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Corporate Officers

Patrick Albert • President
Ryan Snyder • Chief Financial Officer
Pat J. Debold • Vice President of Academic Affairs
Harry Dotson • Vice President of Regulatory Compliance and Quality Assurance
Jami Frazier • Vice President of Student Affairs
Jim Thompson • Vice President of Development
Mike Wimer • Vice President of Admissions
Sherrie Martin • Vice President of Advertising & Marketing
Janice Pinson • Vice President of Human Resources
Lisa Henak • Assistant Treasurer/Executive Assistant

Addendum Published December 31, 2012

Administration/Faculty

Administration

Chris Becker Campus President
Grace Salazar Administrative Assistant

Admissions Department

Greg Lam Director
Sandra Munoz Admissions Coordinator
Susan Rodriguez Receptionist
Yvonne Ayala Representative
Carol Kim Representative
Quoc Nguyen Representative
Jaiden Jiang Representative
Michael Delgado Representative
Carla Farias Representative
Tricia Walker Representative
Janet Aranda Representative
Angella Walters Representative

Business Office

Chris Kelly Manager

Financial Aid

Lardi Mbah-Enin Director
Ligaya Galleno Assistant Director
Evelia Mercado-Coronado Officer
Frank Munoz Senior Officer
Saziya Patel Officer
Tera Vitto Officer

Graduate Employment

Roxanne Alvarez Director
Allison Upstill Graduate Employment Specialist

Education

Open Academic Dean
Open Associate Academic Dean
Cathy Luna Academic Assistant
Louis Vanderhyde Registrar
Larry Hill, B.Ed, MA Tutor
Lynda Carlos Clinical Administrative Assistant
Collette Rowley Test Proctor
Brenda Colby Academic Assistant

Student Affairs

Lisa Holiday Director

Dental Assistant Program

Cindy Navarro, RDA Director
Gina Costa, RDA Instructor
Phuong Nguyen Instructor
Kelly New, RDA Instructor
Anne Contreras Instructor
Lurdes Mercado Instructor
Joyce C. Raaff Instructor

Dental Hygiene Program

Eileen Derr, CDA, RDH, MPA Director
Alma Boston, RDA Clinical Coordinator
Mary Sue Pierce, RDH, BS Instructor
Cynthia Smith, RDH, BS Instructor
Allison Teel, RDH, BS Instructor
Gary Padre, RDH, BS Instructor
Tracy Ross, RDH, BS Instructor
Gina Autore Hutchings, RDH, BS Instructor
Cherie Wink Instructor
David To, DDS Dentist
Gary Trombatore, DDS Dentist

General Education

Mitali Dutta, MS, BS Instructor
Eloise Howell Johnson, BA, MA Instructor
Jennifer Vargas, MA Instructor
Joanne Carle-Accornero Instructor

Medical Assistant Program

Isabel Torrez Director
Jenny Ortiz Instructor
Jessica Vivar Instructor
Ariana Hertz Instructor
Raphael Alvarez Instructor
Deborah Reese Instructor
Vickie Allen Instructor
Carlos Calderon Instructor
Wendy Van Oudheusden MA Extern Coordinator
Ramon Geluz MA Extern Coordinator

Medical Office Administration Program

Isabel Torrez Director
Lisa Anthony Instructor
Cinder DePalma Instructor

Physical Therapist Assistant Program

Linda Reed, DPT, MED Director
Sundee Puri, BS, MPT Clinical Director
Jim Geurts, BS, MPT Instructor
Corina Aguirre Instructor

Respiratory Therapy Program

Stephanie Dudley, BS, RCP, RRT Director
Henry Moreta, BA, MA, RCP, RRT Director of Clinical Education
William P. Klein, MD, FACP, FCCP Medical Director
Rody Azar, RRT, RCP Instructor
Karyn Releford, RCP, RRT Instructor
Paul de la Pena, RRT, CRT Instructor
Carol Herron, RRT, CRT Instructor
Harrison Kaplan, RCP, RRT Instructor
Tula Nieva, RRT, RCP, CRT Instructor
Edward Salib, RRT, RCP, CRT Instructor
Aprilyn Valerio, RRT, CRT Instructor
Scott Fritschle, BA, RRT Instructor
Eliazar Cosa, RCP, RRT, AS Instructor

Vocational Nurse Program

Kathleen Sixsmith, BS, RN Director
Tina Terpening, BSN, MSN, PHN, RN Assistant Director
Carlos Baguioro, RN, BSN Instructor
Paula Bauer, BSN, MSN, RN Instructor
Jeanette Beck, BSN, RN Instructor
Maria Boccuzzi, BSN, RN Instructor
Helen Bressler, BSN, MA, RN Instructor
Lorraine Clinton, BSN, RN Instructor
Juliet Corpuz, RN, BSN Instructor
Kristine DeBarge, RN, ASN Instructor
Cynthia Every, RN, BSN Instructor
Diana Gienger, RN, BSN, MSN Instructor
Karine Hajian, RN, BSN Instructor
Neelam Jain, BSN, RN Instructor
Richard Kroesing, BA, BSN, RN Instructor
Mila Leitsch, BSE, BSN, MSN, RN Instructor
Estrella Mendoza, BSN, MA, RN Instructor
Marcia Natelborg, BA, BSN, RN, CCN Instructor
Terisita Nilo, BSN, MSN, RN Instructor
Ida Reader, BSN, MSN, RN Instructor
Astrid Reynado, BSN, RN Instructor
Nancy Rhomberg, BSN, RN Instructor
Susan Sanchez, RN, BSHS Instructor
Sheila Sapp, BS, BSN, RN Instructor
Rajini Shahani, BSN, MSN, RN Instructor
Diana Sherrod, RN, BSN Instructor
Marlene Stanley, BSN, RN Instructor
Susan Tuason, RN, BSN Instructor
Jan Villanueva, BSN, NP, RN Instructor
Verna Hernandez, RN, BSN Instructor
Margilane Hernand Instructor

Student Holidays

January 1, 2013.....New Year's Day
 January 21, 2013..... Martin Luther King Jr. Day
 May 27, 2013 Memorial Day
 July 4, 2013..... Independence Day
 September 2, 2013..... Labor Day
 November 28, 2013Thanksgiving Day
 November 29, 2013 Day After Thanksgiving
 December 25, 2013 Christmas Day

Clinical Schedules

Clinical rotations may consist of 8-12 hour shifts during the daytime or evening hours.
 Weekend clinicals may also be offered.

Externship Schedules

Externship schedules may consist of 4-8 hour shifts during the daytime hours.

Hours of Operation

Classroom- open at least 15 minutes before and after each scheduled class.
 Administration- 8 a.m. to 8 p.m.; Monday through Thursday and 8 a.m. to 5 p.m.; Friday
 Learning Resource Center- 8 a.m. to 8 p.m.; Monday through Friday unless posted.

Class Schedules

Dental Assistant

Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m.		Afternoon Classes Monday – Friday 1:00 p.m. – 5:00 p.m.		Evening Classes Monday – Friday 6:00 p.m. – 10:00 p.m.	
Start	Graduate	Start	Graduate	Start	Graduate
01/22/13	10/11/13	01/22/13	10/11/13	01/22/13	10/11/13
02/20/13	11/15/13	02/20/13	11/15/13	02/20/13	11/15/13
03/21/13	12/16/13	03/21/13	12/16/13	03/21/13	12/16/13
04/19/13	01/22/14	04/19/13	01/22/14	04/19/13	01/22/14
05/20/13	02/28/13	05/20/13	02/28/13	05/20/13	02/28/13
06/19/13	03/28/14	06/19/13	03/28/14	06/19/13	03/28/14
07/19/13	04/25/14	07/19/13	04/25/14	07/19/13	04/25/14
08/19/13	05/23/14	08/19/13	05/23/14	08/19/13	05/23/14
09/18/13	06/23/14	09/18/13	06/23/14	09/18/13	06/23/14
10/17/13	07/28/14	10/17/13	07/28/14	10/17/13	07/28/14
11/15/13	08/22/14	11/15/13	08/22/14	11/15/13	08/22/14
12/18/13	09/22/14	12/18/13	09/22/14	12/18/13	09/22/14

Medical Assistant

Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m.		Afternoon Classes Monday – Friday 1:00 p.m. – 5:00 p.m.		Evening Classes Monday – Friday 6:00 p.m. – 10:00 p.m.	
Start	Graduate	Start	Graduate	Start	Graduate
01/22/13	09/12/13	01/22/13	09/12/13	01/22/13	09/12/13
02/20/13	10/10/13	02/20/13	10/10/13	02/20/13	10/10/13
03/21/13	11/13/13	03/21/13	11/13/13	03/21/13	11/13/13
04/19/13	12/12/13	04/19/13	12/12/13	04/19/13	12/12/13
05/20/13	01/13/14	05/20/13	01/13/14	05/20/13	01/13/14
06/19/13	02/17/14	06/19/13	02/17/14	06/19/13	02/17/14
07/19/13	03/26/14	07/19/13	03/26/14	07/19/13	03/26/14
08/19/13	04/23/14	08/19/13	04/23/14	08/19/13	04/23/14
09/18/13	05/21/14	09/18/13	05/21/14	09/18/13	05/21/14
10/17/13	06/19/14	10/17/13	06/19/14	10/17/13	06/19/14
11/15/13	07/18/14	11/15/13	07/18/14	11/15/13	07/18/14
12/18/13	08/21/14	12/18/13	08/21/14	12/18/13	08/21/14

Vocational Nurse

Day Classes**		Weekend Classes***	
Start	Graduate	Start	Graduate
01/07/13	03/12/14	03/25/13	12/21/14
04/08/13	06/11/14	07/29/13	05/09/15
07/08/13	09/15/14	12/09/13	09/27/15
10/07/13	12/10/14		

**The Vocational Nurse weekday program has a 32-hour study week.

***The Vocational Nurse weekend program has a 22-hour study week. Clinical hours begin at either 6:30 a.m. or 3:00 p.m. Each student is expected to attend at least one term on a 3:00 p.m. to 11:00 p.m. clinical rotation. Theory classroom hours begin at 8:00 a.m.

Dental Hygiene

Day Classes Monday – Friday	
Start	Graduate
TBD	TBD

The Dental Hygiene Program is a 70 week program consisting of seven (7) ten (10) week terms. Classes are Monday through Friday and at this time are only offered as day classes; however, in Terms VI and VII clinical hours may be longer. Graduating students will receive an Associate of Science Degree.

Class Schedules (Cont.)

Medical Office Administration

Morning Classes Monday – Friday 8:00 a.m. – 12:00 p.m.	
Start	Graduate
01/22/13	09/12/13
02/20/13	10/10/13
03/21/13	11/13/13
04/19/13	12/12/13
05/20/13	01/13/14
06/19/13	02/17/14
07/19/13	03/26/14
08/19/13	04/23/14
09/18/13	05/21/14
10/17/13	06/19/14
11/15/13	07/18/14
12/18/13	08/21/14

Occupational Therapy Assistant

This program has been approved by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Bureau for Private Postsecondary Education (BPPE). We do not have USDE approval and are not currently offering this program.

Physical Therapist Assistant

Day Classes Monday-Friday 8:00 a.m. - 5:00 p.m.	
Start	Graduate
TBD	TBD

Respiratory Therapy

Day Classes	
Start	Graduate
03/04/13	09/03/14
05/20/13	11/18/14
08/12/13	02/17/15
10/28/13	05/05/15

The Respiratory Therapy program consists of seven 10-week terms. The first two terms are general education classes which meet Monday through Thursday for five hours each day. Classes begin at 8:00 a.m. or 1:00 p.m., depending upon start date. The last four terms include on-campus theory classes and clinical experiences. Clinical rotation schedules may vary by class and by term.

Educational Expenses

Program	Registration Fee	Tuition	Textbooks	Textbook Handling Fee***	Total Textbooks	Uniforms	Health Screen	Sales Tax 8.00%	**STRF Assessment	Grand Total
Medical Assistant	\$50.00	\$14,329.00	\$601.00	\$60.10	\$661.10	\$133.94	\$254.80	\$58.80	\$7.50	\$15,495.14*
Dental Assistant	\$50.00	\$14,417.00	\$420.00	\$42.00	\$462.00	\$133.94	\$254.80	\$44.32	\$7.50	\$15,369.56*
Medical Office Administration	\$50.00	\$13,638.00	\$1,475.00	\$147.50	\$1,622.50	\$133.94	\$0.00	\$128.72	\$7.50	\$15,580.66*
Vocational Nurse (Days)	\$100.00	\$18,864.00	\$1,749.00	\$87.45	\$1,836.45	\$191.34	\$317.20	\$155.23	\$10.50	
		\$12,576.00							\$6.50	\$34,057.22*
Vocational Nurse (Weekend)	\$100.00	\$19,512.00	\$1,749.00	\$87.45	\$1,836.45	\$191.34	\$317.20	\$155.23	\$11.00	
		\$13,008.00							\$6.50	\$35,137.72*
Respiratory Therapy (A.S.)	\$100.00	\$18,421.71	\$2,748.00	\$137.40	\$2,885.40	\$191.34	\$535.60	\$235.15	\$11.50	
		\$18,421.71							\$9.00	
		\$6,140.58							\$3.00	\$46,954.99*
Physical Therapist Assistant (A.S.)	\$100.00	\$14,112.75	\$2,793.00	\$139.65	\$2,932.65	\$191.34	\$492.70	\$238.75	\$9.00	
		\$14,112.75							\$7.00	
		\$9,408.50							\$4.50	\$41,609.94*
Dental Hygiene (A.S.)	\$100.00	\$23,340.15	\$4,805.00	\$240.25	\$5,045.25	\$191.34	\$265.20	\$399.71	\$14.50	
		\$23,340.15							\$11.50	
		\$7,780.05							\$4.00	\$60,491.85*

*Effective for all enrollments on or after 01/01/13 and all start dates on or after 01/01/13.

**You must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

***This is a fee to defray costs at the campus level associated with the administration and distribution of textbooks.

STRF is non-refundable.



2-10-12

**The following is a revision to Attendance Policy:
Physical Therapist Assistant
Clinical Attendance**



Students must be in compliance with the attendance rules and regulations of the clinical affiliation. Students are only allowed to miss 3 days of clinic in any term. The student will be put on attendance probation after the 2nd absence and will be withdrawn on the fourth absence. The student must call to notify the clinical affiliation and a program faculty member of the absence. The student will be withdrawn the second time there is no notification of absence.

2-10-12

**The following is an addition to the Official Letter Grading Scale:
Dental Hygiene**



To pass any technical courses in the Dental Hygiene program a student must earn a minimum of 75% or higher theory grade and a pass rating on all clinical objectives for that course. Term failures will result in remedial assignments, mandatory attendance at "practice and review" sessions and retesting. If the score is not successfully remediated, the student will not be allowed to progress in the program and will be withdrawn or set back on a space available basis. The official letter grade scale on the bottom, right hand corner of page 21 applies to general education courses only.

Students are required to pass the final written and practicum examinations to graduate the program. Any student who is unsuccessful on the final examinations will be allowed to remediate the low test scores one time. If still unsuccessful, the student must repeat the final term.

The official letter grade scale for the Dental Hygiene program (technical courses only) is:

Letter Grade	Numerical Percent	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	75-79	Competent	2.00
D***	60-74	Unsatisfactory	1.00
F*	0-59	Not Competent	0.00
P	N/A	Successful Completion of Clinical/Extern	N/E
W*	N/A	Withdrawal From Course	N/E
T	N/A	Transfer Credit	N/E
I**	N/A	Incomplete (Temporary Grade)	N/E
SC*	N/A	Schedule Change	N/E

KEY:

N/E No effect on grade point average.

* This course does not count toward graduation and must be repeated for credit.

** A permanent grade must be assigned.

*** This course will be included in your CGPA but must be repeated if it is in your major course work.

2-10-12

**The following is an addition to Non-Discrimination:
Marital or Parental Status**



Concorde Career Colleges, Inc. will comply with all requirements outlined in 34 CFR 106.40 (a) and (b) in regards to the marital or parental status of students. For further information, please contact either the Campus President or Academic Dean.

Date

Catalog Revisions



2-14-12

The following is a revision to the Medical Office Administration Chart:



Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
MOA110	Medical Office Procedures	40	40		4.00
MOA120	Computer Applications	40	40		4.00
MOA130	Medical Terminology & Communications	40	40		4.00
MOA140	Medical Insurance Claims Processing	40	40		4.00
MOA150	Medical Insurance Coding	40	40		4.00
MOA160	Medical Office Applications	40	40		4.00
MOA170	Externship			240	5.00
	Subtotals	240	240	240	29.0

3-15-12

The following is a revision to Official Letter Grading Scale - Respiratory Therapy Program (page 22):



To pass any core courses in the Respiratory Therapy Program a student must earn a minimum of 75% or higher theory grade and a pass rating on all clinical objectives for that course. Term failures will result in remedial assignments, mandatory attendance at "practice and review" sessions and retesting. If the score is not successfully remediated, the student will not be allowed to progress in the program and will be withdrawn or set back on a space available basis. The official letter grade scale on the bottom, right hand corner of page 21 applies to general education courses only.

4-24-12

The following is a revision to Respiratory Therapy Program page 7:



Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
ENG111	English Composition I	45			3.00
CIS110	Computer Science	45			3.00
BIO101	Anatomy and Physiology	45			3.00
PHI110	Critical Thinking	45			3.00
BIO130	Microbiology	45			3.00
MAT112	College Algebra	45			3.00
PSY110	General Psychology	45			3.00
COM110	Elements of Human Communication	45			3.00
RT210	Introduction to & Applied Respiratory Therapeutics	180	60		14.00
RT220	Clinical Medicine I	30	30	315	10.00
RT230	Clinical Medicine II	30	30	315	10.00
RT240	Clinical Specialty Areas/Comprehensive Review	75	30	180	10.00
RT250	Advanced Clinical Review	100	40	90	10.00
	Subtotals	775	190	900	78.0
Total Instructional Weeks: 70					
Credential Earned: Associate of Science Degree					



5-4-12

**The following is a revision to Externship (page 16):
Clinical/Externship**



Certain programs require students to serve a clinical/externship in the office of a physician, dentist, hospital, clinic or long-term care facility upon completion of academic training. The Clinical Instructor/Extern Coordinator will arrange all clinicals/externships. The clinical/extern site is not obligated to employ the student following completion of the clinical/externship.

During the clinical/externship, students are given the opportunity to put their classroom training into practical application under actual employment conditions. While on clinical/externship, the student is under the supervision of the Clinical Instructor/Extern Coordinator, the training facility, as well as the school. Any absence incurred on clinical/externship must be reported to the Program Director, the Clinical Instructor/Extern Coordinator and the clinical/extern site supervisor.

Clinical/Externship must begin immediately upon assignment following classroom completion. All program and catalog requirements apply including dress code, name tags, drug use etc. Additionally, students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing confidentiality of medical records and reports to conform to the Confidentiality of Medical Information Act.

While on clinical/externship, students must comply with the following clinical/extern regulations:

1. The school will assign you to a clinical/externship site. You may not turn down a clinical/externship. The school cannot guarantee a particular office or geographical location, however we will consider your request when making assignments.
2. You will be expected to work the same hours as the regular employees at your assigned site. Generally clinical/externship is arranged as a daytime, M-F, 40-hour week. Depending upon state laws, a certain amount of time is required for lunch. Lunch time is not included in your total clinical/externship hours.
3. Clinical/Externship is a part of your education. You will not be paid and will be withdrawn from the program if the facility reports that you were asking for or receiving pay.
4. Certain clinical/extern sites may require that you be tested for drug usage and/or be checked for any criminal background prior to accepting you.
5. You must meet the objectives on the clinical/externship check off and your midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require you to serve an additional clinical/externship period or return to school for additional training or result in your termination from the school.
6. As part of externship requirements you are responsible for completing and submitting forms and documents as required. Extern timesheets must be faxed to the Academic department by the student at the end of business Friday or first thing Monday. Midterm Evaluations must be completed and faxed/delivered to the school at the halfway point of your externship. It is your responsibility to assure that the healthcare facility has completed and signed all evaluations and time verification sheets and that the Academic department has received them upon completion of your externship.
7. It is your responsibility to attend scheduled meetings, including site interviews, before and during your clinical/externship. You may be required to return to the campus during your clinical/externship at the direction of your Clinical Instructor/Extern Coordinator or Program Director.
8. Students are expected to behave in a professional manner at all times. Any conduct which reflects discredit upon the student, the school or the site will subject the student to termination from the school.
9. If you are going to be late or absent, you must notify the healthcare facility and the Clinical Instructor/Externship Coordinator. Violation of attendance policy will result in probation or withdrawal from school.
10. Immediately notify your Clinical Instructor/Extern Coordinator if any problems are encountered during clinical/externship: personality conflicts, illness, etc. (Never walk off the site, FOR ANY REASON without first notifying your Clinical Instructor/Extern Coordinator or Program Director.)
11. Tuition payments must be kept current.
12. If you are terminated from a clinical/externship site, the Program Director will evaluate the circumstances of your termination and a decision will be made regarding your status as a student. You may be withdrawn from school at that time. If you are allowed to continue clinical/extern and are terminated from another site, you will be withdrawn from school. Students who are terminated from clinicals/externship will be required to repeat the entire clinical/externship.

Date

Catalog Revisions



5-10-12

The following is a revision to the Medical Assistant program:


Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
MA110	Healthcare Fundamentals	40	40		4.00
MA120	Administrative Systems	40	40		4.00
MA130	Anatomy and Physiology I	40	40		4.00
MA140	Anatomy and Physiology II	40	40		4.00
MA150	Clinical Laboratory I	40	40		4.00
MA160	Clinical Laboratory II	40	40		4.00
MA185	Externship			300	6.50
	Subtotals	240	240	300	30.5
Total Instructional Weeks: 31.5					
Credential Earned: Diploma					

5-10-12

The following is a revision to the Medical Office Administration program:


Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
MOA110	Medical Office Procedures	40	40		4.00
MOA120	Computer Applications	40	40		4.00
MOA130	Medical Terminology & Communications	40	40		4.00
MOA140	Medical Insurance Claims Processing	40	40		4.00
MOA150	Medical Insurance Coding	40	40		4.00
MOA160	Medical Office Applications	40	40		4.00
MOA175	Externship			300	6.50
	Subtotals	240	240	300	30.5
Total Instructional Weeks: 31.5					
Credential Earned: Diploma					

5-10-12

The following is a revision to Course Descriptions (Medical Assistant and Medical Office Administration):


MA185: Externship
Credit Hours: 6.50
Clock Hours: 300

MOA175: Externship
Credit Hours: 6.50
Clock Hours: 300

6-29-12

The following is a revision to Course Descriptions (learned in DH102):


DH201: Dental Hygiene III
Credit Hours: 5.00
Clock Hours: 165

This course will provide the opportunity for the student to continue the development of clinical skills necessary to perform the duties of a dental hygienist. Topics will include principles learned in DH102, continuance of treating the patient with special needs. Information and review for national written boards and regional and state testing, case studies will be integral parts of this course as they will provide insight into the complex issue of patient care and will stimulate critical thinking. Upon completion of this course the student should be deemed competent in all aspects of dental hygiene clinical care.



6-29-12	<p>The following is a revision to Course Descriptions: DH110: Oral Embryology and Histology Credit Hours: 3.00 Clock Hours: 45</p> <p>PTA101: Introduction to Physical Therapy Lab Credit Hours: 2.00 Clock Hours: 60</p> <p>PTA110: Functional & Applied Anatomy Credit Hours: 3.00 Clock Hours: 45</p>	✓
7-19-12	<p>The following is an addition to Scholastic Honesty: Students are prohibited from operating any type of audio or video recording device in a classroom, laboratory, or clinical setting without prior expressed permission from the Campus President or Academic Dean. Prohibited items include but are not limited to; video cameras, telephones with audio or video recording capability, computers, electronic tablets, or watches with audio or video recording capability. This is not an all inclusive list. Violations of this policy may lead to disciplinary actions up to and including dismissal from school.</p>	✓
7-19-12	<p>The following is an addition to Student Conduct: Operation of any type of audio or video recording device without prior approval is prohibited. Violations of this policy may lead to disciplinary actions up to and including dismissal from school.</p>	✓
9-18-12	<p>The following is an addition to Criminal Background Check: A criminal background check must be completed and received prior to the program start date. (Effective 10/1/12)</p>	✓
9-18-12	<p>The following is an addition to Entrance Requirements: Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation.</p>	✓
9-25-12	<p>The following is a revision to Course Descriptions: BIO105: Anatomy and Physiology I Credit Hours: 4.00 Clock Hours: 60/0/0</p> <p>This course covers the organization of the body and the anatomy and physiology of the cells, tissues and membranes; respiratory system; integumentary system; skeletal system; muscular system; nervous system; sensory systems; digestive system; circulatory system; lymphatic system; reproductive system; urinary system; and endocrine system. The major organs of each system and how they relate to the overall status of the body will be discussed.</p>	✓
9-25-12	<p>The following is a revision to Respiratory Therapy Program Overview: Additionally, a candidate for these programs must be a caring individual. The respiratory care practitioner (RCP) deals with patients of all ages who may be gravely injured or ill. The RCP is among the first on the medical team called to provide treatment in cardiopulmonary emergencies. The RCP also cares for patients in all aspects of their treatment and recovery. It is therefore essential that students in these programs be sensitive to the needs of those who have serious physical, mental or psychological impairments. The RCP must also be able to cope with emergencies and work well as a member of the healthcare team. Graduates of this program will be eligible to sit for the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations of the National Board for Respiratory Care (NBRC).</p>	✓
9-25-12	<p>The following is a revision to Course Descriptions: PTA170: Pharmacology Credit Hours: 1.00 Clock Hours: 15/0/0</p> <p>This course presents an overview of the prescribed medications, over-the-counter, and herbal drugs frequently used by individuals and their effects and implications for physical therapy treatment.</p>	✓



10-9-12	<p>The following is an addition to Student Complaint and Grievance Procedure: Accrediting Commission Procedure ACCSC website www.accsc.org</p>	✓
10-9-12	<p>The following is a revision to Course Descriptions: VN154: NCLEX Review Credit Hours: 1.00 Clock Hours: 16/0/0 This course presents a review of the Practical/Vocational Nursing program with the emphasis on NCLEX questions and the critical thinking necessary for successful completion of the test. To pass the course the student must achieve a minimum of 61% on the ATI Predictor Examination within two attempts.</p>	✓
10-16-12	<p>Following is an addition to page 16, Financial Aid Units of Credit: For purposes of Title IV calculations, the Vocational Nurse program is considered a clock hour program.</p>	✓
11-2-12	<p>The following is a revision to Student Tuition Recovery Fund: You must pay the state imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:</p> <ol style="list-style-type: none"> 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. <p>You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:</p> <ol style="list-style-type: none"> 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. <p>The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: .</p> <ol style="list-style-type: none"> 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. <p>However, no claim can be paid to any student without a social security number or a taxpayer identification number.</p>	✓
12-5-12	<p>The following is a revision to Program Description Physical Therapist Assistant: Program Mission The mission of the Physical Therapist Assistant program is to provide a supportive learning environment where the student can acquire theoretical knowledge, technical skills and professional behaviors to become a contributing member of the health community. The program strives to instill in the student personal growth, professional commitment and community involvement. Graduates of this program will be eligible to sit for the National Physical Therapy Examination (NPTE), Physical Therapist Assistant Examination and the California Law Examination.</p>	✓

Date

Catalog Revisions



12-27-12

**The following is an update to page 2, Accreditations, Approvals and Memberships
Physical Therapist Assistant Program**



The Physical Therapist Assistant program holds Probationary Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 111 North Fairfax Street, Alexandria, VA 22314, (703) 706-3245, accreditation@apta.org. Probationary Accreditation is an accredited status; students who graduate from the program while it is on probation are considered to be graduates of an accredited program. Probationary accreditation indicates that there are conditions at the program that place the program's accreditation in jeopardy and provides notice to the program and the public that if the program does not address the identified conditions, accreditation will be withdrawn.

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HISTORY OF THE SCHOOL

The school was established in 1964 as a separately incorporated branch of Los Angeles College of Medical and Dental Assistants. The school was originally incorporated under the name of Southern California College of Medical and Dental Careers. In 1969 the school became independent. On February 1, 1981, Concorde Career Colleges, Inc. purchased the school. In 1989, the school's name was changed to Concorde Career Institute. In October 1999, the school moved to its current location in Garden Grove, California. On August 15, 2005, the school's name was changed to Concorde Career College.

OUR MISSION STATEMENT

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

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

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

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

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

We are Concorde Career College and this is Our Mission.

Values

The five core values at Concorde are:

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

GOVERNING BODY

Concorde Career Colleges, Inc. and subsidiaries, 5800 Foxridge Drive, Suite 500, Mission, Kansas, is a national network of proprietary schools offering training in allied health occupations.

Corporate officers are listed in the catalog addendum.

ACCREDITATIONS, APPROVALS AND MEMBERSHIPS

Institutional

- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a nationally recognized accrediting agency
- Concorde Career College has been granted approval to operate under terms of California Education Code (CEC) section 94890 (a)(1).
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.

Programmatic

Dental Hygiene Program

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of "initial accreditation". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is www.ada.org.

Vocational Nurse Program

Approved by the California State Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Graduates of the program will be eligible to take the NCLEX licensing examination for licensure.

Respiratory Therapy Program

The Respiratory Therapy program, Garden Grove, California, is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com) Commission on Accreditation for Respiratory Care: 1248 Harwood Road Bedford, Texas 76021-4244(817) 283-2835

Physical Therapist Assistant Program

The Physical Therapist Assistant program at Concorde Career College has been granted Candidate for Accreditation status by the Commission on Accreditation in



Information Contained in this catalog is true and correct.

Christopher Becker—Campus President
Concorde Career College :: Garden Grove, CA

PROGRAMS OF STUDY

DENTAL ASSISTANT

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
DA110	Dental Terminology & Operative Dentistry	40	40		4.00
DA120	Chairside Assisting for General & Special Dentistry	40	40		4.00
DA130	Dental Materials & Prevention	40	40		4.00
DA140	Dental Assistant Regulations/Specialty Functions	40	40		4.00
DA150	Registered Dental Assistant General Functions	40	40		4.00
DA160	Registered Dental Assistant General Functions: Coronal Polishing, Ultrasonic Scaler & Dental Radiography	40	40		4.00
DA170	Certification: Coronal Polishing, Ultrasonic Scaler & Dental Radiography	40	40		4.00
DA180	Dental Practice Management	40	40		4.00
DA190	Dental Assisting Externship			160	3.50
Subtotals		320	320	160	35.5
Total Instructional Weeks: 36					
Credential Earned: Diploma					

Program Overview

This program is designed to provide the graduate with necessary skills for entry level employment as a chairside dental assistant and front office dental assistant. This program is approved by the California Board of Dental Examiners/ Committee on Dental Auxiliaries. Upon completion, the graduate is eligible to sit for the written and practical California State Board Examination to become a Registered Dental Assistant.

Program Objectives:

Upon completion of the program, the graduate will be able to:

- Perform administrative front office duties.
- Perform chairside assisting.
- Utilize proper sterilization techniques and infection control procedures as required by OSHA.
- Utilize principles of dental radiology to position, expose, process and mount dental radiographs.
- Comply with the California Dental Practice Act.
- Perform all dental assisting procedures allowed under the Dental Practice Act.
- Perform coronal polishing of the teeth.
- Advise patients on dental care as directed by the Dentist.
- Respond to medical emergencies (CPR).
- Perform ultrasonic scaling in an orthodontic setting to remove cement around bands.
- Sit for the State Board Examination to become a Registered Dental Assistant (RDA) and consequently perform RDA functions in the dental office.

Detailed information on course descriptions is available on page 25.

DENTAL HYGIENE

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
ENG111	English Composition I	45			3.00
SOC101	Introduction to Sociology	45			3.00
BIO105	Anatomy and Physiology I	60			4.00
CHE110	Chemistry	45			3.00
BIO130	Microbiology	45			3.00
MAT112	College Algebra	45			3.00
PSY110	General Psychology	45			3.00
COM110	Elements of Human Communication	45			3.00
DH103	Dental Radiology	30	30		3.00
DH101	Dental Hygiene I	30	90		5.00
DH105	Dental Anatomy/Tooth Morphology	60			4.00
DH111	Dental Office Emergencies	15			1.00
DH110	Oral Embryology and Histology	45			3.00
DH203	Periodontology	45			3.00
DH102	Dental Hygiene II	30	60	80	5.50
DH104	Dental Materials	15	30		2.00
DH201	Dental Hygiene III	30		135	5.00
DH209	Nutrition	45			3.00
DH226	Dental Law/Ethics	30			2.00
DH224	Dental Public Health	45			3.00
DH228	Oral Pathology	45			3.00
DH202	Dental Hygiene IV	30		185	6.00
DH206	Dental Pharmacology	45			3.00
DH301	Dental Hygiene V	30		150	5.00
DH227	Board Review	45			3.00
DH300	Dental Office Management	30			2.00
DH207	Dental Hygiene Seminar	30			2.00
Subtotals		1,050	210	550	88.5
Total Instructional Weeks: 70					
Credential Earned: Associate of Science Degree					

Program Overview

Dental Hygienists are licensed professional oral clinicians and educators, who provide dental health education, prevent and treat oral disease, promote and encourage the preventive aspects of dental care, and assume responsibility for patient care in the dental office. They provide a variety of services to the patient including comprehensive examination of the oral cavity, radiographs, prophylaxis, fluoride treatments, patient education and preventive services to the patient.

They are required to take written and clinical examinations before they are allowed to practice. Dental hygienists are integral members of the dental team who use their dental, clinical and social sciences to aid individuals in achieving optimum oral health. Besides working in a private dental practice, dental hygienists also work as educators, administrators and researchers.

Program Mission

The mission of the Dental Hygiene program is to provide a supportive learning environment where the student acquires the theoretical knowledge, technical skills and professional attributes necessary to qualify for licensure as a Registered Dental Hygienist and entry level employment as a dental hygienist. In addition, the program strives to instill in the student the importance of personal growth, professional commitment, community involvement, and continued research. Graduates will be eligible to sit for the National Board Dental Hygiene Examination.

California State Licensure Requirements

- Applicants must pass both clinical and written examinations in California dental law and ethics
- Applicants must undergo a criminal history investigation
- Applicants must graduate from an accredited dental hygiene program

Detailed information on course descriptions is available on page 25.



MEDICAL ASSISTANT

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
MA110	Healthcare Fundamentals	40	40		4.00
MA120	Administrative Systems	40	40		4.00
MA130	Anatomy and Physiology I	40	40		4.00
MA140	Anatomy and Physiology II	40	40		4.00
MA150	Clinical Laboratory I	40	40		4.00
MA160	Clinical Laboratory II	40	40		4.00
MA180	Externship			240	5.00
Subtotals		240	240	240	29.0
Total Instructional Weeks: 30					
Credential Earned: Diploma					

Program Overview

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

Program Mission

Upon completion of the Medical Assistant program, the student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG and administration of parenteral medications to function successfully in an entry level position as a Medical Assistant in a clinic or physician's office.

Detailed information on course descriptions is available on page 25.



MEDICAL OFFICE ADMINISTRATION

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
MOA110	Medical Office Procedures	40	40		4.00
MOA120	Computer Applications	40	40		4.00
MOA130	Medical Terminology & Communications	40	40		4.00
MOA140	Medical Insurance Claims Processing	40	40		4.00
MOA150	Medical Insurance Coding	40	40		4.00
MOA160	Medical Office Applications	40	40		4.00
MOA170	Externship			240	5.00
Subtotals		240	240	26.0	29.0
Total Instructional Weeks: 30					
Credential Earned: Diploma					

Program Description

The Medical Office Administration (MOA) program is a generalist program that will equip graduates with skills necessary to function in a wide range of medical office business and financial settings. Specific skills include accounts receivable and payable, billing and fee collection, payroll and taxes, records management, insurance claims processing, insurance coding, typing and word processing, medical terminology, anatomy, oral and written communications and public relations.

Purpose

The purpose of the Medical Office Administration program is to provide the student sufficient theoretical knowledge and practical skills needed to function successfully in an entry level Medical Office position. This program also prepares the student to take the American Academy of Professionals Coders certification test.

Students will focus on computer skills, medical terminology, anatomy and physiology, medical office procedures, communication, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in the school labs, ending with an intensive externship in a participating arena.

Program Objective

The objective of this program is to prepare students with sufficient theoretical knowledge to secure entry level employment in front office positions at physicians offices, dental offices, hospitals, insurance companies and ancillary medical and dental organizations.

- To provide a learning atmosphere which is similar to an actual working atmosphere.
- To provide experience in the clinical area to correlate with classroom instruction.
- To instill in the student a sense of professionalism in behavior, attitude and dress.
- To foster a basic work ethic which will enhance professionalism and skills in work performance.

Skill Proficiency

Students must be able to perform certain skills to work as in a medical office position. Students must show proficiency in program work. Keyboarding and 10-key lessons are designed to enable the student to perform at an acceptable rate. Hands-on instruction with tools of the trade quickly facilitates the transfer from theory to practice. All students must participate.

Detailed information on course description is available on page 25.

PHYSICAL THERAPIST ASSISTANT

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
ENG111	English Composition I	45			3.00
ENG112	English Composition II	45			3.00
BIO110	Anatomy and Physiology I	45			3.00
BIO115	Anatomy and Physiology II	45			3.00
PSY120	Human Growth & Development	45			3.00
MAT112	College Algebra	45			3.00
PSY110	General Psychology	45			3.00
COM110	Elements of Human Communication	45			3.00
PTA100	Introduction to Physical Therapy	45			3.00
PTA101	Introduction to Physical Therapy Lab		60		2.00
PTA110	Functional & Applied Anatomy	45			3.00
PTA111	Functional & Applied Anatomy Lab		30		1.00
PTA120	Pathophysiology	45			3.00
PTA130	Fundamentals of Treatment I	45			3.00
PTA131	Fundamentals of Treatment I Lab		30		1.00
PTA140	Modalities	30			2.00
PTA141	Modalities Lab		30		1.00
PTA150	Fundamentals of Treatment II	60			4.00
PTA151	Fundamentals of Treatment II Lab		60		2.00
PTA155	Clinical Experience I			200	4.00
PTA160	Fundamentals of Treatment III	60			4.00
PTA161	Fundamentals of Treatment III Lab		60		2.00
PTA170	Pharmacology	15			1.00
PTA180	PTA Concepts I	45			3.00
PTA181	PTA Concepts I Lab		30		1.00
PTA185	Clinical Experience II			200	4.00
PTA190	PTA Transitions Seminar	45			3.00
PTA195	Clinical Experience III			240	5.00
Subtotals		795	300	640	76.0
Total Instructional Weeks: 80					
Credential Earned: Associate of Science Degree					

Program Overview

The Physical Therapist Assistant is a true, hands-on professional assistant to the Physical Therapist, who upon graduation receives an Associate in Science degree, and is then eligible to sit for the state board examination, that when passed, leads to a licensed Physical Therapist Assistant. This degree provides viable employment opportunities in the physical therapy and rehabilitation health care field including hospital, outpatient, and home health setting. The Physical Therapist Assistant has the opportunity to work with Physical Therapists in diverse settings including, acute care, burn units, both inpatient and outpatient rehabilitation centers, cardio/pulmonary, orthopedics, neurology, pediatrics, and geriatrics.

General Objectives

This program is designed to graduate, skilled, competent and safe entry level professionals that will assist the Physical Therapist in providing quality patient care. The program accomplishes these objectives through small class size of 30 students maximum and laboratory size of 15 students maximum. To become competent at an entry level Physical

Therapist Assistant the student takes a diversity of didactic, practical, and clinical coursework.

Mission Statement

The mission of the Physical Therapist Assistant Program is to provide a supportive learning environment where the student can acquire theoretical knowledge, technical skills and professional behaviors to become a contributing member of the health community. The program strives to instill in the student personal growth, professional commitment and community involvement. The program prepares the student to become a licensed Physical Therapist Assistant.

California State Licensure Requirements

- Must have graduated from a physical therapist assistant education program approved by the board or have training or experience or a combination of training and experience which in the opinion of the board is equivalent to that obtained in an approved physical therapist assistant education program.
- Must take and pass the National Physical Therapy Examination (NPTE) (Physical Therapist Assistant Examination) and the California Law Examination (CLE).
- Must not be addicted to alcohol or any controlled substance.
- Must not have committed acts or crimes constituting grounds for denial or approval.

Detailed information on course descriptions is available on page 25.



RESPIRATORY THERAPY

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
ENG111	English Composition I	45			3.00
CIS110	Computer Science	45			3.00
BIO101	Anatomy and Physiology	45			3.00
PHI110	Critical Thinking	45			3.00
BIO130	Microbiology	45			3.00
MAT112	College Algebra	45			3.00
PSY110	General Psychology	45			3.00
COM110	Elements of Human Communication	45			3.00
RT210	Introduction to & Applied Respiratory Therapeutics	180	60		14.00
RT220	Clinical Medicine I	30	30	315	10.00
RT230	Clinical Medicine II	30	30	315	10.00
RT240	Clinical Specialty Areas/ Comprehensive Review	75	30	180	10.00
RT250	Advanced Clinical Review	100	40	90	10.00
Subtotals		775	130	900	78.0
Total Instructional Weeks: 70					
Credential Earned: Associate of Science Degree					

Program Overview

The respiratory care profession has a bright future with a great deal of job security and opportunity for advancement. The need for respiratory therapists is expected to grow faster than the national average for all job growth.

Currently, there is a shortage of respiratory care professionals across the country and the demand will grow as the elderly population increases.

The respiratory therapist will be needed in hospitals, clinics, skilled nursing facilities, diagnostic labs and home care.

Individuals interested in Respiratory Therapy are encouraged to be certain that this is the right career field for them. A clear understanding and a thoughtful decision process are critical to the student's success. This is an ACCELERATED program that will demand a serious focus and a dedication of much time and energy.

Additionally, a candidate for these programs must be a caring individual. The respiratory care practitioner (RCP) deals with patients of all ages who may be gravely injured or ill. The RCP is among the first on the medical team called to provide treatment in cardiopulmonary emergencies. The RCP also cares for patients in all aspects of their treatment and recovery. It is therefore essential that students in these programs be sensitive to the needs of those who have serious physical, mental or psychological impairments. The RCP must also be able to cope with emergencies and work well as a member of the healthcare team.

Upon completion of this program, the graduate will be able to sit for the Certified Respiratory Therapist (CRT) examination administered by the National Board for Respiratory Care (NBRC).

Objectives

- To provide a learning environment which correlates well with the actual work place;
- To provide clinical experience which correlates with classroom instruction;
- To instill in the student a sense of professional behavior, attitude and dress consistent with medical standards;
- Will provide the student with entry level knowledge and skills in the field of respiratory care;
- Will prepare students for advanced level competency as Respiratory Therapists;
- Will supply competent Respiratory Therapists to the national work pool.

Program Requirements

Successful completion of general education courses with a minimum grade of C or better in each course is required before entering the occupational portion of the program which is offered sequentially.

Skill Proficiency

Students must be able to perform certain procedures and skills to work as Respiratory Care Practitioners. These are learned in the school's clinical laboratory and at hospital clinical sites under direct supervision and evaluation of a preceptor. All students must participate. All students must take

and pass pre-clinical written and oral examinations prior to advancing to the clinical portion of the program.

California State Licensure Requirements-

- Be a graduate from an accredited respiratory care program, with a minimum of an associate degree;
- Must successfully complete a Board-approved Law and Professional Ethics Course prior to licensure;
- Must successfully complete, at a minimum, the CRT exam.

Detailed information on course descriptions is available on page 25.



VOCATIONAL NURSE

Course Number	Course Title	Theory Hours	Lab Hours	Clinical Hours	Credit Hours
VN101	Personal & Practical Vocational Concepts	30			2.00
VN102	Foundations of Nursing	30			2.00
AP110	Fundamentals of Anatomy & Physiology	45			3.00
MATH110	College Mathematics	45			3.00
PHARM110	Pharmacology	45			3.00
VN103	Clinical Practice I		100		3.00
MED-SURG121	Introduction to Medical-Surgical Nursing	40			2.50
NUT122	Nutrition	45			3.00
VN123	Mental Health Nursing Care	15			1.00
VN124	Integumentary Nursing Care	24			1.50
VN125	Clinical Practice II		24	196	5.00
VN131	Cardiovascular Nursing Care	24			1.50
VN132	Respiratory Nursing Care	24			1.50
HUMGRO133	Human Growth & Development	45			3.00
VN134	Genito-Urinary Nursing Care	24			1.50
VN135	MusculoSkeletal Nursing Care	24			1.50
VN136	Clinical Practice III			200	4.00
VN140	Gastrointestinal Nursing Care	24			1.50
VN141	Neuro-Sensory Nursing Care	24			1.50
VN142	Endocrine Nursing Care	24			1.50
VN143	Immune System & Oncology Nursing Care	24			1.50
VN144	Community Health Nursing Care	15			1.00
VN145	Clinical Practice IV			215	4.50
VN150	Maternal & Child Health Nursing Care	38			2.50
VN151	Leadership	20			1.00
VN152	Clinical Practice V		44	176	5.00
VN154	NCLEX Review	16			1.00
	Subtotals	645	168	787	63.0

Total Instructional Weeks: 50

Credential Earned: Diploma

Program Objective

The objective of this program is to prepare the student with sufficient theoretical knowledge and specialized practical skills to qualify for an entry level position as a member of the nursing staff in acute care hospitals, extended care facilities, physician's offices and other healthcare agencies. Upon completion of this program, the graduate will be able to sit for the National Council Licensure Examination—Practical Nurse (NCLEX.PN).

California State Licensure Requirements

1. Must successfully complete the NCLEX-PN
2. Must be a graduate of a California accredited school of Vocational Nursing
 - Or, be a graduate of an out-of-state school of Practical/Vocational Nursing
 - Or, have the equivalent education and/or experience
 - Or, have nursing service in the Medical Corps of any branch of the Armed Forces of the United States.

Detailed information on course descriptions is available on page 25.

EQUIPMENT

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

Medical Assistant Program

This program has a laboratory stocked with medical test supplies and equipment such as stethoscopes, glucometers, sphygmomanometers, examination and treatment tables, autoclaves, electrocardiograph machines, centrifuges, microscopes, teaching mannequins and other teaching aids, hemoglobin meter, cholesterol meter, clinical refractometer, portable spirometer, ophthalmoscope and an otoscope.

Dental Assistant Program

The dental laboratory area has four dental operatories. The dental lab room is equipped with lathes, model trimmers, bench grinders, vibrators, sterilization equipment, hydrocolloid units and other teaching aids.

One operatory is designated for a local practicing dentist to see private patients. This provides students a unique opportunity for hands-on training and observation. This is a fully equipped, fully functional dental facility with dental x-ray units, darkroom, teaching and x-ray mannequins.

Vocational Nurse Program

Equipment for teaching nursing skills includes: catheters, nasogastric tubes, oxygen tanks and tubing, needles and syringes, wheelchairs, stethoscopes, sphygmomanometers, thermometers, simulated patient units, teaching mannequins and models. The skills lab simulates a hospital setting and is equipped with six automated hospital beds, functional mannequins, clinical lab stools, wheel chairs, walkers and patient-care materials.

Medical Office Administration Program

This program has a fully equipped computer lab with industry standard personal computers and software.

Respiratory Therapy Program

A comprehensive laboratory equipped with oxygen devices (cannulas, masks, cylinders, concentrators), aerosol/humidity devices (small/large volume nebulizers, regulators, flowmeters), lung expansion devices (intermittent positive pressure breathing machines, incentive spirometers, continuous positive airway pressure machines), mechanical ventilators (respirators), airway maintenance devices (suction machines, intubation tools, artificial airways) and ancillary equipment (arterial blood gas equipment, oximetry, capnography, pulmonary function equipment, mannequins) plus a library complete with respiratory and respiratory-related medical journals, texts and audiovisual equipment.

Physical Therapist Assistant Program

Equipment includes treatment and traction tables, electromagnetic and electrical

stimulation, ultrasound, paraffin wax baths, hot and cold packs, whirlpool and adaptive modalities. Therapeutic exercise equipment includes treadmill, bicycle, upper body ergometer, balance boards, biofeedback monitoring, fine and gross motor coordination facilitator devices. Assistive devices include wheelchairs, walkers, crutches, canes and orthotics/braces. Assessment equipment includes, stethoscopes, EKG monitoring, spirometer, electronic thermometers, blood pressure cuff, girth, volumetric, angle and force measurement devices.

Dental Hygiene Program

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

Other Resources

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

CRIMINAL BACKGROUND CHECK

It is the policy of Concorde to ensure that all enrolling students are aware of the potential impact and consequences of past criminal behaviors.

Concorde does consider pending criminal charge(s) or prior convictions(s) as part of the entrance requirements for the Respiratory Therapy, Physical Therapist Assistant, Vocational Nurse and Dental Hygiene programs. Prospective students may be denied admission based on their criminal background. Students enrolling in other programs may be subject to a criminal background check during the admissions process. For all programs, Concorde may be required to perform a criminal background check prior to a student being assigned for training to certain clinical or extern facilities. If a criminal background check is required, the results of that background check will be made available to the clinical or extern facility. Any pending or prior criminal charge(s) or conviction(s) may result in the student being unable to be assigned for clinical training. If a student cannot be assigned for clinical training due to prior criminal charge(s) or conviction(s), the student will be unable to successfully complete their program of study and will be terminated from the school. The refund policy published on the enrollment agreement and catalog will apply and the student will be responsible for any balance due the school, lender and/or the U.S. Department of

Education.

If a student has any pending or prior criminal charge(s) or conviction(s), the student may not be granted a license/certification in their field of training even if they pass the license/certification examinations.

DRUG TESTING

Clinical facilities require the college to follow drug screening requirements including unannounced testing. Test results remain confidential and results are on pass/fail basis. Students failing the screening will be withdrawn from the college. A student may appeal if they believe it was a false positive. Retest must be within 24 hours. If the retest comes back negative, the student may continue in school.

ENTRANCE REQUIREMENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school is open to all individuals who possess the sincere desire to be trained for career opportunities in allied health.

A personal, on-campus interview with an admissions representative is required before enrollment. The interview process is to evaluate the student's ability to successfully complete the requirements of the allied health program in which they are seeking enrollment.

Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent and will be 18 years or older by the scheduled start date of their externship/clinical. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

Applicants must submit copies of high school transcripts, proof of high school graduation (e.g. copy of high school diploma) or proof of receipt of a GED prior to starting.

All applicants must complete financial arrangements prior to starting class and successfully complete the applicable entrance test(s).

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

Social Security Number

All applicants for admission must provide proof of having a social security card. Proof of a social security number will be needed to be registered and to be certified by appropriate boards. Other documents may be required by some licensing agencies.

Foreign Students

Applicants for admission indicating they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a high school diploma. Credentials will be reviewed for acceptance by the Academic Dean who may request proof of equivalency. Copies will be



made and maintained in the applicant's file. This proof must be provided prior to class start.

ENROLLMENT PROCEDURE

Applicants are encouraged to apply for admission as soon as they decide on an allied health career. To apply, an applicant may call for an interview appointment. Applicants outside the area may call or write requesting an appointment. The appointment time and date will be confirmed by telephone.

Personal Interview

The school requires a personal, on-campus interview with each applicant prior to acceptance into any program.

The school encourages parents and spouses to attend the interview. This gives applicants and their families the opportunity to see the campus' equipment and facilities and to ask specific questions relating to the school, the curriculum and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude.

Application for Enrollment

The following items must be completed at the time of application for enrollment:

- Personal data form;
- Entrance testing;
- A request for proof of high school graduation or its equivalent (GED certificate) or state issued certificate;
- The enrollment agreement;
- Various disclosure forms; and
- Payment of the registration fee.

Acceptance by School

Once the completed Enrollment Agreement and the required items mentioned above have been completed, the applicant will be informed of his/her acceptance/denial. If the school does not accept an applicant, all fees paid by the applicant to the school will be refunded.

Alternates

Dependent upon circumstances, students may be conditionally accepted into related programs as an Alternate Student. Alternates are chosen based on the rank order of the waiting list. Waitlist applicants selected as an alternate must attend orientation

and each of the first five days of scheduled class. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code and classroom assignments. Should space become available within the five (5) days, alternates have the opportunity to be accepted as a regular student. If not formally accepted as a regular student during the five (5) days, alternates will not be able to attend further classes. If not accepted as a regular student, alternates will not incur any tuition charges. Alternates may be charged for books and equipment not returned in accordance with the requirements of the school catalog and my enrollment agreement.

Alternates not accepted as a regular student have the option of transferring their enrollment to a future start date or canceling it.

ENTRANCE TEST REQUIREMENTS

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

	Wonderlic	CPAt	
Dental Assistant	13	118	
Medical Office Administration	13	118	
Medical Assistant	13	118	
			TEAS
Vocational Nurse	17	160	46
			HOBET
Respiratory Therapy	18	160	40
Physical Therapist Assistant	19	165	45
Dental Hygiene	19	165	45

- SAT score of 800 or above achieved within five years of the date of application to Concorde
- ACT score of 17 or above achieved within five years of the date of application to Concorde.
- Official proof of successfully passing the CPAt or Wonderlic at the current required score within the last 12 months.
- A government issued identification card is required for all entrance testing.

Physical Therapist Assistant Students

Prospective students may enroll in the Physical Therapist Assistant program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET.

The HOBET test will be offered to each applicant only two times in a 6 month period. The HOBET first attempt will be the computer version. If they are not successful with a passing composite score, they may be retested with the paper version.

Waitlist

All prospective students will be placed on a waitlist in rank order based on their reading test

score of the HOBET.

Final selection and seat assignments will be made at least 2 weeks prior to the start according to the number of seats available. Students on the waitlist will be notified of their status.

Alternates

Waitlist students selected as an alternate must attend orientation and each of the first five days of scheduled classes. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code and classroom assignments. Should space become available within the five (5) days, alternates have the opportunity to be accepted as a regular student.

If not formally accepted as a regular student during the five (5) days, alternates will not be able to attend further classes. Any books or materials received must be returned and there will be no charge for tuition, books or fees. Alternates not accepted as a regular student have the option of transferring their application to a future start date or canceling their application.

Respiratory Therapy Students

Prospective students may enroll in the Respiratory Therapy program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET.

The HOBET test will be offered to each applicant only two times in a 6 month period. The HOBET first attempt will be the computer version. If they are not successful with a passing composite score, they may be retested with the paper version.

Waitlist

Once the number of accepted enrollments equals the number of available seats, prospective students will be placed on a wait list in rank order. Rank will be based on the reading section score of the HOBET, then math score, composite and finally CPAt. Waitlist students that are not accepted as a regular student for a particular start date may chose to apply for the next start. Waitlist students must attend orientation and be available at the start of class for the first day of scheduled classes in order to have an opportunity to be selected as a regular student should a seat become available.

Vocational Nurse Students

Prospective students may enroll in the Vocational Nursing program upon successful completion of either the Wonderlic SLE or CPAt exams, and continue through the admissions process. Final acceptance by the school is contingent upon completing the entire admissions process to include achieving a passing score on the TEAS.

The TEAS test will be offered to each prospective student only two times in a 6 month period. The TEAS first attempt will be the computer version. If they are not successful with a passing composite score, they may be retested with the paper version. Prospective students receiving a 46 or higher on the composite score of the TEAS test will be accepted on a first come basis (up to the number of enrollments available for that start as approved by the State Nursing Board) subject to acceptance by the Director of Nursing and all other entrance requirements being met. Students receiving a 46 on the composite score in excess of the number of enrollments available for that start may be placed on a waiting list. These students will be ranked on the waiting list using their reading scores.

Waitlist

Final selection and seat assignments will be made at least two weeks prior to the start according to the number of seats available and final rank order based on all admissions requirements. Students on the waitlist will be notified on their status. Students that are not accepted for a particular start date may choose to cancel their application or apply for the next start date.

Dental Hygiene Students

Prospective students may enroll in the Dental Hygiene program upon successful completion of either the Wonderlic SLE or CPA exams, and continue through the admissions process. Final acceptant by the school is contingent upon completing the entire admissions process to include achieving a passing score on the HOBET. The HOBET test will be offered to each applicant only two times in a 6 month period. The HOBET first attempt will be the computer version. If they are not successful with a passing composite score, they may be retested with the paper version.

Waitlist

All prospective students will be placed on a waitlist to be considered for one (1) of the twenty-four (24) seats available. The selection process utilizes the Dental Hygiene Weighted Selection Point System, which is included in the Dental Hygiene Application Packet. The twenty-four (24) applicants with the highest point total will be awarded a seat in the program. The next three highest scores will be selected as alternates. Students on the waitlist will be notified of their status.

Alternates

Waitlist students selected as an alternate must attend orientation and each of the first five days of scheduled classes. Alternates are subject to the requirements of the school catalog, including attendance, behavior, dress code and classroom assignments. Should space become available within the five (5) days, alternates have the opportunity to be accepted as a regular student. If not formally accepted as a regular student during the five (5) days, alternates will not be able to attend further classes. Any books or materials received must be returned and there will be no charge for tuition, books or fees. Alternates not accepted as a regular student have the option of transferring their application to a future start date or canceling their application.

Waitlist

Prospective students who are placed on a waitlist for any program may retest for a higher score at their own expense. The cost of each retest is \$50.00. Contact the Director of Admissions for further information.

READMISSION

It is the policy of Concorde Career Colleges, Inc., to encourage previously withdrawn students to return to school to complete their education. The reentry process requires: review and approval of the student's financial status, financial aid eligibility (when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required at the point of the program into which the student is reentering. Students may be required to demonstrate competency in skills prior to re-entry. Readmission is contingent on space-available and requires final approval of the Campus President.

They must re-enter within 180 days of their previous withdrawal and if they subsequently are withdrawn they are ineligible for another re-entry until they have earned a high school diploma or GED.

CREDIT FOR PREVIOUS TRAINING

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses provided the following requirements are met:

- An official copy of the student's transcript is on file with Concorde Career College;
- Courses within a major were completed within the previous 12 months and a grade of "B" or better was earned;
- General Education courses were completed within the last 5 years and a grade of "B" or better was received;
- A copy of the catalog containing the course description, which the student enrolled under, is provided; and
- CLEP courses may be accepted if completed within the five years and have a minimum score of 60.

If the course(s) is similar in character and objectives to the course(s) offered at Concorde Career College, the student will receive credit for the course(s).

Students may transfer from another postsecondary school up to 25% of the academic credits necessary to fulfill the requirements for graduation.

Students requesting to transfer credit(s) must submit all required documents one week prior to starting school.

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

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

Students from other Concorde Career Institutes/Colleges

Students may be eligible to receive credit for previous courses provided the following requirements are met:

- An official copy of the student's transcript is on file with Concorde Career College;
- Courses within a major were completed within the previous 12 months and a grade of "C" or better was earned; and
- General Education courses were completed within the last 5 years and a grade of "C" or better was received.

Students may transfer up to 50% of the academic credits necessary to fulfill the requirements for graduation.

Students requesting to transfer credit(s) must submit all required documents prior to starting school.

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

For courses within a major taken more than 12 months prior, the student must take a proficiency examination for both academics and practicals.

Academic credit will be granted if the student scores 75% or better and demonstrates competencies of practical skills. The student will

not be charged for the examination(s). Students requesting to transfer credit(s) must submit all required documents and/or pass any proficiency examination prior to starting school.

Under no circumstances does Concorde Career College grant academic credit for life experience. In accordance with California Education Code §94909(a)(8)(A), the institution has entered into an articulation agreement with the following:

- State University of New York (SUNY) Canton
- Grand Canyon University

Vocational Nurse Program

An application for credit must be submitted at least two weeks before class begins.

Challenge Credit

To receive challenge credit, an applicant must complete a written examination on the subject and achieve a score of at least 80%.

An applicant may receive up to 150 clock hours of credit based on the examination score and the length of applicable healthcare work experience or class hours. A student may not transfer over 25% of the program.

Veterans Administration Students

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

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation, denied any benefits or subjected to any form of discrimination because of sex, religion, race, age, creed, national origin or physical handicap or disability.

CANCELLATION AND REFUND PROVISIONS**Students Right to Cancel**

You have the right to cancel this agreement, without obligation and obtain a refund of all amounts paid, through attendance at the first class session or seventh day after enrollment, whichever is later.

Cancellation shall occur when you give notice of cancellation to the school. The notice of cancellation need not take any particular form and, however expressed, is effective if it indicates that you no longer desire to be bound by this agreement. If you cancel this Agreement within the prescribed time period, the school will refund any money that you paid within 10 days after your notice of cancellation.

If the school has given you any equipment, you must return the equipment within 30 days following the date of the notice of cancellation. If you fail to return the equipment in good condition within this 30-day period, the school may retain that portion of payment paid by you equal to the documented cost to the school of the equipment and shall refund the portion paid by you exceeding the documented cost to the school of the equipment within 10 days after the period within which you are required to return the equipment. Once you have paid for the equipment, it is yours to keep without further obligation.

Students who have not visited the school facility prior to enrollment will have the opportunity to cancel without penalty if notice of cancellation is

given before midnight of the fifth business day following the first class you attend.

Student's Right to Withdraw From This Program

The school's policy for determining the student's withdrawal date is the earlier of (A) the date the student notifies the school of their withdrawal or the date specified by the student, whichever is later; (B) if the student drops out of school without notifying the school, the last recorded date of class attendance by the student, as documented by the school or (C) the date the student violates published school policy that provides for termination.

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

The percentage of program completion is calculated by dividing the number of hours comprising the period of enrollment for which the student has been charged into the number of hours the student was scheduled to attend in that period as of the last recorded day of attendance by the student.

Pro Rata Refund Calculation

- If a first time student withdraws within the first thirty calendar days of their program of study; no tuition charges will be incurred.
- If a student withdraws after the first thirty calendar days, but prior to the 75% point of the period of enrollment for which they have been charged; the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment.
- If a student withdraws after the 75% point of the period of enrollment for which they have been charged; the student shall be obligated for the tuition charged for the entire period of enrollment and not entitled to any refund.
- A first time student is defined as any student who has not previously attended classes at Concorde Career College, Garden Grove, CA.

The pro rata refund calculation stated above does not include the registration fee or the cost of textbooks, uniforms and health screen. If a student withdraws, in addition to tuition, the student is responsible for: the registration fee; book charges unless the books are returned in new and unused condition within 20 days following the date of withdrawal; uniform charges once the uniform has been issued to the student; the health screen charge once the health screen has been performed; and a \$100.00 administrative withdrawal fee.

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

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

For programs longer than one (1) academic year, the aforementioned cancellation and refund policy shall apply to the stated program price attributable to each academic year. All of the stated program prices attributable to the

period beyond the first academic year will be refunded when the student terminates during the first academic year.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within 30 days after the student's withdrawal date. If a student drops out of school, any refund that is due will be paid within 30 days of the earliest of the (i) date on which the school determines that the student dropped out; (ii) expiration of the academic term in which the student withdrew; or (iii) expiration of the period of enrollment for which the student has been charged.

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

This Agreement is subject only to the representations expressed above and on the reverse side of this form and contains all of the terms of the Agreement. No representative of the school has the authority to change or modify the specific provisions hereof.

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

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

FINANCIAL AID OFFICE

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

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

Student Responsibilities:

- Promptly return all required applications and paperwork to the Financial Aid Office. Returning paperwork to another department can delay your funding and may result in lost paperwork. The school will not be responsible for lost or misplaced items.
- If the Financial Aid Office needs to see a student, the office will notify the student through an instructor or by posting the student's name on the bulletin board. It is the

student's responsibility to see Financial Aid when notified.

- Each student who receives a student loan is required to attend an entrance and exit interview workshop. The Financial Aid Office will notify each student when these workshops are scheduled. If a student misses a workshop, it is the student's responsibility to contact the Financial Aid Office to reschedule a date.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

FINANCIAL AID

Concorde Career College participates in the United States Department of Education's Federal Student Assistance programs.

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Perkins Loan

The Federal Perkins Loan is a low-interest loan. The school determines recipients based on financial need and the amount of money available to lend. Application is made through the Free Application for Federal Student Aid (FAFSA).

Federal Subsidized and Unsubsidized Loans

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

Federal PLUS Loan

The Federal PLUS Loan is a low interest rate loan available for parents of dependent, undergraduate students enrolled at least half time. Applications are available in the Financial Aid Office.

Concorde Career College participates in the state of California's Grant Program.

Cal Grant B and C Programs

The Cal Grant B and C are grants the State of California awards to students based on financial need. For more information regarding the programs and application filing deadline, contact the financial aid office or the California Student Aid Commission at www.csac.gov or (916) 526-7590.

Other Aid

Concorde Career College provides limited finance plans and access to non need-based loans for students not qualifying for need-based loans yet requiring funding beyond their need-based aid or for students wishing to pay on a cash basis.

For more information on financial aid and the

application process, review the Financial Aid Consumer Information brochure or check with a financial aid staff member for the financial aid programs that apply to your individual needs.

EDUCATION COSTS

A schedule of the total educational costs is in the current addendum to this catalog.

Concorde will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, if eligible, and finance plans.

All students must sign a promissory note for direct educational costs not covered by Title IV or agency funding. All payments are the full responsibility of the student and are payable as stated in the student's enrollment agreement or retail installment contract.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. Any change in financial situation which may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Business Office. Failure to keep all payments current may result in termination.

RETURN OF TITLE IV REFUNDS POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of Title IV aid a student and school can retain when the student withdraws from school or is terminated by the school. Students who withdraw from school or are terminated by the school prior to completing more than 60 percent of their period of enrollment or payment period for degree programs (a period of time for which students receive Title IV aid) will have their Title IV eligibility recalculated based on the percent of the period of enrollment or payment period for degree programs attended. For example, a student who withdraws completing only 30 percent of the period of enrollment or payment period for degree programs will have "earned" only 30 percent of any Title IV aid received. The school and/or the student must return the remaining 70 percent.

This policy applies to all students who withdraw, drop out or are terminated by Concorde Career College and receive financial aid from Title IV funds. The term "Title IV funds" refers to Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, Federal Parent Loans for Undergraduate Students (PLUS), Federal Perkins Loans, Unsubsidized Direct Stafford Loans (other than PLUS loans), Subsidized Direct Stafford Loans, and Academic Competitiveness Grants.

For purposes of the Return of Title IV Funds Policy, a student's withdrawal date is:

- The date the student notifies the school of their intent to withdraw; or
- The student's last day of attendance.

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the period of enrollment or payment period for degree programs. Title IV aid is considered

100 percent earned after that point in time. The percent of Title IV aid earned is calculated as:

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

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

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

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

Concorde will return the unearned aid within 30 days from the date the school determined the student withdrew.

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

1. Unsubsidized Federal Stafford Loans.*
2. Subsidized Federal Stafford Loans.*
3. Unsubsidized Direct Stafford Loans (other than PLUS loans).*
4. Subsidized Direct Stafford Loans.*
5. Federal Perkins Loans (if applicable).*
6. Federal PLUS Loans.*

7. Direct PLUS Loans.*
8. Federal Pell Grants for which a return of funds is required.**
9. Academic Competitiveness Grants for which a return of funds is required.**
10. Federal Supplemental Educational Opportunity Grants (SEOG) for which a return of funds is required.**

* Loan amounts are returned in accordance with the terms of the promissory note.

** Unearned federal grant amounts to be returned by the student will be reduced by 50 percent.

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

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

REFUND PROCEDURES FOR NON-TITLE IV FINANCIAL ASSISTANCE

Refunds for state aid programs and applicable third party funding agencies (e.g., Veterans Administration, WIA, etc.) will be calculated as stated in the Cancellation and Refund Provisions published in this catalog and in your enrollment agreement. Note, any state or third party funding agency refund due will be calculated in proportion to the amount of the benefits received.

ANNUAL SECURITY REPORT

The school publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus,



in the Annual Security Report. This publication is distributed annually to all students and may be requested at any time from a school administrator.

CANCELED CLASS POLICY

When a scheduled class is canceled for unforeseen reasons, (e.g. inclement weather, power outage, etc.), the class will be made up before the end of the term in which the cancellation occurred.

If students are unable to attend the rescheduled class, they will be marked absent and the Student Attendance Policy will apply.

GRADUATE EMPLOYMENT

Concorde Career College does not guarantee employment for its graduates. The Graduate Employment staff will assist students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques.

The school will make a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in placement.

Because graduates who are actively interviewing for jobs are often unavailable by telephone, the graduate is asked to call the Graduate Employment Department twice a week while actively seeking employment. This informs the school of a graduate's employment status and allows the school to keep the graduate current with job listings on a regular basis. Students will improve employment opportunities by continued communication with the Graduate Employment Department.

Graduates of Concorde Career College are eligible to utilize the Graduate Employment Department any time after they successfully complete the program. This is applicable at any Concorde Career College, provided the school is still owned by Concorde Career Colleges, Inc.

Graduates must observe all rules and regulations of the school as they relate to placement.

DRUG AND ALCOHOL ABUSE POLICY

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

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by an employee or student on Concorde's property or as part of any Concorde activity is prohibited. Any student or employee of Concorde found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on Concorde property or at Concorde events shall be subject to disciplinary action. For employees, the college will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include

suspension and expulsion from Concorde.

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

Health Risks

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

Alcoholism is the number-one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure himself or others and may subject the person to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

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

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

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

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

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

Counseling, Treatment or Rehabilitation Programs

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

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

Sanctions

A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal from Concorde. Students may reapply for admission, through review, at a later date.

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

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

Legal Sanctions

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution. Concorde will refer violations of prescribed conduct to appropriate authorities for prosecution.

Federal and state sanctions for illegal possession of controlled substances range from up to four years' imprisonment and up to \$20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10-99 grams, may result in sanctions up to and including 20 years' imprisonment and a fine of up to \$4 million.

Under California law, possession of marijuana is a misdemeanor punishable by not more than one year in county jail or in state prison for a period of not less than one year or more than ten years. Under California law, a person may still be deemed to be in possession of a controlled substance even if the controlled substance has been consumed. Delivery or sale of marijuana to a minor is punishable by up to five years in state prison. Possession or distribution of any controlled substance, such as heroin or cocaine, shall be punished by imprisonment in the state prison for two, three or four years.

The state of California may impose a wide range of sanctions for alcohol-related offenses. For example, a person under the age of 21 who presents or offers false identification for the purpose of obtaining alcohol is guilty of a misdemeanor and may be fined at least \$250 or be required to perform community service.

The driver's license of any person found to have .08 blood alcohol while driving a motor vehicle may be suspended or revoked.

The term "controlled substance" as used in this policy means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. 812 and as further defined by regulation 21 CFR 1208.01 et seq. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

HEALTH REQUIREMENTS

Health Services

The college does not provide health services on campus, other than providing required immunizations at scheduled times.

- Immunizations: All the programs require various vaccinations before attending externship or clinicals. Concorde offers these immunizations and the cost is itemized on the enrollment agreement and disclosed in the catalog addendum.
- Health Insurance Coverage: The externship/clinical sites do not provide health insurance coverage for students. All students are covered by accident and liability insurance policies while in school or on clinical rotation.

This policy does not automatically pay for all medical expenses due to school related accidents. It is designed to work together with the insurance the student may already have. A student is required to meet with the Program Director regarding the processing of a claim. None of the programs provide health insurance as part of the tuition fee. This is the sole responsibility of the student.

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

While ill, it is the responsibility of the student to notify the Program Director and the clinical site. Students are not permitted to attend class or clinical with a communicable disease.

GENERAL INFORMATION

Accessibility for Disabilities

Spaces are clearly marked and are reserved for disabled students, staff and faculty. Cars parked in these designated areas without the proper identification will be towed.

Customized Training

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

Emergency Telephone Numbers

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

Graduation Ceremonies

Graduation ceremonies are held at least twice a year. The Director of Graduate Employment will notify students of upcoming graduation ceremonies.

Institutional Information Dissemination

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

- Financial Assistance Information
- Tuition and costs, withdrawal and refund policy, academic progress, facilities, faculty and school approvals
- Completion and retention rate calculations
- Institutional Security Polices

If you have any questions, please see one of the following personnel: Campus President, Director of Admissions, Financial Aid Director, Academic Dean or Associate Academic Dean.

Insurance

Concorde Career College provides its students with student accident insurance covering injuries due to an accident that occurs while attending or participating in a Concorde supervised and sponsored activity. The policy is intended to supplement the student's own insurance and it requires the student to submit any claim to his or her own insurance carrier first (If they have insurance). The insurance has a \$5,000 limit on covered benefits. For clarification, check with the Campus President.

Language of Instruction

All classes conducted at Concorde Career College are conducted in English. No English language services are provided.

Maximum Class Size

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

Personal Belongings

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

Personal Data Changes

Any change of name, address or telephone number must be reported to the student's instructor, the appropriate Program Director and the registrar as soon as the change occurs. Emergency information should be kept current at all times.

Refresher Training

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

Graduates may be accepted for refresher training (excluding externship) on a space available basis. The graduate must be in good standing with the Business Office. No tuition will be charged; however, there will be a \$100 fee for each class/term or partial class/term. The graduate must have or purchase current text(s), workbook(s) and/or uniform(s) as required.

The graduate is required to adhere to current school policies governing attendance and dress.

Student Housing

While the school does not offer on-campus housing for its students, living accommodations are available within a convenient distance of the school. Students must arrange for their own housing. Specific housing information should be requested during the personal interview.

Transportation

The Orange County Transportation District provides bus services to within a block of the school. Cost of transportation is based on distance.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their program of study, the following procedure is in effect:

- Make an appointment to discuss the matter with your instructor, if applicable. If not resolved...
- Make an appointment to discuss the matter with the Program Director. If not resolved...
- Make an appointment to discuss the matter with the Academic Dean.

If a student is unable to resolve a problem informally, a written grievance may be submitted to the Campus President. The procedure is as follows:

- The written grievance must be submitted to the Campus President. An Incident Report form is available for student use and may be obtained from the Campus President. An Incident Report is not required in submitting the written grievance.

- The Campus President will verify that the student has made an attempt to resolve the concern informally with the instructor, Program Director or Academic Dean.
- The student may challenge a decision by submitting a written request to hold a Grievance Meeting.
- The Campus President will call a grievance committee meeting within three business days of receipt of the written grievance. The committee will be composed of the Campus President, appropriate department heads and any other individuals whose participation is warranted by the circumstances of the particular concern.
- All persons involved with the incident must be present at the time of the meeting. Evidence will be presented by the student and then by all other parties involved. Minutes will be taken.
- The committee will immediately meet in the absence of those involved to review the evidence and vote a decision. The decision of the committee will be communicated within two business days.
- Request for Further Consideration: Any student has the right to report any apparent inconsistencies with the application of the Student Complaint and Grievance Procedure policy outlined in the college catalog. This report must be completed in the form of a written request submitted to the Vice President of Student Affairs. The report must include any documentation and communication regarding the complaint and must describe how the procedure was inconsistent with the college catalog. The decision is final and binding. It will be communicated through written correspondence.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
PO Box 980818
Sacramento, CA 95798-0818
Phone 916-574-7774
www.bppe.ca.gov
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7774 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

Accrediting Commission Procedure

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

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

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

Vocational Nurse Program

A student in the Vocational Nurse Program may direct an unresolved complaint to:

Board of Vocational Nurse and Psychiatric Technicians

2535 Capital Oaks Drive, Suite 205
Sacramento, CA 95833
(916) 263-7800

IMPORTANT INFORMATION

In keeping with the school philosophy of an immediate response to the needs of students and employers, the school reserves the right to make modifications in the course content and the structure of the curriculum and schedules without additional charges to the student and within regulatory guidelines. Information contained in the addendum of this catalog becomes an official part of the catalog and supersedes any contradictory information contained herein.

STUDENT GUIDANCE AND ADVISING

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

Assistance is available for students who require individual tutoring in order to raise their grades to a passing level. Students who simply wish to further enhance their own clinical or theoretical knowledge may also take advantage of this service. Contact the instructor, Program Director or Academic Dean for further details.

CRITERIA FOR ASSESSING STUDENT PERFORMANCE WHILE ON EXTERNSHIP

Students must demonstrate passing scores in all courses including practical written exams and hands-on lab exams prior to being assigned an externship.

During the externship course, each student will be evaluated in the areas of professional performance and appearance, attendance and practical skills. To complete the externship course successfully, a student must satisfactorily perform each of the procedures outlined in the training plan and demonstrate satisfactory work habits.

If, when evaluated, the extern is unable to perform certain procedures properly, the student will be required to return to campus for additional training in the unsatisfactory areas. During the externship course, the student may be required to return to campus for weekly scheduled meetings to provide continued interaction with the Extern Coordinator.

If the student's work habits are not satisfactory on the first evaluation, the coordinator will confer with the student at that time. If work habits are still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may only repeat the externship once. If failure of the externship occurs twice the student will be withdrawn from the program.

The externship evaluation scale is as follows:

- 3 Student knows underlying principles and carries out procedures skillfully and accurately.

- 2 Student performs procedures with a fair degree of accuracy.
- 1 Student performs most procedures but requires guidance and supervision.
- 0 Student is unable to perform procedures even with guidance and supervision.
- X Procedure was not observed or performed.

RECORDS ON HOLD

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

- A financial obligation to Concorde Career College;
 - Failure to return library materials or school equipment; or
 - Default on a federal student loan.
- Until the hold is removed, individuals will not be allowed to;
- Re-start school from a withdrawal status; or
 - Obtain an official transcript.

EXTERNSHIP

Certain programs require students to serve an externship in the office of a physician, dentist, hospital, clinic or long-term care facility upon completion of academic training. The Extern Coordinator will arrange all externships. The extern site is not obligated to employ the student following completion of the externship.

During the externship, students are given the opportunity to put their classroom training into practical application under actual employment conditions. While on externship, the student is under the supervision of the Extern Coordinator, the training facility, as well as the school. Any absence incurred on externship must be reported to the Program Director, the Extern Coordinator and the extern site supervisor.

Externship must begin immediately upon assignment following classroom completion. All program and catalog requirements apply including dress code, name tags, drug use, etc. Additionally students must abide by the rules and regulations of the site to which they are assigned. This includes rules governing confidentiality of medical records and reports to conform to the Confidentiality of Medical Information Act.

While on externship students must comply with the following extern regulations:

1. The school will assign you to an externship site. You may not turn down an externship. The school cannot guarantee a particular office or geographical location, though we will consider your request when making assignments.
2. You will be expected to work the same hours as the regular employees at your assigned site. Generally externship is arranged as a daytime, M-F, 40-hour week. Depending upon state laws, a certain amount of time is required for lunch. Lunch time is not included in your total externship hours.
3. Externship is a part of your education. You will not be paid and will be withdrawn from the program if the facility reports that you were asking for or receiving pay.
4. Certain extern sites may require that you be tested for drug usage and/or be checked for any criminal background prior to accepting you as an extern.
5. You must meet the objectives on the

ACADEMIC UNITS OF CREDIT

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

FINANCIAL AID UNITS OF CREDIT

For financial aid eligibility and disbursements, the school uses the system of clock hour to credit hour conversion established by the U.S. Department of Education. One semester credit is equal to 37.5 clock hours.

externship check off and your midpoint evaluations. An unsatisfactory evaluation from the healthcare facility may require you to serve an additional externship period or return to school for additional training or result in your termination from the school.

6. As part of externship requirements you are responsible for completing and submitting forms and documents as required. Extern timesheets must be faxed to the Academic department by the student at the end of business Friday or first thing Monday. Midterm Evaluations must be completed and faxed/delivered to the school at the halfway point of your externship. It is your responsibility to assure that the healthcare facility has completed and signed all evaluations and time verification sheets and that the Academic department has received them upon completion of your externship.
7. It is your responsibility to attend scheduled meetings, including site interviews, before and during your externship. You may be required to return to the campus during your externship at the direction of your Extern Coordinator or Program Director.
8. Students are expected to behave in a professional manner at all times. Any conduct, which reflects discredit upon the student, the school or the site, will subject the student to termination from the school.
9. If you are going to be late or absent, you must notify the healthcare facility and the Externship Coordinator. Violation of attendance policy will result in probation or withdrawal from school.
10. Immediately notify your Extern Coordinator if any problems are encountered during externship; personality conflicts, illness, etc. (Never walk off the site, FOR ANY REASON without first notifying your Extern Coordinator or Program Director.)
11. Tuition payments must be kept current.
12. If you are terminated from an externship site, the Program Director will evaluate the circumstances of your termination and a decision will be made regarding your status as a student. You may be withdrawn from school at that time. If you are allowed to continue extern and are terminated from another site, you will be withdrawn from school.

STUDENT RECORDS

The registrar's office maintains academic records of all course work completed at the school. Records are maintained on campus for five years. Academic transcripts are maintained indefinitely. Transcripts are released only after receipt of a signed, written request from the student. Transcripts issued to the student are marked "Issued to Student." Students are allowed one transcript at no charge. There is a \$5.00 fee for each additional transcript. No official transcript(s) will be released if records are on hold for financial reasons or missing documentation. (See Records on Hold policy.) Students may request an unofficial transcript in this case. The word "unofficial" will be stamped on the transcript. Third-party transcripts from other institutions cannot be released to any individual or institution.

DRESS CODE

Students are preparing for careers and should, therefore, develop the habit of wearing proper attire. Many prospective employers visit the school and it is important that students be properly dressed in order to make the best impression.

Clothing that is too casual or bizarre (e.g., t-shirts with unacceptable writing or pictures, tank tops, halter-tops, shorts, tube-tops, midriff-exposing clothing or flip-flops) is not acceptable. Hats are not allowed in the classroom.

At no time is oversized and baggy clothing or clothing normally associated with street gangs or other groups appropriate. This also applies to student casual dress days.

Outerwear is not permitted in the classroom except for a royal blue or all-white sweater, without decoration, a white lab coat or an approved school jacket.

Prior to Receiving Uniforms

Prior to receiving their official school uniforms, students should wear clothing that, at a minimum, meets standard conventions of good taste and students must adhere to the Personal Appearance and Jewelry rules.

Once the school uniforms have arrived, the dress code below will be strictly enforced.

School Uniforms

- Uniform tops must be closed at all times.
- White t-shirts or a white turtleneck may be worn underneath the uniform top. They must be without emblems or writing on them.
- Only plain, blue, black, grey or white outerwear (sweater, jacket) may be worn in the classroom. Only plain blue or white outerwear (sweater, jacket) may be worn at the clinical or extern sites.
- Only white socks may be worn while in uniform.
- Only white shoes may be worn with uniforms. Shoes must be kept clean and polished at all times. For the student's protection, shoes must have a leather or solid upper portion and may not be open-toed or open-heeled.
- Uniform parts must be hemmed appropriately.
- Underwear must not be visible, either outside or through the uniform.
- School issued name badge must be worn at all times.

Personal Appearance

- Hair must be kept off of the collar and the face while in uniform.

- Hair must not be colored in unnatural colors and extreme hairstyles.
- Fingernails are to be kept clean and neatly manicured. When viewed from palm side, fingernails will not exceed the ends of the fingers.
- No acrylic nails or nail polish is allowed.
- No visible tattoos are allowed.

Jewelry

- Two stud earrings may be worn in each ear. No hoop or dangle earrings are permitted.
- Only an engagement or wedding ring may be worn on one finger.
- Bracelets and necklaces may not be worn at any time.
- One watch with a second hand will be worn.
- No visible body piercing of any kind is permitted.
- Pagers must be kept on silent mode and cellular phones may not be used in the classrooms or on clinical or extern sites.

IF THIS DRESS CODE POLICY IS NOT STRICTLY FOLLOWED, THE OFFENDING STUDENTS MAY BE DISMISSED FROM THE CLASSROOM, EXTERNSHIP OR CLINICAL SITE.

PROBATION OR WARNING

A student may be placed on probation if the student is in danger of not making Satisfactory Academic Progress (see "Satisfactory Academic Progress Policy") or if the student is in violation of the attendance policy (see "Attendance Policy"). A student may also be placed on probation or receive a warning prior to termination for violation of policies regarding conduct, dress or for other appropriate reasons in the judgment of the School.

MEASURE OF PROGRAM DURATION

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

NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL

The transferability of credits you earn at Concorde Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Concorde Career College to determine if your credits, degree, diploma or certificate will transfer. Concorde Career Colleges does not have any articulation agreements with any other college or university.

STUDENT TUITION RECOVERY FUND

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. The school's breach or anticipatory breach of the agreement for the closure of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

TERMINATION POLICY

Student Initiated Withdrawal

Students who wish to withdraw may do so by contacting the Academic Dean via telephone, mail or preferably in person. The withdrawal date will be the student's last date of attendance. A student who withdraws during the first five days of a grading period will not have that course(s) recorded on their transcript. A student who withdraws after the first five days of a grading period will receive a grade of "W", which is not calculated in their CGPA. The credits will count towards attempted credits.

The student must complete the necessary exit interview forms. There are financial and/or financial aid implications for withdrawing; therefore, those students receiving financial assistance must consult the financial aid and/or business office.

Withdrawal for Violation of School Policy

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

A student who has been withdrawn during the first five days of a grading period will not have that course(s) recorded on their transcript. A student who has been withdrawn after the first five days of a grading period will receive a grade of "W," which is not calculated in their CGPA. The credits will count towards attempted credits.

LEAVES OF ABSENCE

Student leaves of absence will not be granted.

TARDY AND LEAVE EARLY POLICY

Students are required to arrive on time for class and to stay for the entire class session. Four tardies or early departures equal one absence. Students may be tardy only once on a given day.

ATTENDANCE POLICY

Regular and punctual attendance at all scheduled classes and during externship is expected of all students and is regarded as integral to course credit. When a student registers, that student accepts the responsibility of attending all classes and completing all class work assigned by the instructor. Beginning with the first class period, instructors will record absences at each class meeting and this information is entered in the student's permanent record.

To maintain satisfactory attendance a student may not miss in excess of 20% of the scheduled class days of a grading period. At the end of the grading period, if a student has missed in excess of 20% of the grading period, he/she will be placed on attendance probation beginning with the next grading period.

While on attendance probation a student may not miss in excess of 20% of the scheduled class days of the grading period. If at the end of the grading period for which a student is on attendance probation the student has violated the terms of probation, the student will be immediately withdrawn.

If a student on attendance probation does not exceed the 20% rule during the grading period, the student will be removed from attendance probation. The institution reserves the right to sever its relationship with any student who incurs excessive absences. A student who misses an announced test, any examination or class work shall receive a "0" on the test, examination or class work unless the instructor deems the absence to be of a justifiable nature; then students will be allowed to make-up the work, but will only earn a maximum grade of "C."

Each student is directly responsible to the individual instructor and/or Program Director/Academic Dean for absences and for making up work missed. Any student who misses ten (10) consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of the attendance status. Students on externship must adhere to the 10-day attendance rule.

Vocational Nurse Program

Full attendance at all scheduled course hours is required to receive a satisfactory grade and course credit. At the end of the program the student must have completed all of the required program hours to meet the graduation requirement.

Theory Course Absence

From the first day to the last day of each course all absences exceeding 30 cumulative minutes in the form of arriving late, leaving early, and nonattendance for the scheduled theory class must be rescheduled and satisfactorily completed.

Student requirements related to theory absence include

- Make-up all theory experiences exceeding 30 cumulative minutes prior to the end of the course.

- If the makeup time is less than 20 minutes, the makeup session must total a maximum of 20 minutes.
- Make up of the time alone does not guarantee a satisfactory grade in the course. The make-up must meet the assignment requirements.

Skills Lab and Clinical Absence (Tardy, No-Call/No Show)

All absences in skills lab and clinical learning activities must be rescheduled and satisfactorily completed prior to the end date of the course. Absence on the last day of the course must be made up within two calendar days or two business days of the last day of the course.

Arriving late, leaving early, and non-attendance are defined as an absence. Tardy is defined as arriving late or leaving greater than 15 minutes in scheduled skills laboratory or clinical experience. There are no excused absences from any scheduled nursing course learning activities.

Absence in the skills lab or clinical setting refers to tardy, non-attendance and/or no-call/no show. The student policies are

- One episode of tardy or leaving early (15 minutes or greater) per term in a skills or clinical course is permitted.
- A second incident will result in the student being charged with a clinical absence and the entire clinical time must be made up. The student will remain in the setting unless patient safety is an issue.
- A third incidence of a tardy or leaving early (15 minutes or greater) in a term will result in withdrawal from the program.
- The first incidence of "no call/no show" related absence the student will be required to make up the time missed.
- A second incidence of "no call/no show" at any time in the program the student must be withdrawn from the program.
- Any time patient safety is potentially compromised the student may be required to leave the clinical setting at the discretion of the instructor. This time will be considered as a clinical absence.

Student requirements related to skill lab and clinical absence include

- Satisfactory make-up of all skills laboratory and clinical learning experiences (tardy, absence no call/no show) prior to the end of the course.
- A Limited number of opportunities for make-up determined by the Program Director.

If the student does not make up the rescheduled learning activity by the end of the course the student will be given a grade of "F".

Absence Associated Withdrawal Policy

The following situations will result in course failure and withdrawal from the program:

- Accumulation of clinical and/or skill hours in excess of 16 cumulative hours in any term, or
- Failure to make up scheduled make-up activities in theory, skills laboratory, or clinical by the end date of the course, or
- Second incidence of no show/ no call in the clinical setting, or
- Missing ten (10) consecutive scheduled class days and does not return on the 11th day.

Term	Required Minimum Number of Hours	Required Minimum Theory Hours	Required Minimum Clinical Hours	Required Minimum Skills Hours
Term 1	292.5	192.5	0	100
Term 2	342.0	122.0	196	24
Term 3	338.5	138.5	200	0
Term 4	323.5	108.5	215	0
Term 5	292.5	72.5	176	44
Minimum Total Hours to Graduate	1,589.0	634.0	787	168
Total Number Approved Hours	1600	645	787	168

Physical Therapist Assistant Program

Academic Attendance

Students may not miss in excess of 10% of scheduled class hours per term. If at the end of a term a student has missed in excess of 10% of scheduled class hours, he/she will be placed on attendance probation beginning with the next term. While on attendance probation, students may not miss in excess of 10% of the scheduled class hours in the term. Any student on attendance probation who misses in excess of 10% of scheduled class hours in the term has violated probation and will be withdrawn from school. If a student on attendance probation does not exceed the 10% rule during the grading period the student will be removed from attendance probation. A student who is withdrawn from the Physical Therapist Assistant program for violating the attendance policy can apply for readmission by appealing in writing to the institution.

Clinical Attendance

Students must be in compliance with the attendance rules and regulations of the clinical affiliation. Students are only allowed to miss 3 days of clinic in any term. The student will



be put on attendance probation after the 2nd absence and will be withdrawn on the fourth absence. The student must call to notify the clinical affiliation and a program faculty member of the absence. The student will be withdrawn the second time there is no notification of absence.

Physical Therapist Assistant Clinical

During Clinical affiliation, the student must comply with the following:

- The school will assign the student to a clinical site. The student may not refuse a clinical site.
- The student will be withdrawn if he/she requests or receives remuneration for clinical activities.
- Any falsification of clinical documentation including time sheet will result in withdrawal.
- Certain clinical sites may require drug testing. A positive drug test followed by a reconfirming drug test will result in withdrawal.

If the student is terminated from a clinical site, the student will be withdrawn from the program unless the school determines the termination was a justifiable misunderstanding, miscommunication or personality conflict. In these cases the student will be assigned to a second clinical site. If the student is terminated from a second clinical site, they will be immediately withdrawn from the program.

Respiratory Therapy Program

Students in the Respiratory Therapy Program may not miss in excess of 10% of scheduled class hours in the core classes (RT210, RT220, RT230, RT240, RT250). If at the end of a term, a student has missed in excess of 10% of scheduled class hours, he/she will be placed on attendance probation beginning with the next term. Clinical hours missed count toward the 10%. While on attendance probation students may not miss in excess of 10% of the scheduled class hours. Any student on probation who misses in excess of 10% of scheduled class hours has violated the terms of probation and may be terminated from the program immediately upon determination of the violation but no later than the end of that term. If the student on attendance probation does not exceed the 10% absence during the term, he/she will be removed from probation at the end of the term. Any student terminated for violating the attendance policy may apply for readmission once he/she has met the conditions of the readmission policy. Any student who misses ten (10) consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of the attendance status.

General Education

Students who miss three consecutive absences in a general education course will be withdrawn from that course and given a "W" on their transcript; the "W" will be counted toward attempted credits.

If a student is absent for four or more scheduled class meetings of any course they will be immediately withdrawn from that course and receive a "W" grade.

Respiratory Therapy Clinical Attendance

Students must arrive on time for clinical and stay the entire shift.

Late arrivals or early departures are recorded in the student's clinical attendance record. Tardiness or leaving early four times will equal and absence.

Students who exceed 10% clinical absences will be placed on attendance probation for the

following term. Student's clinical attendance records are reviewed on a weekly basis.

If for any reason you are unable to attend a clinical day it is required you call the clinical site and the Director of Clinical Education. The first time a student has a no show/no call absence they will be removed from the clinical site and reassigned to a different clinical site. **The second time a student has a no show/no call absence they will be withdrawn from the program.**

A student who misses in excess of 10% of the scheduled clinical days of a grading period will be placed on ATTENDANCE PROBATION beginning with the next grading period. Each student's clinical attendance record will be reviewed on a weekly basis and at the end of the grading period. **If during a clinical rotation the student misses in excess of 10% they will be removed from the clinical site and reassigned to a different clinical site. If no sites are available the student will be withdrawn. If during the clinical rotation at the second site the student misses any time they will be withdrawn from the program.**

Dental Hygiene Program

In order for Dental Hygiene students to maintain satisfactory attendance, students must not miss in excess of 15% of the scheduled class days of the grading period. At the end of the grading period, if a student has missed in excess of 15% he/she will be placed on attendance probation beginning with the next grading period. While on attendance probation, a student may not miss in excess of 15% of the scheduled class days of the grading period. If at the end of the grading period for which a student is on attendance probation the student has violated the terms of probation they will be withdrawn. If a student on probation does not exceed the 15% rule, the student will be removed from attendance probation.

Dental Hygiene Remediation

A student in the Dental Hygiene program must maintain a Grade Point Average (GPA) of at least 2.00 and must achieve a grade of C or better in each course to demonstrate satisfactory academic progress. Any student who fails a dental hygiene course on their first attempt with a grade of D or below may remediate the course with the following conditions:

- The student must complete remediation prior to the next Term, or in five (5) calendar days, whichever comes first. If the student fails to successfully remediate the failed course during this time frame, he/she will be withdrawn from the program. A student who successfully remediates the course will achieve a maximum grade of 75% for the course.
- The student may remediate only two courses throughout the entire dental hygiene program. Withdrawal from the program will occur at the end of the Term. Should a student in a withdrawn status choose to reapply, the current.

CAMPUS VIOLENCE POLICY

Concorde Career College is committed to providing a safe and productive environment for all Concorde associates and students. To help prevent incidents of violence from occurring, Concorde has implemented this campus violence policy.

It is the policy of Concorde to expressly prohibit any acts or threats of violence by an associate, student or former associate against any other associate or student in or about its facilities or clinical sites at any time. Concorde

does not condone any acts or threats of violence against associates, students, clients or visitors by an individual on the school's premises at any time or while such individual is engaged in business with or on behalf of Concorde, on or off the school's premises.

In keeping with the spirit and intent of this policy and to ensure the objectives in this regard are attained, Concorde is committed to the following:

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

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

Threats against individual(s) and/or Concorde should be immediately reported to the Campus President or Vice President of Human Resources in the Corporate Office.

It is critical that any material relevant to the incident be maintained until Human Resources decides upon proper disposition. Confrontational threats while on Campus may be dealt with by the Campus President and the Vice President of Human Resources. Actions may include suspension (for gathering additional facts), written warning or termination.

CONDUCT

Students must adhere to high standards of scholarship and to conduct that will not interfere with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general. Those students whose conduct reflects discredit upon themselves or the school will be subject to suspension and/or termination.

The administration of the school reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for any of the following reasons:

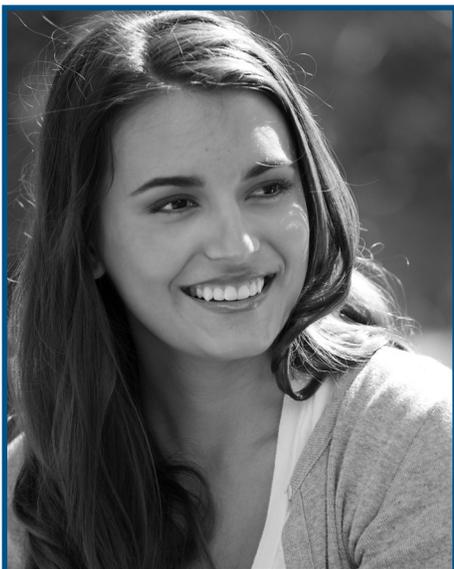
- Failure to abide by the rules and regulations of the school;

- Conduct that reflects unfavorably upon the school or its students;
- Unsatisfactory academic progress;
- Excessive absences or tardiness;
- Failure to pay charges when due;
- Cheating;
- Falsifying school records;
- Breach of the school Enrollment Agreement;
- Putting patient safety in jeopardy through the exercise of poor judgment or an inability to function properly;
- Failure to abide by the rules and regulations of any clinical site;
- Entering the campus or classes while under the influence or effects of alcohol, drugs or narcotics of any kind;
- Carrying a concealed or potentially dangerous weapon;
- Conduct which interferes with the learning process of any other student, the classroom presentation by the teacher or the progress of the class in general;
- Instigation of or participation in, rebellious activities against the school or its students;
- Solicitation which reflects unfavorably upon the school or its students;
- Profanity spoken on campus grounds;
- Vandalism of campus property;
- Disruptive classroom behavior;
- Copyright infringement;
- Physical threats; or
- Theft.

A student dismissed for unsatisfactory conduct may be readmitted into the program only at the discretion of the administration.

Classroom and Laboratory Conduct

- **Safety** - Because of the health hazards inherent in the healthcare field, safety, health, fire prevention and proper procedures for handling materials and equipment are stressed in every healthcare class. Rules and safety procedures are posted in each lab.
- **Eating** - No food or beverage is allowed in laboratories. No food or beverage is allowed in classroom except bottle water with a top.
- **Breakage** - Although no laboratory breakage is charged, payment may be charged for any deliberate and intentional breakage of equipment.
- **Cleanliness** - Students are evaluated as to how they care for and maintain equipment. Housekeeping duties will be required of



all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.

- **Homework** - Required homework assignments are to be turned in when due. Each student should be prepared to devote time daily to home study.
- **Lecture Notes** - Students are required to take adequate lecture notes daily.

Student Computer Network and Internet Conduct

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

- Installing or executing unauthorized software. Using computers to copy copyrighted or licensed software.
- Using the network for commercial purposes. Users may not buy or sell products or services through the system without prior consent of the corporate network administrator.
- Using the network for advertising or political lobbying.
- Accessing websites, newsgroups or chat areas that contain material that is sexually related, obscene or that promotes illegal acts. If a user accidentally accesses this type of information, they should immediately notify an instructor, librarian and/or network administrator.
- Using the network for any activity or to transmit any material that violates federal, state or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or, peer to peer file sharing of copyrighted materials. Using vulgar, derogatory or obscene language. Users may not engage in personal attacks, harass another person or post private information about another person.
- Logging on to another person's account or attempt to access another user's files.
- "Hacking" or otherwise trying to gain access to another person's or organization's computer system.
- Engaging in "spamming" (sending an email to more than 10 people at the same time) or participation in chain letters.
- Intentionally damaging any computer hardware or software.

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

GRADUATION REQUIREMENTS

A diploma, certificate or degree will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program breakdowns requires a minimum cumulative grade point average of 2.0 or above. All externships/clinicals must also be successfully completed with a passing grade. Any student subject to Records Hold must satisfy outstanding obligations before an official transcript.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) entitles students certain rights with respect to their education records. They are:

1. The right to inspect and review their education records within 45 days of the day the school receives a request for access. Students should submit to the Registrar, CAO/Academic Dean or other appropriate school official, written requests that identify the record(s) they wish to inspect. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.
 2. The right to request the amendment of their education records that the student believes is inaccurate or misleading. A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. The request should be submitted in writing to the school official responsible for the record, clearly identifying the part of the record that should be changed specifying why the record is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent. Conditions which permit disclosure without prior consent are:
 - Disclosure to school officials with legitimate educational interests. A school official is a person employed by the educational institution in an administrative, supervisory, academic or support staff position;
 - Disclosure to a person or company with whom the school has contracted (such as attorney, auditor or collection agency);
 - Disclosure in connection with financial aid for which the student has applied or received;
 - Disclosure to organizations conducting studies for or on behalf of, educational agencies or institutions;
 - Disclosure to accrediting organizations to carry out their accrediting functions;
 - Disclosure to comply with a judicial order or lawfully issued subpoena. In such cases, students will be notified when their records have been subpoenaed; or
 - Disclosure in connection with a health or safety emergency.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Concorde discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. Concorde may disclose in school publications student's name, program of study, month/day of birth and awards received as a result

of attending Concorde. Students have the right to refuse Concorde’s public disclosure of this information. Students must notify the Campus President in writing annually that he or she does not want any or all of this information disclosed.

A student has the right to file a complaint with the U.S. Department of Education if you believe your rights under FERPA have been violated and if efforts to resolve the situation through Concorde appeal channels have proven unsatisfactory. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, D.C. 20202-4605

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

NO DISCRIMINATION OR HARASSMENT POLICY

Concorde Career College is committed to maintaining a work and learning environment that is free from discrimination and harassment for all Concorde associates and students. Accordingly, Concorde does not authorize and will not tolerate any form of discrimination or harassment of or by an associate or student based on race, sex, religion, color, national origin, age disability or any other factor protected by law.

Sexual Harassment

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

- (a) physical assaults or physical conduct that is sexual in nature;
- (b) unwelcome sexual advances or comments or requests for sex or sexual activities, regardless of whether they are based on promises or threats;
- (c) sexual displays or publications such as calendars, cartoons or graffiti;
- (d) other verbal or physical conduct of a sexual nature that has the purpose or effect of interfering with an individual’s work/academic performance or creating an intimidating, hostile or offensive work and learning environment; or
- (e) retaliation for complaints of harassment.

Concorde regards all such pervasive conduct as creating a hostile and offensive work and learning environment in violation of this policy. Examples of sexual harassment include sexual propositions, sexual innuendo, sexually suggestive comments, sexually-oriented “kidding,” “teasing” or “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material and physical contact, such as patting, pinching or brushing against another’s body; or reading or otherwise publicizing in the work and learning environment materials that are sexually suggestive or revealing.

Racial, Religious or National Origin Harassment

Racial, religious or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious or national origin harassment includes any verbal, written or physical act in which race, religion or national origin is used or implied in a manner that would make a reasonable associate uncomfortable in the work and learning

environment. Examples of racial, religious or national origin harassment include jokes that include reference to race, religion or national origin; the display or use of objects or pictures that adversely reflect on a person’s race, religion or national origin; or use of language that is offensive due to a person’s race, religion or national origin.

How to Report Instances of Discrimination or Harassment

Concorde cannot resolve matters that are not brought to its attention. Any associate or student, regardless of position or program, who has a complaint of or who witnesses discrimination or harassment at work/school by anyone, including supervisors, managers, associates, non-associates or students, has a responsibility to immediately bring the matter to Concorde’s attention. To bring instances of discrimination or harassment to Concorde, an associate or student must immediately complain to either of the following individuals who are responsible for enforcing this policy: Campus President at your campus or Vice President Human Resources, Concorde Career Colleges, Inc.

How Concorde Will Investigate Complaints of Discrimination or Harassment

Concorde will thoroughly and promptly investigate all claims of discrimination and harassment. Concorde will meet with the complaining associate/student to discuss the results of the investigation and, where appropriate, review the proposed resolution of the matter. If an investigation confirms that discrimination or harassment has occurred, Concorde will take corrective action, including such discipline up to and including immediate termination of employment or enrollment, as is appropriate. Claims of assault or the threat of assault, if proven, will result in dismissal.

Complaints of discrimination and harassment will be kept as confidential as possible. Additionally, no associate or student will be subjected to retaliation by Concorde because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If an associate or student believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the associate or student must report such retaliation to Concorde by immediately contacting either the Campus President at your campus or Vice President of Human Resources, Concorde Career Colleges, Inc., so that the complaint of retaliation may be investigated and dealt with in an appropriate manner.

Our Commitment to an Effective No Discrimination or Harassment Policy

If you feel that Concorde has not met its obligations under the policy, you should contact the Vice President of Human Resources at Concorde Career Colleges, Inc.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Concorde Career Colleges, Inc. (Campus) to abide by both the letter and spirit of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of Federal financial assistance. Covered entities must

accommodate students with appropriate academic adjustments and auxiliary aids and services (reasonable accommodations) that are necessary to afford an individual with a disability an equal opportunity to participate in our programs. Concorde is not required to make academic adjustments and/or provide auxiliary aids and services that would result in a fundamental alteration of our programs or impose an undue burden.

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

No one should inquire of prospective students or applicants whether they have a disability. No one should ask a current student if they have a disability.

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

OFFICIAL LETTER GRADING SCALE

Written examinations are given periodically and at the completion of each course a final exam is given. Lab exams cover both subject matter and skills evaluation. Records of grades are maintained by the Registrar.

Students receive letter grades at the end of each grading period (course) utilizing the official letter grading scale. Grades are based on assignments, tests and manipulative performance examinations given with each unit of learning.

At the end of each evaluation period, the student’s cumulative grade point average will be determined. At this time, academic records will be made available or furnished to the student.

The official letter grading scale is as follows:

Letter Grade	Description	GPA
A	Exceptionally Competent	4.00
B	Highly Competent	3.00
C	Competent	2.00
D**	Unsatisfactory	1.00
F*	Not Competent	0.00
P	Successful Completion of Clinical/Extern	N/E
W*	Withdrawal From Course	N/E
T	Transfer of Credit	N/E
I**	Incomplete (Temporary Grade)	N/E
SC*	Schedule Change	N/E

KEY:

- N/E No effect on grade point average.
- * This course does not count toward graduation and must be repeated for credit.
- ** A permanent grade must be assigned.
- *** This course will be included in your CGPA but must be repeated if it is in your major course work.

Vocational Nurse Program

With the exception of the Fundamentals courses, a student in the practical/vocational nursing program must maintain a GPA of at least 2.00 (77%) and must achieve a grade of 2.00 (77%) or better in each course to demonstrate satisfactory academic progress.

A student must achieve a grade of 3.00 (80% or Pass) or better in the Fundamentals courses, to advance in the program. The Fundamentals courses are critical to student progress and success in the nursing program. The Fundamentals courses may not be remediated. Fundamentals courses include PN/VN 102 Fundamentals/Foundations of Nursing and PN/VN103 Clinical Practice I. PN/VN 103 Clinical Practice is a Pass/Fail course.

The student must receive a Pass to progress.

A student who fails (F or less than 70%) a course or receives an F in a Pass/Fail course is immediately withdrawn from the program.

1. A student who receives a D (70-76%) in a course has two options: Satisfactorily complete remediation prior to proceeding to the next course. The student must complete the remediation prior to the start of the next course or seven (7) calendar days, whichever comes first. If the remediation due date falls on a Saturday, the remediation must be completed by the previous Friday. If the remediation due date falls on a Sunday, the remediation must be completed by the following Monday. If the Monday is a holiday, the remediation must be completed the next day. If the student fails to remediate the identified course during the required timeframe, the course grade will be a D and the student will be withdrawn from the program. The student also will be withdrawn from any other courses in which he/she are currently enrolled. A student who successfully remediates the course will achieve a maximum grade of C (77%) for the course.
2. Based on class availability and space, the student may elect to apply for re-entry and re-take the course. The student is permitted to remediate the same course only once during the program.

Any practical/vocational nursing student who

- fails (less than 80% or F) the Fundamentals courses or
- fails any course with a grade of D (70%) and

does not successfully remediate or

- fails a course after two successful remediations, only two (2) remediations are permitted in the program, or
- fails the same course twice, or
- violates the attendance policy or
- whose cumulative grade point average is below 2.00 (C)

will be withdrawn for unsatisfactory academic progress. Withdrawal from the program will occur on the day of any of the above situations

The Official Letter Grade Scale for the Vocational Nurse program is:

Letter Grade	Numerical Percent	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	77-79	Competent	2.00
D***	70-76	Unsatisfactory	1.00
F*	0-69	Not Competent	0.00
P	N/A	Successful Completion of Clinical/Extern	N/E
W*	N/A	Withdrawal From Course	N/E
T	N/A	Transfer Credit	N/E
I**	N/A	Incomplete (Temporary Grade)	N/E
SC*	N/A	Schedule Change	N/E

KEY:

N/E No effect on grade point average.

* This course does not count toward graduation and must be repeated for credit.

** A permanent grade must be assigned.

*** This course will be included in your CGPA but must be repeated if it is in your major course work.

Physical Therapist Assistant Program

A passing grade in all technical courses in the Physical Therapist Assistant Program is a minimum of 75% or higher. Students must meet

or exceed the thresholds defined for all clinical criteria. Term failure results in withdrawal from the program. The student will not be allowed to progress in the program but can return to repeat the term on a space available basis.

Students are required to pass the final academic written and laboratory practical examination each term. Any student who is unsuccessful on the final examinations will be allowed to remediate the examinations one time before the beginning of the next term but not more than five days after the final examination.

The official letter grade scale for the Physical Therapist Assistant Program is:

Letter Grade	Numerical Percent	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	75-79	Competent	2.00
D***	70-74	Unsatisfactory	1.00
F*	0-69	Not Competent	0.00
P	N/A	Successful Completion of Clinical/Extern	N/E
W*	N/A	Withdrawal From Course	N/E
T	N/A	Transfer Credit	N/E
I**	N/A	Incomplete (Temporary Grade)	N/E
SC*	N/A	Schedule Change	N/E

KEY:

N/E No effect on grade point average.

* This course does not count toward graduation and must be repeated for credit.

** A permanent grade must be assigned.

*** This course will be included in your CGPA but must be repeated if it is in your major course work.

Respiratory Therapy Program

To pass any core courses in the Respiratory Therapy Program a student must earn a minimum of 75% or higher theory grade and a pass rating on all clinical objectives for that course. Term failures will result in remedial assignments, mandatory attendance at "practice and review" sessions and retesting. If the score is not successfully remediated, the student will not be allowed to progress in the program and will be withdrawn or set back on a space available basis. The official letter grade scale on page 13 applies to general education courses only.

Students are required to pass the final written and practicum examinations to graduate the program. Any student who is unsuccessful on the final examinations will be allowed to remediate the low test scores one time. If still unsuccessful, the student must repeat the final term.

The official letter grade scale for the Respiratory Therapy (AS) program (technical courses only) is:



Letter Grade	Numerical Percent	Description	GPA
A	90-100	Exceptionally Competent	4.00
B	80-89	Highly Competent	3.00
C	75-79	Competent	2.00
D***	70-74	Unsatisfactory	1.00
F*	0-69	Not Competent	0.00
P	N/A	Successful Completion of Clinical/Extern	N/E
W*	N/A	Withdrawal From Course	N/E
T	N/A	Transfer Credit	N/E
I**	N/A	Incomplete (Temporary Grade)	N/E
SC*	N/A	Schedule Change	N/E

KEY:

N/E No effect on grade point average.

* This course does not count toward graduation and must be repeated for credit.

** A permanent grade must be assigned.

*** This course will be included in your CGPA but must be repeated if it is in your major course work.

SATISFACTORY ACADEMIC PROGRESS POLICY

To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (CGPA) of at least 2.0 or be on probation. In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program. The credit hours attempted cannot exceed one and one-half times (1.5) the credit hours required to complete a credit-hour program.

For determining satisfactory academic progress, each program is broken down into grading periods. A grading period may be a course/term/semester. At the end of each grading period the student's CGPA will be determined.

Academic Probation

A student whose cumulative grade point average is less than 2.0 at the end of a grading period is placed on academic probation. During the probationary period, the student may continue to receive any financial aid due.

If a student fails to achieve a 2.0 grade point average for the next evaluation period or for any evaluation period in which the student is on probation, the student will be terminated for lack of satisfactory academic progress. A student will be removed from probation upon achieving at least a 2.0 cumulative grade point average.

If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required cumulative grade point average, the student may continue on academic probation

for one more evaluation period.

The enrollment of a student who fails to achieve overall satisfactory academic progress for their program at the end of two successive probationary evaluation periods, shall be terminated.

Maximum Time Frame

To be maintaining satisfactory academic progress, credit hours attempted cannot exceed 1.5 times the credit hours the program requires for graduation.

EXAMPLE

Program	Credit Hours Required for Graduation	Maximum Credit Hours Attempted
DA	35.5	53.25
MOA	29.0	47.25
MA	29.0	43.50
VN	63.0	94.5
DH	88.5	132.75
PTA	76.0	114.0
RT	66.0	99.0

At the end of the grading period, maximum time frame will be evaluated for students receiving a failing grade. The evaluation will ensure that the total program credit hours plus credit hours to be repeated due to failure do not exceed the maximum time frame.

Incompletes

All missed exams and assignments must be complete by the last day of the current term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Academic Dean or the Campus President. The student will then have five days in which to make up the missing work.

A student who has a final grade of "I" and who has not made up the work in the five-day time period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course or termination) will be executed immediately.

Incompletes will not be given for clinical/laboratory assignments not completed in the final term. Failure to satisfactorily complete clinical/laboratory assignments in the final term will result in the student being required to repeat the term. When the "I" is replaced with a letter grade, the CGPA and rate of progress will be recalculated based on the letter grade and the credits earned. Incompletes, although just a temporary grade, will be included as attempted credits.

Repetitions

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating the CGPA. However, the original course and repeated course credit hours are included in the maximum time frame calculation. Students will not receive additional financial aid for a course being repeated.

Based on the refund policy, students withdrawing from their program for any reason will have the weeks in attendance for repeating a course used in the program completion calculation in determining

the student's financial obligation to the school. Veteran students may repeat one course without affecting VA benefits. Any subsequent course repetitions will cause an interruption in benefits. If a student receiving veteran's educational assistance must repeat a course, benefits must be terminated for periods that will extend the program.

Pass/Fail

Courses graded as Pass/Fail are not included in calculating CGPA but are considered as hours counted toward rate of progress.

Transfer Credits

Transfer credits are not included in the calculation of CGPA, but are included in the total number of credits attempted and successfully completed in order to determine the required levels for CGPA and rate of progress.

Withdrawals

A student who withdraws during the first five days of any course will not have that course on their transcript.

A student who withdraws after the first five days of their program of study will receive a grade of a "W," which is not calculated in their CGPA. The credits will count towards attempted credits. If the student returns to school, all course work graded "W" must be repeated.

Appeal Process

A student may appeal the termination of financial aid eligibility based upon extenuating circumstances. The appeal should be submitted, in writing, to the Campus President. Based on the extenuating circumstances the Campus President may determine that the student may continue to receive title IV aid even though he/she is not meeting published SAP standards. A student who has his/her appeal accepted will continue to be on probation. If the student chooses not to appeal or the appeal is denied, the student will be withdrawn. Students who are withdrawn due to failure to meet SAP standards must have an appeal approved by the Campus President on file upon re-admission in order to receive title IV aid. If the student chooses not to appeal or the appeal is denied, the student may return on a cash pay basis until the student achieves a 2.0 cumulative grade point average.

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Anyone found to have infringed a copyrighted work may be liable for Actual Damages and Profits. A copyright owner is entitled to recover the actual damages suffered by him or her as

a result of the infringement, and any profits of the infringer that are attributable to the infringement. Statutory damages for copyright infringement range from \$750.00 up to \$30,000.00 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

OUTSIDE CLASSROOM WORK

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

SCHOLASTIC HONESTY

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

CLINICAL ROTATIONS

The Respiratory Therapy and Vocational Nurse programs require students to perform clinical rotations in addition to the didactic training. These rotations are served in hospitals, skilled nursing facilities, long-term care facilities, home care companies or other sites under the direction of licensed care givers. The Director of Clinical Education or Director of Nursing will arrange the schedule for the clinical rotations in each program. These rotations are designed to provide the students with exposure to the procedures and responsibilities that they will encounter in the workplace upon graduation. The clinical rotations do not guarantee employment upon graduation and the student does not receive remuneration during these clinical rotations.

All program and catalog requirements apply during clinical rotations, including dress code, attendance and satisfactory progress. In addition, students must abide by the policies of the clinical site, including parking, behavior and submission to drug testing or criminal background checks, if requested.

During clinical rotations, the student must comply with the following:

1. The school will assign the student to a clinical site. The school cannot guarantee a particular site or geographic location, although student requests may be considered when making assignments.

- Students may not refuse a clinical site.
2. Students may work from eight-hour to twelve-hour shifts, depending upon program and site requirements. Although the majority of clinical shifts are during the daytime, some shifts may encompass evening rotations.
 3. All clinical objectives for the specific term and program must be met by the student. Failure to meet objectives can result in failure of the term.
 4. If a student is terminated from a clinical site by the facility, the school has the right to dismiss the student from the program or to place the student at a second site depending upon the nature of the circumstances.

COURSE DESCRIPTIONS

(COURSES ARE LISTED IN ALPHABETICAL ORDER AND NOT BY PROGRAM)

AP110: Fundamentals of Anatomy & Physiology

Credit Hours: 3.00

Clock Hours: 45

This course introduces the student to the structure and function of the body. Directions, geometric planes and cavities of the body are presented. Cells, tissues, organs and systems are discussed. The major organs of each system and how they relate to the overall status of the body are covered.

BIO101: Anatomy and Physiology

Credit Hours: 3.00

Clock Hours: 45

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

BIO105: Anatomy and Physiology I

Credit Hours: 4.00

Clock Hours: 80

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

BIO110: Anatomy and Physiology I

Credit Hours: 3.00

Clock Hours: 45

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

BIO115: Anatomy and Physiology II

Credit Hours: 3.00

Clock Hours: 45

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

BIO130: Microbiology

Credit Hours: 3.00

Clock Hours: 45

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

CHE110: Chemistry

Credit Hours 3.00

Clock Hours: 45

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

CIS110: Computer Science

Credit Hours: 3.00

Clock Hours: 45

Students will become familiarized with computer terminology and software programs. Students will learn the basics for word processing, utilizing different software. This course is designed to familiarize the student with an entry level software program most commonly used in medical and business offices. The course will be presented on three levels; concepts, procedures and activities.

COM110: Elements of Human

Communication

Credit Hours: 3.00

Clock Hours: 45

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

DA110: Dental Terminology and

Operative Dentistry

Credit Hours: 4.00

Clock Hours: 80

This course begins with the history of dentistry, dental specialties and the members of the dental health team. It includes dental anatomy and tooth morphology, operative dentistry, nutrition and digestion, anesthesia and pharmacology. Students will learn and practice instrument identification and instrument exchange.

DA120: Chairside Assisting for General

and Special Dentistry

Credit Hours: 4.00

Clock Hours: 80

This course covers disease transmission and microbial control in the dental office, methods of sterilization and disinfection and OSHA guidelines for infection control. It includes all the chairside procedures for both general and specialty dentistry.

DA130: Dental Materials and Prevention

Credit Hours: 4.00

Clock Hours: 80

This course covers the use and application of dental cements, restorative materials and bleaching trays. It includes preventive dentistry oral hygiene, vital signs and dental emergencies.

DA140: Dental Assistant Regulations/

Specialty Functions

Credit Hours: 4.00

Clock Hours: 80

This course covers the regulations of the California Dental Practice Act, dental auxiliary categories, state examination procedures and scope of practice of dental assisting (DA) and registered

dental assisting (RDA). It includes all of the mechanical skills in specialty DA and RDA procedures.

DA150: Registered Dental Assistant

General Functions

Credit Hours: 4.00

Clock Hours: 80

This course covers the mechanical skills in general DA and RDA procedures to include intra-oral inspection and charting, liners, bases, tofflemires, class II temporary sedative dressing, acrylic and metal temporary crowns.

DA160: Registered Dental Assistant Functions: Coronal Polishing, Ultrasonic Scaler and Dental Radiography

Credit Hours: 4.00

Clock Hours: 80

This course covers the mechanical skills in general DA and RDA procedures to include sealants, polishing of the coronal portion of the teeth, ultrasonic scaler for the removal of cement around orthodontic bands and dental radiology theory and practical on x-ray mannequins.

DA170: Certification: Coronal Polishing, Ultrasonic Scaler and Dental Radiography

Credit Hours: 4.00

Clock Hours: 80

This course covers the certification process of coronal polishing, sealants, and dental x-ray on actual patients, under the supervision of a dentist. This course also covers CPR Health Care Provider Level and Ultrasonic Scaler in the setting of an orthodontic office. (Prerequisite: DA160)

DA180: Dental Practice Management

Credit Hours: 4.00

Clock Hours: 80

This course covers psychology of the patient, patient records, telephone techniques, case presentations, extra-oral photography, suture and post-extraction skills and patient monitoring for sedation.

DA190: Dental Assisting Externship

Credit Hours: 3.50

Clock Hours: 160

This course is an integral aspect of the learning experience for the student. The student is assigned to a professional dental facility to gain the everyday practical and clinical experiences in the duties and functions of a dental assistant and Registered Dental Assistant. The student will apply their educational training in the clinical environment. (Prerequisites: DA110-DA180.)

DH101: Dental Hygiene I

Credit Hours: 5.00

Clock Hours: 120

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

DH102: Dental Hygiene II

Credit Hours: 5.50

Clock Hours: 170

This course is designed to build on the basic skills acquired in the Pre Clinic course taught in the 1st

term. This course is also taught to aid the student in incorporating higher order thinking skills. The skills in this course include pain and anxiety control, advanced instrumentation, power-driven scaling, air polishing, dental sealants, taking alginate impressions and trimming study models, and medical and dental emergencies. The course will also introduce the student to suture removal, placement of periodontal dressings; pulp testing, implant maintenance, hypersensitivity and perioral piercings.

DH103: Dental Radiography

Credit Hours: 3.00

Clock Hours: 60

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

DH104: Dental Materials

Credit Hours: 2.00

Clock Hours: 45

This course is designed to introduce the dental hygienist to a variety of dental materials used in the dental office. It will focus on history, composition, properties, and uses of materials. Techniques of manipulation and how this assists the hygienist in a professional capacity. This course will enhance the ability of the student to make judgments in a clinic/office regarding the use of dental materials with consideration of how they react in the oral cavity.

DH105: Dental Anatomy/Tooth Morphology

Credit Hours: 4.00

Clock Hours: 60

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

DH110: Oral Embryology and Histology

Credit Hours: 3.00

Clock Hours: 15

This course deals with cells and tissues of the body, with focus on those tissues composing the head, neck and specifically the oral cavity. Emphasis will be on dental histology, embryology, general histology and healing and repair in the oral structures.

DH111: Dental Office Emergencies

Credit Hours: 1.00

Clock Hours: 15

This course is developed for the student to obtain new information regarding assessment and management of emergencies in the dental office. CPR, BLS is also included.

DH201: Dental Hygiene III

Credit Hours: 5.00

Clock Hours: 165

This course will provide the opportunity for the student to continue the development of clinical skills necessary to perform the duties of a dental hygienist. Topics will include principles learned in DH201, continuance of treating the patient with special needs. Information and review for national written boards and regional and state testing, case studies will be integral parts of this course as they will provide insight into the complex issue of patient care and will stimulate critical thinking. Upon

completion of this course the student should be deemed competent in all aspect of dental hygiene clinical care.

DH202: Dental Hygiene IV

Credit Hours: 6.00

Clock Hours: 215

In this course the student has the opportunity to refine clinical techniques and skills, address technology and current procedural practice, advance her/his skill in self evaluation, and develop confidence.

DH203: Periodontology

Credit Hours: 3.00

Clock Hours: 45

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

The student will be competent in the following objectives by attending 4.5 lecture hours per week. Additionally, the student will participate in discussion, read the assigned material and research any topics that are assigned. The student will come to class prepared having read the material assigned in the class schedule. The instructor will use visual aids as an adjunct to the lectures. The students will be expected to transpose this acquired knowledge to their clinical environment. They will reach a level of competency through implementation.

DH206: Dental Pharmacology

Credit Hours: 3.00

Clock Hours: 45

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

DH207: Dental Hygiene Seminar

Credit Hours: 2.00

Clock Hours: 30

This course is developed for the 2nd year student to obtain new information regarding dental hygiene procedures or practice. Focus is given to advanced student presentation evaluation. Special emphasis will be on presentation and discussion of such topics: case histories, treatment plans, and preventive measures.

DH209: Nutrition

Credit Hours: 3.00

Clock Hours: 45

Basic principles of chemistry, biochemistry and nutrition in health and disease with emphasis on the relationship between nutrition and dental caries or periodontal disease. Focus is on nutritional counseling in preventive dentistry.

DH224: Dental Public Health

Credit Hours: 3.00

Clock Hours: 45

Integration of basic dental public health procedures and dental health instruction as they apply in clinical and community settings. Topics include fluoridation, dental sealants, dental screenings,

planning and operation of community health programs and dental health promotion and education activities.

DH226: Dental Law/Ethics

Credit Hours: 2.00

Clock Hours: 30

This course covers the fundamentals of Law and Ethics for Medical Careers. We will concentrate on workplace liabilities and legalities, the law and court system, malpractice, medical records and informed consented bioethics. We will survey the other components of this course briefly as we travel through the semester.

DH227: Board Review

Credit Hours: 3.00

Clock Hours: 45

This course is designed to give students the necessary knowledge and practice to successfully take and pass the National Board Dental Hygiene Examination. The student will attend 4.5 lecture hours per week.

The student will participate in discussion, read the assigned material and research any topics that are assigned. The student will come to class prepared having read the material assigned in the class schedule. The instructor will use visual aids as an adjunct to the lectures.

DH228: Oral Pathology

Credit Hours: 3.00

Clock Hours: 45

This course provides the student with practical information to aid in the diagnosis of oral injury and disease. The focus will be on etiology, clinical features, treatment and prognosis.

DH300: Dental Office Management

Credit Hours: 2.00

Clock Hours: 30

This course is designed to introduce the dental hygiene student to a variety of roles within a dental practice. Techniques of other personnel and professional within the scope of practice will be introduced. This course will enhance the ability of the student to make judgments in a clinic/office regarding the roles of other dental team members. The student will learn to step from the traditional role of hygienist into other roles as needed by the employer/dentist.

DH301: Dental Hygiene V

Credit Hours: 5.00

Clock Hours: 180

In this course the student continues to refine clinical techniques and skills. The focus of this class is individual case studies. This class will also provide an overview of dental specialties.

ENG111: English Composition I

Credit Hours: 3.00

Clock Hours: 45

Students will apply the principles and techniques of written, expository and persuasive composition; analysis of literary, expository and persuasive texts; and critical thinking.

ENG112: English Composition II

Credit Hours: 3.00

Clock Hours: 45

This course aims to develop writing skills with an emphasis on instruction and practice in writing the college essay and the library research paper. The course focuses on attention to available reference materials, use of library, note taking, critical evaluation of evidence and conventions for documenting academic papers.

Students will practice organizing and writing a long expository essay based on use of library resources.

HUMGRO133: Human Growth & Development

Credit Hours: 3.00

Clock Hours: 45

This course identifies and discusses all stages in the life span from infancy through late adulthood. Cultural considerations, types of families, changes affecting modern families and family patterns and qualities of functional families are presented. Related nursing considerations to the various stages of life are included.

MA110: Healthcare Fundamentals

Credit Hours: 4.00

Clock Hours: 80

Students in this course will practice basic clerical duties, supply ordering and appointment scheduling. They will learn medical terms, CPR and positive communication skills. They will practice keyboarding and perform vital sign procedures.

MA120: Administrative Systems

Credit Hours: 4.00

Clock Hours: 80

Students in this course will practice billing and collection procedures, insurance claims processing, banking procedures and accounts payable processes. They will learn the elements of diagnostic and procedural coding, blood borne pathogens and HIV/AIDS. They will perform vital sign procedures and emergency first aid procedures.

MA130: Anatomy and Physiology I

Credit Hours: 4.00

Clock Hours: 80

Students in this course will learn about the structure and function of major body systems: skeletal, muscular, digestive, urinary, endocrine and reproductive systems. Common diseases, disorders and medical terminology of these systems are discussed. Students will perform examination room preparation, cold and heat therapy, cast removal, glucose/cholesterol analysis and ambulation. Students will practice assisting patients during examinations, taking vital sign measurements and providing patient education. (Prerequisites: MA110, MA120.)

MA140: Anatomy and Physiology II

Credit Hours: 4.00

Clock Hours: 80

Students in this course will learn about the structure and function of major body systems: integumentary, nervous, circulatory, respiratory, immune and special senses. Common diseases, disorders and medical terminology of these systems are discussed. Students perform electrocardiograms, nebulizer treatments, suture removal, visual screening and spirometry testing. They will practice cleaning minor wounds, applying bandages, administering eye and ear medications and irrigating eyes and ears. (Prerequisites: MA110-MA140.)

MA150: Clinical Laboratory I

Credit Hours: 4.00

Clock Hours: 80

Students in this course will learn about the clinical laboratory and the associated safety and regulatory guidelines. They will explore basic microbiology and hematology and practice using a microscope. They will learn the

proper procedures for collecting, processing and testing urine specimens. Students will perform venipuncture and capillary puncture. (Prerequisites: MA110-MA140.)

MA160: Clinical Laboratory II

Credit Hours: 4.00

Clock Hours: 80

Students in this course will apply principles of infection control, asepsis and sterilization. They will perform intradermal, subcutaneous and intramuscular injections, calculate medication dosages and administer medication. Students will practice assisting with minor surgical procedures. (Prerequisites: MA110-MA150.)

MA180: Externship

Credit Hours: 5.00

Clock Hours: 240

Students in this course will apply principles of infection control, asepsis and sterilization. They will perform intradermal, subcutaneous and intramuscular injections, calculate medication dosages and administer medication. Students will practice assisting with minor surgical procedures. (Prerequisites: MA110-MA160.)

MAT112: College Algebra

Credit Hours: 3.00

Clock Hours: 45

Students study quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

MATH110: College Mathematics

Credit Hours: 3.00

Clock Hours: 45

This course covers principles and applications of whole numbers, fractions, decimals, percents, ratio, proportions, measurements, statistics, basic algebra and geometry. The metric system, the apothecary system and conversion between systems are presented. Allied health applications are discussed.

MED-SURG121: Introduction to Medical-Surgical Nursing

Credit Hours: 2.50

Clock Hours: 40

This course introduces the student to head-to-toe client data gathering, care of the pre- and post-operative client and care of clients with self-care deficits. Asepsis, elements of the infectious process, causes of disease, basic intravenous (I.V.) practicum (site rate, solution identification) and the body's normal defenses are discussed. The student learns to incorporate the nursing process in the care of pre- and post-operative clients, as well as those with self-care deficits. (Prerequisite: PN/VN 102)

MOA110: Medical Office Procedures

Credit Hours: 4.00

Clock Hours: 80

In this course, students acquire clerical and administrative skills typically expected in a medical office. This course includes discussions and activities in telecommunications, medical record management, mail processing and general office equipment. Students will practice keyboarding to gain accuracy and speed, and learn medical terminology.

MOA120: Computer Applications

Credit Hours: 4.00

Clock Hours: 80

In this course, students will explore and practice

the Microsoft Office® applications - Word, Excel and Outlook. Basic level functions are covered for students to create typical documents used in medical practice. Students will practice keyboarding to gain accuracy and speed, and learn medical terminology.

MOA130: Medical Terminology & Communications

Credit Hours: 4.00

Clock Hours: 80

The student will practice appropriate written and verbal forms of professional communication, such as letter forms, grammar, punctuation and spelling. Students will practice keyboarding to gain accuracy and speed, and gain proficiency in medical terminology. In addition, students will be exposed to basic business mathematic concepts used in the office environment.

MOA140: Medical Insurance Claims

Processing

Credit Hours: 4.00

Clock Hours: 80

This course is designed to provide the fundamental knowledge and skills required in completing the Universal Health Insurance Claim Form for a variety of insurance carriers. This course includes discussions and activities in the processing of claims for commercial carriers, managed care plans, and government programs such as Medicare, Medicaid, CHAMPUS/CHAMPVA, Worker's Compensation, and Disability.

MOA150: Medical Insurance Coding

Credit Hours: 4.00

Clock Hours: 80

This course is designed to provide a detailed approach to the accurate use of The Physician's Current Procedural Terminology (CPT) for procedural coding of insurance claims. Information on the International Classification of Diseases (ICD-9-CM) volumes 1 & 2 used for diagnoses coding and activities in the Healthcare Procedure Coding System (HCPCS) are also addressed. This course includes discussions on the correct and ethical coding of insurance claims.

MOA160: Medical Office Applications

Credit Hours: 4.00

Clock Hours: 80

In this course students will learn and practice accounts receivable and accounts payable activities using a computerized management system in a series of simulated daily office activities. They will practice electronic medical record management and application of HIPAA regulations, and gain proficiency in medical terminology.

MOA170: Externship

Credit Hours: 5.00

Clock Hours: 240

This course is an integral part of the learning experience for the student. Each student is assigned to work in a medical facility in order to gain everyday practical and clinical experience in the duties and functions of a medical office employee and to apply the student's educational training in a work environment. (Prerequisites: all other program courses).

NUT122: Nutrition

Credit Hours: 3.00

Clock Hours: 45

This course covers the functions and food sources of proteins, carbohydrates and fats and identifies current recommendations for

intake of each. A discussion is included of the changes in nutrient needs throughout the life cycle and suggestions to ensure adequate nutrition during each stage of life. The student is introduced to standard diets and modifications of diets for disease processes.

PHARM110: Pharmacology

Credit Hours: 3.00

Clock Hours: 45

This course focuses on dosages, applications, side effects, toxicity and laboratory tests performed to monitor actions and effects of specific drugs. Issues involved with I.V. (Intravenous) monitoring will be covered. Drug calculation examinations must be passed with a score of 85%. (Prerequisite: Math 110.)

PHI110: Critical Thinking

Credit Hours: 3.00

Clock Hours: 45

Students will learn how to enhance and refine both their cognitive and affective performance. The course will analyze the role of the learner and the purpose of education. It will assist students in developing the systematic information processing, critical thinking, reading and study strategies needed for success as life long learners.

PSY101: Developmental Psychology

Credit Hours: 3.00

Clock Hours: 45

This course identifies and discusses all stages in the life span, from infancy through late adulthood. A discussion of cultural considerations, types of families, changes affecting modern families and family patterns and qualities of functional families will be included.

PSY110: General Psychology

Credit Hours: 3.00

Clock Hours: 45

In this course, students will be introduced to the basic fundamentals of human mental processes and the scientific study of behavior. Students will be taught an overview of psychological disorders, cognition, gender traits, intelligence and contemporary issues in psychology.

PSY120: Human Growth and Development

Credit Hours: 3.00

Clock Hours: 45

This course identifies and discusses all stages in the life span from infancy through late adulthood. A discussion of cultural considerations, types of families, changes affecting modern families and family patterns, and qualities of functional families will be included.

PTA100: Introduction to Physical Therapy

Credit Hours: 3.00

Clock Hours: 45

This course provides a basic introduction to the field of Physical Therapy. Content areas include an introduction to the profession, national organization, ethical and legal issues, communication and respect, infection control, patient preparation, vital signs, transfer techniques, wheelchairs, assistive devices, massage techniques and documentation.

PTA101: Introduction to Physical Therapy Lab

Credit Hours: 2.00

Clock Hours: 45

This course provides beginning lab skills to

include legal and ethical practice, practicing skills of communication and respect, infection control, patient preparation, vital signs, transfer techniques, wheelchair mobility, assistive devices, massage techniques and documentation.

PTA110: Functional & Applied

Anatomy

Credit Hours: 3.00

Clock Hours: 60

This course expands upon previous knowledge of musculoskeletal anatomy. Content areas include applied movement concepts, techniques, and tools to assess strength and motion, as well as posture, balance and gait.

PTA111: Functional & Applied

Anatomy Lab

Credit Hours: 1.00

Clock Hours: 30

This course provides hands-on experiences that complement PTA 110. This course includes hands-on exploration of surface palpation of joints and muscles, joint mobility, assessment techniques of manual muscle and goniometric measurement, posture, and balance, and gait sequence.

PTA120: Pathophysiology

Credit Hours: 3.00

Clock Hours: 45

This course presents the etiology of disease and dysfunction. Topics will include heredity, musculoskeletal, neurological, immunological, and lifestyle issues. This course explores current concepts related to wellness and prevention.

PTA130: Fundamentals of Treatment I

Credit Hours: 3.00

Clock Hours: 45

This course presents skills in the management of patients with common musculoskeletal dysfunctions. This course will reinforce good clinical decision-making skills by the PTA.

PTA131: Fundamentals of Treatment I Lab

Credit Hours: 1.00

Clock Hours: 30

This lab course explores procedures, protocols, and therapeutic exercise techniques that correspond to PTA 130. Students will learn how to integrate patient preparation and treatment parameters into an effective and safe treatment application.

PTA140: Modalities

Credit Hours: 2.00

Clock Hours: 30

This course presents the therapeutic modalities and agents that are used in physical therapy practice. These therapeutic agents will be discussed as to their physiological effects, patient preparation, treatment parameters, indications, contraindications and precautions

PTA141: Modalities Lab

Credit Hours: 1.00

Clock Hours: 30

This lab course provides procedures, protocols, and application of therapeutic modalities and agents that correspond to PTA 140.

PTA150: Fundamentals of Treatment II

Credit Hours: 4.00

Clock Hours: 60

This course covers the role of the physical therapist

assistant in the management of patients with common neurological dysfunctions. The student will learn theoretical principles and how to integrate them in treatment.

PTA151: Fundamentals of Treatment II Lab

Credit Hours: 2.00

Clock Hours: 60

In this lab course, students will practice the skills learned in PTA 150.

PTA155: Clinical Experience I

Credit Hours: 4.00

Clock Hours: 200

This full-time, five week, clinical affiliation will provide the student with initial exposure to the clinical setting. The PTA student will be under the direct supervision of a PT and/or PTA. This clinical affiliation allows students to practice patient care skills, document treatment techniques and enhance communication skills with all health care team members.

PTA160: Fundamentals of Treatment III

Credit Hours: 4.00

Clock Hours: 60

This course explores the specialty areas of physical therapy including, but not limited to, cardiovascular and pulmonary conditions, sports and industrial injuries, wound care and burn care, amputation, prosthetics and orthotics. This course will discuss the therapeutic procedures for these conditions.

PTA161: Fundamentals of

Treatment III Lab

Credit Hours: 2.00

Clock Hours: 60

This lab course allows the student to practice therapeutic skills for patients with diagnoses presented in PTA 160.

PTA170: Pharmacology

Credit Hours: 1.00

Clock Hours: 15

This course presents an overview of the prescribed medications, over-the-counter, and herbal drugs frequently used by individuals and their effects and implications for physical therapy treatment.

PTA180: PTA Concepts I

Credit Hours: 3.00

Clock Hours: 45

This course provides advanced skills in the treatment of patients with neurological dysfunctions, diagnoses of cancer, and women's health issues. The psychosocial aspects of rehabilitation will be discussed.

PTA181: PTA Concepts I Lab

Credit Hours: 1.00

Clock Hours: 30

This lab course expands the knowledge and skills used in the specialty areas of physical therapy practice.

PTA185: Clinical Experience II

Credit Hours: 4.00

Clock Hours: 200

This full-time, five week, clinical affiliation, will allow students to expand upon their previous clinical experience and incorporate the knowledge and skills from additional coursework. The student will be under the direct supervision of aPT and/or PTA. Emphasis is placed on the student assuming a more active role with the rehabilitation team for

the delivery of care.

PTA190: Transitions Seminar

Credit Hours: 3.00

Clock Hours: 45

This course provides information and guidance to the student for their transitional process of becoming a physical therapist assistant. This course will reinforce skills and concepts for licensure. Students will participate in final preparations for certification by Federation of State Board of Physical Therapy, and examine employability skills. Students will participate in the final preparation for licensure examination and employability.

PTA195: Clinical Experience III

Credit Hours: 5.00

Clock Hours: 240

At the completion of this full-time, six week clinical affiliation, the student should be able to perform as a physical therapist assistant. Students participate in this clinical experience under the supervision of a licensed physical therapist and/or physical therapist assistant.

RT210: Introduction to & Applied Respiratory Therapeutics

Credit Hours: 14.00

Clock Hours: 240

Students will learn applicable medical terminology and will learn the metric conversions used in respiratory therapy. They will learn applied anatomy, physiology and mechanics of the pulmonary system and the relationship between respiration and cardiac function. Students will learn to recognize normal and abnormal arterial blood gas results. They will also learn the principles of gas physics and their application to oxygen, aerosol and humidity therapies. In addition, students will begin the process of professional development and learn self-esteem and motivational skills necessary to become employed. Students will learn the conditions that indicate the need for oxygen therapy. They will explore the potential hazards associated with oxygen therapy, study the different oxygen delivery devices and learn how to assemble and test equipment. They will practice setting up oxygen, aerosol and humidity therapies. They will be introduced to the various pharmacological agents used in respiratory therapy and their biochemical properties. Students will learn the indications for and the potential hazards of IPPB and incentive spirometry therapies. Students will have the opportunity to practice procedures for the administration of these therapies to patients in a laboratory setting. Students will learn to perform cardiopulmonary resuscitation (CPR) and chest auscultation and to administer metered dose inhalation therapy. Professional development will continue, including ethics.

RT220: Clinical Medicine I

Credit Hours: 10.00

Clock Hours: 375

Students will learn to perform patient assessments including assessing the need for secretion removal and how to perform the appropriate procedures. Students will examine the etiology of respiratory disease, learn to identify common pathogenic organisms and explore various isolations and sterilization techniques. They will learn to maintain and manage an artificial airway and will explore the physiology of blood gases and the techniques for analyzing arterial blood gas samples. A large portion of this course will be spent in a clinical externship practicing the skills related to what has been learned to identify, perform and assess the results of various diagnostic pulmonary function tests.

RT230: Clinical Medicine II

Credit Hours: 10.00

Clock Hours: 375

Students will examine the pathologies of the cardiopulmonary symptoms and recognize the manifestations and systems of restrictive and obstructive pulmonary disease. Students study the various types of mechanical ventilators to identify the modalities of continuous mechanical ventilation. They will learn how to set up ventilators and monitor a ventilator patient. Students will learn how to apply PEEP/CPAP and intermittent mandatory ventilation. They will learn the special considerations for continuous mechanical ventilation and long-term life support. They will learn the advanced techniques and proper maintenance procedures associated with continuous mechanical ventilation as well as the indications for and techniques applicable to, the discontinuation of ventilation. They will also learn to recognize the various pulmonary disease states associated with ventilator patients and how to evaluate the patient's status and response to therapy. A large portion of this course will be spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory.

RT240: Clinical Specialty Areas/ Comprehensive Review

Credit Hours: 10.00

Clock Hours: 285

Students will learn anatomy, physiology and respiratory care considerations of the pediatric and neonatal patient. They will learn to identify and administer the pharmacological agents utilized in critical care and they will explore the goals and objectives of pulmonary rehabilitation and patient education. The students will work on case studies related to the above topics. A large portion of this course will be spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory. (Prerequisites: successful completion of RT230.)

RT250: Advance Clinical Practice

Credit Hours: 10.00

Clock Hours: 230

This course offers a comprehensive overview of the math used for respiratory therapy calculations and provides an opportunity for the student to learn advanced skills related to respiratory patient care. The course offers a comprehensive study of current standardized pulmonary function modalities and the interpretation of test data. It also includes a comprehensive review of critical thinking skills and therapist driven protocols as applied to the successful completion of the certification examinations offered by the National Board for Respiratory Care (NBRC). (Prerequisites: successful completion of RT240.)

SOC101: Introduction to Sociology

Credit Hours: 3.00

Clock Hours: 45

This course is a general introduction to the study of Sociology, which is the systematic study of human society and the social forces that shape human social life. The goal of this course is to provide you with an overview of how sociology helps us understand human societies, human relationships, group aspects of behavior and social institutions.

VN101: Personal & Practical/ Vocational Concepts

Credit Hours: 2.00

Clock Hours: 30

The course introduces the student to the role

of a student, basic skills for success, nursing history and trends; nursing ethics; legal aspects of nursing; practical relationships in healthcare, including the role of the practical/vocational and professional nurse; and nursing education.

VN102: Foundations of Nursing

Credit Hours: 2.00

Clock Hours: 30

The course introduces the student to basic nursing concepts and principles. The student is given a broad overview of the nurse-client relationship, principles of therapeutic communication and the cultural diversity of clients. Patient care is discussed through the life span, including care of the geriatric client. Death and dying concerns are introduced and discussed. The steps of the nursing process are presented as the framework for determining and meeting clients needs within the scope of practice.

VN103: Clinical Practice I

Credit Hours: 3.00

Clock Hours: 100

This course provides the student with the opportunity to learn and practice in the skills laboratory basic nursing principles and procedures related to meeting the daily needs of clients. Safety as a key element in care is introduced. The nursing process is integrated with an emphasis on all components utilizing standardized nursing language.

Nursing skills include gathering data related to vital signs, bed/bath of the client, skin care, standard precautions, asepsis, basic care procedures and activities of daily living (ADL) support skills. Documentation is emphasized in this course and the student is introduced to providing appropriate client information. The nursing student is introduced to computers and the Windows environment. The student is given the skills necessary for Basic Life Support certification (Cardiopulmonary Resuscitation (CPR)).

VN123: Mental Health Nursing Care

Credit Hours: 1.00

Clock Hours: 15

This course emphasizes nursing care of the client and family, which includes assisting them in achieving satisfactory and productive ways of coping with daily living and life-style changes. The course includes discussion of eating disorders, alcoholism, drug addiction, anxiety, defense mechanisms and major mental disorders.

VN124: Integumentary Nursing Care

Credit Hours: 1.50

Clock Hours: 24

This course emphasizes common diseases and disorders of the integumentary system, including related treatments and pharmacological agents used. The student is provided the knowledge necessary to utilize the nursing process in caring for clients with integumentary problems. (Prerequisite: AP 110.)

VN125: Clinical Practice II

Credit Hours: 5.00

Clock Hours: 220

This course presents nursing care and procedures in the skills laboratory and the use of nursing process while providing client care in clinical settings throughout term 2. The student will apply knowledge learned in the classroom to the skills laboratory scenarios and in clinical setting with related client assignments. The hours for skills laboratory and clinical setting are designated and concurrent with each course.

VN131: Cardiovascular Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes common diseases and disorders of the cardiovascular and lymphatic systems. It includes common related treatments and pharmacological agents used. The student is provided the knowledge necessary to utilize the nursing process in caring for clients with cardiovascular and lymphatic diseases and disorders. (Pre-requisite: AP 110.)

VN132: Respiratory Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes common respiratory system disease processes. It also includes related treatments and pharmacological agents used. The student is provided the knowledge necessary to utilize the nursing process in caring for clients with respiratory problems. (Prerequisite: AP 110.)

VN134: Genito-Urinary Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes the common disease processes, treatments and pharmacological agents used for disorders of the genito-urinary and male reproductive systems. Sexually transmitted diseases are introduced. The student is provided with knowledge necessary to utilize the nursing process in caring for clients with renal/urinary and male reproductive problems. (Prerequisite: AP 110.)

VN135: MusculoSkeletal Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes the common disease processes, treatments and pharmacological agents used for disorders of the musculoskeletal system. The student is provided the knowledge necessary to utilize nursing process in caring for clients with musculoskeletal problems. (Prerequisite: AP 110.)

VN136: Clinical Practice III**Credit Hours: 4.00****Clock Hours: 200**

This course presents nursing care and procedures in the skills laboratory and the use of nursing process while providing client care in clinical settings throughout term 3. The student will apply knowledge learned in the classroom to the skills laboratory scenarios and in clinical setting with related client assignments. The hours for skills laboratory and clinical setting are designated and concurrent with each course.

VN140: Gastrointestinal Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes the common disease processes, treatments and pharmacological agents used for disorders of the gastrointestinal disorders. The student is provided the knowledge necessary to utilize the nursing process in caring for clients with gastrointestinal problems. (Prerequisite: AP 110.)

VN141: Neuro-Sensory Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes the common disease processes, treatments and pharmacological agents used for neuro-sensory disorders. The student is provided the knowledge necessary to utilize the

nursing process in caring for clients with neuro-sensory problems and disorders of the special senses. (Prerequisite: AP 110.)

VN142: Endocrine Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course emphasizes the common disease processes, treatments and pharmacological agents used for endocrine disorders. The student is provided the knowledge necessary to utilize the nursing process in caring for clients with endocrine problems. (Prerequisite: AP 110.)

VN143: Immune System & Oncology Nursing Care**Credit Hours: 1.50****Clock Hours: 24**

This course focuses on diseases caused by disorders of the immune system. The student is provided the knowledge necessary to utilize the nursing process in caring for clients with immunodeficiency disorders. The course will include oncology, its disease process, diagnostic procedures and treatment modalities. Psychosocial aspects of immunodeficiencies and oncology are considered. (Prerequisites: AP 110.)

VN144: Community Health Nursing Care**Credit Hours: 1.00****Clock Hours: 15**

This course explores the role of the Practical/Vocational Nurse in community settings. Home Health, Hospice and Skilled Nursing are discussed. The student is introduced to concepts of terrorism and bioterrorism. The student is provided the knowledge necessary to utilize the nursing process in the delivery of comprehensive nursing care as a member of the healthcare team.

VN145: Clinical Practice IV**Credit Hours: 4.50****Clock Hours: 215**

This course presents nursing care and procedures in the skills laboratory and the use of nursing process while providing client care in clinical settings throughout term 4. The student will apply knowledge learned in the classroom to the skills laboratory scenarios and in clinical setting with related client assignments. The hours for skills laboratory and clinical setting are designated and concurrent with each course.

VN150: Maternal & Child Health Nursing Care**Credit Hours: 2.50****Clock Hours: 38**

This course emphasizes the common disease processes, treatments and pharmacological agents used for female reproductive disorders. Included is a study of the childbearing process from pregnancy through birth and the postpartum period. Content reviews normal pregnancy and stresses the high-risk client within each phase of pregnancy. The student is provided the knowledge necessary to utilize the nursing process in the care of female clients with reproductive system disorders, normal pregnancy and high-risk pregnancy. Common childhood diseases and disorders, treatments, pharmacological agents and the use of

nursing process in the care of the ill child from infancy through adolescence are covered. (Prerequisite: AP 110, & HumGro 133.)

VN151: Leadership**Credit Hours: 1.00****Clock Hours: 20**

This course introduces management principles and the role the practical/vocational nurse as a leader and member of the healthcare team.

VN152: Clinical Practice V**Credit Hours: 5.00****Clock Hours: 220**

This course presents nursing care and procedures in the skills laboratory and the use of nursing process while providing client care in clinical settings throughout term 5. The student will apply knowledge learned in the classroom to the skills laboratory scenarios and in clinical setting with related client assignments. The hours for skills laboratory and clinical setting are designated and concurrent with each course.

VN154: NCLEX Review**Credit Hours: 1.00****Clock Hours: 16**

This course presents a review of the Practical/Vocational Nursing program with the emphasis on NCLEX questions and the critical thinking necessary for successful completion of the test.

