

The logo features a stylized red figure resembling a person or a flame within a circular border.

CHESTER CAREER COLLEGE



SCHOOL CATALOG

**751 West Hundred Road
Chester, Va. 23836
Phone (804) 751-9191
Fax (804) 751-2599**

CHESTER CAREER COLLEGE

***751 WEST HUNDRED ROAD
CHESTER, VA 23836***

Phone (804) 751-9191

Fax (804) 751-2599

Revised: February 2015

TABLE OF CONTENTS

Welcome from the President	1
Approvals, Licensure, Accreditation	2
Mission/Philosophy	3
Purpose	3
Equal Opportunity Statement	3
Facilities & Equipment	3
History	4

ADMISSIONS AND TUITION INFORMATION

Admission Requirements	5
Admission Procedure	5
Notification of Acceptance	6
Application for Re-admission	6
Tuition and Fees	6
Repeating Courses	6
Registration/Application Fee	6
Transcript Fees	6
Cancellation and Refund Policy	7

FINANCIAL AID INFORMATION

Types of Assistance Available	8
How to Apply	8
Student Eligibility Requirements	8
Distribution of Financial Aid	8
Treatment of Title IV Funds When a Student Withdraws	8
“Official” Voluntary Withdrawal	9
“Unofficial” Withdrawal	11
Withdrawal Before 60%	12
Withdrawal After 60%	12
The Calculation Formula	12
Order of Return	14
Earned Aid	14
Post Withdrawal	14
Institution Responsibilities	15
Overpayment of Title IV, HEA Funds	15
Student Responsibilities in regards to return of Title IV, HEA Funds	15
Refund vs Return to Title IV	15
Return to Title IV Questions	16

STUDENT SERVICES

Counseling Services	17
Drug and Alcohol Prevention & Awareness Policy	17
Job Placement Assistance	17
Orientation	17
Library	17
Housing	18
Health Services	18

ACADEMIC INFORMATION

Satisfactory Progress Policy	19
Process Overview and Responsibilities	19
Financial Aid Warning	19
Financial Aid Probation	20
Pace Measure of Satisfactory Academic Progress	20
Timeframe	20
Diploma	20
Degree	20
Qualitative Measure of Satisfactory Academic Progress	21
Increments	21
Academic Probation	22
Grading System	23
Clock Hour/Credit Hour Conversion Formula	24
Grade and Progress Reports	24
Attendance	24
Tardiness/Leaving Early	25
Makeup/Incomplete Classes	25
Exemption Credit	25
Leave of Absence	25
Withdrawal Procedure	25
Incompletes	26
Repeated Courses	26
Frequency of Courses	26
Clinical/Externship Assignment	26
Externship/Clinical Requirements	26
Conduct Requirements	27
Dismissal from School	27
Student Dress Code	27
Student Appeal Procedures	28
Reinstatement	28
Student Grievance Procedure	29
Transfer Students	30
Transfer of Credits from Other Institutions	30
Transfer of Credits to Other Institutions	30
Transfer of Students Between Programs	30
Change of Address	31
Graduation Requirements	31
Graduation Documents	31
Academic Honors	31
Release of Information	31
Student Records	31
Inclement Weather or Other Emergency	32
School Closing Policy	32
School Holidays	32
School Hours	32
Associate of Applied Science Degree Description	33
Diploma	34

CAREER PROGRAMS

Cosmetology Program	36
Massage Therapy Program	37
Medical Assistant Program	38
Pharmacy Technician Program	39
Practical Nursing Program	41
Surgical Technology Program	42

COURSE DESCRIPTIONS

General Education	44
Cosmetology	45
Massage Therapy	47
Medical Assistant	49
Pharmacy Technician	52
Practical Nursing	54
Surgical Technology	57
Program Length	59

WELCOME FROM THE PRESIDENT

Dear Student:

Welcome! I would first like to thank you for entrusting us to guide you through your educational experience. We take our commitment to each and every student very seriously. Our instructors have the knowledge and skills necessary to prepare you for employment in your chosen field of study. In order to be successful, you must make a personal commitment to your education. You must attend classes, study hard and give every day your best. We will assist you every step of the way. It is our goal to prepare and place you on the job for which you are trained.

We take a team approach to carrying out our mission. The entire faculty and staff are here to assist you. We have staff members who will do everything from helping you prepare a resume to setting up appointments for interviews. Counseling services are available through everyone from the School Director to your instructors. We want to assist you in whatever way possible to meet your goals.

Your input is very important to us. We will request your feedback periodically on evaluations and surveys. If you have suggestions at any time that you feel will help us to better serve you, please let us know.

Again, welcome to CHESTER CAREER COLLEGE. We look forward to working with you.

Sincerely,

Margarett R. Knight

Margarett R. Knight
President

APPROVALS, LICENSURE, ACCREDITATION

CHESTER CAREER COLLEGE:

Is accredited with the Commission of the Council on Occupational Education (COE).

Holds a certificate to operate from the Commonwealth of Virginia, State Council of Higher Education for Virginia.

Has approved programs for the training of eligible veterans by the Committee on Veterans Education, Department of Education, Commonwealth of Virginia.

Is approved to offer programs for the training of eligible individuals by the Commonwealth of Virginia, Department of Rehabilitative Services.

Is approved by the Commonwealth of Virginia, Board of Nursing to offer the Practical Nursing Program.

Is approved by the U.S. Department of Education to offer federal financial aid.

Is approved by the Commonwealth of Virginia, Board of Barbers and Cosmetology to offer the Cosmetology Program.

ABOUT CHESTER CAREER COLLEGE

Mission/Philosophy

The mission of CHESTER CAREER COLLEGE (CCC) is to provide educational career programs which prepare students to succeed in selected professions. Students at Chester Career College are provided the opportunity to develop knowledge and skills; self-discipline and confidence; a professional attitude; and the ability to meet employer expectations in order to enter and advance in the job market.

Providing a quality educational experience to each individual student is a priority at Chester Career College. The needs of the students remain in the forefront of the daily activities of each employee. The management of this school requires and expects that quality and prompt service will be provided to each student on a consistent basis.

Purpose

The primary purpose of Chester Career College is to instruct students to such competency levels that they are qualified for employment and/or advancement in existing or potential occupational fields.

Equal Opportunity Statement

The goal of Chester Career College is to present the opportunity for job development and career advancement to all persons who commit to this goal when enrolling in school. This opportunity is given to all persons without regard to race, religion, color, sex, disability, age or national origin.

Facilities and Equipment

This campus is conveniently located in the Phoenix Building complex on West Hundred Road (Route 10) between I-95 and I-295 near the Rivers Bend Complex. This facility provides approximately 17,526 square feet of space. The campus is completed with a nursing laboratory, library, medical laboratories, cosmetology clinic, computer laboratories, classrooms, massage rooms, media center, student lounge, faculty work area/lounge, administrative offices, restrooms and reception areas. State-of-the-practice equipment is utilized for all programs. The computer labs and media center are fully networked with internet access. Class sizes average 20-25 students

History

This school was incorporated in February 1997 for the purpose of providing residents of the Richmond Metropolitan Area with a quality professional school with diverse training programs.

Application for a certificate to operate was made with the Commonwealth of Virginia, Department of Education in March 1997. Approval was granted in June 1997. The first classes were started on September 2, 1997.

Application for accreditation was submitted to the Commission of the Council on Occupational Education (COE) in November 1998. Candidacy status was confirmed in December 1998. This school became fully accredited by COE in September 1999.

The main campus which was started on Franklin Street in Richmond was relocated twice. CCC moved this campus to its final location in the Willow Lawn area of Richmond in June 2002.

A branch campus was opened in Charlottesville, VA in June 2001 to provide training and job placement services to the residents of the Charlottesville area. This campus operated for five years. In 2006, the training of all students at this location was concluded. A decision was made by the Board of Directors to close this campus and open a branch campus in closer proximity to its main campus.

In March 2006 CCC opened a branch campus in Chester, VA. This proved to be an ideal location which allowed this campus to grow and thrive in this community.

After careful consideration, the Board of Directors decided in July 2011 to combine the two campus locations. Application to make the Chester Campus the main campus was made with the Council on Occupational Education. Approval was granted in February 2012. In May 2012, students enrolled at the Richmond Campus were transferred to the main campus in Chester. The Richmond Campus was officially closed. The Chester Campus combined all programs from both schools which allowed this school to serve a broader population in the Chester community.

In the fall of 2012, the Board of Directors decided to change the school's name. The name was officially changed to Chester Career College (CCC) in January 2013.

Chester Career College will continue to seek innovative ways to offer opportunities to those who desire to acquire and increase their skills and capabilities.

ADMISSIONS AND TUITION INFORMATION

Admissions Requirements

It is the policy of CCC to recruit and admit only those students who can demonstrate a sincere desire to succeed in life with new career skills and those who have a positive attitude toward learning. To be considered for enrollment in the **Practical Nursing Program**, the following factors are necessary:

1. Completed application forms.
2. Proof of high school graduation or GED.
3. Satisfactory completion of the TEAS Test. (**Note: this test may only be taken twice within the calendar year**)
4. Panel Meeting, to include two letters of recommendation (i.e. teachers, employers, nurses, guidance counselor) completion of a questionnaire and a 500 word **typed** essay entitled “Why I want to become a nurse”.

Individuals with felony or misdemeanor convictions must request approval from the Commonwealth of Virginia, Board of Nursing, in order to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Board may either grant or deny this request.

To enroll in **the Allied Health or Cosmetology Programs**, the following factors are considered:

1. Proof of high school graduation or GED.
2. Completed Application forms.

Admissions Procedure

To qualify for enrollment at CCC, each applicant must meet the following requirements:

1. Have a personal interview with an Admissions Representative to discuss the student’s desire and ambition; previous education and work experiences; and the suitability of CCC’s program to satisfy the students’ needs.
2. Pass the standardized admissions test (Practical Nursing and Surgical Technology Programs Only).
3. Complete an admissions application and pay the application fee.
4. Complete background check paperwork.
5. Complete and submit a request for official transcripts from high school, GED program, professional school and all colleges attended.
6. Complete and sign an enrollment agreement.
7. Complete an interview with CCC’s Nursing Panel, to include two letters of reference, completion of a questionnaire and a 500 word essay (Practical Nursing Program only).

Upon completion of the above steps, the candidate's application is reviewed by the Admissions Committee and submitted to the School Director for approval. Notification of acceptance is made on a continuing basis. Individuals will be notified in writing as soon as possible, generally

within three school days. CCC admits applicants without regard to race, religion, color, disability, sex, age or national origin.

Notification of Acceptance

Applicants who are accepted for admission will receive an Acceptance Letter following the review and approval of their application by the School Director.

Application for Readmission

A student who withdraws from school, and subsequently wishes to return, must make application to the Readmissions Committee. To do so, the student must contact the Admissions Department for specific information as to which forms and procedures to follow. The Committee will evaluate all information made available for the purpose of determining if readmission is in the best interest of the student and the school. A recommendation will be made to the School Director, who will make the final decision. The student will be notified in writing within 10 days of the decision. Application for Readmission will be granted no more than twice within a two-year period. A readmission fee of \$25.00 will be required.

Tuition and Fees

Tuition and fees for each education program are available on the school's website at www.chestercareercollege.edu.

Tuition for the program selected is billed in advance and payable during the application period. Any portion of the bill which will not be met by loans, grants or scholarships must be paid at the beginning of the semester. All arrangements for financial aid must be completed in advance of beginning the program.

FINANCIAL AID is available to students who qualify.

Repeating Courses

Should a student be required to repeat a course, he/she will be charged a *per credit hour* fee.

Registration/Application Fee

A **\$25.00** application fee must accompany all applications for admission.

Transcript Fee

Academic transcripts are issued by this school and mailed directly to the receiver upon written request. The first transcript is free. Additional transcripts are **\$5.00** per request. Transcripts are issued when all financial obligations to this school are current.

Cancellation and Refund Policy

A period of three (3) business days, weekend and holidays excluded, is provided during which an applicant may cancel his/her enrollment by written notification to the School Director, without financial obligation other than the \$25.00 application fee.

This School plans expenses, engages faculty, selects students and bases its budget upon collection of tuition from all accepted students. Refunds or adjustments for dismissals, withdrawals, or academic failures are made according to the tuition refund policy below.

All students will be charged a **non-refundable \$25.00 application fee** in addition to the tuition charges, as specified below. The portion of the program completed will be determined by the number of weeks attended. Any portion of a week's attendance will be considered a full week's attendance for the purpose of the refund calculation.

1. During the first 10% of the period of financial obligation, the school shall refund 90% of the tuition;
2. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the school shall refund 50% of the tuition;
3. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the school shall refund 25% of the tuition; and,
4. After the first 50% of the period of financial obligation, the school will retain all of the tuition.

If tuition and fees are collected in advance of the start date of a program and the school cancels the class, 100% of the tuition and fees collected will be refunded.

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees may be retained by the school.

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

All refunds are made within 45 days of the cancellation date or date of withdrawal.

FINANCIAL AID INFORMATION

Types of Aid Available

To assist you in meeting your educational expenses, CCC offers several types of financial aid programs: grants, student loans, and scholarships. In many cases, qualified students are offered a financial aid package which consists of at least two types of financial aid. Additional information about the types of aid available is listed on the school's website.

How to Apply

Students interested in applying for financial aid should complete the Free Application for Federal Student Aid (FAFSA) which is available in the Financial Aid office and on-line. This form must be completed before any type of financial assistance is granted.

Student Eligibility Requirements

Financial assistance is distributed to students based on their financial need as determined by the financial aid application(s) filed. Your financial need is the difference between the cost of your education and the total contribution expected from your family. Your family's contribution is based on an analysis of the financial qualifications form.

Distribution of Financial Aid

All financial assistance is credited to student's accounts each session that they are enrolled as a regular student.

Treatment of Title IV Funds When A Student Withdraws

This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may

no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations

- a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorated schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

For Clock hour programs:

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED (rounded to one significant digit to the right of the decimal point, ex. } 44.93 = 44.9\%.)$$

For Credit hour programs:

Calculate the percentage of Title IV, HEA aid earned:

- b) Divide the number of calendar days the student completed in the period by the total calendar days in the period (excluding scheduled breaks of 5 days or more AND days that the student was on an approved leave of absence).

For Clock hour and Credit hour programs:

- c) If this percentage is greater than 60%, the student earns 100%.

d) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

CCC offers counseling to any student who has difficulty with academics. Counseling is also available if advice or help is needed in other areas. Students seeking counseling should contact their instructor or Program Director for further assistance.

Instructors are available for special tutoring and make-up work outside the normal class hours. Instructors are available by appointment to provide demonstrations, answer questions and/or review. Computers and other equipment are also available for the student to use outside of class hours. Students who desire special assistance are urged to take advantage of this help which is offered at no extra cost.

Drug and Alcohol Prevention and Awareness Policy

CCC has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students. Information regarding the program offered by CCC and other programs available in the community are available on the school's website.

Job Placement Assistance

It is the goal of CCC to assist each student in their pursuit of employment in a job in his/her field. Although we cannot guarantee you a job, we make every effort to assist you. You must, however, make yourself available for assistance. If you do not keep in contact with the school, it is very difficult to set up a job interview for you. If you obtain a job on your own, please contact the school to give us the job information.

Students who have an outstanding balance on their account or who have not met the graduation requirements must make arrangements with the School Director prior to receiving placement assistance

Orientation

Orientation is held at the beginning of each new program start. Orientation is designed to acquaint new students with CCC and is an excellent opportunity to meet the faculty and other students. Orientation consists of a review of the catalog and student handbook, financial assistance procedures, job placement assistance activities, educational programs, and the school facilities.

Library

The Library is composed of a collection of books, periodicals, and reference materials to support the programs offered at CCC. Computers are also available for use by students. All students are encouraged to use the Library to enhance classroom instruction and for research purposes.

Housing

Housing facilities are not provided by the school.

Health Services

In the event of sickness or accident requiring emergency care, an ambulance is summoned. Additionally, students may be assisted by registered nurses who serve as instructors in our school. These individuals are certified in standard first aid and cardiopulmonary resuscitation (CPR). In non-threatening situations, a faculty or staff member may be asked to phone a family member. For minor emergencies, first aid kits are maintained throughout the campus.

Upon entrance into the school, students must complete medical emergency forms at orientation. These forms are kept in the student's permanent files, and are referenced as needed.

ACADEMIC INFORMATION

Satisfactory Academic Progress:

Process Overview & Responsibilities

To be eligible for Title IV aid, students must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. New SAP definitions were created in 668.34 that went into effect on July 1, 2011. The school developed policies determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and qualitative standards. If the student has made acceptable Pace and qualitative progress for that particular increment, then the school reviews the 150% of the maximum allowable time frame criterion to measure student's SAP.

The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Director of Finance reviews the Title IV SAP policy to ensure it meets all federal requirements. The School Director notifies financial aid office if the school changes its academic policies.

Financial Aid Warning:

CCC evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below the required cumulative grade point average or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Financial Aid Probation:

When the student does not make SAP at the end of the probationary period, the student is now

informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the Program Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Pace Measure of Satisfactory Academic Progress (SAP)

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For an undergraduate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For clock hour schools, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

Timeframe - All students must satisfactorily complete their program within 150% of the normal timeframe.

<u>Diploma</u>	<u>Timeframe</u>	<u>Timeframe</u>
Practical Nursing -Day	65 Weeks	97.5 Weeks
Practical Nursing -Eve	76 Weeks	114 Weeks
Massage Therapy – Day/Eve	41 Weeks	61.5 Weeks
Pharmacy Technician - Day/Eve	45 Weeks	67.5 Weeks
Cosmetology – Day	56 Weeks	84 Weeks
Cosmetology – Eve	60 Weeks	90 Weeks

<u>Degree</u>	<u>Timeframe</u>	<u>Timeframe</u>
Medical Assistant -Day/Eve	70 Weeks	105 Weeks
Surgical Technology - Day/Eve	80 Weeks	120 Weeks
Pharmacy Technician - Day/Eve	45 Weeks	67.5 Weeks

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program’s credit hour requirements. **Example 1:** The maximum timeframe for the Practical Nursing day program is 97.5 weeks. The total credit hours needed for completion of this program is 77.8. By the time the student has been in the program for 48.75 weeks (1/2 of the maximum

timeframe), they must have earned at least 38.9 credits. **Example 2:** The maximum time frame for Medical Assistant Degree program is 105 weeks. The total credits needed for completion is 62. By the time the student has been in the program 52.5 weeks (1/2 of the maximum timeframe), they must have earned at least 31 credits. This time frame is applicable for all students including those who did not receive financial aid.

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take a with a 900 hour program, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 30 weeks. If the student only completed successfully 300 hours we would divide 300 by 450 or 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 45 weeks. The student has 30 weeks remaining and could complete the remaining 600 hours within the time frame. So the student is making satisfactory pace progress.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Program Directors monitors Pace progress

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e) (2) (i) and 668.34 of HEA 1965, the XYZ follows a qualitative measure. The measurement is graduated. The following policy provides a detailed description of how qualitative progress is monitored and by whom. The school realizes that, oftentimes, students must make an adjustment to the academic demands of pursuing an education. . The financial aid office receives quantitative information about Title IV recipients from the Program Directors. The quantitative SAP is reviewed manually and a copy of the latest transcript is kept on student file. The office of financial aid notifies students in writing their progress or lack of progress at the end of each payment period. The student must be at a high enough grade point average to be able to reach graduation standards.

Increments

To ensure students are making sufficient progress both quantitatively and qualitatively, the school's SAP policy divide the maximum time frame into equal evaluation periods called increments. Increments cannot be longer than half the program or one academic year, whichever is less. For example in a 30 credit program, an increment must not exceed 15 credit hours. See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

Academic Probation

Students who fail to meet the required grade point average, as outlined below, will be placed on academic probation for one semester. The student is still eligible for Title IV funds, (if

applicable). Students who fail to establish SAP by the end of the next semester will become ineligible for Title IV funds for the following semester unless they make an appeal and win the appeal to be placed on academic probation for an additional semester (see Financial Aid Probation). In addition, students will be dismissed from school at the end of the probationary period. Students who are dismissed due to failure to meet SAP may request re-entry after they have sat out for one full semester. Students must follow the school's Readmissions Policy. If the student is granted readmission, he/she must pay for the cost of tuition until Satisfactory Academic Progress is obtained. Prior to maintaining SAP, the student is not eligible to receive Title IV funds.

Satisfactory Academic Progress for the **Practical Nursing and Degree Granting Programs** is as follows:

1. First Semester - Students must achieve at least a 1.5 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.
2. Second Semester - Students must achieve at least a 1.75 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.
3. Third Semester and Following - Students must achieve at least a 2.0 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.

Satisfactory Academic Progress for **Diploma programs** is as follows:

1. First Semester - Students must achieve at least a 1.5 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.
2. Second Semester - Students must achieve at least a 2.0 grade point average in order to maintain Satisfactory Progress. Students who fail to meet this requirement will be placed on academic probation.

Grading System

The grading scale for **the Allied Health and Cosmetology Programs** is as follows:

Numerical Scale

Letter Grade

Points

93 - 100	A	4.0
85 - 92	B	3.0
77 - 84	C	2.0
70 - 76	D	1.0
69 - Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The grading scale for the **Surgical Technology Program** is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
94 -100	A	4.0
87 - 93	B	3.0
80 - 86	C	2.0
73 - 79	D	1.0
72 & Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of non-graded Clinical Training.

Fail - Unsatisfactory completion of non-graded Clinical Training.

The grading scale for **Practical Nursing Program** is as follows:

<u>Numerical Scale</u>	<u>Letter Grade</u>	<u>Points</u>
94 - 100	A	4.0
90 – 93	B	3.0
85 – 89	C	2.0
80 – 84	D	1.0
79 & Below	F	0.0
W	Withdrawn	0.0
I	Incomplete	0.0

Pass - Satisfactory completion of non-graded Clinical Training.

Fail - Unsatisfactory completion of non-graded Clinical Training.

- A passing grade of all lab/clinical/externship components is required to progress to the next level of study.
- Schedules permit students to complete programs within allotted time frames.
- Students who withdraw after completing 75% of the course will receive a failing grade for that course.
- All students required to take General Education Courses must pass them with a C or better.

Students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Finance in coordination with the Program Directors monitors qualitative progress

Financial Aid Probation may be for one term or multiple terms based on an academic plan.

Clock Hour/Credit Hour Conversion Formula

CCC measures most of its programs in clock hours. The following clock hour/credit hour definitions and conversion formulas are used by this school.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

A credit hour is one semester credit which is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship.

Grade and Progress Reports

All students will receive progress reports after they have completed the first half of each course. Instructors will review these reports with the student after which the student will sign indicating that they have reviewed their reports. Final report cards will be issued within a week after the student has completed the semester.

Attendance

Attendance is taken each day in class. A record of all absences and tardiness will be kept in the student's permanent school record.

Attendance is required at all scheduled classes. If a student is absent because of illness or other good cause, he/she should notify the school prior to the beginning of the scheduled class. Any student who misses seven (7) consecutive days will be dropped from the program. Students with absentee problems will be counseled by school administration.

Students are required to attend at least 80% of their scheduled classes. Students falling short of this requirement will be terminated from the program. Extenuating circumstances which can be documented will be reviewed by the School Director, and approval to remain in class will be considered.

Allied Health students may not miss more than three (3) clinical/externship training days during the entire program. A passing grade in both lecture and clinical/externship are required to progress to the next level of study.

Practical Nursing students may not miss more than five (5) clinical days throughout the entire program. Any student missing more than one (1) clinical per course will fail that course unless the absence has been excused by the Director of Nursing or the School Director.

Tardiness / Leaving Early

Students are required to arrive on time for each class to minimize class interruptions and develop a professional work attitude. In keeping with the school's attendance policy, any student arriving

late or departing early will have this time recorded as out-of-class time and, therefore, deducted from the total scheduled instructional time.

Three (3) tardies will equal one (1) absence. Greater than fifteen (15) minutes is considered a tardy. If a student leaves early three (3) times (greater than 15 minutes), it will be counted as an absence.

Make-Up/Incomplete Classes

Students are required to make up missed class work. It is the student's responsibility to obtain missed assignments by contacting a classmate or the instructor (before or after class). Make-up assignments must be completed within the timeframe given by the instructor.

Exemption Credit

Students may not exempt any courses at CCC.

Leave of Absence (LOA)

CCC does not grant Leave of Absence. Students who leave school prior to program completion must reapply to the school for re-entry.

Withdrawals:

A student who withdraws from a course and receives a “W” in the course will have that course counted in the Pace component of Academic Progress.

Withdrawal Procedure

A student who wishes to withdraw from school for compelling personal reasons should notify the Program Director. When possible, written notice should be given to the Program Director stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study.

Students who fail to complete the program will be charged the application fee and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition and applicable fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Dean/Director of their program.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend school.

In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible as early withdrawal may

result in a tuition balance owed to the school.

Incompletes:

Incomplete grades will convert to an "F" if work is not completed within two weeks, and will impact on the qualitative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

Repeated Courses:

If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace SAP standard.

If a student receives a "D" grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive title IV aid.

If a student receives an "F" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

Frequency of Courses

All courses are repeated at least once within the students' enrollment period.

Clinical / Externship Assignment

All students are required to attend clinical/externship assignments. Hours for these assignments may not coincide with normal school hours or days.

Externship/Clinical Requirements

To be eligible for externship/clinical assignments, students must provide the school with a completed physical and required inoculation report including HBV and PPD (TB skin test) report, ten weeks prior to their assignment. Students must have fulfilled their financial obligations and be cleared by the Finance Department.

Conduct Requirements

Students are required to abide by proper standards of conduct while in attendance in all classes. Profanity, disorderly conduct, or other actions which, in the opinion of the school, are disruptive,

will not be tolerated and can lead to the student's dismissal from the program.

Dismissal from School

CCC reserves the right to terminate a student's enrollment for any of the following reasons:

1. Destruction or unauthorized removal of school property.
2. Failure to make satisfactory progress.
3. Failure to meet attendance requirements.
4. Failure to meet financial obligations.
5. Misconduct which may include dishonesty or plagiarism.
6. Possession or consumption of illegal drugs and/or alcohol.
7. Possession of a gun or other weapon on campus.

Student Dress Code

1. Appearance should reflect professional standards at all times.
2. Good hygiene is important at all times. No perfume or cologne is to be worn on clinical sites. Chewing gum and excessive make-up are not permitted in clinical or classrooms.
3. Students are required to wear their appropriate colored program scrubs with white shoes, in order to attend class.
4. Male and females must wear clean white shoes and laces at all times.
5. Uniforms/scrubs must be wrinkle free and clean at all times.
6. All students must wear ID badges; report lost ID badges immediately.
7. Hair must be clean, simply styled and away from the face. Bright hair colors or highlights are not permitted.
8. Long hair is to be fastened with a small, simple holder and should not touch the collar.
9. Fingernails should not be seen past the fingertip when the palm is facing away from you. No acrylic or polished nails allowed.
10. Earrings: one pair of stud type allowed. No other jewelry, other than a second hand watch and wedding band are allowed.
11. Any visible body piercing or tongue rings are prohibited. Tattoos should be covered at all times.
12. Scarves, caps or head coverings are not allowed at any time.
13. Students with inappropriate appearance will be dismissed from school and marked absent for the day.

Student Appeal Procedures

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Program Director. This

letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken if further documentation is needed to be reviewed.

A student, who wishes to appeal any SAP decision made by the Program Director must submit a typed letter to the School Director with supportive documentation explaining the reason why the student is wishing to appeal the decision of the Program. The School Director will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal.

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting student shall be notified of the Reinstatement Review within 5 days following the decision of School Director.

Student Grievance Procedure

Any student who desires to file a grievance about any action, employee, or student of the school must follow the procedure outlined below:

1. The aggrieved student should first bring the matter to the attention of his/her instructor within 24 hours of the grievance. The instructor has two days to resolve the issue.
 2. If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the Program Director within one day. The Program Director has two days to resolve the issue.
 3. If the matter remains unresolved at this point the student may then bring it to the attention of the School Director within one day. The School Director should resolve the issue within four days.
1. If the matter cannot be resolved by the School Director, the student may appeal, **in writing within 14 days of grievance**, to the Board of Directors of CCC at 713 West Hundred Road, Chester, VA 23836. The Board of Directors will have 30 days to respond to the written complaint. Their decision ends the in-house process.

After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek arbitration through the State Council of Higher Education for Virginia, **in writing**, at the following address:

State Council of Higher Education for Virginia
James Monroe Building
101 North Fourteenth Street
Richmond, VA 23218

The State Council for Higher Education for Virginia provides an impartial panel to hear the concerns of the aggrieved party and intervene to resolve the conflict.

Students may also contact the Council on Occupational Education, **in writing**, regarding any matters which they are unable to resolve by following the procedures outlined above. The address and phone number for the commission are:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: 770-396-3898

Students will not be subject to unfair actions as a result of initiating a complaint proceeding.

Transfer Students:

The School will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed. A student who changes their program will be considered as a transfer student into the new

program.

Transfer of Credits from Other Institutions

Credit for courses or degrees completed at another institution by a student enrolling at CCC will be subject to approval first by the Program Director with final approval from the School Director.

1. The student is responsible for having an **official transcript** from previous institution mailed directly to CCC. Unofficial transcripts **will not** be accepted.
2. CCC will accept a maximum of 25% of credits transferred from a previous institution.
3. Student must have received a grade of “C” or better in the course in order for the credit to be considered.
4. Only credits earned within 2 years prior to enrollment at CCC will be considered.
5. All requests for transfer of credits must be made prior to or within the first five (5) weeks of the start of school.

All students will be notified in writing of any credits accepted as transferable.

Transfer of Credits to Other Institutions

CCC is accredited by the Commission of the Council on Occupational Education. Our mission is workforce development. While we encourage the pursuit of higher learning, credits earned at this institution may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution.

Transfer of Students Between Programs

Any student interested in transferring from one program to another within the institution (i.e., from the Medical Assistant Program to the Practical Nursing Program or from a diploma program to a degree program) must seek counseling and approval from the Program Director. A meeting with the student is arranged to discuss how the transfer will affect the student academically and financially. Based upon this meeting, the School Director may approve or deny the student's request. If approval is granted, the student must first be officially withdrawn from the current program before starting the new program.

Change of Address

At any time that a student's residence, mailing address and/or phone number changes, it is the responsibility of the student to inform CCC of the new address/telephone number. The efforts of

the school depend upon accurate information. The student must obtain a **Change of Address** form from the registrar and submit the correct information. CCC will not be responsible for any information not received by the student if a change of address form has not been submitted.

Graduation Requirements

In order to graduate from a program, students must complete all required course work with a passing grade point average of at least 2.0 (C) and pass clinical/externship requirements. In addition, all financial obligations to the school must be current in order for a diploma to be issued.

Graduation Documents

Upon successful completion of all graduation requirements, students will be awarded a diploma or degree stamped with the official seal of the school and signed by the School Director.

Academic Honors

Certificates are awarded at graduation exercises to students who achieve academic excellence and perfect attendance.

Release of Information

In order to maintain student confidentiality, CCC will not release any information unless the student has signed a release form.

Student Records

CCC maintains academic, financial aid and placement records for each student while enrolled in school. The school maintains student transcripts containing: program of study, courses of study completed with corresponding grades, and period of enrollment. This information is kept indefinitely.

Each student has the right to review his/her student record. The student also has the right to request a meeting to discuss materials which they feel may be inaccurate, misleading, or in violation of the student's right to privacy. Any student requesting a review of his/her student record must submit a written request to the School Director. The School Director will set an appointment that will be convenient for all parties.

Students may receive copies of their academic records. The school charges ten cents per page to copy student records. Student transcripts or academic records will not be released to students who have not satisfied their financial obligation to the school.

Inclement Weather or Other Emergency School Closing Policy

In the event of inclement weather and/or other adverse conditions, cancellation of classes and/or late openings will be listed on Channel 12 (NBC) news. Updated closing information will also

be on school's website and Facebook.

Channel 12 (NBC) will also list the information if there is a change to the normal class schedule on their website at www.nbc12.com/news/closings.

If you decide you will not attend classes for any reason, please remember to call the campus to advise us of your absence at (804)751-9191.

School Holidays

CCC observes the following Major Holidays:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Thanksgiving Holiday	Memorial Day
Christmas Vacation	

School Hours

Monday - Thursday	8:00 a.m. - 10:30 p.m.
Friday	8:00 a.m. - 5:00 p.m.

Associate of Applied Science Degree

Division of Allied Health

Associate of Applied Science Degree is considered a terminal degree and is not a transferable degree.

Description:

Chester Career College’s Associate of Applied Science Degree trains the student to be a multi-functional professional who assists doctors and health care practitioners within the Health Care profession. The program provides the student with training to perform skills such as, patient care management, taking vital signs, giving injections, performing venipuncture, and assisting in laboratory operations. In addition to the clinical portion, the student will also learn administrative duties to assist with the front office. The program consists of a minimum of 24.0 semester hours of general education courses, which coupled with sound technical education will assist students in achieving their full potential in the workplace.

Objective:

CCC’s Associate of Applied Science Degree is designed to provide general educational skills to the technically trained student. The program is designed to help meet the general education requirements necessary in many technical and allied health professions.

Prerequisites:

- A high school diploma or a General Education Development (GED) diploma
- A passing score on the entrance examination as prescribed for the major

Course Outline

To receive an Associate of Applied Science Degree, students must complete a general education core of no less than 24 semester hours and a major core of no less than 38 semester hours.

The student must complete the following:

- English (3.0 credit hours)
- Humanities/Fine Arts (3.0 credit hours)
- Mathematics (3.0 credit hours)
- Natural Science (6.0 credit hours)
- Social/Behavioral Science (3.0 credit hours)
- Computers (3.0 credit hours)
- Communications (3.0 credit hours)

Diploma

The Allied Health Programs are divided into learning units which are called modules and/or externship/practicum. Each module stands alone as a unit of study and is not dependent upon completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the modules and continue through these modules until all have been completed. Following successful completion of the academic classroom modules, students participate in an externship/practicum. This constitutes a supervised, practical in-service in an environment that coincides with each student's area of study. Concluding their externship/practicum the students will complete a course in career development.

CAREER PROGRAMS

Major: Cosmetology Program
Diploma Program/ 1500 Clock Hours

Diploma Program Length: Minimum weeks of instruction, 56 weeks for day and 60 weeks for night.
Maximum satisfactory time frame, 84 weeks for day and 90 weeks for night.

Description: The Cosmetology Program provides both technical and practical training which will enable graduates, upon licensure, to function as a competent entry-level cosmetologist. This program prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Upon successful completion of this program, graduates may take the state licensure examination.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Clock Hours</u>
COS401	Fundamentals I	75
COS402	Fundamentals II	75
COS411	Cosmetology I	75
COS412	Cosmetology II	150
COS413	Cosmetology III	200
COS414	Cosmetology IV	175
COS415	Cosmetology V	175
COS416	Cosmetology VI	125
COS417	Cosmetology VII	100
COS418	Cosmetology VIII	75
COS419	Cosmetology IX	50
COS420	Cosmetology X	50
COS421	Cosmetology XI	175
	TOTAL	1500

Major: Massage Therapy Program
***Diploma Program*/40 Semester Credit Hours**

Diploma Program Length: Minimum weeks of instruction, 41 weeks. Maximum satisfactory time frame completion, 61.5 weeks.

Description: The Massage Therapy diploma program provides both technical and practical training which will enable the graduate, upon licensure and/or certification, to function as a competent entry-level massage therapist. The program provides the student with the basic knowledge of the practice in introduction to massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Also covered in this program are psychological concepts, kinesiology and muscle movement, professional health, hygiene, and boundaries. The program emphasizes theory, as well as hands-on practice. Upon completion of this program, the graduate will be fully prepared to take the national certification exam, offered by the National Certification Board for Therapeutic Massage and Bodywork.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
MT308	Massage I	5
MT309	Allied Modalities	5
MT310	Therapeutic Massage	4
MT311	Massage II	5
MT312	Kinesiology	5
MT313	Pathology	6
MT314	Massage Clinical	4
MT315	Massage III	5
CD102	Career Development	1
	Total	40

Major: Medical Assistant Program

A.A.S. Degree/62 Semester Credit Hours

A.A.S. Degree Program Length: Minimum weeks of instruction, 70 weeks. Maximum satisfactory time frame completion, 105 weeks

Description: The objective of the Medical Assistant Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as Medical Assistants. Since Medical Assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions including clinical or administrative assistant, medical receptionist and medical insurance biller. Upon satisfactory completion of the program, graduates are eligible to take the Medical Assistant Certification Examination and earn the credentials of Certified Medical Assistant.

Program Outline

General Education Core Hours (required)		24 Semester Credit Course
<u>Number</u>	<u>Course Title</u>	<u>Hours</u>
MA612	Patient Care and Communication	4
MA613	Medical Office and Health Sciences	4
MA614	Clinical Assisting and Pharmacology	4
MA615	Cardiovascular and Respiratory System	4
MA616	Maternal Child	4
MA617	Laboratory Procedures	4
MA618	Psychology, Medical Law & Ethics	4
MA619	Externship I	4
MA629	Externship II	4
CD101	Career Development	2
	Total	62

Major: Pharmacy Technician Program
A.A.S. Degree/ 62 Semester Credit Hours

A.A.S. Degree Program Length: Minimum weeks of instruction, 70 weeks. Maximum satisfactory time frame completion, 105 weeks.

Description: The Pharmacy Technician Program will prepare graduates to work under the direct supervision of a registered pharmacist in the dispensing of prescription medication. In addition, the Pharmacy Technician assists in the control of pharmacy inventory, patient education regarding prescription medications, and inpatient record maintenance. A key role of the Pharmacy Technician is direct customer contact, requiring excellent customer service and communication skills. Upon satisfactory completion of the program, graduates are eligible to take the Pharmacy Technician Certification Examination and earn the credentials of Certified Pharmacy Technician.

Program Outline:

General Education Core Hours (required)

24 Semester Credit

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHT708	Introduction to General Pharmacy	4
PHT709	Pharmaceutical Calculations	4
PHT710	Drug Therapy I	4
PHT711	Pharmacy Operations	4
PHT712	Pharmacy Community Relationships	4
PHT713	Sterile Products	4
PHT714	Drug Therapy II	4
PHT715	Externship I	4
PHT716	Externship II	4
CD101	Career Development	2
Total		62

Major: Pharmacy Technician Program
***Diploma Program*/36 Semester Credit Hours**

Diploma Program Length: Minimum weeks of instruction, 45 weeks. Maximum satisfactory timeframe completion, 67.5 weeks.

Description: The Pharmacy Technician Program will prepare graduates to work under the direct supervision of a registered pharmacist in the dispensing of prescription medication. In addition, the Pharmacy Technician assists in the control of pharmacy inventory, patient education regarding prescription medications, and inpatient record maintenance. A key role of the Pharmacy Technician is direct customer contact, requiring excellent customer service and communication skills. Upon satisfactory completion of the program, graduates are eligible to take the Pharmacy Technician Certification Examination and earn the credentials of Certified Pharmacy Technician.

Program Outline:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
PHT708	Introduction to General Pharmacy	4
PHT709	Pharmaceutical Calculations	4
PHT710	Drug Therapy I	4
PHT711	Pharmacy Operations	4
PHT712	Pharmacy Community Relationships	4
PHT713	Sterile Products	4
PHT714	Drug Therapy II	4
PHT715	Externship I	3.5
PHT716	Externship II	3.5
CD102	Career Development	1
Total		36

Practical Nursing Program
Diploma/ 77.8 Semester Credit Hours

Diploma Program Length: Minimum weeks of instruction, 65 weeks for day and 76 weeks for night.
 Maximum satisfactory time frame, 97.5 weeks for day and 114 weeks for night.

Description: The purpose of the Practical Nursing Program is to prepare a student who is clinically competent and capable of functioning as a productive member of the health care team in compliance with the educational preparation and the Commonwealth of Virginia, Statutes and Regulations. Upon satisfactory completion of the program, graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). After passing the examination, graduates will carry the title Licensed Practical Nurse and will qualify to work as an entry-level practitioner.

Course Number Course Title	Classroom/ Lecture		Shop/Lab		Work-Based Activities		Total Hours	
	<i>Clock</i>	<i>Credit</i>	<i>Clock</i>	<i>Credit</i>	<i>Clock</i>	<i>Credit</i>	<i>Clock</i>	<i>Credit</i>
BSC250 Anatomy & Physiology	45	3					45	3
BSC260 Anatomy & Physiology	45	3					45	3
IDS130 Strategies for Success	45	3					45	3
MGF210Math	45	3					45	3
PN531 Fundamentals of Nursing I	90	6	30	1			120	7
PN532 Fundamentals of Nursing II	45	3	15	.5	60	1.3	120	4.8
PN519 Pharmacology	105	7	15	.5			120	7.5
PN522 Medical-Surgical Nursing I	60	4			30	.6	90	4.6
PN523 Growth and Development	30	2					30	2
PN524 Maternal-Child Nursing	90	6			30	.6	120	6.6
PN525 Medical-Surgical Nursing II	60	4			60	1.3	120	5.3
PN526 Medical-Surgical Nursing III	60	4			60	1.3	120	5.3
PN527 Medical-Surgical Nursing IV	80	5.3			40	.8	120	6.1
PN528 Medical-Surgical Nursing V	60	4			60	1.3	120	5.3
PN529 Geriatric Nursing	60	4			60	1.3	120	5.3
PN530 Leadership	60	4	60	2			120	6
Program Totals	980	65.3	120	4	400	8.5	1500	77.8

Major: Surgical Technology
A.A.S. Degree /76 Semester Credit Hours

A.A.S. Degree Program Length: Minimum instruction, 80 weeks. Maximum satisfactory time frame, 120 weeks.

Description: The Surgical Technology program provides students with the technical ability, knowledge, and skills required for entry-level employment as a member of the healthcare team in hospital or surgical center operating rooms. Students receive training in the essentials of healthcare, surgical instrumentation, anatomy, physiology, medical language and pharmacology. Graduates will be prepared for employment as a Surgical Technologist. A degree will be awarded upon successful completion of this program.

Program Outline

General Education Core (required) 24 Semester Credit Hours

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
STS650	Health Care Concepts	5
STS660	Body Structure and Function	6
STS670	Surgical Technology Theory	5
STS672	Surgical Techniques and Procedures I	4
STS674	Surgical Techniques and Procedures II	4
STS676	Surgical Techniques and Procedures III	4
STS680	Surgical Specialties I with Lab	4
STS682	Surgical Specialties II with Lab	4
STS684	Surgical Specialties III with Lab	4
STS690	Externship I	4
STS692	Externship II	4
STS696	Externship III	4
Total		76

Course Descriptions

Course Description – General Education

ENG 115 English Composition I

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material

LIT 118 Literature

This course concentrates on the major writers of Modern Literature. Historical background and social forces, which shape literature, are emphasized.

IDS 130 Strategies for Success

Drawing on learning and cognitive theory, this course teaches persistence and high achievement skills to enable students to establish foundations upon which to build in college and later in the business world. Central to the philosophy of the course is the concept that individuals are responsible for their own actions and can regulate their own behavior through goal-setting, self-reflections, and self-evaluation not only in an academic environment, but also in the corporate world.

BSC 250 – Anatomy & Physiology: Cell Structure and Function

Students will study the basic cell structure within the human body and their functions as it relates to health and science. Topics covered include basic physiology cell to organ system, integumentary system, skeletal system, muscular system, nervous system and sensory system.

BSC 260 – Anatomy & Physiology: Body Systems

This course introduces the principles of classification and briefly surveys the five kingdoms of living organisms. Students will study the maintenance of the body system. Topics such as blood, heart and blood vessels, Lymphatic System, Respiratory System, Digestive System, urinary System, Reproductive System, plus pregnancy, prenatal development and Genetics.

CGS 200 – Intro to Computers

This course is an introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics. Experience with computers and selected software is stressed.

SPC 240 – Speech

This course is designed to develop the students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the students' interpersonal and professional speaking skills.

Course Descriptions – Cosmetology

COS401 Fundamentals I

Fundamentals I orients the student to the field of cosmetology. It examines the history and available opportunities. Life skills, professional image, and communicating for success are taught in this course.

Lecture 15 hours; Laboratory 60 hours

COS402 Fundamentals II

This course is designed to introduce students to the principles and practices of infection control. Students are taught general anatomy and physiology of the human body. Basic electricity is taught in Fundamentals II.

Lecture 20 hours; Laboratory 55 hours

COS411 Cosmetology I

This course is designed to provide students with knowledge of basic chemistry. Properties of the hair and scalp, scalp care, shampooing and conditioning are taught in this course.

Lecture 20 hours; Laboratory 20 hours; Clinical 40 hours

COS412 Cosmetology II

This course is designed to build an understanding of the principles of hair design. Students will be instructed on the techniques of hairstyling, braiding and braid extensions, wigs and hair additions.

Lecture 15 hours; Laboratory 25 hours; Clinical 110 hours

COS413 Cosmetology III

This course is designed to provide instruction and skills in the principles and practices of haircutting. Students will learn how to choose and use the right tools and go beyond the basic haircutting techniques; as well as safety in haircutting.

Lecture 15 hours; Laboratory 25 hours; Clinical 160 hours

COS414 Cosmetology IV

This course provides instruction and skills in the principles and practices of chemical texture services. Students will have a thorough understanding of chemical texture services and the changes in the structure of hair during permanent waving, chemical hair relaxing, and curl re-forming.

Lecture 15 hours; Laboratory 25 hours; Clinical 135 hours

COS415 Cosmetology V

This course is designed to provide instruction and skills in the principles and practices of hair coloring. Hair structure, natural tones, color theory, types of haircolor, consultation, formulation and application will be thoroughly covered and studied. The student will also cover special effects and corrective solutions for haircoloring.

Lecture 15 hours; Laboratory 35 hours; Clinical 125 hours

COS416 Cosmetology VI

Cosmetology VI is designed to build an understanding of skin structure, growth and nutrition. Skin disorders and diseases are covered in this course. Knowledge and skills for hair removal, facials, and facial make up are discussed and practiced.

Lecture 15 hours; Laboratory 20 hours; Clinical 90 hours

COS417 Cosmetology VII

This course is designed to provide students with knowledge of nail structure and growth. Nail disorders and diseases will be discussed. Students receive knowledge and skills on the principles and practices of manicuring and pedicuring.

Lecture 15 hours; Laboratory 15 hours; Clinical 70 hours

COS418 Cosmetology VIII

This course is designed to develop knowledge and skills of nail tips and wraps. MLPP nail enhancement and UV Gel Nails are covered in this course.

Lecture 15 hours; Laboratory 15 hours; Clinical 45 hours

COS419 Cosmetology IX

This course is designed to prepare students for seeking employment in the cosmetology field as well as on-the-job skills needed to maintain employment. Salon business and opportunity are covered in this course.

Lecture 15 hours; Laboratory 15 hours; Clinical 20 hours

COS420 Cosmetology X

This course is designed to prepare students to take the state licensure examination. A comprehensive review of the Cosmetology Program is followed by practice exams.

Lecture 25 hours; Laboratory 25 hours

COS421 Cosmetology XI

This course is designed for miscellaneous lectures, classes and workshops.

Lecture 75 hours; Laboratory 100 hours

Course Descriptions – Massage Therapy Program

MT308 Massage I

This course examines the history of massage. Topics covered include indications, contraindications, and areas of endangerment; health, hygiene, sanitation and safety standards; and general principles of giving a massage. The course examines Swedish massage techniques that form the basis for therapeutic massage. (Lect-60/Lab-40)

MT309 Allied Modalities

This course is designed as an overview of various allied modalities of massage therapy. The topics covered include health related areas such as sports medicine, clinical pathology, exercise physiology and range of motion. Also covered are the Asian bodyworks such as Shiatsu, Tai Massage, and Chinese Medicine. Other modalities including energy techniques, NMT, Trigger Point, Myofascial Release, Rolfing, etc. will be reviewed and demonstrated. Additionally, students study first aid, CPR, and HIV/AIDS. (Lect-60/Lab-40)

MT310 Therapeutic Massage

This course focuses on the overall therapeutic massage experience. Areas of concentration include therapist care and body mechanics, client draping, client positioning, interpersonal communication, palpatory skills, and joint movement. (Lect-40/Lab-60)

MT311 Massage II

This course examines how the human body responds to various sports related activities. There is an emphasis on injuries, pain and sports movement. Students are exposed to pre/post sports massage techniques and routines. Also covered is the scientific application of water for the purpose of therapy and rehabilitation. An overview of current trends in spa therapy, spa operations and the study of paraffin baths, hot stone therapy, and various spa applications will be covered. Students will also learn key points of Sports massage, examining how the human body responds to various sports related activities. There is an emphasis on injuries, pain and sports movement. (Lect-60/Lab-40)

MT312 Kinesiology

This course is an overview of human anatomy, structural kinesiology, and their relation to movement. Lecture to familiarize students with basic techniques and/or improving techniques of advanced students in the use of Swedish massage strokes while applying practical applications. (Lect-60/Lab-40)

MT313 Pathology

This course focuses on the most common disease conditions a massage therapist encounters. The etiology, prevention and appropriate massage interventions are examined. (Lect-100)

MT314 Massage Clinical

Upon completion of the core program, Massage Therapy students participate in a 180 hour clinical massage experience. The clinical massage provides the student an opportunity to apply principles and practices learned in the program and utilize entry level massage therapy skills in working with patients and clients. Students must successfully complete their clinical massage experience in order to fulfill requirements for graduation. Prerequisite: Completion of MT308- MT313

MT315 Massage III

This course focuses on muscle and bone palpation with attention to trigger points, pain referral patterns, and stretching in a lab setting. Muscles will be addressed in groups according to their location. Completion of this course will allow the student to effectively create client treatment plans as related to massage therapy. (Lect-60/Lab-40)

CD102 Career Development

This course includes an in-depth look at the requirements of the Virginia State Massage Therapy Regulations. The students will gain an overall understanding of Medical Ethics within the Massage Therapy Profession along with the skills involved in being both a successful business owner and a Massage Therapist. (Lect-20)

Course Descriptions – Medical Assistant Program

MA612 Patient Care and Communication

This Course emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career.

MA613 Medical Office and Health Sciences

The Medical Office and Health Sciences course introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field.

MA614 Clinical Assisting and Pharmacology

The Clinical Assisting and Pharmacology course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

MA615 Cardiovascular and Respiratory System

The Cardiovascular and Respiratory System course examines the circulatory and respiratory systems, including the structure and function of the heart and lungs and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples, and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

MA616 Maternal Child

The Maternal Child course covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about child growth and development, and how heredity, cultural and the environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring.

MA617 Laboratory Procedures

The Laboratory Procedures Course introduces Microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiologic and nuclear medicine and become familiar with various radiologic examinations and the patient preparation for these exams. Anatomy and physiology of the Urinary system, Blood and Lymphatic system, and the body's immunity including the structure and functions, as well as, common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

MA618 Psychology, Medical Law & Ethics

Psychology, Medical Law and Ethics covers the history and science of the medical field, as well as, the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the

responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as, psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

MA619 Medical Assisting Externship I

Upon successful completion of Modules A through G, Medical Assisting students participate in a 180-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 90- and 180-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Prerequisite: MA612-618

MA629 Medical Assisting Externship II

This section of the course is designed to simulate the working environment of a health care facility. The student will demonstrate competency in the administrative and clinical aspects of Medical Assisting.

Prerequisite: MA619

CD101 Career Development Skills

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences. Instruction will be delivered through a variety of methods to include lecture, literature, demonstration and role playing. The use of outside sources to include motivational speakers and facility tours also play a key role in the overall Career Development curriculum.

Course Descriptions – Pharmacy Technician

PHT708 Introduction to General Pharmacy

This course is an overview of the allied health professions including the roles of pharmacy support personnel, pharmacy law, medical terminology and pharmaceutical abbreviations.

PHT709 Pharmaceutical Calculations

This course will cover the necessary mathematic concepts and skills used on the job by the pharmacy technician. Basic knowledge of mathematics essential for the understanding of drug dose calculations will also be covered.

PHT710 Drug Therapy I

The student will learn the relationships between anatomy, physiology, disease states, and pharmaceutical therapy. It will also include the origins, dosage forms, indications, action, routes of administration and side effects of both prescriptions and non-prescription drugs used in diseases of the central nervous system and the autonomic nervous system.

PHT711 Pharmacy Operations

This course will cover the technical aspects of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations.

PHT712 Pharmacy Community Relationships

This course covers the basic concepts of computer operation. There is an emphasis on software designed for the use in pharmacy and the necessary skills for the pharmacy technician to communicate effectively. This course will also teach the basic concepts of community pharmacy calculations.

PHT713 Sterile Products

The student will learn the proper application of aseptic techniques and use of the laminar flow hood in the preparation of sterile products.

PHT714 Drug Therapy II

This course will cover the relationship between anatomy, physiology, disease states, and pharmaceutical therapy. It will include the origins, dosage forms, and indications, and actions, routes of administration and side effects of both prescription and non-prescription drugs used in diseases of the cardiovascular, endocrine, respiratory, digestive and reproductive systems.

PHT715 Pharmacy Externship I

This course will provide on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist. Student will return to campus for one week of Career Development skills.

PHT716 Pharmacy Externship II

A continuation of on-site training in outpatient and inpatient pharmacy services under direct supervision of a designated pharmacist.

CD101 Career Development

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences. Instruction will be delivered through a variety of methods to include lecture, literature, demonstration and role playing. The use of outside sources to include motivational speakers and facility tours also play a key role in the overall Career Development curriculum.

CD102 Career Development

Students are provided with the resources necessary to develop a self-directed career search plan to match their individual goals. To ensure job-readiness and marketability, students will be instructed in all facets of the job search to include networking, lead sources, telephone etiquette, interview preparation and interview techniques. In addition, students will receive instruction and assistance with the preparation of marketing tools such as resumes, cover letters, and various correspondences.

Course Descriptions – Practical Nursing Program

PN 531 Fundamentals of Nursing I

Fundamentals of Nursing I focuses on the history of nursing, an overview of the nursing profession, and professionalism, discusses laws and ethics, health and illness, culture and ethnicity, and communication. The lab portion of this course provides opportunities for the student to observe demonstrations of selected skills and show proficiency through return demonstration.

Lecture - 90 hours; Lab - 30 hours

Prerequisite: BSC 250 Anatomy & Physiology, BSC 260 Anatomy & Physiology, IDS 130 Strategies,
MGF 210 Math

PN532 Fundamentals of Nursing II

Fundamentals of Nursing II continue to develop knowledge and ability through emphasis toward more complex client needs. Utilization of the nursing process to meet client needs is emphasized. Problems related to the integumentary system are discussed. Clinical training allows the student an opportunity to develop skills and attitudes necessary to work as a member of the health care team. Lab training involves observation and demonstration of select nursing skills

Lecture - 45 hours; Lab - 15 hours; Clinical - 60 hours

Prerequisite: Fundamentals of Nursing I

PN519 Pharmacology

This course is designed to build an understanding of safe drug administration through the use of the nursing process. Concentration is placed on routes of administration, the responsibilities of the LPN when administering medications, calculation of dosages for the adult and child, and the “six rights” in administering medications. Drug classifications are discussed and student is taught how to research specific actions and uses, side effects by body system, contraindications, and nursing implementations before administering medication. Lab portion of this course covers preparation of medications and administration. **A proficiency test must be passed with a 90% or better prior to administering medications at the clinical site.**

Lecture - 105 hrs; Lab – 15 hrs

Prerequisite: BSC 250 Anatomy & Physiology, BSC 260 Anatomy & Physiology, IDS 130 Strategies,
MGF 210 Math

PN522 Medical-Surgical Nursing I

This course is designed to provide the student with basic knowledge of Psychiatric Nursing. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 90 hours; Clinical - 30 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN523 Growth and Development

This course discusses physical and psychological development from birth through geriatrics and how it affects an individual in wellness and illness. Content includes death, dying and bereavement.

Lecture - 30 hours

Prerequisite: BSC 250 Anatomy & Physiology, BSC 260 Anatomy & Physiology, IDS 130 Strategies,
MGF 210 Math

PN524 Maternal-Child Nursing

This course is designed to provide knowledge and develop skills essential to caring for the client during intra partum, post partum and neonatal period. This course includes the care of children of various ages in wellness and illness. The special nutritional needs of both these groups are discussed. The clinical practicum allows the student to observe clients of both groups in a medical environment. Content also covers the reproductive system.

Lecture - 90 hours; Clinical - 30 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN525 Medical-Surgical Nursing II

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to integumentary, gastrointestinal, and endocrine systems. This course also explores care for the patient with lymphatic, pancreatic, gallbladder, liver, and biliary tract disorders. Fluids and electrolytes are also discussed. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 60 hours; Clinical - 60 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN526 Medical-Surgical Nursing III

This course is designed to provide the student with basic knowledge of common care of the surgical patient and care of patients with cancer. Additionally, knowledge of patients with surgical disorders related to the HIV and AIDS, immune, and urinary systems are also covered. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 60 hours; Clinical - 60 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN527 Medical-Surgical Nursing IV

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to blood, lymphatic system, respiratory system, reproductive and cardiovascular system. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 80 hours; Clinical - 40 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN528 Medical-Surgical Nursing V

This course is designed to provide the student with basic knowledge of common medical surgical disorders related to the nervous system, visual and sensory disorders and musculoskeletal disorders. Theory course content is correlated with clinical experience in all areas of clinical instruction.

Lecture - 60 hours; Clinical - 60 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN529 Geriatric Nursing

This course is designed to develop an understanding of normal processes of aging and common health problems of older adults. Students compare developmental tasks and identify differences among young-old, middle-old and old-old individuals. Students gain understanding of the impact of older adulthood on society and healthcare systems in the United States. Attitudes toward older adults are discussed. Theoretical content is correlated with patient care experiences in the clinical environment with an emphasis on rehabilitation. Modifications to nursing practice related to the geriatric patient are discussed.

Lecture - 60 hours; Clinical - 60 hours

Prerequisite: Fundamentals of Nursing I, Fundamentals of Nursing II, PN 519 Pharmacology

PN530 Leadership

This course is designed to develop and strengthen leadership skills within the scope of practice of a LPN. The student will be prepared to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). A comprehensive review of the PN Program is followed by several practice exams. A comprehensive exam must be taken and passed in order to successfully complete the PN Program. The course focuses on skills that assist the student in obtaining a job in the healthcare field to include resume writing, interview skills and critical thinking skills.

Lecture - 60 hours; Lab - 60 hours

Prerequisite: Successful completion of all Practical Nursing courses and all practical nursing clinical requirements.

Course Descriptions – Surgical Technology Program

STS650 Health Care Concepts

This course teaches the necessary concepts for entry into the healthcare field. This course discusses the historical developments of surgery, information on the healthcare delivery system and facilities, roles and responsibilities of the surgical team, and presents legal/ethical issues. Personal and professional relations, job seeking skills, communication skills, and stress management will be discussed. Students will be introduced to the basic principles of pharmacology. Students will calculate drug levels based on patient's statistics. The principles of anesthesia administration will be addressed. Medical terminology, medical errors and reporting systems will be discussed. Additionally, students study CPR and blood borne diseases including HIV/AIDS.

STS660 Body Structure and Function

This course provides instruction on the structure and function of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology.

STS670 Surgical Technology Theory

Operating room theory and the role of the surgical technologist in the operating room, delivery room, and related areas will also be covered. This includes a basic knowledge of equipment, supplies and instrumentation. The physical environment of the surgical suite will be discussed. An introduction to microbiology and infection control as well as medical as surgical asepsis will also be provided.

STS672 Surgical Techniques and Procedures I with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room; including principles of aseptic technique, correct posture for scrubbing, gowning and gloving, draping and handling of specimens. The basic concepts of microbiology as they apply to the practice of surgery will be covered. Patient psychological needs and assessment, and the processes for obtaining consent for surgery will be covered.

STS674 Surgical Techniques and Procedures II with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room including principles of aseptic technique, care and counting of sponges, sharps and instruments. Wound Principle classifications and the surgical procedures for each will be discussed. In addition, patient transfer and positioning techniques will be covered. Identification of emergency situations and the appropriate action for patient care will be discussed. Application of thermoregulatory devices, vital signs, urinary catheterization, hemostasis and blood replacement will be discussed.

STS676 Surgical Techniques and Procedures III with Lab

This course teaches the skills necessary to function as a surgical technologist in the operating room including aseptic technique, and a basic understanding of robotics and their use in the operating room setting. In addition, an understanding of the principles of physics and electricity as it relates to the operating room environment will be covered. Students will gain computer knowledge as it relates to the surgical application of computers, computer hardware, computer software, graphics and internet basics.

STS680 Surgical Specialties I with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include diagnostic procedures, general surgery, plastic and reconstructive surgery, obstetrics and gynecology. Cell pathology, tumors, and disorders of each body system and the diagnostic tests associated with each will be covered. Prep of operative site, handling of specimens, and post operative care and methods of assessment for discharge are covered. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered.

STS682 Surgical Specialties II with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include urological, ophthalmic and orthopedic surgery. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered.

STS684 Surgical Specialties III with Lab

This course teaches pre-operative theory, detailed surgical procedures, and special techniques involving the multiple surgical specialties. The peri-operative care of the individual patient is also covered. Specialties include otorhinolaryngologic, oral/maxillofacial, neurosurgery, cardiothoracic surgery, and peripheral vascular surgery. Anatomy, surgical pathology, instrumentation, room setup, positioning, draping, incisions, and surgical procedures of each specialty area will be covered.

STS690 Surgical Technology Externship I

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite).

STS692 Surgical Technology Externship II

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite).

STS696 Surgical Technology Externship III

This course teaches the clinical procedures of surgical applications through observation and participation under professional supervision (pre-requisite).

PROGRAM LENGTH

Degree Programs (or may lead to a degree)

Medical Assistant– Day & Evening

First Semester	20 weeks
Second Semester	15 weeks
Third Semester	20 weeks
Fourth Semester	15 weeks

Pharmacy Technician – Day & Evening

First Semester	20 weeks
Second Semester	15 weeks
Third Semester	20 weeks
Fourth Semester	15 weeks

Surgical Technology – Day & Evening

First Semester	20 weeks
Second Semester	20 weeks
Third Semester	20 weeks
Fourth Semester	20 weeks

Diploma Programs

Massage Therapy- Day & Evening

First Semester	25 weeks
Second Semester	16 weeks

Pharmacy Technician – Day & Evening

First Semester	30 weeks
Second Semester	15 weeks

Practical Nursing – Day

First Semester	18.75 weeks
Second Semester	16.25 weeks
Third Semester	15 weeks
Fourth Semester	15 weeks

Practical Nursing – Evening

First Semester	20.5 weeks
Second Semester	19.5 weeks
Third Semester	18 weeks
Fourth Semester	18 weeks