In this course, students examine database management systems and their capabilities and limitations. This course provides practice accessing, searching and updating files, and designing and producing printed reports.

DA110: Introduction to Dental Assisting-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

Students will study the history of dentistry, introduction to the dental team, education and certification requirements, organizations that govern practice of dentistry, anatomy and physiology, embryology, histology, morphology, charting symbols, dental charting, preparation for patient care, dental ethics and jurisprudence. Prerequisite: GE102

DA110: Introduction to Dental Assisting-Southaven
Credit Hours: 4.00   Clock Hours: 40/40/0

The focus of this course is to introduce soft and job-seeking skills needed to succeed in the workplace. Topics include skills related to dress and professional behaviors. This course discusses methods the employee needs to use to handle stress, manage emotions, be trustworthy, resolve conflict, and interact successfully with patients, peers, and supervisors. Also included are skills used while speaking and writing professionally, while in school and after school on the job. Students learn skills needed to manage income by deciding needs and spending wisely. Development of a résumé and practicing interviewing skills are also included in this course.

DA120: Microbiology, Infection Control & Introduction to Chairside Assisting-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

Students will learn about medical emergencies in the dental office and become certified in CPR. Cardiopulmonary Resuscitation is a Basic Life Support course for Healthcare Providers approved by the American Heart Association. This course will also cover infection control, disease transmission, sterilization, disinfection, OSHA guidelines, preventative dentistry, fluoride, oral hygiene, nutrition, pharmacology and psychology as it relates to communicating and working with patients. Prerequisite: DA110

DA120: Microbiology, Infection Control & Introduction to Chairside Assisting-Southaven
Credit Hours: 4.00   Clock Hours: 40/40/0

A formalized course in cardiopulmonary resuscitation leading to CPR recognition in Basic Life Support for Healthcare Providers by the American Heart Association. The student receives instruction in the assessment and the management of medical emergencies in the dental office.

DA130: Operative Dentistry and Properties of Dental Materials-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

Students will learn to seat and dismiss patients. They will practice instrument transfer, oral evacuation and retraction, study pain control, anesthesia and sedation. Students will be able to identify instruments, know their uses and properly care for handpieces. They will learn dental cements, their properties and how to mix cements. Student will learn how to clean traps and evacuate dental lines. Prerequisite: DA120

DA130: Dental Radiography-Southaven
Credit Hours: 4.00   Clock Hours: 40/40/0

Students learn to produce quality diagnostic x-rays. They expose six full-mouth x-ray series, including bitewings, using two different techniques on both teaching mannequins and patients. Students also learn techniques for manual processing and duplication of radiographs. Extraoral occlusal radiography is also included.

DA140: Introduction to Radiology-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

In this course students will identify equipment, learn film sizes, film placement, duplication, infection control for radiology. They will learn both manual and automatic film processing and how to clean and fill automatic and manual processors. Students will expose and develop parallel, bisecting, bitewing, occlusal, panoramic and digital X-rays. They will learn to identify landmarks, critique and mount X-rays. Prerequisite: DA130

DA140: Operative Dentistry & Properties of Dental Materials-Southaven
Credit Hours: 4.00   Clock Hours: 40/40/0

This course focuses on such support procedures as anesthetic set-ups, oral evacuation methods and the application of rubber dams. Students also learn the uses of hand pieces and rotary cutting instruments. Students learn about the properties and uses of dental materials, including dental cements, cavity liners and varnishes, as well as amalgam and composite restorative materials. The course will also cover the application of topical fluorides and the use of mouth guards. During this course, students prepare a written report based on the student's own research of a dental topic. Students give an oral presentation of this report to the class.

DA150: Radiology and Introduction to Dental Procedures-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

Students will be exposing and developing X-rays on live patients and identifying dental caries, restorations, periodontal disease and trauma on X-rays. There will be a group project and presentation on common errors and corrections on X-rays. They will learn matrices, dental dam placement and removal and step by step amalgam and composite procedures. Prerequisite: DA140

DA150: Operative Dentistry Procedures & Manipulation of Dental Materials-Southaven
Credit Hours: 4.00   Clock Hours: 40/40/0

This course places heavy emphasis on operative dentistry. It concentrates on chair side procedures to include cavity preparation, matrices, amalgam and resin restorations, instrumentation, tray set-ups, and post-operative instructions. Students practice operative procedures step-by-step and learn to assist the dentist in above procedures. Students learn the different types of fixed prosthodontics.

DA160: Operative Dentistry Procedures and Manipulation of Dental Lab Materials-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

In this course students will learn about different impression materials, take impressions, pour and trim study models, construct a custom tray, make, size, adapt, and seat temporary crowns and a 3 unit bridge.

DA160: Practice Management & Dental Specialties-Southaven
Credit Hours: 4.00   Clock Hours: 40/40/0

This course covers the administrative duties of the Dental Assistant. Students learn effective telephone techniques and business equipment operation. They also learn essential office management procedures such as maintaining patient records, scheduling appointments, bookkeeping, processing dental insurance claims, and managing inventory and supplies. Students continue to learn about procedures, instruments, and tray set-ups for various dental specialties, and learn how to give post-operative instructions.

DA170: Practice Management & Dental Specialties-Memphis
Credit Hours: 4.00   Clock Hours: 40/40/0

This course covers the administrative duties of the Dental Assistant. Students will use our interactive Dentrix software to learn scheduling, insurance, billing, and other administrative duties. Inventory, patient records, telephone techniques and office management procedures will also be taught. The students will learn the following dental specialties, instrument names and uses: Endodontics, Oral Surgery, Orthodontics, Pediatric Dentistry and Periodontics. Prerequisite: DA160

DA170: Dental Assisting Externship-Southaven
Credit Hours: 7.11   Clock Hours: 0/0/320

This course is an integral part of the learning experience for the student. Students are assigned to a dental facility in order to gain everyday practical and clinical experience in the duties and functions of a Dental Assistant and to have the opportunity to apply educational training in a clinical environment. Students rotate between a general dentistry and a specialized dentistry office. Prerequisites: DA110-DA160

DA180: Dental Assisting Externship-Memphis
Credit Hours: 7.00   Clock Hours: 0/0/320

This course is an integral part of the learning experience for the student. Students are assigned to a dental facility in order to gain everyday practical and clinical experience in the duties and functions of a Dental Assistant and to have the opportunity to apply educational training in a clinical environment. Students rotate between a general dentistry and a specialized dentistry office. Prerequisites: DA110-DA170

DH101: Dental Hygiene I
Credit Hours: 5.00   Clock Hours: 30/90/0

This course is designed to develop basic introductory skills that will be used while providing dental hygiene care in a clinical setting. These skills include infection control, medical/dental histories, vital signs, extraoral and intraoral examination, examination and charting of hard and soft tissues, preventive dentistry, ergonomics, instrumentation, polishing, and fluorides.

DH102: Dental Hygiene II
Credit Hours: 5.50   Clock Hours: 30/60/80

This course is designed to build on the basic skills acquired in the Pre Clinic course taught in the 1st term. This course is also taught to aid the student in incorporating higher order thinking skills. The skills in this course include pain and anxiety control, nitrous safety and protocol, advanced instrumentation, power-driven scaling, ultrasonic fundamentals and implant maintenance. Prerequisite: DH101

DH103: Dental Radiography
Credit Hours: 3.00   Clock Hours: 30/30/0

This course provides essential theory, techniques, and radiation basics needed in the dental practice. Focus includes equipment, film processing, mounting, interpretation, and basic techniques. The course also includes the technical aspects of radiation exposure, monitoring, and safety.

DH104: Dental Materials
Credit Hours: 2.00   Clock Hours: 15/30/0

This course introduces the Dental Hygienist to a variety of dental materials used in the dental office. It focuses on history, composition, properties, and uses of materials, as well as techniques of manipulation and how this assists the hygienist in a professional capacity. This course enhances the ability of the student to make judgments in a clinic/office regarding the use of dental materials with consideration of how they react in the oral cavity.

DH105: Dental Anatomy/Tooth Morphology
Credit Hours: 4.00   Clock Hours: 60/0/0

This course addresses the basic facts of dental anatomy and tooth morphology and offers an introduction to dental terminology. Course content includes histology of enamel, dentin, pulp, periodontal membrane, alveolar bone, oral mucosa, epithelial attachment, and salivary glands.

DH110: Oral Embryology & Histology
Credit Hours: 3.00   Clock Hours: 45/0/0

This course deals with cells and tissues of the body, focusing on those tissues composing the head, neck, and oral cavity. Emphasis is placed on dental histology, embryology, general histology, and healing and repair in the oral structures. Prerequisite: DH105

DH111: Dental Office Emergencies
Credit Hours: 1.00   Clock Hours: 15/0/0

This course is developed for the student to obtain new information regarding assessment and management of emergencies in a dental office.

DH201: Dental Hygiene III
Credit Hours: 5.00   Clock Hours: 30/0/135

This course will provide the opportunity for the student to continue the development of clinical skills necessary to perform the duties of a dental hygienist. Topics will include principles learned in DH101 and DH102, continuance of treating the patients with special needs. Prerequisite: DH102

DH202: Dental Hygiene IV
Credit Hours: 6.00   Clock Hours: 30/0/185

In this course the student continues to practice and refine clinical skills and techniques. The lecture series within DH202 will emphasize the evidence based process as it relates to dental hygiene theory and practice. The student will be exposed to the basic process of critical evaluation of research articles and the writing of specific components of a research project. Assignments are designed to challenge the student to develop basic research skills and techniques. Prerequisite: DH201

DH203: Periodontology
Credit Hours: 3.00   Clock Hours: 45/0/0

This course will provide information and will study periodontal anatomy, normal periodontal tissues, etiology, pathology, and clinical manifestations of periodontal disease. It will address periodontal therapy including preventive, surgical and non-surgical methods. Specific topics will include periodontal disease complexity, prevention of the disease, treatment, drug therapy and osseous integration. Prerequisite: DH105

DH206: Dental Pharmacology
Credit Hours: 3.00   Clock Hours: 45/0/0

Study of pharmacology as it affects the clinical practice of dental hygiene. Emphasis is on the drugs and drug groups most commonly used in dentistry. Oral manifestations of drugs prescribed for the dental patients are addressed.

DH207: Dental Hygiene Seminar
Credit Hours: 2.00   Clock Hours: 30/0/0

This course is developed for second-year students to obtain new information regarding dental hygiene procedures or practice. Focus on advanced student presentation evaluation. Special emphasis is on presentation and discussion of such topics as case histories, treatment plans, and preventive measures. Prerequisites: DH202, DH226, DH228

DH209: Nutrition
Credit Hours: 3.00   Clock Hours: 45/0/0

Basic principles of chemistry, biochemistry, and nutrition in health and disease with emphasis on the relationship between nutrition and dental caries or periodontal disease. Focus is on nutritional counseling in preventive dentistry.

DH224: Dental Public Health
Credit Hours: 3.00   Clock Hours: 45/0/0

Integration of basic dental public health procedures and dental health instruction as they apply in clinical and community settings. Topics include fluoridation, dental sealants, dental screenings, planning, and

operation of community health programs, and dental health promotion and education activities.

DH226: Dental Law/Ethics
Credit Hours: 2.00   Clock Hours: 30/0/0

This course covers the fundamentals of law and ethics for healthcare careers. It concentrates on workplace liabilities and legalities, the law and court system, malpractice, medical records, and informed consented bioethics. Other components of this course will be surveyed briefly through the semester.

DH227: Board Review
Credit Hours: 3.00   Clock Hours: 45/0/0

This course is designed to give students the necessary knowledge and practice to successfully take and pass the National Board Dental Hygiene Examination.

DH228: Oral Pathology
Credit Hours: 3.00   Clock Hours: 45/0/0

This course provides students with practical information to aid in the diagnosis of oral injury and disease. The focus is on etiology, clinical features, treatment, and prognosis. Prerequisites: DH110, DH203

DH300: Dental Office Management
Credit Hours: 2.00   Clock Hours: 30/0/0

This course introduces students to a variety of roles within a dental practice. Techniques of other personnel and professionals, within the scope of practice will be introduced. This course enhances the ability of the student to make judgments in a clinic/office regarding the roles of other dental team members. Students learn to step from the traditional role of hygienist into other roles as needed by the employer/dentist.

DH301: Dental Hygiene V
Credit Hours: 5.00   Clock Hours: 30/0/150

In this course the student continues to refine clinical techniques and skills. The focus of this class is individual case studies. This class will also provide an overview of dental specialties. Upon completion of this course, the student should be deemed competent in all aspects of dental hygiene clinical care. Prerequisite: DH202

ENGL1310: English Composition I
Credit Hours: 3.00   Clock Hours: 45/0/0

Students apply the principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking.

ENGL1320: English Composition II
Credit Hours: 3.00   Clock Hours: 45/0/0

Students will apply the principles and techniques of written, expository and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

GE102: Professionalism for Allied Health Careers
Credit Hours: 5.00   Clock Hours: 80/0/0

Students learn and practice soft skills needed for successful employment in allied health. Students explore attitudes, behaviors, and communication skills expected by employers, coworkers and patients, then apply them in role play, journaling, and case studies. Students prepare résumés, practice interview skills, and are introduced to financial literacy concepts.

Through self-examination and experiential exercises students improve their interactions with others and become more prepared for the professional workforce.

HIMA1220: Pharmacology
Credit Hours: 2.00   Clock Hours: 30/0/0

This course introduces pharmacology as the study of drugs. The course begins with an explanation of therapeutic and adverse effects of drugs, in addition to the basic operation of the nervous system. Then, several body systems and the conditions that affect them are reviewed, particularly the use of drugs to treat these conditions. Topics include muscle relaxants, anesthetics, pain medication, and nervous system and psychological disorders.

Students practice coding intermediate and advanced medical records. Students apply sequencing in coding and assigning diagnostic related groups. Coding compliance, ethical coding practices, and application of procedure-based payment systems are reinforced. Prerequisites: HIMA1310, HIMA1320, HIMA1330, HIMA2330

HIMA1310: Introduction to Health Information Management
Credit Hours: 3.00   Clock Hours: 45/0/0

This introduction to health information management profession addresses the history and structure of the national association and ethical values. The course explores the history of healthcare delivery systems and external factors that influence, impact, and change the healthcare industry to include key accrediting bodies, and state/federal regulatory agencies. Introduction to health record content, structure, and origin of clinical information for various healthcare settings and providers are addressed. Legal components of the health record are discussed as they relate to privacy/security paper-based and electronic environments. Prerequisite: HIMA1320

HIMA1320: Medical Terminology
Credit Hours: 3.00   Clock Hours: 45/0/0

This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. This course identifies and explains the terms used for the integumentary, respiratory, nervous, reproductive, endocrine, urinary, digestive, lymphatic, hematic, immune, and musculoskeletal systems. It also compares and contrasts the different body systems. Students define and describe the function of each system of the body.

HIMA1330: Clinical Classification Systems I
Credit Hours: 3.00   Clock Hours: 45/0/0

This course teaches students nomenclatures and use of International Classification of Disease (ICD) system. Students learn CD coding guidelines as they relate to body systems and procedures performed. Students develop an understanding for the need of quality information and standards of ethical coding. Students will also utilize codes as they apply to the Prospective Payment Systems and Uniform Hospital Discharge Data Set. Prerequisites: HIMA1310, HIMA1320

HIMA1340: Clinical Classification Systems II
Credit Hours: 3.00   Clock Hours: 45/0/0

Students learn to code medical services and procedures using the Current Procedural Terminology (CPT) classification system and use of HCPCS coding system applicable to ambulatory settings. Students will also learn to validate codes, adhering to coding compliance, ethical guidelines, and utilize health information systems for data collection through coding and abstracting. Prerequisites: HIMA1310, HIMA1320, HIMA1330, HIMA2330

HIMA1350: Quality Assessment
Credit Hours: 3.00   Clock Hours: 45/0/0

This course focuses on continuous performance improvement methods and effective use of teamwork for improving quality in healthcare settings. Prerequisites: HIMA1310, HIMA1320, HIMA2330

HIMA1360: Clinical Classification Systems III
Credit Hours: 3.00   Clock Hours: 45/0/0

Students will practice coding intermediate and advanced health records. Students will also apply sequencing in coding and assigning diagnostic related groups. Coding compliance, ethical coding practices, and application of procedure-based payment systems will be reinforced. Prerequisites: HIMA1220, HIMA1310, HIMA1320, HIMA1330, HIMA1340, HIMA1350, HIMA2310, HIMA2330

HIMA1370: Healthcare Law & Ethics
Credit Hours: 3.00   Clock Hours: 45/0/0

This course explores the connection between healthcare law and ethics and the related issues health care professionals face in the clinical practice. Students will examine the laws and regulations governing health information and healthcare documents. Students will investigate how law regulates healthcare practice and how in practice ethical principles are applied in a variety of situations such as confidentiality, informed consent, abortion, mental health treatments, physician assisted suicide, and healthcare reform. Prerequisites: HIMA1310, HIMA1320

HIMA2310: Healthcare Statistics
Credit Hours: 3.00   Clock Hours: 45/0/0

Students analyze the pathophysiology of diseases and disorders of the principal organ systems of the human body. Students examine homeostasis and disease processes, trauma, cancer, pain management, and an overview of common diseases and disorders of each organ system. Prerequisites: HIMA1220, HIMA1310, HIMA1320, HIMA1330, HIMA1340, HIMA1350, HIMA2310, HIMA2330

HIMA2320: Healthcare Organization and Supervision
Credit Hours: 3.00   Clock Hours: 45/0/0

Students analyze the challenges and rewards of managing personnel and the processes in the healthcare setting. Students apply human resource management practices to personnel in healthcare organizations. Prerequisites: HIMA1220, HIMA1310, HIMA1320, HIMA1330, HIMA1340, HIMA1350, HIMA1360, HIMA2310, HIMA2330, HIMA2340, HIMA2350

HIMA2330: Health Data Systems
Credit Hours: 3.00   Clock Hours: 45/0/0

This course examines processes for collecting, maintaining, and disseminating healthcare related information. Students investigate healthcare documentation structure to include the filing, information storage and retention, certification, and regulatory agencies. Students compare electronic health records to paper based systems and practice electronic record keeping. Prerequisites: HIMA1310, HIMA1320

HIMA2340: Reimbursement Methodologies
Credit Hours: 3.00   Clock Hours: 45/0/0

Students analyze the revenue cycle from the perspective of the HIM professional, payer, patient, and needs of the healthcare organization. Emphasis is on clinical documentation needs for coding, reimbursement, claims management, and revenue cycle. Prerequisites: HIMA1220, HIMA1310, HIMA1320, HIMA1330, HIMA1340, HIMA1350, HIMA2310, HIMA2330

HIMA2350: HIM Clinical Practice I
Credit Hours: 3.00   Clock Hours: 0/0/136

Students are placed in a didactic supervised learning environment related to the health information management field in both a traditional and non-traditional healthcare setting. Students are expected to perform job responsibilities from a credentialed HIT professional. This course is graded on a Pass/Fail basis. Prerequisites: HIMA1220, HIMA1310, HIMA1320, HIMA1330, HIMA1340, HIMA1350, HIMA2310, HIMA2330

HIMA2360: HIM Clinical Practice II
Credit Hours: 3.00   Clock Hours: 0/0/136

Students are placed in a didactic supervised learning environment relating to health information management field in traditional and non-traditional healthcare settings. Students are expected to practice the job responsibilities from a credentialed HIT professional. This course is graded on a Pass/Fail basis. Prerequisites: HIMA1360, HIMA2340, HIMA2350

HIMA2370: RHIT Competency Review
Credit Hours: 3.00   Clock Hours: 45/0/0

Students review HIM competencies, skills, and knowledge pertinent to technology and relevant to their professional development. They prepare for job seeking through résumés, mock job interviews, and professional conduct. Students take mock registration exams for self-evaluation of domains, sub domains, and tasks. Prerequisite: HIMA2350

MATH1310: Contemporary Mathematics
Credit Hours: 3.00   Clock Hours: 45/0/0

In this course, students will learn the theory and application of number sets, logic, numeration systems, number theory and sequencing, equations-inequalities and problem solving, functions and graphs, abstract mathematical systems, probability, and statistics.

MATH1320: College Algebra
Credit Hours: 3.00   Clock Hours: 45/0/0

Students study quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MDCA1414: Medical Assisting A
Credit Hours: 4.00   Clock Hours: 40/40/0

Students in this course will practice various administrative skills including scheduling appointments. They will learn medical terms, anatomy & physiology, and common diseases and disorders of the skeletal, integumentary and muscular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. They will learn first aid, rehabilitative procedures, the role of the medical assistant in the health community, and team member responsibilities.

MDCA1424: Medical Assisting B
Credit Hours: 4.00   Clock Hours: 40/40/0

Students in this course will practice various administrative skills. They will learn medical terms, anatomy & physiology, and common diseases and disorders of the nervous, senses and respiratory body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1434: Medical Assisting C
Credit Hours: 3.00   Clock Hours: 40/40/0

Students in this course will practice various administrative skills. They will learn medical terms, anatomy & physiology, and common diseases and disorders of the urinary, reproductive and digestive body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1444: Medical Assisting D
Credit Hours: 3.00   Clock Hours: 40/40/0

Students in this course will practice various administrative skills. They will learn medical terms, anatomy & physiology, and common diseases and disorders of the endocrine, immune/lymphatic, and circulatory/cardiovascular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1454: Medical Assisting E
Credit Hours: 3.00   Clock Hours: 40/40/0

Students in this course will practice various administrative skills. Students learn about the clinical laboratory and the associated safety and regulatory guidelines. They explore basic microbiology and hematology and practice using a microscope. They learn the proper procedures for collecting, processing, and testing urine specimens. Students perform venipuncture and capillary puncture. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1464: Medical Assisting F
Credit Hours: 3.00   Clock Hours: 40/40/0

Students in this course will practice various administrative skills. Students perform intradermal, subcutaneous, and intramuscular injections, calculate medication dosages, and administer medication. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1572: Externship
Credit Hours: 5.33   Clock Hours: 0/0/240

Students perform medical assistant functions in a medical facility. They are supervised and evaluated on skills acquired in the program content courses. Students perform phlebotomy, injections, patient record maintenance, vital sign measurement, patient exam preparation, and other medical assistant

duties as assigned by the physician, on-site supervisor, or extern coordinator. Prerequisites: MDCA1414-MDCA1464

MLAB1110: MLT Quality Assurance
Credit Hours: 1.00   Clock Hours: 15/0/0

Quality Assurance programs meet defined standards of quality practice. Content includes: compliance with the laws and policies related to quality testing processes and patient safety, adequacy and competency of the staff, procedures and guidelines for monitoring, reporting and correcting problems and documentation of credible quality improvement activities. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. This course will also introduce students to the application of safety and governmental regulations compliance as well as the principles and practices of professional conduct and the significance of continuing professional development. Communications sufficient to serve the needs of patients, the public, and members of the healthcare team will also be addressed. Prerequisites: BIOL1301, BIOL1431, ENGL1310, MATH1320, CHEM1310, COMM1310, SOCI1310

MLAB1140: Instrumentation
Credit Hours: 1.00   Clock Hours: 15/0/0

This course includes the study of the theory and principles for operation of common clinical and analytical instruments of the laboratory. Areas covered in this course include: instrumentation principles, calibration, and troubleshooting, preventative maintenance, basic statistics, and the regulatory and economic issues encountered in the laboratories. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. This course will also introduce students to the application of safety and governmental regulations compliance as well as the principles and practices of professional conduct and the significance of continuing professional development. Communications sufficient to serve the needs of patients, the public, and members of the healthcare team will also be addressed. Prerequisites: BIOL1301, BIOL1431, ENGL1310, MATH1320, CHEM1310, COMM1310, SOCI1310

MLAB1150: Instrumentation Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

The student will demonstrate how to properly operate, calibrate and perform preventative maintenance on all clinical analyzers in the laboratory setting. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. This course will also introduce students to the application of safety and governmental regulations compliance as well as the principles and practices of professional conduct and the significance of continuing professional development. Communications sufficient to serve the needs of patients, the public, and members of the healthcare team will also be addressed. Operation will include the understanding of the principle of each lab analyzer. Prerequisites: BIOL1301, BIOL1431, ENGL1310, MATH1320, CHEM1310, COMM1310, SOCI1310

MLAB1210: Laboratory Math
Credit Hours: 2.00   Clock Hours: 30/0/0

This course is an introduction to the use of proper techniques and mathematical calculations in a laboratory setting. Includes the principles of laboratory mathematics, and an introduction to laboratory mathematics as applied to quality assurance and basic instrumentation. Prerequisites: BIOL1301, BIOL1431, ENGL1310, MATH1320, CHEM1310, COMM1310, SOCI1310

MLAB1220: Phlebotomy
Credit Hours: 2.00   Clock Hours: 15/30/0

Skill development in the performance of a variety of blood collection methods using proper technique and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection of adults, children and infants. Emphasis on infection prevention, safety, patient identification, specimen labeling, quality assurance, specimen handling/transportation, processing, basic anatomy, professionalism and medical terminology usage. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. This course will also introduce students to the application of safety and governmental regulations compliance as well as the principles and practices of professional conduct and the significance of continuing professional development. Communications sufficient to serve the needs of patients, the public, and members of the healthcare team will also be addressed. Prerequisites: BIOL1301, BIOL1431, ENGL1310, MATH1320, CHEM1310, COMM1310, SOCI1310

MLAB1230: Introduction to Medical Lab
Credit Hours: 2.00   Clock Hours: 15/30/0

An introduction to clinical laboratory sciences, including basic medical terminology, laboratory safety, basic laboratory equipment, an overview of laboratory departments, information systems and computer applications, laboratory accreditation, certification, licensure, law, ethics and the significance of continued professional development. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. This course will also introduce students to the application of safety and governmental regulations compliance as well as the principles and practices of professional conduct and the significance of continuing professional development. Communications sufficient to serve the needs of patients, the public, and members of the healthcare team will also be addressed. Prerequisites: BIOL1301, BIOL1431, ENGL1310, MATH1320, CHEM1310, COMM1310, SOCI1310

MLAB1261: Clinical Chemistry Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This provides lab instruction for basic chemical laboratory techniques and safety, electrolytes, acid-base balance, proteins, carbohydrates, lipids, enzymes, endocrine function and toxicology, liver function, therapeutic drug functions, cardiac functions. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1110, MLAB1140, MLAB1150, MLAB1210, MLAB1220, MLAB1230

MLAB1271: Immunology/Serology Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This course provides an overview of the basic theories of immunology and their application in clinical serology. This course will focus on the antigen-antibody reactions and the various test methods commonly utilized in serological testing. This course will apply immunological testing principles to bacterial and viral infections and a variety of immune system diseases. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1110, MLAB1140, MLAB1150, MLAB1210, MLAB1220, MLAB1230

MLAB1460: Clinical Chemistry
Credit Hours: 4.00   Clock Hours: 60/0/0

An introduction to the principles and procedures of various tests performed in Clinical Chemistry laboratory. Presents the physiological basis, principle and procedure and clinical significance of test results, including quality control and reference values. Includes topics of electrolytes, acid-base balance, proteins, carbohydrates, lipids, enzymes, endocrine function and toxicology. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1110, MLAB1140, MLAB1150, MLAB1210, MLAB1220, MLAB1230

MLAB1470: Immunology/Serology
Credit Hours: 4.00   Clock Hours: 60/0/0

This course provides an overview of the basic theories of immunology and their application in clinical serology. This course will focus on the antigen-antibody reactions and the various test methods commonly utilized in serological testing. This course will apply immunological testing principles to bacterial and viral infections and a variety of immune system diseases. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1110, MLAB1140, MLAB1150, MLAB1210, MLAB1220, MLAB1230

MLAB2111: Hematology Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

The practice of understanding blood cells in normal and abnormal conditions. Practical application of hematology procedures, including quality control, quality assurance, safety, manual and or automated methods as well as blood cell maturation sequences and normal and abnormal morphology with associated diseases. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1261, MLAB1271, MLAB1460, MLAB1470

MLAB2121: Body Fluids/Urinalysis Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

The understanding of urine and body fluid analysis. This lab includes the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine, cerebrospinal fluid and other body fluids, as well as quality control, quality assurance and safety. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1261, MLAB1271, MLAB1460, MLAB1470

MLAB2131: Coagulation Lab
Credit Hours: 0.50   Clock Hours: 0/15/0

A course in basic coagulation principle, procedures and practical laboratory applications. Includes quality control, quality assurance, Prothrombin time, activated partial thromboplastin time, Fibrinogen, factor assays, mixing studies, safety and laboratory procedures which rely on commonly performed manual and/or semi-automated methods. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1261, MLAB1271, MLAB1460, MLAB1470

MLAB2220: Body Fluids/Urinalysis
Credit Hours: 2.00   Clock Hours: 30/0/0

This course is an introduction to the study of urine and body fluid analysis. Focus is on the anatomy and physiology of the kidney, physical, chemical and microscopic examination of urine and urine disorders, cerebrospinal fluid and other body fluids. Specimen collection and preservation methods are examined, as well as laboratory testing theories. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in

relation to this course. Prerequisites: MLAB1261, MLAB1271, MLAB1460, MLAB1470

MLAB2230: Coagulation
Credit Hours: 2.00   Clock Hours: 30/0/0

This course covers the concepts, analytical methods, and clinical correlation of hemostasis and fibrinolysis as it applies to the medical laboratory. In addition to normal functions, the topics will include clinical correlation with various hemostatic regulatory mechanisms. The pathophysiology of hemostatic disorders, coagulopathies and/or diseases will be included. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1261, MLAB1271, MLAB1460, MLAB1470

MLAB2241: Immunohematology Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This lab course addresses the fundamental knowledge and skills you need to work in a blood-banking laboratory. It integrates basic theory — genetics, immunology, and Immunohematology — then adds practical laboratory applications which include: ABO and Rh determination, antibody screens, cross matches (compatibility testing) and antibody identification and problem-solving exercises. Clinical scenarios and critical thinking exercises help the student apply basic concepts to modern transfusion and blood-bank settings. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB2111, MLAB2121, MLAB2131, MLAB2220, MLAB2230, MLAB2410

MLAB2251: Clinical Microbiology Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This course introduces the theoretical application and pathogenesis of clinical microbiology processes. The course will include the following laboratory applications: specimen collection techniques, quality control, quality assurance, safety, setup, gram staining, blood cultures identification, susceptibility testing and reporting results. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB2111, MLAB2121, MLAB2131, MLAB2220, MLAB2230, MLAB2410

MLAB2340: Immunohematology
Credit Hours: 3.00   Clock Hours: 45/0/0

Immunohematology provides the didactic theory of blood banking, which is fundamental to transfusion medicine. This course integrates the basic theory of genetics and immunology as related to immunohematology. Primary topics include: ABO, Rh, and other blood group systems, antibody identification, compatibility testing, donor requirements and testing, and transfusion therapy. This course will incorporate problem-solving exercises, clinical scenarios, and critical thinking exercises in order to apply basic concepts in modern transfusion medicine. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB2111, MLAB2121, MLAB2131, MLAB2220, MLAB2230, MLAB2410

MLAB2350: Clinical Microbiology
Credit Hours: 3.00   Clock Hours: 45/0/0

Introduces clinical microbiology and the taxonomic approach to major human pathogens, including identification and antibiotic susceptibility testing. Presents an overview of the organization and function of the clinical microbiology laboratory. Introduces basic practices of specimen processing and handling with emphasis on biohazard safety. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in

relation to this course. Prerequisites: MLAB2111, MLAB2121, MLAB2131, MLAB2220, MLAB2230, MLAB2410

MLAB2360: Parasitology/Mycology
Credit Hours: 3.00   Clock Hours: 45/0/0

A study of the taxonomy, morphology, life cycles and pathogenesis of human parasites and fungi, including the practical application of lab procedures and testing methods. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB2111, MLAB2121, MLAB2131, MLAB2220, MLAB2230, MLAB2410

MLAB2410: Hematology
Credit Hours: 4.00   Clock Hours: 60/0/0

The study of blood cells in normal and abnormal conditions. Instruction in the theory and application of hematology procedures, including, Complete Blood Count, quality control, quality assurance, safety, manual hematological testing procedures, blood cell maturation sequences and normal and abnormal morphology with associated diseases. Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to this course. Prerequisites: MLAB1261, MLAB1271, MLAB1460, MLAB1470

MLAB2970: MLT Clinical I
Credit Hours: 9.00   Clock Hours: 20/0/360

This clinical rotation is designed to provide clinical experiences in two clinical areas which will present activities performed in a modern, contemporary clinical laboratory: (1) Chemistry: minimum of 4 weeks, including instrumentation for such tests as electrolyte balance, endocrine function, blood sugar and special chemistry for therapeutic drug monitoring and special proteins; (2) Hematology: minimum of 4 weeks, including instrumentation for such tests as blood counts, cell identification, hemoglobin, anemias, and coagulation for drug therapy and urinalysis tests for kidney function; (3) Microbiology: minimum of 4 weeks, including microbial isolation, identification techniques, and serology/immunology testing; (4) Blood Banking: minimum of 4 weeks, including blood typing, cross matching techniques, and blood distribution. Both clinical areas will each have 10 hours of certification exam review preparation (total 20 hours review). Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to the clinical rotations. Prerequisites: MLAB2241, MLAB2251, MLAB2340, MLAB2350, MLAB2360

MLAB2980: MLT Clinical II
Credit Hours: 9.00   Clock Hours: 20/0/360

This clinical rotation is designed to provide clinical experiences in two clinical areas which will present activities performed in a modern, contemporary clinical laboratory: (1) Chemistry: minimum of 4 weeks, including instrumentation for such tests as electrolyte balance, endocrine function, blood sugar and special chemistry for therapeutic drug monitoring and special proteins; (2) Hematology: minimum of 4 weeks, including instrumentation for such tests as blood counts, cell identification, hemoglobin, anemias, and coagulation for drug therapy and urinalysis tests for kidney function; (3) Microbiology: minimum of 4 weeks, including microbial isolation, identification techniques, and serology/immunology testing; (4) Blood Banking: minimum of 4 weeks, including blood typing, cross matching techniques, and blood distribution. Both clinical areas will each have 10 hours of certification exam review preparation (total 20 hours review). Pre-analytical, analytical, and post-analytical components of laboratory services will be discussed in relation to the clinical rotations. Prerequisites: MLAB2241, MLAB2251, MLAB2340, MLAB2350, MLAB2360

MSSG1210: Practice & Review I
Clock Hours: 17/27/0

This is a lab course in which students will learn a basic Swedish massage routine. Each week students will be introduced to, and practice, massage on specific areas of the body, culminating in a full body routine. Students will practice not only their hands on techniques but will develop a mastery of draping, sanitation, and proper body mechanics.

MSSG1220: Practice & Review II
Clock Hours: 17/27/0

This is a lab course in which the student will continue building their mastery of the Swedish full body massage. The student will learn and practice differing massage modalities such as deep tissue, prenatal, and chair massage. The student will also be introduced to, and learn the application of hydrotherapy treatments, such as scrubs, and hot and cold treatments.

MSSG1230: Practice & Review III
Clock Hours: 17/27/0

This is a lab course in which the student will demonstrate their mastery of their Swedish massage routine. The student will use this time to prepare for their internship clinical by demonstrating an advanced knowledge of client assessment, treatment, and sanitation.

MSSG1240: Internship/Externship
Clock Hours: 0/0/100

Students will participate in an on campus clinic, giving them the hands on experience of working on members of the public under the supervision of an instructor. Students will demonstrate their assessment, treatment development plan, charting, and massage mastery skills.

MSSG1410: Foundations of Therapeutic Massage
Clock Hours: 32/58/0

This course will provide students with an understanding of the history and scope of massage practice. Students will be introduced to basic theories regarding massage and will learn to differentiate between multiple massage modalities, learn the form and functionality of body mechanics, and how the two interplay. Students will also be introduced to ethics and law as it relates to massage practice.

MSSG1420: Science of Therapeutic Massage
Clock Hours: 32/58/0

This course will build upon the information learned in MSSG1410, allowing for a deeper understanding of the massage practice. The student will explore in depth several different massage modalities, including spa treatments, their indications, and contraindications, and learn to use their assessment skills to develop the best treatment plan for their clients.

MSSG1430: Special Populations/Pathologies
Clock Hours: 32/58/0

In this course the student will learn how massage can be applied to special populations including geriatric, infant/child, and medical modalities. The student will increase their knowledge of pathologies and how they are to be handled in massage practice.

MSSG1610: Basic Science/Anatomy & Physiology I
Clock Hours: 90/0/0

The course will introduce the student to anatomy and physiology and the basic structure and function of the muscular, skeletal, and integumentary systems of the human body. The student will learn terminology and functional anatomical structures.

MSSG1620: Basic Science/Anatomy & Physiology II
Clock Hours: 90/0/0

Building upon the information learned in MSSG1610 students will spend more time learning the individual body systems, developing an understanding of optimal performance of the human body. The student will also be introduced to assessment and physical testing procedures and protocols.

MSSG1630: Basic Science/Anatomy & Physiology III
Clock Hours: 90/0/0

This course will have an emphasis on neuromuscular physiology. The student will also focus on a detailed study of the origin, insertion, and action of the major muscles of the human body.

MSSG1640: Business Considerations/MBLEX Review
Clock Hours: 90/0/0

This course will focus on business considerations for the massage therapist including, but not limited to, tax information, insurance, liability, charting, and licensing procedures. The student will also review for their MBLEX exam.

NDTP1320: Pharmacology for Health Careers
Credit Hours: 3.00   Clock Hours: 45/0/0

This course provides a study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education, and calculation of dosages.

NUTR1310: Nutrition
Credit Hours: 3.00   Clock Hours: 45/0/0

This course discusses the functions and food sources of proteins, carbohydrates, and fats, and identifies current recommendations for intake of each. A discussion of the changes in nutrient needs throughout the life cycle and suggestions to ensure adequate nutrition during each stage of life is also included. Students are exposed to standard diets and modifications of diets for disease processes.

OTAP1140: Occupational Analysis & Therapeutic Media
Credit Hours: 1.00   Clock Hours: 15/0/0

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of therapeutic media. Emphasis is given to analysis and instruction of activities frequently used as occupational therapy media in multiple community and clinical settings.

OTAP1145: Occupational Analysis & Therapeutic Media Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

This lab class provides hands-on experiences that correspond to the didactic portion of Therapeutic Media. Students demonstrate analysis of activity, identifying media for various populations, adapting activities for patients and clients, and skill and safety in the use of tools.

OTAP1150: Occupational Therapy in Pediatrics Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

This lab provides hands-on experiences that correspond to the didactic portion of Occupational Therapy in Pediatrics. It includes exploration of occupational therapy assessments, demonstration of selected practice skills, constructing assistive and adaptive equipment, and the ability to use the

teaching-learning process with the pediatric patient, family, significant others, colleagues, other health providers, and the public.

OTAP1210: Foundations of Occupational Therapy
Credit Hours: 2.00   Clock Hours: 30/0/0

Provides a basic introduction to the field of occupational therapy for the occupational therapy assistant student. Content includes an introduction to the history, philosophy, and practice of occupational therapy, professional organizational structure, legal/ethical implications, and the process of service delivery. Various models of health-care, education, community, and social systems are also examined. Reimbursement mechanisms related to various practice settings, and federal and state regulatory and legislative bodies affecting practice are explored. Informal and formal ethical dispute-resolution systems and personal and organizational ethical conflict resolution systems that have jurisdiction over occupational therapy practice are examined.

OTAP1220: Psychosocial Occupational Therapy Practice Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This lab course provides hands-on experiences that correspond to the didactic portion of the Psychosocial Occupational Therapy course. Emphasis is placed on independent and active learning to develop work behaviors of collaboration and intra-professional relationships. Students will practice assessments relevant for OTAs, treatment planning involving group process and implementation of group therapy.

OTAP1230: Applied Kinesiology for OTAs Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This lab course provides hands-on experiences that correspond to the didactic portion of Applied Kinesiology for OTAs. This course includes hands-on surface palpation of joints and muscles, and biomechanical principles of joint motion, posture, and balance.

OTAP1250: Occupational Therapy in Pediatrics
Credit Hours: 2.00   Clock Hours: 30/0/0

This course provides fundamental knowledge of practice skills used with pediatric patients and with various diagnoses. Observation, assessments appropriate for OTAs, treatment planning, and documentation techniques are introduced.

OTAP1320: Psychosocial Occupational Therapy
Credit Hours: 3.00   Clock Hours: 45/0/0

Basic theories of psychosocial occupational function will be covered. Group dynamics, group process, teaching/learning process, therapeutic use of self, expected roles and student self-analysis will be key concepts integrated throughout the course. Evaluation, treatment intervention, pharmacology, discharge process, documentation and reimbursement, advocacy and leadership within the psychosocial population are emphasized.

OTAP1330: Applied Kinesiology for OTAs
Credit Hours: 3.00   Clock Hours: 45/0/0

This course expands upon previous knowledge of musculoskeletal anatomy and neuromuscular physiology to include applied movement concepts and normal functional movement patterns, identifying anatomical position and major planes of the body, and the structure and basic functional implications of the skeletal, muscular, and nervous systems.

OTAP1340: Clinical Conditions I
Credit Hours: 3.50   Clock Hours: 52.50/0/0

This course focuses on the etiology, clinical process, and prognosis of common diseases and illnesses, and the effect of disease or illness on an individual's performance and the impact this has on the person, family, and society. Content includes physical, mental, developmental, and orthopedic conditions.

OTAP1350: Clinical Conditions II
Credit Hours: 3.50   Clock Hours: 52.50/0/0

This course continues where Clinical Conditions I leaves off. It focuses on the effects of physical, developmental and mental health, heritable diseases and predisposing genetic conditions, disability, disease process, and traumatic injury to the individual within the cultural context of family and society on occupational performance.

OTAP1360: Occupational Therapy in Physical Dysfunction
Credit Hours: 3.00   Clock Hours: 45/0/0

This course provides intermediate practice skills for therapeutic interventions and techniques used to treat adults with functional deficits caused by medical, orthopedic, and neurological conditions. This course provides the students with skills to assess functional ability and independence in daily life tasks and occupations across the life span with various diagnoses. Emphasis will be given to adult and geriatric conditions and treatment.

OTAP1365: Occupational Therapy in Physical Dysfunction Lab
Credit Hours: 3.00   Clock Hours: 0/90/0

This lab course provides hands-on experiences that relate to the didactic portion of Occupational Therapy in Physical Dysfunction. Students review the use of occupational therapy terminology as it relates to practice, demonstrate selected practice skills, including the fabrication, application, fitting and training in orthotic devices, principles and concepts of therapeutic exercise, advanced positioning techniques, and the use of superficial, thermal and mechanical modalities.

OTAP2110: Fieldwork Seminar
Credit Hours: 2.00   Clock Hours: 30/0/0

Preparation for full-time clinical practice, the national certification process, state licensure, and future employment.

OTAP2120: Occupational Therapy Concepts
Credit Hours: 1.00   Clock Hours: 15/0/0

This course expands the knowledge and skills gained from previous courses presenting aspects of OT practice, professional ethics, conduct, communication, and academic and clinical competencies required for testing and licensure, scope of practice, and the OTA's professional organization.

OTAP2125: Occupational Therapy Concepts Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

This course expands the knowledge and skills gained from previous courses, presenting practical application and procedural aspects of OTA practice, professional ethics, conduct, and communication.

OTAP2210: Occupational Therapy in Emerging and Specialty Areas of Practice Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This lab course provides hands-on experiences relating to the didactic portion of Occupational Therapy in Emerging and Specialty Areas of Practice. Students demonstrate selected practice skills such as joint protection, energy conservation, and work simplification; explore alternative/emerging

treatment approaches; describe evaluation techniques for daily living activities; learn development, remediation, and compensation for physical, cognitive, perceptual, sensory, neuromuscular, and behavioral skills; and demonstrate knowledge of assistive technology and augmentative communication.

OTAP2215: Fieldwork Level I Clinical
Credit Hours: 2.50   Clock Hours: 0/0/120

This course provides students with an opportunity to observe and participate in clinical fieldwork. Students begin to develop professional work habits and are expected to function as participant observers in the assigned clinical setting. Students spend one week (40 clock hours each) in three different field work settings for a total of 120 clock hours.

OTAP2230: Occupational Therapy Transitions
Credit Hours: 2.00   Clock Hours: 30/0/0

This course provides information and guidance for the transitional process of becoming an occupational therapy practitioner. This course encompasses a variety of professional skills and concepts, completes documentation for state licensure, participates in final preparations for certification by the National Board of Certification in Occupational Therapy, and examines employability skills.

OTAP2310: Occupational Therapy in Emerging and Specialty Areas of Practice
Credit Hours: 3.00   Clock Hours: 45/0/0

Students will learn the basic roles and functions of an occupational therapy practitioner and the role of occupational therapy in medical, educational, and community models, as well as emerging areas of practice that are predicted to grow in the future. Students explore a variety of work settings, and/or types of practice, including OT role delineations in community-based and nontraditional settings. Ethical and legal issues and professional advocacy are also addressed. The student will study specialty areas through case discussion, enhancement of treatment techniques, review of literature, and current trends.

OTAP2720: Fieldwork Level II Clinical A
Credit Hours: 7.00   Clock Hours: 0/0/320

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. Students may encounter a variety of populations in a traditional or non-traditional setting and assume increasing responsibilities under supervision as appropriate for the setting.

OTAP2730: Fieldwork Level II Clinical B
Credit Hours: 7.00   Clock Hours: 0/0/320

This application course synthesizes previous didactic instruction and experiences obtained in Fieldwork IIA. Students may also encounter a variety of populations in a traditional or non-traditional setting. Students are placed in a setting different from Fieldwork IIA. Students assume increasing responsibilities under supervision as appropriate for the setting.

PHIL1310: Critical Thinking
Credit Hours: 3.00   Clock Hours: 45/0/0

Students will learn how to enhance and refine both their cognitive and affective performance. The course will analyze the role of the learner and the purpose of education. It will assist students in developing the systematic information processing, critical thinking, reading and study strategies needed for success as life-long learners.

POFM1412: Medical Office Procedures

Credit Hours: 4.00   Clock Hours: 40/40/0

Students acquire clerical and administrative skills expected in a medical office. This course includes discussions and activities in telecommunications, medical records management, mail processing, and general office equipment. Students practice keyboarding to gain accuracy and speed, and learn medical terminology.

POFM1422: Computer Applications
Credit Hours: 4.00   Clock Hours: 40/40/0

Students explore and practice the Microsoft Office® applications Word, Excel, and Outlook. Basic-level functions are covered for students to create typical documents used in medical practice. Students will practice keyboarding to gain accuracy and speed, and learn medical terminology.

POFM1432: Medical Terminology & Communications
Credit Hours: 4.00   Clock Hours: 40/40/0

Students practice written and verbal forms of professional communication, such as letter forms, grammar, punctuation, and spelling. Students practice keyboarding to gain accuracy, speed, and gain proficiency in medical terminology. Students are exposed to basic business mathematic concepts used in the office environment.

POFM1442: Medical Insurance Claims
Credit Hours: 4.00   Clock Hours: 40/40/0

This course provides the fundamental knowledge and skills required in completing the Universal Health Insurance Claim Form for a variety of insurance carriers. This course includes discussions and activities in the processing of claims for commercial carriers, managed care plans, and government programs such as Medicare, Medicaid, CHAMPUS/CHAMPVA, Worker's Compensation, and Disability.

POFM1452: Medical Insurance Coding
Credit Hours: 4.00   Clock Hours: 40/40/0

This course provides a detailed approach to the accurate use of The Physician's Current Procedural Terminology (CPT) for procedural coding of insurance claims. Information on the International Classification of Diseases (ICD-10-CM) used for diagnoses coding, and activities in the Healthcare Procedure Coding System (HCPCS) are also addressed. This course includes discussions on the correct and ethical coding of insurance claims.

POFM1462: Medical Office Applications
Credit Hours: 4.00   Clock Hours: 40/40/0

Students practice accounts receivable and payable activities using a computerized management system in a series of simulated daily office activities. They will practice electronic medical record management and application of HIPAA regulations, and gain proficiency in medical terminology.

POFM1572: Externship
Credit Hours: 5.33   Clock Hours: 0/0/240

This course is an integral part of the learning experience for the student. Each student is assigned to work in a medical facility in order to gain everyday practical and clinical experience in the duties and functions of a medical office employee and to apply the student's educational training in a work environment. Prerequisites: POFM1412, POFM1422, POFM1432, POFM1442, POFM1452, POFM1462

PSOM1310: Polysomnography I
Credit Hours: 3.00   Clock Hours: 35/20/0

Students learn basic principles and practices of polysomnography. This course and lab component includes specific polysomnographic terminology, instrumentation, patient setup, calibration, waveform recording, monitoring techniques, and required documentation.

PSOM2210: Pattern Recognition
Credit Hours: 2.00   Clock Hours: 15/30/0

Students have the opportunity to read and interpret patterns seen during various testing procedures. Students recognize various patterns displayed at variations in sensitivity, filter settings, paper speed, montages, and screen display. Students also apply clinical correlation to the disease process, patient's clinical presentation, and the patterns displayed.

PSOM2211: Capstone–International Board Preparation
Credit Hours: 2.00   Clock Hours: 30/0/0

This course is designed as a capstone experience to facilitate final preparation for employment and BRPT examination credentialing. Students will demonstrate knowledge and skill competency attainment expected of a polysomnographic technologist. Students will also be required to pass a comprehensive exam based on the current BRPT matrix.

PSOM2315: PSG Clinical Experience I
Credit Hours: 3.50   Clock Hours: 0/0/160

Students report to a sleep lab for a supervised learning experience applying polysomnographic theory, skills and concepts. Students perform, record, stage, and score sleep studies.

PSOM2710: Polysomnography II
Credit Hours: 7.00   Clock Hours: 90/30/0

This course provides insight into the specialized practices in polysomnography. The content emphasizes sleep disorders, medications, advanced testing techniques, analysis of data, and correlation to the established staging and scoring criteria.

PSOM2715: PSG Clinical Experience II
Credit Hours: 7.00   Clock Hours: 0/0/324

This course provides a health-related, work-based learning opportunity for students to perform specialized sleep studies. Direct supervision is provided by clinical professionals.

PSYC1310: General Psychology
Credit Hours: 3.00   Clock Hours: 45/0/0

This course provides a general overview of the field of psychology. The scientific nature of psychology and the sociohistorical evolution of the field are reviewed. Students will study the themes and theories related to understanding human behavior. Students will be able to use the skills and knowledge gained in this course in their future classes, the work place, and in their personal relationships. This course will provide a better understanding of human learning and behavior which will lead to success in future classes.

PSYC1320: Human Growth & Development
Credit Hours: 3.00   Clock Hours: 45/0/0

This course identifies and discusses all stages in the life span from infancy through late adulthood. A discussion of cultural considerations, types of families, changes affecting modern families and family patterns, and qualities of functional families are included.

PT101: Introduction to Pharmacy Technician
Credit Hours: 6.55   Clock Hours: 76.5/43.5/0

Introduces students to the practice of pharmacy and the activities/duties of a Pharmacy Technician and provides an understanding of various organizations that provide healthcare services. Emphasis on the provision of pharmaceutical care in each organization. The impact of third-party payers and Medicare/Medicaid and the increasing emphasis on quality care is explored. Students are introduced to terminology and abbreviations, as well as provided an introduction to pharmacy-based computer technology and other technologies used in the pharmacy setting, including facsimile machines, pneumatic tube systems, robotic prescription preparation, and electronic mail. Students use a representative ambulatory care system and institutional system to enter doctor orders/prescriptions, update patient information, and manage medication inventory. Students are also introduced to law and general identification and overview of laws and ethical principles with application to pharmacy practice. Of key importance is a discussion on the laws/ethical principles that delineate activities performed by pharmacists and activities performed by technicians.

PT102: Pharmacy Calculations
Credit Hours: 8.00   Clock Hours: 120/0/0

Students review basic mathematics and pharmacy math. Students learn how to perform calculations specific to the preparation and distribution of medications. Students learn to solve various pharmacy math problems: decimals, roman numerals, fractions, metric system, apothecary system, conversions, ratio and proportions, dosage calculations, concentration and dilution, alligations, flow rates, milli-equivalents, TPN preparations, and basic accounting operations.

PT201: Pharmacology
Credit Hours: 8.00   Clock Hours: 120/0/0

Provides an introduction to general pharmacokinetic and pharmacodynamics principles and describes the basic principles of drug distribution and metabolism. Students are introduced to drug classifications. This course provides a working knowledge of the general therapeutic classes of medications and interactions with the human body. It details the anatomy and physiology of various body systems, such as the integumentary gastrointestinal, musculoskeletal, respiratory, cardio, circulatory, lymph, immune, renal, endocrine, reproductive, and the nervous systems. It focuses on hormones, topicals, muscle relaxants, and NSAIDs. There is a further look into antineoplastics, immunizing, and immunosuppressive agents. The final portion focuses on medications common to geriatric patients, home health-care, and drug and alcohol abuse. Prerequisites: PT101, PT102

PT202: Pharmacy Practice
Credit Hours: 4.70   Clock Hours: 21/99/0

This course gives students a working knowledge of the general and physical properties of medications, and provides an understanding of the fundamentals of sterile product preparation. Emphasis is placed on the understanding of laminar airflow technique technology and aseptic technique with parenteral solutions. Quality assurance and control measures used in the production of sterile products is addressed. It reviews pharmaceutical practices as seen in a variety of institutional settings and describes medication distribution and provision of pharmaceutical care within these settings. This course reviews pharmaceutical practice as seen in ambulatory-care settings, and describes medication distribution and provisions of pharmaceutical care within these settings. Prerequisites: PT101, PT102

PT301: Ambulatory Externship
Credit Hours: 3.55   Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the ambulatory care knowledge acquired from classroom training. Prerequisites: PT201, PT202

PT302: Institutional Externship
Credit Hours: 3.55   Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the institutional care knowledge acquired from classroom training. Prerequisites: PT201, PT202

PTAP1201: Functional & Applied Anatomy Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This laboratory course provides hands-on experience complementing the didactic material presented in PTAP1400. Emphasis is on development of competency in data collection skills relevant to the musculoskeletal system. Prerequisites: PTAP1300, BIOL1310, BIOL1320; Co-requisite: PTAP1400

PTAP1210: Patient Care Skills
Credit Hours: 2.00   Clock Hours: 30/0/0

This course covers foundational patient care skills: communication, safety considerations, implementation of plan of care, chart review, patient positioning and monitoring, mobility skills, massage, and documentation. CPR training and certification are also completed in this course. Prerequisite: PTAP1300; Co-requisite: PTAP1211

PTAP1211: Patient Care Skills Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This laboratory course provides hands-on experience complementing the didactic material presented in PTAP1210. This course covers foundational patient care skills: communication, safety considerations, implementation of the plan of care, chart review, patient positioning and monitoring, mobility skills and documentation. Practical application of basic patient care skills and data collection is emphasized. Prerequisite: PTAP1300; Co-requisite: PTAP1210

PTAP1221: Musculoskeletal Rehabilitation Lab
Credit Hours: 2.00   Clock Hours: 0/60/0

This course accompanies PTAP1320 and covers practical application and instruction of interventions and exercise in musculoskeletal rehabilitation. Demonstration of competency in exercise instruction and technique is emphasized. Implementation of the physical therapy plan of care for a patient with musculoskeletal disorders is covered. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1320

PTAP1240: Modalities
Credit Hours: 2.00   Clock Hours: 30/0/0

This course presents the therapeutic modalities and physical agents that are used in physical therapy practice. Physiological effects, patient preparation, treatment parameters, indications, precautions and contraindications will be discussed. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1241

PTAP1241: Modalities Lab
Credit Hours: 1.50   Clock Hours: 0/45/0

This course presents therapeutic modalities and physical agents commonly used in physical therapy practice. Instruction in safe application and demonstration of competency is emphasized. Application of modalities and agents as part of the physical therapy plan of care is covered. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1240

PTAP1300: Introduction to Physical Therapy
Credit Hours: 3.00   Clock Hours: 45/0/0

This course provides a basic introduction to the field of Physical Therapy. Course content includes an introduction to the physical therapy profession and its national organization, physical therapy practice description, appropriate clinical behavior, communication, and ethical and legal issues in the field. Instruction regarding health care team members, medical terminology and study skills are also included in this class.

PTAP1320: Musculoskeletal Rehabilitation
Credit Hours: 3.00   Clock Hours: 45/0/0

This course presents interventions in the management of patients with common musculoskeletal dysfunctions and role of the physical therapist assistant in implementation of the plan of care. Exercise principles, technique and instruction are covered. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1221

PTAP1350: Pathology for the Physical Therapist Assistant
Credit Hours: 3.00   Clock Hours: 45/0/0

This course presents the etiology, pathophysiology, incidence, signs and symptoms, diagnoses, prognosis, medical, pharmacological and physical therapy treatment of diseases commonly seen in physical therapy. Implications for treatment by the physical therapist assistant are emphasized. This course explores current concepts related to wellness and prevention and the physical therapist assistant's role in wellness.

PTAP1400: Functional & Applied Anatomy
Credit Hours: 4.00   Clock Hours: 60/0/0

This course expands upon previous knowledge of musculoskeletal anatomy. Content areas include applied movement concepts and data collection relevant to the role of the physical therapist assistant. Prerequisites: PTAP1300, BIOL1310, BIOL1320; Co-requisite: PTAP1201

PTAP2121: Cardiopulmonary Rehabilitation Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

This course accompanies PTAP2220 and covers practical application and instruction of cardiopulmonary rehabilitation techniques and demonstration of competency. Implementation of the cardiopulmonary plan of care is included. Prerequisites: PTAP2201, PTAP2400; Co-requisite: PTAP2220

PTAP2131: Rehabilitation for Specialized Disorders Lab
Credit Hours: 1.00   Clock Hours: 0/30/0

This course explores the role of the physical therapist assistant in implementation of the plan of care for patient individuals with specialized disorders and complements the lecture course. Practical application of data collection and interventions associated with discussed disorders. Demonstration of competency and implementation of plan of care is emphasized. Prerequisites: PTAP2121, PTAP2220, PTAP2525; Co-requisite: PTAP2230

PTAP2201: Neuromuscular Rehabilitation Lab
Credit Hours: 2.50   Clock Hours: 0/75/0

This course accompanies PTAP2400 and covers practical application and instruction of neuromuscular rehabilitation techniques and demonstration of competency. Implementation of the neurologic plan of care is included. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1350, PTAP1400; Co-requisite: PTAP2400

PTAP2210: Rehabilitation Through the Lifespan
Credit Hours: 2.00   Clock Hours: 30/0/0

Rehabilitation of individuals throughout the lifespan is discussed: special considerations in the pediatric and geriatric populations. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1350, PTAP1400, PSYC1320

PTAP2220: Cardiopulmonary Rehabilitation
Credit Hours: 2.00   Clock Hours: 30/0/0

Exploration of the role of the physical therapist assistant in care of patient with cardiovascular and pulmonary disorders in implementing the plan of care. Prerequisites: PTAP2201, PTAP2400; Co-requisite: PTAP2121

PTAP2230: Rehabilitation for Specialized Disorders
Credit Hours: 2.00   Clock Hours: 30/0/0

This course explores the role of the physical therapist assistant in implementation of the plan of care for patient individuals with specialized disorders. Prerequisites: PTAP2121, PTAP2220, PTAP2525; Co-requisite: PTAP2131

PTAP2340: Special Topics for the Physical Therapist Assistant
Credit Hours: 3.00   Clock Hours: 45/0/0

This course covers administrative issues and career development as well as current topics in physical therapy. Clinical experiences and presentation of case histories are completed. The course is designed to meet the needs of the student in regional considerations. Topics may vary from offering to offering. Prerequisites: PTAP2131, PTAP2230, PTAP2535

PTAP2400: Neuromuscular Rehabilitation
Credit Hours: 4.00   Clock Hours: 60/0/0

This course covers the role of the physical therapist assistant (PTA) in the management of patients with common neurological dysfunctions. The student will learn theoretical principles and how to integrate them in treatment. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1350, PTAP1400; Co-requisite: PTAP2201

PTAP2525: Clinical Experience I
Credit Hours: 5.00   Clock Hours: 0/0/240

This full-time, six week, clinical affiliation will provide the student with initial exposure to the clinical setting. The PTA student will be under the direct supervision of a PT and/or PTA. This clinical affiliation allows students to practice patient care skills, document treatment techniques and enhance communication skills with all health care team members. Prerequisites: PTAP1221, PTAP1240, PTAP1241, PTAP1320, PTAP2201, PTAP2210, PTAP2400

PTAP2535: Clinical Experience II
Credit Hours: 5.00   Clock Hours: 0/0/240

This full-time, six week, clinical affiliation, will allow students to expand upon their previous clinical experience and incorporate the knowledge and skills from additional coursework. The student will be under the direct supervision of a PT and/or PTA. Emphasis is placed on the student assuming a more active role with the rehabilitation team for the delivery of care. Prerequisites: PTAP2121, PTAP2220, PTAP2525

PTAP2545: Clinical Experience III
Credit Hours: 5.00   Clock Hours: 0/0/240

At the completion of this full-time, six week clinical affiliation, the student goal will be to perform as an entry-level physical therapist assistant. Students participate in this clinical experience under the supervision of a licensed physical therapist and/or physical therapist assistant. Prerequisites: PTAP2131, PTAP2230, PTAP2535

RAD120: Introduction to Radiologic Technology
Credit Hours: 3.00   Clock Hours: 37.5/15/0

Upon completion of this course students have an overview of the radiologic sciences profession and its patient care aspects. Students learn the history and future of radiography, demonstrate proper patient care techniques while assisting the patient, and discuss the importance of customer service.

RAD121: Patient Care in Radiology
Credit Hours: 3.00   Clock Hours: 37.5/15/0

Students get an overview of the radiologic technology profession and patient care. The course focuses on direct patient contact, CPR, OSHA compliance, use of proper body mechanics, universal precautions, vital signs, and numerous patient care techniques needed by the radiographer on the healthcare team to serve the acute or chronically ill patient. Students discuss the importance of customer service.

RAD124: Medical Terminology
Credit Hours: 3.00   Clock Hours: 45/0/0

Students acquire a thorough working knowledge of the medical and scientific vocabulary used in the field of diagnostic medical imaging. Students learn standard abbreviations, combining forms, prefixes, suffixes, pronunciations, and correct spellings.

RAD130: Image Production I
Credit Hours: 2.00   Clock Hours: 30/0/0

The course leads the learner through concepts related to radiographic imaging including: beam restriction, grids, radiographic film, processing, sensitometry, intensifying screens, quality factors, and conversion techniques involving manipulation of exposure parameters. Prerequisites: RAD120, RAD121, RAD124

RAD131: Radiation Physics
Credit Hours: 3.00   Clock Hours: 37.5/15/0

A study of the fundamental units of measurement, the structure of matter and the concepts of work, force, and energy. The course covers the basics of electricity: electrostatics, electrodynamics, magnetism, and the electric generator. Concepts include electromagnetic induction, transformers, rectifiers, x-ray tubes, and the interactions that produce x-radiation. Radiation measurement and basic radiation protection concepts are also included. Prerequisites: RAD120, RAD121, RAD124

RAD135: Positioning I
Credit Hours: 4.00   Clock Hours: 30/60/0

This course covers radiographic considerations and positioning of the upper limb, lower limb, and chest. Students learn necessary positions, perform simulated radiographic positioning, and receive instruction in techniques for dispensing ionizing radiation.

RAD136: Clinical I
Credit Hours: 3.50   Clock Hours: 0/0/160

This course gives students practical learning experience in a clinical environment. This course gives the student the opportunity to apply the radiographic skills they have acquired thus far in a variety of settings, including the radiology departments of local healthcare facilities.

RAD140: Image Production II
Credit Hours: 3.00   Clock Hours: 45/0/0

This course builds upon the concepts learned in RAD131, Radiation Physics and RAD130 Image Production I. The course leads the learner through concepts related to radiographic imaging including: film critique, exposure control systems including fixed and variable kilovoltage technique, chart construction, automatic exposure control, and exposure conversion methods. Prerequisite: RAD130

RAD142: Radiation Biology
Credit Hours: 3.00   Clock Hours: 45/0/0

Students are introduced to radiation protection concepts and a quick review of the basic interactions of x-radiation with matter. The radiation quantities and units are discussed in relation to limits for exposure to ionizing radiation and protection of the patient and the occupationally exposed personnel during diagnostic radiographic procedures. Cell biology and the structure of the cell are studied in conjunction with the biologic effects of radiation exposure. Prerequisite: Successful completion of all General Education courses

RAD145: Positioning II
Credit Hours: 3.00   Clock Hours: 30/30/0

Students focus on radiographic considerations and positioning of the vertebral column, the kidneys and urinary tract, the upper and lower gastrointestinal tract, and the skull. Students learn necessary positions and perform simulated radiographic positioning, and receive instruction in techniques for dispensing ionizing radiation. Prerequisite: RAD135

RAD146: Clinical II
Credit Hours: 3.50   Clock Hours: 0/0/160

This course continues the practical, hands-on learning process begun in RAD136. Prerequisite: RAD136

RAD255: Positioning III
Credit Hours: 3.00   Clock Hours: 30/30/0

Students focus on radiographic considerations and positioning of the skull, with emphasis on the cerebral cranium, visceral cranium, and paranasal sinuses. This course is a continuation of RAD135 and RAD145, and has the same hands-on laboratory component. Prerequisites: RAD135, RAD145

RAD256: Clinical III
Credit Hours: 7.00   Clock Hours: 0/0/320

This course continues the practical, hands-on learning process begun in RAD146. Prerequisites: General Education courses, RAD136, RAD146

RAD266: Clinical IV
Credit Hours: 8.50   Clock Hours: 0/0/400

This course continues the practical, hands-on learning process begun in RAD256. Prerequisites: General Education courses, RAD136, RAD146, RAD256

RAD267: Clinical IV
Credit Hours: 6.50   Clock Hours: 0/0/310

This course continues the practical, hands-on learning process begun in RAD256. Prerequisites: General Education courses, RAD136, RAD146, RAD256

RAD270: Medical Ethics & Law
Credit Hours: 2.00   Clock Hours: 30/0/0

Students explore ethics as a branch of philosophy and discuss elements of ethical behavior, ethical issues, and dilemmas in healthcare. There is discussion and lecture regarding the legal responsibilities of the Radiologic Technologist, including issues of patient consent, elements of risk management, and equipment safety.

RAD271: Radiological Theory
Credit Hours: 2.00   Clock Hours: 30/0/0

Students explore the use of computers in radiology today. Computerized imaging and therapeutic techniques, such as computerized tomography, digital radiography, magnetic resonance imaging, nuclear medicine, radiation therapy and ultrasounds, are considered. Students are introduced to the use of computers in patient information and scheduling systems. Prerequisite: RAD131

RAD272: Special Radiographic Procedures/Pathology
Credit Hours: 3.00   Clock Hours: 45/0/0

Students review the anatomy of the nervous and circulatory systems and are introduced to the special radiological procedures used for their examination. The course focuses on the specialized equipment and accessories required for each procedure. The use of contrast media and potential adverse reactions are discussed. Included are angiographic, neuroradiographic, and interventional procedures. Infrequent, but interesting studies are also covered such as lymphography and sialography. The second part of this course covers various disease processes of the human body. Diseases may be classified as either structural or functional with each type being defined. Exogenous and endogenous causes of diseases are explained. An awareness of pathology with an understanding of the effect disease has on a radiographic image are the main goals. Prerequisite: RAD255

RAD276: Clinical V
Credit Hours: 5.00   Clock Hours: 0/0/240

This course continues the practical, hands-on learning process begun in RAD266. Prerequisites: General Education courses, RAD136, RAD146, RAD256, RAD266

RAD277: Clinical V
Credit Hours: 7.00   Clock Hours: 0/0/330

This course continues the practical, hands-on learning process begun in RAD266. Prerequisites: General Education courses, RAD136, RAD146, RAD256, RAD267

RAD281: Registry Review
Credit Hours: 3.00   Clock Hours: 45/0/0

A final, comprehensive course that reviews and relates concepts previously covered in the two-year curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as résumé preparation.

RAD286: Clinical VI
Credit Hours: 7.00   Clock Hours: 0/0/320

This course continues the practical, hands-on learning process begun in RAD276. Prerequisites: General Education courses, RAD136, RAD146, RAD256, RAD266, RAD276

RT210: Introduction to & Applied Respiratory Therapeutics
Credit Hours: 14.00   Clock Hours: 180/60/0

Students learn applicable medical terminology and the metric conversions used in respiratory therapy. They learn applied anatomy, physiology, and mechanics of the pulmonary system and the relationship between respiration and cardiac function. Students learn to recognize normal and abnormal arterial blood gas results. They learn the principles of gas physics and their application to oxygen, aerosol, and humidity therapies. Students begin the process of professional development and learn self-esteem and motivational skills necessary to become employed. Students learn the conditions that indicate the need for oxygen therapy. They explore the potential hazards associated with oxygen therapy, study the different oxygen delivery devices, and learn how to assemble and test equipment. They practice setting up oxygen, aerosol, and humidity therapies. They are introduced to the various pharmacological agents used in respiratory therapy and their biochemical properties. Students learn the indications for and the potential hazards of IPPB and incentive spirometry therapies. Students have the opportunity to practice procedures for the administration of these therapies to patients in a laboratory setting. Students learn to perform cardiopulmonary resuscitation (CPR) and chest auscultation and to administer metered dose inhalation therapy. Professional development will continue, including ethics. Prerequisites: General Education courses respective to each program must be successfully completed.

RT220: Clinical Medicine I
Credit Hours: 10.00   Clock Hours: 30/30/315

Students learn to perform patient assessments, including assessing the need for secretion removal and how to perform the appropriate procedures. Students examine the etiology of respiratory disease, learn to identify common pathogenic organisms, and explore various isolations and sterilization techniques. They learn to maintain and manage an artificial airway and will explore the physiology of blood gases and the techniques for analyzing arterial blood gas samples. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned to identify, perform, and assess the results of various diagnostic pulmonary function tests. Prerequisite: RT210

RT230: Clinical Medicine II
Credit Hours: 10.00   Clock Hours: 30/30/315

Students examine the pathologies of the cardiopulmonary symptoms and recognize the manifestations and systems of restrictive and obstructive pulmonary disease. Students study the various types of mechanical ventilators to identify the modalities of continuous mechanical ventilation. They learn how to set up ventilators and monitor a ventilator patient. Students learn how to apply PEEP/CPAP and intermittent mandatory ventilation. They learn the special considerations for continuous mechanical ventilation and long-term life support. They learn the advanced techniques and proper maintenance procedures associated with continuous mechanical ventilation, as well as the indications for and techniques applicable to, the discontinuation of ventilation. They learn to recognize the various pulmonary disease states associated with ventilator patients and how to evaluate the patient's status and response to therapy. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory. Prerequisite: RT220

RT240: Clinical Specialty Areas/Comprehensive Review
Credit Hours: 10.00   Clock Hours: 75/30/180

Students learn anatomy, physiology, and respiratory care considerations of the pediatric and neonatal patient. They learn to identify/administer the pharmacological agents used in critical care and explore the goals and objectives of pulmonary rehabilitation and patient education. Students work on case studies related to these topics. A large portion of this course is

spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory. Prerequisite: RT230

RT250: Advanced Clinical Practice
Credit Hours: 10.00   Clock Hours: 100/40/90

This course offers a comprehensive overview of the math used for respiratory therapy calculations and provides an opportunity for the student to learn advanced skills related to respiratory patient care. The course offers a comprehensive study of current standardized pulmonary function modalities and the interpretation of test data. It also includes a comprehensive review of critical thinking skills and therapist-driven protocols as applied to the successful completion of the certification examinations offered by the National Board for Respiratory Care (NBRC). Prerequisite: RT240

SOCI1310: Introduction to Sociology
Credit Hours: 3.00   Clock Hours: 45/0/0

This course is a general introduction to the study of sociology, which is the systematic study of human society and the social forces that shape human social life. The goal of this course is to provide students with an overview of how sociology helps us understand human societies, human relationships, group aspects of behavior, and social institutions.

ST110: Basic Sciences I
Credit Hours: 7.50   Clock Hours: 108/12/0

Orientation to Surgical Technology, CPR for healthcare providers and fundamentals of medical terminology are introduced. This course surveys physics, human chemistry, body organization, the integumentary system, musculoskeletal systems and the nervous system. It further analyzes the structure and functions of the nervous system and the senses.

ST120: Basic Sciences II
Credit Hours: 8.00   Clock Hours: 120/0/0

This course surveys the cardiovascular system, peripheral vascular system, lymphatic system, respiratory system, digestive system, genitourinary system, reproductive systems, and the endocrine system. Fundamentals of surgical pathophysiology and patient's responses to disease are surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST210: Principles of Surgical Technology–
Surgical Techniques I Lab
Credit Hours: 6.00   Clock Hours: 72/48/0

This course surveys O.R. organization and administration, the surgical team, and the Surgical Technologist's roles and responsibilities, including professional practices. Orientation to the O.R. suite, computers in the O.R., and preoperative and postoperative patient care are included in Surgical Techniques. Modern ethics, law and morality in healthcare, fundamentals of O.R. pharmacology, and anesthesia concepts are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST220: Asepsis–Surgical Techniques II Lab
Credit Hours: 6.00   Clock Hours: 72/48/0

This course will survey fundamentals of microbiology, intro to laboratory equipment (i.e., microscopes), the infectious process, and infection control concepts. Surgical Techniques include fundamentals of aseptic technique;

medical versus surgical asepsis; sterilization, disinfection and antisepsis; environmental controls and personnel practices; scrubbing, gowning and gloving for surgery; draping; and establishing sterile fields. Safety, OSHA regulations, and standard precautions are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST230: Principles of Surgical Assisting–Surgical Techniques III Lab
Credit Hours: 6.00   Clock Hours: 72/48/0

This course will survey basic instrumentation and instrument reprocessing; sutures, staples and wound closure concepts. Surgical techniques for operative anticipation and elementary second assisting include intraoperative case management, handling instrumentation, wound closure devices, drainage systems, and dressing and surgical sponges. This course will also introduce students to surgery and primary surgical procedures within basic specialties, including general, ophthalmic, otorhinolaryngologic, and oral and maxillofacial surgery. Related medical/surgical terminology, anatomy, physiology, and pathophysiology are integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST240: Surgical Procedures–Surgical Techniques IV Lab
Credit Hours: 6.00   Clock Hours: 72/48/0

Surgery and common surgical procedures within primary surgical specialties are surveyed along with related regional anatomy, physiology, and pathophysiology. Surgical techniques for perioperative case management include basic surgical routines, maintaining the sterile field, circulating skills, handling specimens and medications, surgical counts, second surgical assisting, and other technical functions. Practical skills are sharpened in the mock-surgery setting to prepare students for the clinical setting. Related

medical-surgical terminology is integrated throughout the course.
Prerequisites: Successful completion of all courses in the previous term.

ST310: Clinical Practice I
Credit Hours: 5.50   Clock Hours: 0/0/250

ST310 will provide progressive exposure to and experience with diverse surgical procedures of elementary, intermediate, and advanced complexity performed in relation to the practice of surgical technology in multiple specialties within the clinical setting.

The *A POSitive CARE approach* is utilized to facilitate the learning process. It is a systematic approach to critical thinking and surgical problem solving focused on the ability of the student surgical technologist to anticipate the needs of the surgical team as well as the patient. Prerequisites: Successful completion of all courses in the previous term.

ST320: Clinical Practice II
Credit Hours: 5.50   Clock Hours: 0/0/250

ST320 will provide progressive exposure to and experience with diverse surgical procedures of elementary, intermediate, and advanced complexity performed in relation to the practice of surgical technology in multiple specialties within the clinical setting.

The *A POSitive CARE approach* is utilized to facilitate the learning process. It is a systematic approach to critical thinking and surgical problem solving focused on the ability of the student surgical technologist to anticipate the needs of the surgical team as well as the patient. Prerequisites: Successful completion of all courses in the previous term.

Additional Provisions -Memphis

Calendar

2019 Student Holidays

July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 28, 2019	Thanksgiving Day
November 29, 2019	Friday After Thanksgiving
December 24, 2019	Christmas Eve
December 25, 2019	Christmas Day

2020 Student Holidays

January 1, 2020	New Year's Day
January 20, 2020	Martin Luther King Jr. Day
May 25, 2020	Memorial Day
July 3, 2020	Independence Day
September 7, 2020	Labor Day
November 26, 2020	Thanksgiving Day
November 27, 2020	Friday After Thanksgiving
December 24, 2020	Christmas Eve
December 25, 2020	Christmas Day

Graduation Dates

Graduation dates are estimated and may vary due to individual students' clinical/externship schedules.

Clinical Schedules

Clinical rotations may consist of up to 12-hour shifts. Shift times may vary and may include weekends.
General Education classes may be morning, afternoon, and/or evening sessions.

Externship Schedules

Externship schedules may consist of 4-8 hour shifts during the daytime hours.

Hours of Operation

Classroom - Open at least 15 minutes before and after each scheduled class.

Administration - 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday

Learning Resource Center - 8 a.m. to 8 p.m. Monday through Friday unless posted.

Dental Assisting (Diploma)

2019					
Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	Graduate	Start	Graduate	Start	Graduate
01/28/19	11/15/19	01/28/19	11/15/19	01/28/19	11/15/19
02/26/19	12/17/19	02/26/19	12/17/19	02/26/19	12/17/19
03/27/19	01/17/20	03/27/19	01/17/20	03/27/19	01/17/20
04/25/19	02/14/20	04/25/19	02/14/20	04/25/19	02/14/20
05/23/19	03/20/20	05/23/19	03/20/20	05/23/19	03/20/20
06/24/19	04/20/20	06/24/19	04/20/20	06/24/19	04/20/20
07/24/19	05/22/20	07/24/19	05/22/20	07/24/19	05/22/20
08/22/19	06/22/20	08/22/19	06/22/20	08/22/19	06/22/20
09/23/19	07/21/20	09/23/19	07/21/20	09/23/19	07/21/20
10/21/19	08/20/20	10/21/19	08/20/20	10/21/19	08/20/20
11/18/19	09/17/20	11/18/19	09/17/20	11/18/19	09/17/20
12/17/19	10/19/20	12/17/19	10/19/20	12/17/19	10/19/20

Dental Assisting (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	Graduate	Start	Graduate	Start	Graduate
01/27/20	11/16/20	01/27/20	11/16/20	01/27/20	11/16/20
02/24/20	12/15/20	02/24/20	12/15/20	02/24/20	12/15/20
03/30/20	01/21/21	03/30/20	01/21/21	03/30/20	01/21/21
04/27/20	02/18/21	04/27/20	02/18/21	04/27/20	02/18/21
05/26/20	03/18/21	05/26/20	03/18/21	05/26/20	03/18/21
06/24/20	04/15/21	06/24/20	04/15/21	06/24/20	04/15/21
07/23/20	05/13/21	07/23/20	05/13/21	07/23/20	05/13/21
08/24/20	06/14/21	08/24/20	06/14/21	08/24/20	06/14/21
09/22/20	07/15/21	09/22/20	07/15/21	09/22/20	07/15/21
10/20/20	08/12/21	10/20/20	08/12/21	10/20/20	08/12/21
11/17/20	09/13/21	11/17/20	09/13/21	11/17/20	09/13/21
12/16/20	10/12/21	12/16/20	10/12/21	12/16/20	10/12/21

Dental Hygiene (Associate of Applied Science)

2019	
Monday—Friday 8:00 a.m. — 1:00 p.m. Class and Clinical Times May Vary	
Start	Graduate
01/22/19	07/17/20
09/09/19	03/12/21

Dental Hygiene (Associate of Applied Science) 2020

Monday—Friday 8:00 a.m. — 1:00 p.m. Class and Clinical Times May Vary	
Start	**Graduate**
05/11/20	10/29/21
12/21/20	06/24/22

Health Information Management (Associate of Applied Science)

2019			
Morning Classes Monday – Friday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Friday 5:30 p.m. – 10:30 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**
04/08/19	07/17/20	09/09/19	12/18/20

Health Information Management (Associate of Applied Science) 2020

Morning Classes Monday – Friday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Friday 5:30 p.m. – 10:30 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**
05/11/20	08/13/21	10/12/20	01/21/22

Massage Therapy (Diploma)

2019					
Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
04/15/19	03/09/20	07/08/19	06/01/20	09/30/19	08/24/20

Massage Therapy (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
03/30/20	03/01/21	06/15/20	05/12/21	09/08/20	08/09/21

Medical Assistant (Diploma)

2019					
Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/28/19	09/05/19	01/28/19	09/05/19	01/28/19	09/05/19
02/26/19	10/04/19	02/26/19	10/04/19	02/26/19	10/04/19
03/27/19	11/01/19	03/27/19	11/01/19	03/27/19	11/01/19
04/25/19	12/03/19	04/25/19	12/03/19	04/25/19	12/03/19
05/23/19	01/02/20	05/23/19	01/02/20	05/23/19	01/02/20
06/24/19	02/03/20	06/24/19	02/03/20	06/24/19	02/03/20
07/24/19	03/06/20	07/24/19	03/06/20	07/24/19	03/06/20
08/22/19	04/03/20	08/22/19	04/03/20	08/22/19	04/03/20
09/23/19	05/08/20	09/23/19	05/08/20	09/23/19	05/08/20
10/21/19	06/08/20	10/21/19	06/08/20	10/21/19	06/08/20
11/18/19	07/07/20	11/18/19	07/07/20	11/18/19	07/07/20
12/17/19	08/05/20	12/17/19	08/05/20	12/17/19	08/05/20

Medical Assistant (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/27/20	09/03/20	01/27/20	09/03/20	01/27/20	09/03/20
02/24/20	10/05/20	02/24/20	10/05/20	02/24/20	10/05/20
03/30/20	11/03/20	03/30/20	11/03/20	03/30/20	11/03/20
04/27/20	12/03/20	04/27/20	12/03/20	04/27/20	12/03/20
05/26/20	01/04/21	05/26/20	01/04/21	05/26/20	01/04/21
06/24/20	02/01/21	06/24/20	02/01/21	06/24/20	02/01/21
07/23/20	03/05/21	07/23/20	03/05/21	07/23/20	03/05/21
08/24/20	04/02/21	08/24/20	04/02/21	08/24/20	04/02/21
09/22/20	04/30/21	09/22/20	04/30/21	09/22/20	04/30/21
10/20/20	05/28/21	10/20/20	05/28/21	10/20/20	05/28/21
11/17/20	06/28/21	11/17/20	06/28/21	11/17/20	06/28/21
12/16/20	07/29/21	12/16/20	07/29/21	12/16/20	07/29/21

Medical Laboratory Technician (Associate of Applied Science)

2019	
Monday – Friday Class and Clinical Times May Vary	
Start	**Graduate**
04/08/19	12/18/20
09/09/19	05/28/21

Medical Laboratory Technician (Associate of Applied Science) 2020

Monday – Friday Class and Clinical Times May Vary	
Start	**Graduate**
02/24/20	10/29/21
07/27/20	04/08/22
12/21/20	09/09/22

Medical Office Professional (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/27/20	09/03/20	01/27/20	09/03/20	01/27/20	09/03/20
02/24/20	10/05/20	02/24/20	10/05/20	02/24/20	10/05/20
03/30/20	11/03/20	03/30/20	11/03/20	03/30/20	11/03/20
04/27/20	12/03/20	04/27/20	12/03/20	04/27/20	12/03/20
05/26/20	01/04/20	05/26/20	01/04/20	05/26/20	01/04/20
06/24/20	02/01/21	06/24/20	02/01/21	06/24/20	02/01/21
07/23/20	03/05/21	07/23/20	03/05/21	07/23/20	03/05/21
08/24/20	04/02/21	08/24/20	04/02/21	08/24/20	04/02/21
09/22/20	04/30/21	09/22/20	04/30/21	09/22/20	04/30/21
10/20/20	05/28/21	10/20/20	05/28/21	10/20/20	05/28/21
11/17/20	06/28/21	11/17/20	06/28/21	11/17/20	06/28/21
12/16/20	07/29/21	12/16/20	07/29/21	12/16/20	07/29/21

Medical Office Professional (Diploma)

2019					
Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/28/19	09/05/19	01/28/19	09/05/19	01/28/19	09/05/19
02/26/19	10/04/19	02/26/19	10/04/19	02/26/19	10/04/19
03/27/19	11/01/19	03/27/19	11/01/19	03/27/19	11/01/19
04/25/19	12/03/19	04/25/19	12/03/19	04/25/19	12/03/19
05/23/19	01/02/20	05/23/19	01/02/20	05/23/19	01/02/20
06/24/19	02/03/20	06/24/19	02/03/20	06/24/19	02/03/20
07/24/19	03/06/20	07/24/19	03/06/20	07/24/19	03/06/20
08/22/19	04/03/20	08/22/19	04/03/20	08/22/19	04/03/20
09/23/19	05/08/20	09/23/19	05/08/20	09/23/19	05/08/20
10/21/19	06/08/20	10/21/19	06/08/20	10/21/19	06/08/20
11/18/19	07/07/20	11/18/19	07/07/20	11/18/19	07/07/20
12/17/19	08/05/20	12/17/19	08/05/20	12/17/19	08/05/20

Nursing (Associate of Applied Science)

2018	
Monday – Friday 8:00 a.m. - Varies Class and Clinical Times May Vary - Possibility of Weekends	
Start	**Graduate**
05/29/18	11/13/19
10/29/18	05/01/20

Occupational Therapy Assistant (Associate of Applied Science)

2019			
Morning Classes		Evening/Weekend	
Start	**Graduate**	**Start**	**Graduate**
01/22/19	10/02/20	06/24/19	03/12/21

Occupational Therapy Assistant (Associate of Applied Science) 2020

Morning Classes		Evening/Weekend	
Start	**Graduate**	**Start**	**Gradate**
02/24/20	10/29/21	07/27/20	04/08/22

Pharmacy Technician (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/09/20	08/19/20	01/09/20	08/19/20	01/09/20	08/19/20
02/24/20	10/16/20	02/24/20	10/16/20	02/24/20	10/16/20
04/13/20	11/18/20	04/13/20	11/18/20	04/13/20	11/18/20
05/26/20	12/31/20	05/26/20	12/31/20	05/26/20	12/31/20
07/08/20	02/19/21	07/08/20	02/19/21	07/08/20	02/19/21
08/24/20	04/02/21	08/24/20	04/02/21	08/24/20	04/02/21
10/05/20	05/18/21	10/05/20	05/18/21	10/05/20	05/18/21
11/16/20	06/30/21	11/16/20	06/30/21	11/16/20	06/30/21

Pharmacy Technician (Diploma)

2019					
Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 1:00 p.m. – 6:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/14/19	08/21/19	01/14/19	08/21/19	01/14/19	08/21/19
02/26/19	10/03/19	02/26/19	10/03/19	02/26/19	10/03/19
04/10/19	11/15/19	04/10/19	11/15/19	04/10/19	11/15/19
05/23/19	01/03/20	05/23/19	01/03/20	05/23/19	01/03/20
07/09/19	02/26/20	07/09/19	02/26/20	07/09/19	02/26/20
08/22/19	04/09/20	08/22/19	04/09/20	08/22/19	04/09/20
10/07/19	05/27/20	10/07/19	05/27/20	10/07/19	05/27/20
11/18/19	07/07/20	11/18/19	07/07/20	11/18/19	07/07/20

Physical Therapist Assistant (Associate of Applied Science)

2019	
Morning Classes and Clinical Training Monday – Friday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary	
Start	Graduate
01/22/19	10/02/20

Physical Therapist Assistant (Associate of Applied Science) 2020

Morning Classes and Clinical Training Monday – Friday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary	
Start	Graduate
02/24/20	10/29/21

Polysomnographic Technology (Diploma)

2019	
Monday – Friday 5:30 p.m. – 10:00 p.m. Class and Clinical Times May Vary	
Start	Graduate
04/08/19	11/17/19
09/09/19	05/01/20

Polysomnographic Technology (Diploma) 2020

Monday – Friday 5:30 p.m. – 10:00 p.m. Class and Clinical Times May Vary	
Start	Graduate
02/24/20	10/02/20
07/27/20	03/12/21
12/21/20	08/13/21

Respiratory Therapy (Associate of Applied Science)

2019			
Morning Classes Monday – Friday 8:00 a.m. – 1:00 p.m. Clinical Times May Vary		Afternoon Classes Monday–Friday 1:00 p.m. – 6:00 p.m. Clinical Times May Vary	
Start	Graduate	Start	Graduate
01/22/19	07/17/20	04/08/19	10/02/20
06/24/19	12/18/20	09/09/19	03/12/21
11/25/19	05/28/21		

Respiratory Therapy (Associate of Applied Science) 2020

Morning Classes Monday – Friday 8:00 a.m. – 1:00 p.m. Clinical Times May Vary		Afternoon Classes Monday–Friday 1:00 p.m. – 6:00 p.m. Clinical Times May Vary	
Start	Graduate	Start	Graduate
05/11/20	10/29/21	02/24/20	08/13/21
10/12/20	04/08/22	07/27/20	01/21/22
		12/21/20	06/24/22

Radiologic Technology (Associate of Applied Science)

2019	
Morning Classes and Clinical Training Monday – Friday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary	
Start	Graduate
09/09/19	05/28/21

Radiologic Technology (Associate of Applied Science) 2020

Morning Classes and Clinical Training Monday – Friday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary	
Start	**Graduate**
07/27/20	04/08/22

Surgical Technology (Diploma)

2019					
Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m. Class and Clinical Times May Vary		Afternoon Classes Monday – Friday 1:00 p.m. – 5:00 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Friday 6:00 p.m. – 10:00 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
		03/18/19	04/03/20		

Dental Assisting (Associate of Applied Science), Medical Assisting (Associate of Applied Science), Medical Office Professional (Associate of Applied Science), Pharmacy Technician (Associate of Applied Science)

2019			
Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m.		Evening Classes Monday – Friday 5:30 p.m. – 9:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**
		06/24/19	05/01/20
		09/09/19	07/17/20
		11/25/19	10/02/20

Dental Assisting (Associate of Applied Science), Medical Assisting (Associate of Applied Science), Medical Office Professional (Associate of Applied Science), Pharmacy Technician (Associate of Applied Science) 2020

2020			
Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m.		Evening Classes Monday – Friday 5:30 p.m. – 9:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**
		02/24/20	12/18/20
		05/11/20	03/12/21
		07/27/20	05/28/21
		10/12/20	08/13/21

Memphis, TN

Program	Tuition	Textbooks[1] (estimated)	Total
Medical Assistant (Diploma)	$ 15,840.00	$ 649.00	$ 16,489.00
Dental Assisting (Diploma)	$ 16,210.00	$ 1,124.00	$ 17,334.00
Medical Office Professional (Diploma)	$ 14,260.00	$ 1,789.00	$ 16,049.00
Pharmacy Technician (Diploma)	$ 15,275.00	$ 979.00	$ 16,254.00
Respiratory Therapy (Associate of Applied Science)[2]	$ 39,468.00	$ 1,218.00	$ 40,686.00
Dental Assisting (Associate of Applied Science)[2]	$ 32,050.00	$ 1,317.00	$ 33,367.00
Medical Assisting (Associate of Applied Science)[2]	$ 31,680.00	$ 756.00	$ 32,436.00
Pharmacy Technician (Associate of Applied Science)[2]	$ 31,115.00	$ 957.00	$ 32,072.00
Massage Therapy (Diploma)	$ 13,435.00	$ 455.00	$ 13,890.00
Dental Hygiene (Associate of Applied Science)[2]	$ 55,932.00	$ 5,757.00	$ 61,689.00
Surgical Technology (Diploma)[2]	$ 25,999.00	$ 1,074.00	$ 27,073.00
Physical Therapist Assistant (Associate of Applied Science)[2]	$ 43,212.00	$ 2,049.00	$ 45,261.00
Occupational Therapy Assistant (Associate of Applied Science)[2]	$ 44,499.00	$ 1,355.00	$ 45,854.00
Medical Laboratory Technician (Associate of Applied Science)[2]	$ 39,377.00	$ 1,598.00	$ 40,975.00
Radiologic Technology (Associate of Applied Science)[2]	$ 48,462.00	$ 1,514.00	$ 49,976.00
Nursing (Associate of Applied Science)[2]	$ 45,790.00	$ 3,493.00	$ 49,283.00
Polysomnographic Technology (Diploma)	$ 15,522.00	$ 1,089.00	$ 16,611.00
Health Information Management (Associate of Applied Science)[2]	$ 32,163.00	$ 2,439.00	$ 34,602.00
Medical Office Professional (Associate of Applied Science)[2]	$ 30,100.00	$ 1,881.00	$ 31,981.00

1. While Concorde offers these resources at below general market prices, these prices are subject to change based on market conditions beyond the control of Concorde. There may be certain situations when you may be able to purchase some of these items elsewhere from outside sources at a reduced cost. Students have the right to opt out of purchasing certain items from Concorde as long as they are able to obtain these resources prior to course start. A student's account will not be charged for any item the student chooses to purchase on their own. A list of books and supplies associated with your program of study can be found on the Concorde website (www.concorde.edu). A hard copy can be obtained from the campus upon request.

INCIDENTAL FEES	
All incidental fees are the responsibility of the student and must be paid prior to receiving any item.	
Additional Diploma	$10.00
Additional Transcript	$5.00
Administrative Withdrawal Fee	$100.00
Copies	$0.10/copy
Refresher Training	$100.00
Repetition Fee (per course)	$500.00
Replacement Student ID Card	$7.00
Retesting for Waitlist Students	$50.00
Returned Check Fee	$15.00

Personnel

Administration

Name	Education/Credentials	Title
Stewart, Tommy		Campus President ADA/504 Coordinator
Jackson, Crystal, PhD	PhD, Organization and Management with a concentration in Leadership 2017, Master of Art - Human Resources, Webster University; BS - Political Science, Austin Peay University	Student Records Manager
Kleiser, Sandra	BS in Communications, Arkansas State University	Campus Administrative Assistant

Admissions

Name	Education/Credentials	Title
Gann, Wayne	BS in Business Administration, University of Arkansas	Director of Admissions
Towles, Traci		Admissions Coordinator
Clark, Cornelius	MBA, University of Phoenix, Memphis, TN 2015; BS in Health Administration, University of Phoenix, Memphis, TN 2013; AAS in Medical Office, Concorde Career College, Memphis, TN 2011	Admissions Representative
Fulson, Derick	Master in Business Administration, University of Phoenix, December 2008; BS in Business Management, September 2006	Admissions Representative
Hollis Todd		Admissions Representative
Housley, Mikia	Bachelor of Science in Biology, Middle Tennessee State University, 2004	Admissions Representative
Love, Lisa	MBA in Human Resource Management, Bethel University 2016; BS in Business Management and Organizational Development, Bethel University, 2014	Admissions Representative
Nelson, Lisa		Admissions Representative
Powell, Leslie		Admissions Representative
Winfrey, Sandra		Admissions Representative
McKinney, Roberta		Receptionist
Morgan, Sharon		Receptionist

Business Office

Name	Education/Credentials	Title
Hoffmeister, Karen		Manager
Hamlet, Lakisha		Business Office Assistant

Dental Assisting (Diploma) Faculty

Name	Education/Credentials	Title
Kendall, Sharrika	Concorde Career College, Diploma 2003	Program Director
Wesley-Ray, Alisa	RDA, Diploma, Dental Assisting, Career College, 2005	Dental Assisting Extern Coordinator
Cates, Shonna	Dental Assistant Certificate, Concorde Career College	Instructor
Geater, Melissa	RDA, Dental Assisting Diploma, Concorde Career College	Instructor
Harris, Phyllis	Associate of Applied Science, Dental Hygiene, Tennessee State University, 2000, RDH, RDA, CDA, ASDH	Instructor
Sanford, LaToya	RDA, Dental Assisting Diploma, Concorde Career College	Instructor
Wilson, Patrice	Dental Assisting Diploma, Tennessee Technology 2002	Instructor

Dental Assisting (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Ansbro, Terry	Master of Arts in English, The University of Georgia, Athens, GA, 1999	Instructor
Catafygiotu, John	Doctor of Podiatry, Kent State University College of Podiatric Medicine - Independence, OH	Instructor
Dabney, Vicki	University of Memphis, MA-Journalism, August 2007	Instructor
Hill, Charity	Master of Arts in Education, Mathematics (2003), University of North Alabama, Florence, AL	Instructor
Lee, J. Jeffery	M.A. Journalism, University of Memphis	Instructor
McCaa Russum, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor

Name	Education/Credentials	Title
Moore II, Larry	Master Degree in Mathematics Education - University of Memphis 2016	Instructor
Walker, Brenda	Liberty University (Master of Education)	Instructor
West, Allen	Masters of Arts – Sociology, University of Memphis 2015	Instructor

Dental Hygiene Faculty

Name	Education/Credentials	Title
Dunlap, Marla	Master of Dental Hygiene 2008, Bachelor of Science in Dental Hygiene, University of Tennessee Health Science Center, 2001; RDH	Director
Jones, Keyona	Diploma, Dental Assisting, Concorde Career College ,2013	Clinic Coordinator
Green, Natalie		Academic Affairs Assistant for DH
Reaves, Dr. Daniel	Doctor of Dental Surgery, The University of Tennessee, Memphis, College of Dentistry, 1974; DDS	Dentist
Brooks, Bettie	RDH, Master of Dental Hygiene, Bachelor of Science in Dental Hygiene, University of Tennessee Health Science Center, 1998	Instructor
Eason, Legertha	RDH, Bachelor of Science in Dental Hygiene, University of Arkansas for Medical Sciences, 1984	Instructor
Kreager, Grace	RDH, Bachelor of Science in Dental Hygiene, University of Tennessee Health Science Center, 1977	Instructor
Moreno, Lorianne	RDH, Bachelor of Science in Dental Hygiene, East Tennessee State University, 2014	Instructor
Reed-Morgan, Eleta	RDH, Master of Dental Hygiene 2008, Bachelor of Science in Dental Hygiene, University of Tennessee Health Science Center, 1998	Instructor

Education

Name	Education/Credentials	Title
Randolph, Toneyce S.	Ed.D Leadership in Higher Education, Northcentral University, Prescott Valley, AZ, June 2019, M.A. Educational Leadership, University of Memphis, TN, December 2012, B.A.	Academic Dean

Name	Education/Credentials	Title
	Criminal Justice, LeMoyne-Owen College, Memphis, December 2007	
Kimble, Terri	MBA University of Phoenix, Cordova, TN. 2010, Bachelor of Science in Mathematical Sciences, University of Memphis, TN. 2005	Associate Academic Dean
Lane, Sandy	AS, High-Tech Institute	Associate Academic Dean
Andrews, Jennifer	MS, Keller Graduate School of Management	Academic Affairs Assistant
Walker, Christopher	Master of Education in Math, Bethel University - McKenzie, TN, December 2014; BS in Business Administration (CSI Emphasis), Bethel University - McKenzie, TN, May 2012	Academic Technology and Media Coordinator
Bell, Carol		Library Assistant
Moore, Shalonda		Records Clerk/Test Proctor

Financial Aid

Name	Education/Credentials	Title
Garrison, Jeanette	BS in Business Administration - Belhaven College	Director
Friday, Cherry	MBA - University of North Alabama	Assistant Director
Guy, Toni		Senior Financial Aid Advisor
Hardaway, Rachel	Bachelors of Science from Jackson State University	Senior Financial Aid Advisor
Stephens, Chandra	Master of Business Administration, American Intercontinental University, November 2005; Bachelor of Arts in Psychology, Mississippi State University, December 2003	Senior Financial Aid Advisor
Thomas, Greg		Financial Aid Advisor
Vaden, Donna		Senior Financial Aid Advisor

General Education

Name	Education/Credentials	Title
Ansbro, Terry	Master of Arts in English, The University of Georgia, Athens, GA, 1999	Instructor
Catafygiotu, John	Doctor of Podiatry, Kent State University College of Podiatric Medicine - Independence, OH	Instructor
Dabney, Vicki	University of Memphis, MA-Journalism, August 2007	Instructor

Hill, Charity	Master of Arts in Education, Mathematics (2003), University of North Alabama, Florence, AL	Instructor
Latta, James	Ph.D. University of Southern Mississippi	Instructor
Lee, J. Jeffery	M.A. Journalism, University of Memphis	Instructor
McCaa Russum, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor
Moore II, Larry	Master Degree in Mathematics Education - University of Memphis 2016	Instructor
Walker, Brenda	Liberty University (Master of Education)	Instructor
West, Allen	Masters of Arts – Sociology, University of Memphis 2015	Instructor

Graduate Employment

Name	Education/Credentials	Title
Fry, Mary	A.A.S., Northeast MS Junior College, C.M.A. (A.A.M.A.), Certificate – T.C.B. Radiology Education Programs – T.C.B. Medical Education, Diploma – Biblical Counseling, Light University, board certification in progress, Member of the American Association of Christian Counselors, A.H.A. Basic Life Support Instructor; Certified in Mental Health First Aid USA Training	Director of Student Affairs Title IX Coordinator mfry@concorde.edu
Alexander, Marcus	Bachelor of Science in Business Administration, University of Phoenix, Memphis, TN July 2014	Graduate Employment Specialist
Gordon, Gail	Master of Business Administration, Memphis, TN, University of Phoenix, June 2006; Bachelor of Arts in Communication, Louisiana Tech University, Ruston, LA, May 2002; Associate of Science, Southern University A&M College, Shreveport, LA, May 1999	Graduate Employment Specialist
Williams, Sandra	Master of Business Administration, Organizational Psychology and Development, American InterContinental University, Atlanta, Georgia; Bachelor of Business Administration, Marketing Management, University of Memphis, Memphis, Tennessee	Graduate Employment Specialist
Vaxter, Suqueta	MBA, University Of Phoenix, Memphis, TN 05/2016	Graduate Employment Specialist

Health Information Management (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Nguyen, Jennie	Associate of Applied Science, Health Information Management, National College of Business and Technology, 2014	Program Director
Abram, Jacqueline	AAS in Health Information Management, American National University, 2017	Instructor

Maintenance

Name	Education/Credentials	Title
Houston, Donnie		Custodian

Massage Therapy Faculty

Name	Education/Credentials	Title
Jones, Jessica	BA, University of TN; LMT	Program Director
Humes, Milton	Licensed Massage Therapist	Clinic Coordinator
Cowans, Rosalyn	LMT	Instructor

Medical Assistant (Diploma) Faculty

Name	Education/Credentials	Title
Ingram, Yolanda	BS, University of Memphis	Program Director
Lee Gordon, Katrina	Diploma, Medical Assistant Concorde Career College, 1999; NCMA	Extern Coordinator
Dalton, Angela	Medical Assistant Diploma, Remington College 2007	Instructor
Davis, Ida	Diploma, Medical Assistant, Concorde Career College, 2005; NCMA	Instructor
Jackson, Ashley	Medical Assistant Diploma, November 2010, Anthem Career College- Memphis, TN	Instructor
Page, Lisa	Bachelor of Professional Studies – Health Care Administration, Memphis State University, 1987; NCMA	Instructor
Williams, Jennifer	Vatterott, Medical Assistant Certificate	Instructor

Medical Assisting (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Ansbro, Terry	Master of Arts in English, The University of Georgia, Athens, GA, 1999	Instructor
Catafygiotu, John	Doctor of Podiatry, Kent State University College of Podiatric Medicine - Independence, OH	Instructor
Dabney, Vicki	University of Memphis, MA- Journalism - August 2007	Instructor

Hill, Charity	Master of Arts in Education, Mathematics (2003), University of North Alabama, Florence, AL	Instructor
Lee, J. Jeffery	M.A. Journalism, University of Memphis	Instructor
Moore II, Larry	Masters in Mathematics Education - University of Memphis 2016	Instructor
McCaa Russom, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor
Walker, Brenda	Master of Education, Liberty University (ED S Degree)	Instructor
West, Allen	Masters in Arts – Sociology, University of Memphis 2015	Instructor

Medical Laboratory Technician (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Guggisberg, Natalia	Doctor of Medicine (M.D.), Novosibirsk Medical Institute	Program Director
Eddings, Adidas	Bachelor of Health Sciences in Biomedical Science and Medical Laboratory Science, Baptist Memorial College Health Sciences, 2018	Clinical Coordinator

Medical Office Professional (Diploma) Faculty

Name	Education/Credentials	Title
Nguyen, Jennie	Associate of Applied Science, Health Information Management, National College of Business and Technology, 2014	Program Director
Adams, Vanessa	RMA, Bachelor of Science, Health Management, Anthem College 2007	Instructor
Rayford, Kimberly	Associate of Applied Science, General Technology/Business Administration, Southwest Community College, Memphis, TN,	Instructor
Reva Harris	BA, Strayer University	Instructor

Medical Office Professional (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Ansbro, Terry	Master of Arts in English, The University of Georgia, Athens, GA, 1999	Instructor

Catafygiotu, John	Doctor of Podiatry, Kent State University College of Podiatric Medicine - Independence, OH	Instructor
Dabney, Vicki	University of Memphis, MA-Journalism - August 2007	Instructor
Hill, Charity	Master of Arts in Education, Mathematics (2003), University of North Alabama, Florence, AL	Instructor
Lee, J. Jeffery	M.A. Journalism, University of Memphis	Instructor
Moore II, Larry	Masters in Mathematics Education - University of Memphis 2016	Instructor
McCaa Russom, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor
Walker, Brenda	Master of Education, Liberty University (ED S Degree)	Instructor
West, Allen	Masters in Arts – Sociology, University of Memphis 2015	Instructor

Nursing (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Knox, Nichole	Doctoral in Nursing Practice, Master of Science in Nursing Education, University of Memphis, 2010	Director of Nursing
Burnett, Cheryl	Doctoral in Nursing Practice, Master of Science in Nursing, University of Tennessee, 2002	Instructor

Occupational Therapy Assistant (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Hood, Leslie Nicole	Master of Science, Health Sciences, Arkansas University, 2016	Program Director
Thompson, Arletha	Bachelor of Science in Organizational Leadership: Healthcare Management, Union University, 2017 Associate of Science, Occupational Therapy Assistant, Nashville State Technical Institute, 1989	Academic Fieldwork Coordinator
Jefferson, Titus	Bachelor of Science, Human Performance (Exercise Science), The University of Southern Mississippi, 2005 Associate of Science, Occupational Therapy Assistant, Pearl River Community College, 2008	Instructor
Stachowski, Jennifer	Bachelor of Science, Occupational Therapy, University of Tennessee Health Science Center, Memphis, 2006	Instructor
Willis, Dawn	Bachelor of Science in Occupational Therapy, University of Kansas, 1993	Instructor

Pharmacy Technician (Diploma) Faculty

Name	Education/Credentials	Title
Pearson, Whitney	Bachelor of Science, Health Care Management, Baptist Memorial College of Health Sciences, 2014; CPhT	Program Director
Tarton, Kimberly	BA, LeMoyne -Owens College, CPhT	Extern Coordinator
Bell, Joshua	PharmD, University of Tennessee Health Science Center, 2017	Instructor
Cash, Lakisha	Pharmacy Technician Diploma, Tennessee College of Applied Technology, 2001; CPhT	Instructor
Newson, Niasha	Pharmacy Technician Diploma, Concorde Career College, Memphis, TN May 2013	Instructor
Ziegler, Darilyn	Bachelor of Science, Health Administration, Belhaven University, 2012; CPhT	Instructor

Pharmacy Technician (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Ansbro, Terry	Master of Arts, English, The University of Georgia, Athens, GA, 1999	Instructor
Catafygiotu, John	Doctor of Podiatry, Kent State University College of Podiatric Medicine - Independence, OH	Instructor
Dabney, Vicki	University of Memphis, MA-Journalism - August 2007	Instructor
Hill, Charity	Master of Arts, Education, Mathematics (2003), University of North Alabama, Florence, AL	Instructor
Lee, J. Jeffery	M.A. Journalism, University of Memphis	Instructor
Moore II, Larry	Masters in Mathematics Education - University of Memphis 2016	Instructor
McCaa Russom, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor
Walker, Brenda	Master of Education, Liberty University (ED S Degree)	Instructor
West, Allen	Masters in Arts – Sociology, University of Memphis 2015	Instructor

Physical Therapist Assistant (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Shannon, Calandra	Doctor of Physical Therapy, University of Tenn. Health Science Center, PT	Program Director
Webb, Sherri	Bachelor of Science, Lemoyne Owen College, 1991; PTA	Academic Coordinator of Clinical Education
Ross, Jeffrey	Associate of Applied Science, Physical Therapy Assistant, Jackson State Community College, 2007; PTA	Instructor
Thurmer, Melissa	Bachelor of Arts, Psychology, University of Memphis, 2005; PTA	Instructor

Polysomnographic Technology (Diploma) Faculty

Name	Education/Credentials	Title
Lockhart, Christopher	Associate of Applied Science, Sleep Diagnostic Technology, Volunteer State Community College, 2015	Program Director

Radiologic Technology (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Scosyrev, Gleb	Master of Public Administration, Midwestern State University, 2012	Program Director
Yee, Brian	Bachelor of Science, Radiologic Sciences, PIMA Medical Institute, 2012	Clinical Coordinator
Brown, Daniel	Bachelor of Health Sciences, Medical Radiography, Baptist College of Health and Sciences, 2004	Instructor

Respiratory Therapy (Associate of Applied Science) Faculty

Name	Education/Credentials	Title
Curbo, Michael	Master of Healthcare Administration, Bellevue University; Bachelor of Science, Cardio-Respiratory Care, University of Arkansas for Medical Sciences; Registered Respiratory Therapist, RPFT, RRT-NPS-RRT-ACCS	Program Director
Cleveland, Mike	Bachelor of Business Administration, 2009; Associate of Applied Science, Respiratory Therapy, Northwest Mississippi Community College, 1991; Registered Respiratory Therapist	Director of Clinical Education
Boyd, Daniel	Associate of Science, Shelby State Community College, 1994; Respiratory Therapy Diploma, Memphis Area Vo-Tech, 1976; Registered Respiratory Therapist	Instructor
Dean, Lisa	Bachelor of Science, Delta State University; Associate of Applied Science, Respiratory Therapy, Northwest Community College, 1995; Registered Respiratory Therapist	Instructor

Name	Education/Credentials	Title
McCarthy, Amen-Ra	Bachelor of Science, Independence University; Associate of Applied Science, Respiratory Therapy, Concorde Career College; Registered Respiratory Therapist	Instructor
Moore, Gerald	Associate of Applied Science, Respiratory Therapy, Concorde Career College, 2004; Registered Respiratory Therapist	Instructor

Student Affairs

Name	Education/Credentials	Title
Fry, Mary	A.A.S., Northeast MS Junior College, C.M.A. (A.A.M.A.), Certificate – T.C.B. Radiology Education Programs – T.C.B. Medical Education, Diploma – Biblical Counseling, Light University, board certification in progress, Member of the American Association of Christian Counselors, A.H.A. Basic Life Support Instructor; Certified in Mental Health First Aid USA Training	Director Title IX Coordinator mfry@concorde.edu
Gorman, Sheneka	Certified in Mental Health First Aid USA Training	Senior Student Services Advisor
Jackson, Amber	BS in Health Studies, University of Memphis, December 2018, Medical Assistant Diploma, Concorde Career College, Memphis, TN. April 2012	Student Services Advisor

Name	Education/Credentials	Title
Deal, Franciosa	Associate of Science, Surgical Technology, Virginia College at Jacksonville, 2011; CST	Program Director
Ingram, Selica	BPS, Health Services Administration	Instructor

Calendar

2019 Student Holidays

July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 28, 2019	Thanksgiving Day
November 29, 2019	Friday After Thanksgiving
December 24, 2019	Christmas Eve
December 25, 2019	Christmas Day

2020 Student Holidays

January 1, 2020	New Year's Day
January 20, 2020	Martin Luther King Jr. Day
May 25, 2020	Memorial Day
July 3, 2020	Independence Day
September 7, 2020	Labor Day
November 26, 2020	Thanksgiving Day
November 27, 2020	Friday After Thanksgiving
December 24, 2020	Christmas Eve
December 25, 2020	Christmas Day

Classroom Break Schedules

Dental Assistant, Medical Assistant, Medical Office Professional and Massage Therapy, Morning, Afternoon and Evening Classes
Break time from _:00 to _:10 each hour

Each program schedules class breaks throughout the calendar year for faculty in-services. Class breaks are subject to change based on program needs and/or inclement weather. See your Program Director for a current class break schedule.

Graduation Dates

Graduation dates are estimated and may vary due to individual students' clinical/externship schedules.

Clinical Schedules

Clinical rotations may consist of up to 12-hour shifts. Shift times may vary and may include weekends.

General Education classes may be morning, afternoon and/or evening sessions.

Externship Schedules

Externship schedules may consist of 6–8 hour shifts during the daytime.

Hours of Operation

Classroom - Open at least 15 minutes before/after each scheduled class.
Administration- 8 a.m. - 8 p.m. Monday - Thursday and 8 a.m. - 5 p.m. Friday
LRC - 9 a.m. - 6 p.m. Monday - Friday unless posted.

Dental Assisting (Diploma) 2019

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Mid-Morning Classes Monday – Thursday 10:00 a.m. – 3:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/28/19	09/19/19	01/28/19	09/19/19	01/28/19	09/19/19
02/26/19	10/18/19	02/26/19	10/18/19	02/26/19	10/18/19
03/27/19	11/18/19	03/27/19	11/18/19	03/27/19	11/18/19
04/25/19	12/18/19	04/25/19	12/18/19	04/25/19	12/18/19
05/23/19	01/16/20	05/23/19	01/16/20	05/23/19	01/16/20
06/24/19	02/19/20	06/24/19	02/19/20	06/24/19	02/19/20
07/24/19	03/20/20	07/24/19	03/20/20	07/24/19	03/20/20
08/22/19	04/17/20	08/22/19	04/17/20	08/22/19	04/17/20
09/23/19	05/22/20	09/23/19	05/22/20	09/23/19	05/22/20
10/21/19	06/22/20	10/21/19	06/22/20	10/21/19	06/22/20
11/18/19	07/21/20	11/18/19	07/21/20	11/18/19	07/21/20
12/17/19	08/19/20	12/17/19	08/19/20	12/17/19	08/19/20

Dental Assisting (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Mid-Morning Classes Monday – Thursday 10:00 a.m. – 3:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/27/20	09/14/20	01/27/20	09/14/20	01/27/20	09/14/20
02/24/20	10/12/20	02/24/20	10/12/20	02/24/20	10/12/20
03/30/20	11/10/20	03/30/20	11/10/20	03/30/20	11/10/20
04/27/20	12/15/20	04/27/20	12/15/20	04/27/20	12/15/20
05/26/20	01/15/21	05/26/20	01/15/21	05/26/20	01/15/21
06/24/20	02/15/21	06/24/20	02/15/21	06/24/20	02/15/21
07/23/20	03/19/21	07/23/20	03/19/21	07/23/20	03/19/21
08/24/20	04/16/21	08/24/20	04/16/21	08/24/20	04/16/21
09/22/20	05/14/21	09/22/20	05/14/21	09/22/20	05/14/21
10/20/20	06/14/21	10/20/20	06/14/21	10/20/20	06/14/21
11/17/20	07/13/21	11/17/20	07/13/21	11/17/20	07/13/21
12/16/20	08/12/21	12/16/20	08/12/21	12/16/20	08/12/21

Medical Assistant (Diploma) 2019

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 12:30 p.m. – 5:30 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/28/19	09/05/19	01/28/19	09/05/19	01/28/19	09/05/19
02/26/19	10/04/19	02/26/19	10/04/19	02/26/19	10/04/19
03/27/19	11/01/19	03/27/19	11/01/19	03/27/19	11/01/19
04/25/19	12/03/19	04/25/19	12/03/19	04/25/19	12/03/19
05/23/19	01/02/20	05/23/19	01/02/20	05/23/19	01/02/20
06/24/19	02/03/20	06/24/19	02/03/20	06/24/19	02/03/20
07/24/19	03/06/20	07/24/19	03/06/20	07/24/19	03/06/20
08/22/19	04/03/20	08/22/19	04/03/20	08/22/19	04/03/20
09/23/19	05/08/20	09/23/19	05/08/20	09/23/19	05/08/20
10/21/19	06/08/20	10/21/19	06/08/20	10/21/19	06/08/20
11/18/19	07/07/20	11/18/19	07/07/20	11/18/19	07/07/20
12/17/19	08/05/20	12/17/19	08/05/20	12/17/19	08/05/20

Medical Assistant (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Afternoon Classes Monday – Thursday 12:30 p.m. – 5:30 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/27/20	09/03/20	01/27/20	09/03/20	01/27/20	09/03/20
02/24/20	10/05/20	02/24/20	10/05/20	02/24/20	10/05/20
03/30/20	11/03/20	03/30/20	11/03/20	03/30/20	11/03/20
04/27/20	12/03/20	04/27/20	12/03/20	04/27/20	12/03/20
05/26/20	01/04/21	05/26/20	01/04/21	05/26/20	01/04/21
06/24/20	02/01/21	06/24/20	02/01/21	06/24/20	02/01/21
07/23/20	03/05/21	07/23/20	03/05/21	07/23/20	03/05/21
08/24/20	04/02/21	08/24/20	04/02/21	08/24/20	04/02/21
09/22/20	04/30/21	09/22/20	04/30/21	09/22/20	04/30/21
10/20/20	05/28/21	10/20/20	05/28/21	10/20/20	05/28/21
11/17/20	06/28/21	11/17/20	06/28/21	11/17/20	06/28/21
12/16/20	07/29/21	12/16/20	07/29/21	12/16/20	07/29/21

Medical Office Professional (Diploma) 2019

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Mid-Morning Classes Monday – Thursday 10:00 a.m. – 3:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/28/19	09/05/19	01/28/19	09/05/19	01/28/19	09/05/19
02/26/19	10/04/19	02/26/19	10/04/19	02/26/19	10/04/19
03/27/19	11/01/19	03/27/19	11/01/19	03/27/19	11/01/19
04/25/19	12/03/19	04/25/19	12/03/19	04/25/19	12/03/19
05/23/19	01/02/20	05/23/19	01/02/20	05/23/19	01/02/20
06/24/19	02/03/20	06/24/19	02/03/20	06/24/19	02/03/20
07/24/19	03/06/20	07/24/19	03/06/20	07/24/19	03/06/20

08/22/19	04/03/20	08/22/19	04/03/20	08/22/19	04/03/20
09/23/19	05/08/20	09/23/19	05/08/20	09/23/19	05/08/20
10/21/19	06/08/20	10/21/19	06/08/20	10/21/19	06/08/20
11/18/19	07/07/20	11/18/19	07/07/20	11/18/19	07/07/20
12/17/19	08/05/20	12/17/19	08/05/20	12/17/19	08/05/20

Medical Office Professional (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m.		Mid-Morning Classes Monday – Thursday 10:00 a.m. – 3:00 p.m.		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
01/27/20	09/03/20	01/27/20	09/03/20	01/27/20	09/03/20
02/24/20	10/05/20	02/24/20	10/05/20	02/24/20	10/05/20
03/30/20	11/03/20	03/30/20	11/03/20	03/30/20	11/03/20
04/27/20	12/03/20	04/27/20	12/03/20	04/27/20	12/03/20
05/26/20	01/04/21	05/26/20	01/04/21	05/26/20	01/04/21
06/24/20	02/01/21	06/24/20	02/01/21	06/24/20	02/01/21
07/23/20	03/05/21	07/23/20	03/05/21	07/23/20	03/05/21
08/24/20	04/02/21	08/24/20	04/02/21	08/24/20	04/02/21
09/22/20	04/30/21	09/22/20	04/30/21	09/22/20	04/30/21
10/20/20	05/28/21	10/20/20	05/28/21	10/20/20	05/28/21
11/17/20	06/28/21	11/17/20	06/28/21	11/17/20	06/28/21
12/16/20	07/29/21	12/16/20	07/29/21	12/16/20	07/29/21

Massage Therapy (Diploma) 2019

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary		Afternoon Classes Monday – Thursday 12:30 p.m. – 5:30 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
06/03/19	05/04/20	08/26/19	07/27/20	11/18/19	10/19/20

Massage Therapy (Diploma) 2020

Morning Classes Monday – Thursday 8:00 a.m. – 1:00 p.m. Class and Clinical Times May Vary		Afternoon Classes Monday – Thursday 12:30 p.m. – 5:30 p.m. Class and Clinical Times May Vary		Evening Classes Monday – Thursday 5:30 p.m. – 10:30 p.m. Class and Clinical Times May Vary	
Start	**Graduate**	**Start**	**Graduate**	**Start**	**Graduate**
05/11/20	03/15/21	07/27/20	06/02/21	10/12/20	08/17/21

Dental Assisting (Associate of Applied Science), Medical Assisting (Associate of Applied Science) 2019

Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m.		Evening Classes Monday – Friday 5:30 p.m. – 9:30 p.m.	
Start	**Graduate**	**Start**	**Graduate**
		06/24/19	05/01/20
		09/09/19	07/17/20
		11/25/19	10/02/20

Dental Assisting (Associate of Applied Science), Medical Assisting (Associate of Applied Science) 2020

Evening Classes Monday – Friday 5:30 p.m. – 9:30 p.m.	
Start	**Graduate**
02/24/20	12/18/20
05/11/20	03/12/21
07/27/20	05/28/21
10/12/20	08/13/20

Program Costs
Effective 07/20/2020

Program	Tuition	Textbooks[1] (estimated)	Total
Medical Assistant (Diploma)	$ 15,840.00	$ 649.00	$ 16,489.00
Dental Assisting (Diploma)	$ 13,881.00	$ 950.00	$ 14,831.00
Medical Office Professional (Diploma)	$ 14,260.00	$ 1,939.00	$ 16,199.00
Dental Assisting (Associate of Applied Science)[2]	$ 29,292.00	$ 1,253.00	$ 30,545.00
Medical Assisting (Associate of Applied Science)[2]	$ 31,746.00	$ 756.00	$ 32,502.00
Massage Therapy (Diploma)	$ 13,850.00	$ 455.00	$ 14,305.00

1. While Concorde offers these resources at below general market prices, these prices are subject to change based on market conditions beyond the control of Concorde. There may be certain situations when you may be able to purchase some of these items elsewhere from outside sources at a reduced cost. Students have the right to opt out of purchasing certain items from Concorde as long as they are able to obtain these resources prior to course start. A student's account will not be charged for any item the student chooses to purchase on their own. A list of books and supplies associated with your program of study can be found on the Concorde website (www.concorde.edu). A hard copy can be obtained from the campus upon request.

2. Application Fee of $100.00 is required for this program.

INCIDENTAL FEES All incidental fees are the responsibility of the student and must be paid prior to receiving any item.	
Additional Diploma	$10.00
Additional Transcript	$5.00
Copies	$0.10/copy
Refresher Training	$100.00
Repetition Fee (per course)	$500.00
Replacement Student ID Card	$5.00
Retesting for Waitlist Students	$50.00
Returned Check Fee	$15.00

Personnel

Administration

Name	Education/Credentials	Title
Stewart, Tommy		Campus President
Burgio, Chris	MSA	Campus Director ADA/504 Coordinator
Golden, Michelle	Masters of Business Administration in Healthcare Administration, Colorado Technical University, 2014; Bachelor of Science in Healthcare Administration, University of Phoenix, 2012; Associates of Business Administration, Axia College, Phoenix, AZ, 2009; Diploma, Medical Assistant, Concorde Career Institute, 1997	Academic Dean/Medical Assistant, Medical Office Professional Program Director
Jackson, Crystal, PhD	PhD, Organization and Management with a concentration in Leadership 2017, Master of Art - Human Resources, Webster University; BS - Political Science, Austin Peay University	Student Records Manager
Maxey, Leah	A.A., Radiological Sciences, Northwest MS Community College, Southaven, MS 2019	Receptionist
Simmons, Erica	Diploma, Pharmacy Tech Arkansas State University-Mid South, 2014	Student Records Clerk
Jackson, Bryan	B.S., University of Phoenix, 2012	Academic Technology and Media Coordinator

Admissions

Name	Education/Credentials	Title
Hall, Ruby	B.B.A., Northeast Louisiana University, Monroe, LA	Assistant Director of Admissions
Carroll, Samantha	Bachelors of General Studies, University of Mississippi, Oxford, MS 2013	Admissions Coordinator
Gentry, Charlotte		Admissions Representative

Name	Education/Credentials	Title
Hollis, Allison	Dental Assisting Diploma, Brightwood College, San Antonio, TX 2007	Admissions Representative
Wheeler, Tabitha		Admissions Representative

Business Office

Name	Education/Credentials	Title
Wallace, Janice	A.A.S., Northwest Mississippi Community College, Senatobia, MS 1994	Business Office Associate

Financial Aid

Name	Education/Credentials	Title
Coleman, Ashley	B.B.A., Delta State University, Cleveland, MS 2008	Assistant Director of Financial Aid
Holmes, TC	Dental Assisting Diploma, Concorde Career College, Memphis, TN 2005	Financial Aid Advisor

General Education

Name	Education/Credentials	Title
McCaa Russum, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Adjunct Instructor
Rugless, Dr. Fedoria	Ph.D, University of Cincinnati College of Medicine, Cincinnati, OH, 2012; B.S., Oakwood University, Huntsville, AL, 2007	Adjunct Instructor
Walker, Brenda	Ed.S., Liberty University, Lynchburg, VA, 2015, ME, Lesley University, Cambridge, MA, 2010, B.S., University of Memphis, Memphis, TN, 2006	Adjunct Instructor

Student Affairs

Name	Education/Credentials	Title

| Smith, Dale | A.A.S., Colorado Tech University, 2017; Medical Assistant Diploma, Eastern College of Health Vocations, Little Rock, AR 2000 | Graduate Employment Specialist |

Dental Assisting (Diploma) Program

Name	Education/Credentials	Title
Hibbler-Davis, Veronica	RDA, DA Diploma, Dental Assisting, Concorde Career College, 2003	Program Director and Externship Coordinator
Avant, Kimberly	Dental Assisting Diploma, Concorde Career College, Memphis, TN 2003	Instructor
Caldwell, Laquita	AS - Business Administration/HR Management, Park University, Millington, TN, 2013, Dental Assisting Diploma, Honors, Tennessee Technology Center, Memphis, TN 1996	Instructor Part-time
Meeks, Gabriel	Dental Assisting Diploma, Concorde Career College, Memphis, TN, 2012	Instructor

Dental Assisting (Associate of Applied Science) Program

Name	Education/Credentials	Title
McCaa Russum, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor
Rugless, Dr. Fedoria	Ph.D, University of Cincinnati College of Medicine, Cincinnati, OH, 2012; B.S., Oakwood University, Huntsville, AL, 2007	Instructor
Walker, Brenda	Ed.S., Liberty University, Lynchburg, VA, 2015, ME, Lesley University, Cambridge, MA, 2010, B.S., University of Memphis, Memphis, TN, 2006	Instructor
Fisher, Dr. Earle	Ph.D, University of Memphis, Memphis, TN, 2018; B.S., LeMoyne-Owen College, Memphis, TN	Instructor

Name	Education/Credentials	Title
Prince, Laura	M.S., University of Memphis, Memphis, TN 2018; B.S., Ouachita Baptist University, Arkadelphia, AR 2017	Instructor

Massage Therapy (Diploma) Program

Name	Education/Credentials	Title
James, Theodore		Massage Therapy Program Director
James, Theodore	Massage Therapy Diploma, Tennessee School of Massage, Memphis, TN 2011	Instructor
South, Regina	A.A., Northwest MS Community College, Senatobia, MS 2015; Massage Therapy Diploma, The Natural Healing Arts School of Massage Therapy, Southaven, MS 2006	Instructor
Thomas, Monique	Massage Therapy Diploma, Concorde Career College, Southaven, MS 2016; MBA, Dowling College, Long Island, NY 2013; B.A., University of Memphis, Memphis, TN 2006	Instructor

Medical Assistant (Diploma) Program

Name	Education/Credentials	Title
Golden, Michelle	Masters of Business Administration in Healthcare Administration, Colorado Technical University, 2014; Bachelor of Science in Healthcare Administration, University of Phoenix, 2012; Associates of Business Administration, Axia College, Phoenix, AZ, 2009; Diploma, Medical Assistant, Concorde Career Institute, 1997	Associate Academic Dean/Medical Assistant, Medical Office Professional Program Director
Brooks, Sheyla	Diploma, Medical Assistant, Concorde Career College, 2013	Instructor
Castaneda-Palacios, Adriana	Diploma, Medical Assistant, American Career College, 2011	Instructor
Cox, Bobby	CMA	Instructor
Dantzson, Sharonda	Diploma, Limited Scope X-Ray, Anthem Career College, 2011	Instructor
White, April	LPN, Degree in Practical Nursing, Itawamba Community College, Fulton, MS 2008	Medical Assistant Extern Coordinator

Medical Assisting (Associate of Applied Science) Program

Name	Education/Credentials	Title
McCaa Russum, Gary	M.S. in Counseling Psychology, William Carey University, Hattiesburg, MS, 2008	Instructor
Rugless, Dr. Fedoria	Ph.D, University of Cincinnati College of Medicine, Cincinnati, OH, 2012; B.S., Oakwood University, Huntsville, AL, 2007	Instructor
Walker, Brenda	Ed.S., Liberty University, Lynchburg, VA, 2015, ME, Lesley University, Cambridge, MA, 2010, B.S., University of Memphis, Memphis, TN, 2006	Instructor
Fisher, Dr. Earle	Ph.D, University of Memphis, Memphis, TN, 2018; B.S., LeMoyne-Owen College, Memphis, TN	Instructor
Prince, Laura	M.S., University of Memphis, Memphis, TN 2018; B.S., Ouachita Baptist University, Arkadelphia, AR 2017	Instructor

Medical Office Professional (Diploma) Program

Name	Education/Credentials	Title
Golden, Michelle	Masters of Business Administration in Healthcare Administration, Colorado Technical University, 2014; Bachelor of Science in Healthcare Administration, University of Phoenix, 2012; Associates of Business Administration, Axia College, Phoenix, AZ, 2009; Diploma, Medical Assistant, Concorde Career Institute, 1997	Academic Dean/Medical Assistant, Medical Office Professional Program Director, Instructor
White, April	LPN, Degree in Practical Nursing, Itawamba Community College, Fulton, MS 2008	Medical Office Professional Extern Coordinator