



2012-2013

WEST TENNESSEE **BUSINESS COLLEGE**

1186 Hwy. 45 Bypass
Jackson, TN 38301
731-668-7240
1-800-737-9822

www.wtbc.edu

2012-2013

WEST TENNESSEE BUSINESS COLLEGE
GENERAL CATALOG
2012-2013

Accredited by the Accrediting Council for Independent Colleges and Schools to award occupational associate's degrees, diplomas, and certificates.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accredited as a Business School by
The Accrediting Council for Independent Colleges and Schools
750 First Street, NE
Suite 980
Washington, DC 20002-4241
1-202-336-6780

Authorized by the Tennessee Higher Education Commission.
This authorization must be renewed each year and is based on evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Licensed by:
Tennessee State Board of Cosmetology
Nashville, TN

For more information, contact

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1186 Hwy. 45 Bypass
Jackson, TN 38301
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Business Office Hours:
Monday through Thursday – 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 4:00 p.m.
(or by appointment)

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2012 CALENDAR

Business Starting Dates	January 9–26	Last 3 weeks of term
	January 30–March 1	
	March 5–April 5	
	April 9–13	SPRING BREAK
	April 16–May 17	
	May 21–June 21	
	June 25–28	1st week of term
	July 2–6	SUMMER BREAK
	July 9–August 2	Last 4 weeks of term
	August 6–September 6	
	September 10–October 11	
	October 15–November 15	
	November 19–December 20	
December 24–January 4	CHRISTMAS BREAK	
Cosmetology Starting Dates	January 10	
	February 7	
	March 6	
	April 3	
	April 9–April 13	SPRING BREAK
	May 1	
	June 5	
	July 2–6	SUMMER BREAK
	July 10	
	August 7	
	September 4	
	October 2	
	November 6	
December 4		
December 24–January 7	CHRISTMAS BREAK	
Holidays	January 16	Martin Luther King, Jr. Day
	May 28	Memorial Day
	July 4	Independence Day
	September 3	Labor Day
	November 22–23	Thanksgiving
	December 25	Christmas Day
	January 1	New Year's Day

2013 CALENDAR

Business Starting Dates	January 7–February 7	
	February 11–March 14	
	March 18–April 18	
	April 22–26	SPRING BREAK
	April 29–May 30	
	June 3–July 4	
	July 8–12	SUMMER BREAK
	July 15–August 15	
	August 19–September 19	
	September 23–October 24	
	October 28–November 28	
December 2–19	1st 3 weeks of term	
December 23–January 3	CHRISTMAS BREAK	
Cosmetology Starting Dates	January 8	
	February 5	
	March 5	
	April 2	
	April 22–26	SPRING BREAK
	May 7	
	June 4	
	July 8–12	SUMMER BREAK
	July 16	
	August 6	
	September 3	
	October 1	
	November 5	
December 3		
December 23–January 3	CHRISTMAS BREAK	
Holidays	January 21	Martin Luther King, Jr. Day
	May 27	Memorial Day
	July 4	Independence Day
	September 2	Labor Day
	November 28–29	Thanksgiving
	December 25	Christmas Day
	January 1	New Year's Day

ABOUT WEST TENNESSEE BUSINESS COLLEGE

HISTORY

In the year 1888, the need for better qualified employees for Jackson and the West Tennessee area was realized. To meet this need, the Jackson School of Business was opened. The school specialized in offering only business subjects; the three R's, reading, 'riting, and 'rithmetic, along with spelling and bookkeeping.

In 1923, another business school was organized in Jackson under the name of The West Tennessee Business College. It was located in the former Montgomery Ward building at the east corner of College and Liberty Streets. In 1928 the school was moved to the third floor of the Elks Building on Baltimore Street.

In 1929, the Jackson School of Business and The West Tennessee Business College were merged and became known as West Tennessee Business College. This name was retained because so many of the students attending were residents of towns outside Jackson and Madison County.

West Tennessee Business College was again moved in 1958 when property was purchased on East Main Street. In 1977, the College was purchased by New World Corporation, Anniston, Alabama and in 1981 moved to its present location on the Highway 45 Bypass.

The College's curriculum is designed to meet the needs of new and expanding industry and business in West Tennessee. The curriculum includes Diploma programs in: Medical Assisting, Administrative Assistant, Medical Office Specialist, Medical Coding & Billing, Cosmetology, Manicure, and Esthetician. Associate of Applied Science Degrees are offered in: Medical Administrative Assistant and Administrative Assistant. The annual enrollment averages around 300.

MISSION STATEMENT

WTBC is committed to providing high-quality and relevant career training for its students. In order to accomplish this mission, the College adapts its academic programs to the changing demands of the business environment and to the individual's needs. This responsiveness to both the business community and to the student population results in a progressive educational atmosphere where students can equip themselves with the tools to be successful in the workplace.

OBJECTIVES

To assist all students in achieving an excellent level of occupational skills.

To develop understanding of the subject matter in an area of specialization.

To instill in each student the desire for a lifetime of continued learning.

To keep the programs flexible enough to be adaptable to the varying abilities and career preferences of students.

To create an atmosphere of good fellowship favorable to the development of personality and leadership.

LOCATION

WTBC is located in Jackson, Tennessee, on Highway 45 Bypass just south of the Hollywood Drive and Bells Highway exit.

FACILITIES AND EQUIPMENT

WTBC's location on the Highway 45 Bypass makes it easily accessible for students and visitors. The College occupies approximately 17,000 square feet of space. Ample parking is available. The college provides a bookstore, vending area, a student center, and a library for students' convenience.

The computer programs at WTBC ensure that business students receive the competitive edge needed for current employment opportunities. New equipment includes student computer work stations, as well as teacher demonstration equipment. The most up-to-date computer concepts, operations, and applications are presented to meet the information management challenges in modern offices today. Students also work with electronic calculators, keyboards, and dictation/transcribing machines. The College has two modern medical laboratories. The remodeled Cosmetology Department consists of a 20-station hairstyling department, a 6-cubicle esthetician service area, and a full-service manicure/pedicure studio. The Cosmetology Department also includes classroom and practical training areas.

MEMBERSHIPS AND AFFILIATIONS

WTBC maintains institutional or staff memberships in the following national, state, and local organizations:

Association for the Advancement of Sustainability in Higher Education (AASHE)
Association of Private Sector Colleges and Universities (APSCU)
Better Business Bureau (BBB)
Cosmetology School Owners' Association
Council for Higher Education Accreditation (CHEA)
Council on Law in Higher Education (CLHE)
Friends of the Jackson-Madison County Public Library
Institute of Management Accountants
Jackson Area Chamber of Commerce
Leadership Jackson Alumni Association
National Association of Colleges and Employers
National Association of Student Financial Aid Administrators (NASFAA)
National Career Development Association
National Cosmetology Association/Professional Beauty Association (PBA/NCA)
National Business Education Association (NBEA)
National Federation of Independent Business (NFIB)
National Center for Competency Testing (NCCT)
Southern Business Education Association (SBEA)
Tennessee Association of Independent College and Schools (TAICS)
Tennessee Association of Student Financial Aid Administrators (TASFAA)
Tennessee Business Education Association (TBEA)
Tennessee Electronic Library
Tennessee State Board of Cosmetology
Tennessee Association of Veteran Programs Administrators (TEAVPA)
The Cooperative Purchasing Network (TCPN)

ADMISSION INFORMATION

Applicants must present evidence of high school graduation for any curriculum.

For non-high school graduates, the GED equivalency will be substituted.

A skills assessment is required to measure the level of academic skill achievement.

The admission procedure requires an exchange of information between the applicant and the College, which maintains a staff of representatives for this purpose. Our representatives conduct a personal interview with each prospective applicant before any decision is made to submit an application for admission. During the interview, the representative will discuss the College's educational programs in relation to the applicant's career preferences, training needs, and individual motivations.

As acceptance to West Tennessee Business College is a matter of private contract, we reserve the right to refuse admission to anyone, except as otherwise provided by law. In order to qualify for acceptance to West Tennessee Business College, each applicant must fully meet the following general requirements.

ADMISSION REQUIREMENTS

Each applicant must:

- be interviewed by an admissions representative;
- take an assessment test and meet a minimum CPAt (Career Programs Assessment Test) composite score of 140; a prospective student may elect to complete free tutoring sessions provided by the College PRIOR to taking the CPAt; a prospective student may attempt to score the minimum of 140 on the CPAt assessment only one time; if a prospective student has scored a minimum composite score of 19 on the ACT within the last three (3) years, the CPAt requirement will be waived;
- be beyond the age of compulsory high school attendance and must provide proof of high school graduation or successful completion of a GED.

Special education diplomas, Certificates of Attendance, and High School/GED correspondence course diplomas are not accepted for admission to the College, unless they are SACS accredited.

Upon approval by the Academic Dean, only state sanctioned or approved, accredited correspondence high school diplomas will be accepted.

ENROLLMENT AGREEMENTS AND DISCLOSURE STANDARDS

Institutions prior to enrolling an individual shall require the prospective student to sign and date a pre-enrollment checklist verifying that the student:

- (a) toured the institution (not applicable to institutions that deliver all instruction through distance learning);
- (b) received an institutional catalog;

- (c) was given the time and opportunity to review the institutional policies in the catalog;
- (d) knows the length of the program for full time and part time students in academic terms and actual calendar time;
- (e) has been informed of the total tuition and fee cost of the program;
- (f) has been informed of the estimated cost of books and any required equipment purchases such as a stenography machine, computer, specialized tools, art supplies, etc.;
- (g) has been given a copy of the institutional cancellation and refund policy;
- (h) has been given a copy of the completed transferability of credit disclosure statement required by T.C.A. § 49-7-144 and understands what 'transferability of credits' means and the specific limitations (if any) should the institution have articulation agreements;
- (i) knows of their rights in a grievance situation including contacting the Tennessee Higher Education Commission by including on the form a statement in the following format:
 1. "I realize that any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 741-5293."
- (j) has received the most recent withdrawal, completion and in-field placement data as calculated by the Commission by including:
 1. the following statement: "For the program entitled, (program name). I have been informed that, for the July (year)/June (year) period, the withdrawal rate is (percent)%, the completion rate is (percent)%, and the in-field placement rate is (percent)%. Detailed statistical data for this program may be viewed by going to www.tn.gov/thec and clicking on the Authorized Institution Data button."

NON-DISCRIMINATION POLICY

The College admits students of any race, sex, color, age, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, sex, color, disability, national and ethnic origin in administration of its educational policies or admission policies.

STUDENT BODY DIVERSITY

WTBC maintains a diverse student body. Among our enrolled, full-time students in the last year, male students represented 5% of our student body, females constituted 95% of our student body, self-identified members of a major racial or ethnic group comprised 53% of our attendees, and 91% were Pell Grant recipients.

PRIVACY POLICY

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure with consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ACCESS FOR DISABLED STUDENTS

Wheelchair ramps are located at the North and South ends of the building. Handicap bathrooms are located in Rooms 103 and 104 and at the South end of the building. Handicap parking is located at the North end of the building. WTBC also has extended width hallways.

ACCEPTANCE BY THE COLLEGE

Applicants must complete an Application for Admission. The Administrative Staff will review the application, CPAT Assessment, and all prior academic records. The applicant is advised of final acceptance or of additional conditions necessary for acceptance.

SPECIAL ACCEPTANCE

Applicants without a high school diploma or its equivalent may be conditionally admitted to WTBC to take classes, provided they are above the age of compulsory school attendance (16 years or older) and they take individual courses only. No entrance examination is necessary. In order for such students to receive college credit for their work, they must complete the requirements for acceptance to WTBC.

PROVISIONAL STUDENTS

In instances where a student's admission record is incomplete, certain provisions may allow an applicant to be granted tentative acceptance for admission and permission to register for one module/instructional period. This tentative acceptance status is valid for one module/instructional period only, during which all required admission documents must be received. The student must complete all steps for full acceptance in the program of study.

TRANSFER OF CREDITS

The College welcomes applications from students desiring to transfer from other colleges. Appropriate credit is given whenever possible for college level courses similar in content and length to courses at WTBC. Students must have earned a grade of B or above in order to receive credit for courses transferred, and the course must have been completed within the last 5 years (exceptions may apply). A student cannot receive credit for more than 50% of the course work required for completion of the modular program in which he or she is enrolling. Tuition credit will not be issued once a student has completed 50 percent of his/her program.

In order to receive credit for hours earned at another institution, the student must provide WTBC with an official transcript from that institution. Cosmetology students must provide documentation of hours earned from the school(s) previously attended and/or from the Tennessee Board of Cosmetology and are allowed to transfer a maximum of 600 clock hours. Manicure students are allowed to transfer a maximum of 150 general clock hours. Esthetician students are allowed to transfer a maximum of 150 general clock hours. A student transferring from one program to another may transfer up to 150 general clock hours. Hours not transferred will no longer be available to the student for future use per the Tennessee State Board of Cosmetology.

West Tennessee Business College is a special purpose institution. That purpose is to provide high-quality and relevant career training for its students. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. Transferring of credits may create scheduling conflicts during a student's program.

FINANCIAL AID

Students who wish to apply for financial assistance (Federal and State) must do so through the Financial Aid Office. The Financial Aid Advisors will provide information as well as supply any applications required. WTBC must verify all files chosen by the U.S. Department of Education before any Title IV Financial Aid is awarded. Financial Aid Advisors will give a list of what documents are needed to anyone who is chosen for verification. All required forms and documentation must be submitted to the Financial Aid Office prior to any award of financial assistance being made. If financial assistance is the only source used to cover tuition and fees, all awards must be finalized prior to students entering classes. **OFFERS OF FINANCIAL ASSISTANCE DO NOT DE-OBLIGATE THE STUDENT FOR THE TUITION INCURRED.** Tuition and fees are the obligation of the student. Financial assistance is to be considered only as a resource to help with educational expenses.

NOTE: If during the enrollment process it is found that a prospective student has a prior student loan in default status, the student will be required to provide written proof from the Dept. of Education that the default has been resolved before continuing the enrollment process at WTBC.

FEDERAL PELL GRANTS (Gift Aid)

A Federal Pell Grant is an award to help undergraduates pay for their educational expenses. Recipients of Federal Pell Grants must meet all eligibility requirements and cannot be enrolled in high school. An undergraduate is a student who has not earned a bachelor's or first professional degree. For students who are enrolled during a cross-over period, a term including both June 30 and July 1, the amount of the Federal Pell Grant that will be awarded for this period will be based on the FAFSA that produces the higher award for the student.

Awards of Federal Pell Grants are based upon program funding and vary from year to year. The amount of the student award will depend upon the Effective Family Contribution (EFC), which is calculated using the information provided on the Free Application for Federal Student Aid (FAFSA). The award will also depend on the cost of education, length of academic year, and student status (full or part-time).

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANTS (FSEOG)-(Gift Aid)

A Federal Supplemental Grant is an award to help undergraduate students who have exceptional need. The exceptional need is determined by the cost of attendance and the Expected Family Contribution (EFC). The EFC is calculated using the information provided on the Free Application for Federal Student Aid. The Free Application for Federal Student Aid is the application for the FSEOG award.

Funding for the FSEOG is provided by Congress and varies from year to year.

TENNESSEE STUDENT ASSISTANCE AWARDS (TSAA)-(Gift Aid)

The TSAA is administered by the Tennessee Student Assistance Corporation. The TSAA is available to all Tennessee residents who are eligible and who apply for Federal Assistance using the Free Application for Federal Student Aid. **Application for the TSAA (completing the FAFSA) must be made approximately within the first six weeks of the calendar year, as demand for these funds gets higher every year, thus making the cutoff date to receive these funds sooner every year.** The amount of the TSAA award is based on the financial need of the student as determined by the EFC.

Funding for TSAA is provided each year by the Tennessee State Legislature and the annual cutoff date is also determined by the legislature.

FEDERAL DIRECT STUDENT LOAN PROGRAM (FDSLP)

(MUST BE REPAID)

(SUBSIDIZED, UNSUBSIDIZED, PLUS)

West Tennessee Business College participates in the Federal Direct Student Loan Program (FDSLP). These loans come directly from the Department of Education. The application for the FDSLP is the Free Application for Federal Student Aid. Federal Direct Parent Loans (PLUS) will require an additional loan application. Students automatically apply for the FDSLP when they apply for other Federal Aid. The College calculates the need for a FDSLP, prints the Promissory Note, and notifies the students of their eligibility. Students then have the option of accepting or declining the FDSLP award.

Funding for the Federal Direct Student Loans is provided by Congress.

VETERAN'S TRAINING

Diploma programs, Associate Degree programs, and Cosmetology Instructor Training Programs are approved for Veteran's Training by the State Approving Agency.

FEDERAL WORK-STUDY

Under the Federal Work-Study (FWS) Program, a student may be eligible to work part-time to earn money for his/her education. Eligibility is based on a student's academic workload and his/her financial need. It also depends on whether or not an employment position is available at the school or an off-campus community service organization.

Funding for the FWS program is provided by Congress and varies from year to year.

DISBURSEMENT OF FEDERAL AND STATE AID

Federal and State Aid is disbursed according to program regulations. Funds are disbursed twice during an academic year for Diploma students and twice during an academic term for Associates students. The disbursements are made at the beginning of the year/term and again at mid-term, provided that the student has completed all necessary applications, provided the required documentation, met all of the eligibility requirements for enrollment, and is meeting the satisfactory academic progress standards of the College.

Federal and State funds are intended for use to meet educational expenses; therefore, any funds received will first be applied to the tuition and fees incurred by the student. It is the packaging philosophy of WTBC to maximize grants and minimize loan debt for our students. If this objective has been met and all tuition and fees have been paid at the time the Federal and

State funds are received, the funds will then be released to the student via regular mail to cover non-institutional educational expenses (unless the student has specified in writing for credit balances to be applied to loan debt).

If a student disputes an issue regarding his/her Financial Aid, he/she should first contact the Financial Aid Office to discuss the issue. If, after a reasonable time has passed, the student still feels that the issue is not resolved, he/she can contact the Student Loan Ombudsman's Office by calling 1-877-557-2575 or visit the webpage at <http://ombudsman.ed.gov>

INSTITUTIONAL SCHOLARSHIPS

The College awards up to \$75,000 annually to applicants who qualify. The two types of scholarships offered are High School senior scholarships (for prospective high school graduates) and Second Opportunity scholarships (for other adults whose desire it is to continue their education. Applicants are evaluated on the basis of their entrance test scores, recommendations of high school instructors and counselors, unmet financial need, and written essays on the applications. A committee consisting of the Executive Director, the Academic Dean, and Chief Fiscal Officer makes the final decision regarding scholarship awards.

One half of a student's scholarship award is applied to his/her ledger at the beginning of his/her program and the other half is applied at the end of his/her program, unless otherwise documented.

In the event that there is a surplus balance in the scholarship fund, the Scholarship committee reserves the right to allocate the funds to other students with unmet financial need (which is recommended and verified by the Financial Aid office) on a case by case basis.

TUITION OBLIGATION POLICIES

I. Students who were eligible for Federal Financial Aid and who withdraw from classes will first be subject to the "**Return to Title IV**" Federal policy which became effective October 7, 2000. This policy applies to any student who received Title IV funds. (Title IV funds refers to the Federal Financial Aid programs authorized under the HEA of 1965 and includes the following programs: Unsubsidized Direct Loans, Subsidized Direct Loans, PLUS Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grants-FSEOG. Note: For Credit Hour students, Pell grant disbursements are "recalculated" based on the number of credit hours attempted in the payment period and the recalculated amount is used in the computation below.) Also for credit hour students, SEOG grant disbursements are recalculated based on the number of payment periods the student is in attendance.

In general, the return to Title IV regulation assumes that a student "earns" his/her Federal financial aid awards directly in proportion to the portion of his/her payment period that he/she completes.

Note: The student is considered to have earned 100% of aid he/she received during any payment periods that he/she has already completed. For credit hour students (Diploma and Associate Degree Programs) this is computed as follows:

days completed

total # of calendar days in payment period (excluding schedules breaks of more than 5 days)

Note: For Diploma and Associates students, if the percentage is greater than 60%, the student is 100% obligated for that payment period. If the percentage is less than or equal to 60%, this is the percentage of aid that he/she has earned.

For clock hour students, this is computed as follows:

clock hours scheduled

total # of clock hours in payment period (excluding scheduled breaks of more than 5 days)

Note: If the percentage above is greater than 60%, the student is 100% obligated for that payment period. If the percentage is less than or equal to 60%, this is the percentage of aid that he/she has earned.

For credit and clock hour students who received Title IV aid in excess of the earned amount, that extra aid will be considered to be unearned. The school and/or student must return any unearned aid to the appropriate programs in the order they are listed on the prior page. When the total amount of unearned aid is greater than the amount returned by WTBC from the student's account, the student is responsible for returning unearned aid to the appropriate programs as follows:

Loans-The loan amounts are returned according to the terms of the original promissory note(s). (Note: The parent is required to pay off a PLUS loan)

Grants-Amounts to be returned by the student to Federal Grant programs receive a 50% discount.

Notice to Federal Financial Aid Recipients:

Federal Financial Aid regulations requirements are such that, in some instances, refunds will be made to the Federal Financial Aid programs, while the student is personally obligated to the school for a portion of the tuition and fees. Depending on the specifics of each student's financial aid package, dropping or withdrawing within the first six weeks of a training program will likely make the student personally liable to the school for a portion of the training program attended.

II. Secondly, in order to assess if a student owes a tuition balance to WTBC, our **Institutional Refund Policy** is computed. (The Institutional Policy is computed instead of the State Refund Policy because the former results in a greater benefit to the student)

The institution's Tuition Refund Policy for all students (Diploma/Associates/Clock Hour) is as follows:

% of Total Weeks of Program/Academic Term* Completed

Diploma/Associates	Resulting Tuition Obligation
or % of Total Program Clock Hours Scheduled (Clock Hour Programs)	
0-5% Completion	5% Tuition Obligation
5.1%-8% Completion	10% Tuition Obligation
8.1%-20% Completion	30% Tuition Obligation
20.1%-30% Completion	40% Tuition Obligation
30.1%-40% Completion	50% Tuition Obligation
40.1%-59.9% Completion	75% Tuition Obligation
60% and > Completion	100% Tuition Obligation

*Note: An academic term for an Associates student consists of two 15-week payment periods.

Fees

Students are assessed an enrollment fee of \$50. Students returning from withdrawal are assessed a re-enter fee of \$40. Students are allowed one change of status free of charge. For each additional change of status, students may be assessed a fee of \$100. Change of statuses include: change of program, change from Day School to Night School, change from Night School to Day School. All of the above fees are nonrefundable.

DROP/ADD PERIOD

The drop/add period will be the first two days of any modular term for business students or month for cosmetology, esthetician, and manicure students. Any student electing to leave school within the first two days of their first term will not be charged tuition. However, the student will be responsible for the cost of any textbooks and supplies which were issued.

SATISFACTORY ACADEMIC PROGRESS

All WTBC students are expected to satisfy academic progress requirements. Satisfactory academic progress is reviewed, evaluated, and measured on both a qualitative measure and a quantitative measure for each evaluation period.

Satisfactory Academic Progress—Academic Policy and Actions

A student should have achieved a cumulative 80 grade point average at the end of each grading period. (Approximately every 5 weeks.) The Academic Dean reviews the Progress Report each month for Cosmetology and each module for Business. Students who fall below an 80 cumulative grade point average (GPA) receive (1) an encouragement letter; (2) a warning letter; and (3) a probation letter. Those who do not bring the overall GPA to 80 or above during the probationary period are withdrawn from school.

Satisfactory Academic Progress—Financial Aid Policy and Actions

For Financial Aid purposes, compliance with standards for satisfactory academic progress will be assessed at the end of every payment period, which may vary according to the students program. Payment periods end at the point when the student successfully completes the scheduled clock or credit hours for that payment period. Students who fail to meet either the qualitative or quantitative standards at the end of their payment period will no longer be eligible for financial aid. Students may, however, choose to submit a letter of appeal to the Financial Aid office. Any letter of appeal must at a minimum include why the student failed to make SAP and what has changed that will allow the student to make SAP before the end of their next payment period. The student’s appeal will be considered and the appeals committee will inform the student in writing if their appeal is granted. If their appeal is granted, the student will be placed on Financial Aid Probation. They will be able to receive financial aid for one additional payment period during which they must correct any SAP deficiencies. If a student is able to correct their qualitative or quantitative deficiencies, they may become eligible again for Title IV financial aid.

West Tennessee Business College has established GPA and percentage of course completion rates which are reasonable and allow students to continue their normal progression towards required graduation rates. The maximum time for completion of a program is 1.5 times the normal program length.

Because failure to meet these requirements could result in the loss of Financial Aid and ultimately effect the student’s ability to successfully complete their academic program, student should make every effort to be proactive in ensuring that their Cumulative GPA and their progression toward degree completion is a priority.

In addition, satisfactory academic progress is evaluated according to the following:

<u>Required Evaluation Point:</u>	<u>Minimum GPA</u>	<u>Minimum Successful Course Completion% of Courses Attempted</u>
** 25% of maximum time frame	80	55%
* 50% of maximum time frame	80	60%
* 100% of maximum time frame	80	100%
** End of Each Academic Year (or 50% of the standard program length if less than one academic year)	80	***
** End of Second Academic Year (or GPA consistent with graduation requirements)	80	***

Definition of Asterisks:

- * Students not meeting standards are not eligible for financial aid, may not be placed on probation, and must be dismissed. The institution may place the student in an extended enrollment status.
- ** Students not meeting standards do not have to be dismissed; probation required.
- *** West Tennessee Business College has established GPA and percentage of course completion rates which are reasonable and allow students to continue their normal progression towards required graduation rates.

The maximum time for completion of a program is 1.5 times the normal program length.

Reestablishing Satisfactory Progress

A student may reestablish satisfactory progress after failing to maintain the minimum standards by doing the following:

- (1) The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements; or
- (2) The student must successfully complete a course/courses acceptable for transfer to West Tennessee Business College from another post-secondary institution so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements; and
- (3) The student will be placed on academic probation for a period of one term after reestablishing satisfactory progress.

EXCEEDING THE MAXIMUM TIME FRAME

Students who exceed the maximum time frame will be allowed to remain in classes of study under the following arrangements:

1. Students may be assessed additional tuition for the time in which they remain in the extended enrollment period.
2. Students are not eligible for student aid and will be responsible for all financial arrangements at the institution.
NOTE: Students who fail to meet satisfactory progress are not enrolled in an eligible program for the purpose of student aid eligibility.
3. Students must seek to correct academic deficiencies by taking remedial courses, retaking courses they have failed, or practicing previously learned skills. However, in no case can a student exceed one and one-half times the standard program length as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled. The student may receive a certificate of completion but not an official diploma as credential.
4. Students will not re-establish satisfactory progress as a result of the extended enrollment status but will be seeking to complete the program only.

COMPLETION RATES

Review of academic standing is conducted at the conclusion of each term. Students not meeting WTBC standards will receive an academic warning and counseling as to their options for continuing enrollment as a regular student. The warning period is established for students who seek to correct academic deficiencies. Students are evaluated for satisfactory progress at the conclusion of each evaluation period of the maximum time frame of the program.

INCOMPLETES, WITHDRAWALS, REPETITIONS, PASS/FAIL, TRANSFERS

Incomplete Classes

All class work must be completed at the end of each term. Any class work not completed at the end of the term will result in a failing grade and loss of credit for the hours attended. The hours will be calculated in the attempted hours for the evaluation period.

Withdrawals

Students who officially withdraw from class will be allowed to repeat the class, and the hours will not be calculated as attempted in an evaluation period when assessing satisfactory academic progress.

Repetitions

Students are not allowed to repeat a class in which a passing grade was achieved. A student may repeat one failed class at no charge. Students will be charged additional tuition to repeat more than one class. The achieved grade on a repeated class will not replace the previous grade for that class. Any class repeated due to a failing grade will be a permanent part of the student's official record and the hours calculated as attempted during the evaluation period. A student may not repeat the same class more than one time.

Pass/Fail

All grades will stand as a permanent record of the student's performance during the time he/she is a student at WTBC. All grades will be considered in calculating the GPA, and all hours will be calculated in the attempted hours.

Transfers

All transfer hours accepted by West Tennessee Business College are counted as both attempted and completed hours in Satisfactory Academic Progress calculations.

LEAVE OF ABSENCE

Leaves of absence are considered as official time-outs and are not calculated in the evaluation periods as attempted. Since no classes are attempted, no GPA is calculated for the time the student is officially out.

A leave of absence may prolong the program length due to course availability and/or scheduling conflicts.

Only one Leave of Absence is granted in a 12-month period, and it cannot exceed 180 days. The 12-month period begins with the first day of the student's leave of absence, and all periods of nonattendance (including weekends and scheduled breaks) must be calculated in the 180 days.

A Leave of Absence will be granted for the following reasons only:

- A medical emergency
- A family emergency (death in the student's immediate family or a family medical emergency)

A request for a Leave of Absence must be submitted in writing to the Academic Dean or Night School Coordinator within one week of the student's last day of physical attendance in class. The request must state the reason for the request and the date the student expects to return to school. The written request must also be accompanied by documentation of the reason for the request for the Leave of Absence, such as a written statement from the student's physician or medical provider.

Caution: If a student does not resume attendance at WTBC on or before the end of a leave of absence, the institution must treat the student as a withdrawal effective on his/her last date of physical attendance at the school. If the student is a Title IV loan recipient, this failure to return could affect his/her loan repayment terms, including the exhaustion of some or all of his/her grace period.

NOTE: Re-entering school from a withdrawal, a leave of absence, a change of program, or transferring between day school and night school may affect the availability of courses to the student in the future.

CHANGE OF PROGRAM

If a student decides to change programs, he or she must see the Academic Dean or Night School Coordinator for approval. If the change occurs after a student starts classes, a change of program fee may be assessed.

Students will be evaluated for satisfactory academic progress each time a change of program is requested. Satisfactory academic progress is then calculated according to the requirements of the new program.

A change of program must be made before the midpoint of the first academic year in order for a student to receive a tuition credit. A student may, however, incur additional tuition costs by changing to a higher cost program.

NON-REGULAR STUDENT STATUS

Students who have been academically dismissed may request to continue in a non-regular student status. Non-regular students will be given the opportunity to correct academic deficiencies by retaking courses they have failed or withdrawn from in order to be eventually reinstated as a regular student.

Students may remain in non-regular status for one term. Students are not eligible for financial aid during this term.

Grades for courses taken during non-regular status will be included in the cumulative GPA average, and the quality point average will be recalculated. If the qualitative and quantitative progress requirements have been met, the non-regular student will be reinstated as a regular student.

In no case may a student exceed one and one-half times the normal program length as a regular student and receive the original academic credential for which he or she is enrolled.

APPEAL OF SATISFACTORY PROGRESS - ACADEMIC

A student may appeal any satisfactory progress determination. The appeal must be in writing and presented to the Academic Dean within three days of the student's receipt of notification of unsatisfactory progress. The request should include a detailed explanation as to why the student believes the satisfactory progress determination should be reviewed and any circumstances which should be taken into consideration. The basis of this request may include mitigating circumstances during the previous term. Examples of mitigating circumstances are severe illness, pregnancy, and family emergencies. The Appeals Committee will review all relevant information and render a decision. The student will be notified in writing within one week of receipt of the appeal request.

APPEAL OF SATISFACTORY PROGRESS - FINANCIAL AID

If a student is denied Title IV Financial Aid due to SAP deficiencies and appealing that determination, the appeal must be in writing and presented to the Academic Dean within three days of the student's receipt of notification of unsatisfactory progress. The request should include a detailed explanation as to why the student believes the satisfactory progress determination should be reviewed and any circumstances which should be taken into consideration. The basis of this request must at a minimum include a detailed explanation as to why the student failed to make satisfactory academic progress as well as what has changed that will allow the student to make satisfactory academic progress by the end of the next payment period.

The Appeals Committee will review all relevant information and render a decision. The student will be notified in writing within one week of receipt of the appeal request.

TUITION CREDIT

Under normal circumstances, no tuition credit will be issued to a student for any reason once that student has passed the mid-point of his/her program. Tuition credit in this context refers to transfer classes, bypassed courses, transfer cosmetology/manicure hours, change of program, immunizations, and CPR training.

STUDENT DEVELOPMENT

Student development is an ongoing focus at West Tennessee Business College. Academic, occupational, and personal development is encouraged for all students. This emphasis is supported during the student's entire program of study by both academic and student services personnel.

DRUG ABUSE/PREVENTION

West Tennessee Business College prohibits at any time the use, sale, or possession of a controlled substance or alcohol on the premises. In the event that a student is suspected of drug abuse or violates the drug abuse policy, he or she will be subject to temporary or permanent dismissal. The College maintains a Drug Abuse Prevention Program, which is made available to students, faculty, and staff. Referrals for professional counseling services are available.

STUDENT GRIEVANCES

The school officials designated to receive student grievances are the Human Resources Team. The Human Resources Team members welcome a discussion of personal grievances, frustrations, and/or needs for resources and referrals. The office is located in the school, 1186 Highway 45 Bypass, Jackson, TN 38301, 1-731-668-7240. For grievances not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Post secondary Authorization Staff, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, TN 37219, 1-615-741-3605, or the Accrediting Council for Independent Colleges and Schools, 750 First Street NE, Suite 980, Washington, DC 20002-4241.

HOUSING

The College does not maintain housing facilities.

PARKING

The parking spaces directly in front of the office area are reserved for visitor parking. Parking for patrons of the Cosmetology Department is designated directly in front of that department. Handicap spaces are available. The parking spaces at the rear of the building are reserved for faculty and office staff. All other areas are available for student parking, unless signs indicate otherwise. A copy of the parking regulations will be provided to each student at the time a parking decal is issued. Parking permits are issued to each student and must be displayed in the car's right front window.

DRESS STANDARDS

Business- Dress and grooming are expected to be appropriate and in keeping with acceptable business attire. Cleanliness and neatness are stressed. Students are encouraged to begin selecting a wardrobe suitable for the office during their training.

At no time is leisure clothing (tank tops, halter-tops, T-shirts with inappropriate writing or pictures, athletic/exercise attire) allowed. Short shorts and miniskirts are never to be worn during regularly scheduled class hours. Students are not allowed to wear hats, caps, or bedroom slippers in the classroom.

Cosmetology – Students are required to wear a uniform. The uniform choice is submitted to and approved by the State Board of Cosmetology. No sleeveless tops are allowed and shoes must be closed toe. Shorts, mini skirts, hats, caps, sunglasses, or knit exercise wear are not permitted.

HONOR CODE

Classes and activities at West Tennessee Business College are conducted under the assumption that, as responsible individuals, students will adhere to the accepted educational and social standards forbidding plagiarism, cheating, dishonesty, theft, defacement of property, and drug or alcohol abuse. Individuals found to be in violation of these standards are subject to disciplinary actions, which may include immediate suspension from the college.

DISCIPLINARY PROBLEMS

Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class. While the responsibility for the administration of classroom discipline rests with the instructor, the College will handle any disciplinary problems which are referred. This includes cheating, use of profanity, disruptive behavior, any actions which are not considered proper conduct for a college student, or behavior that violates the laws of the State of Tennessee. It also includes the observing of inappropriate actions of students on campus while not in the classroom. Penalties administered for such actions may include severe reprimand, disciplinary probation, and/or suspension, which may be recorded on the student's permanent record.

Appropriate law enforcement officials will be notified in the event any person is found carrying a weapon of any kind on school property or posing a threat to self or others. Such students will be subject to immediate dismissal.

DISCIPLINARY PROCEDURES

Alleged violation of student regulations or other student misconduct shall be referred to the Academic Dean and/or Night School Coordinator.

In all cases in which disciplinary suspension or dismissal could result, the student will be notified of the nature of the charges and grounds against him/her and the time and date of the hearing. The notice shall also inform the student of his/her right to appear at the hearing to present applicable evidence on his/her behalf.

The Academic Dean and/or Night School Coordinator, following a thorough hearing on the case, shall make a final determination in accordance with one of the following actions:

Dismissal from the College;

Disciplinary suspension for a specified period of time;

Disciplinary probation, which may or may not be recorded on the student's permanent record;

Administrative reprimand;

Removal of the charges against the student.

Decisions of the Academic Dean and/or Night School Coordinator may be appealed to the Executive Director. In all cases in which disciplinary suspension or dismissal from the College has been determined, a copy of the proceedings of the hearing shall be filed in the student's file.

GRADUATE EMPLOYMENT ASSISTANCE

From the time a student enrolls at West Tennessee Business College, the primary emphasis is employability. The success of our graduates is the standard by which we measure our success. The Career Services Office plays a major role in the employment assistance of our graduates.

All graduates are eligible for postgraduate employment assistance. Should a graduate leave the job market and decide to re-enter it, that graduate is entitled to assistance as long as the school is in operation under the present ownership.

Completion and placement rates for the general student body are available upon request and can be obtained from the Career Services Director.

TUTORING AND EXTRA HELP

Tutoring is available on an 'as needed' basis. To schedule tutoring, contact your instructor or the Academic Dean and/or Night School Coordinator. For students seeking special assistance with course work, faculty members are available from 1:00 p.m. until 2:00 p.m. Monday through Thursday. The facility and equipment are available from 1:00 p.m. until 5:00 p.m. Monday through Thursday. Arrangements can also be made for tutoring and use of facilities/equipment on Fridays.

LIBRARY

The College subscribes to the Tennessee Electronic Library (TEL). The TEL has a wealth of information, newspaper articles, and magazine articles. Library hours are posted by the librarian to ensure easy access by the student body.

STUDENT CENTER

The student center has vending machines, a change machine, microwave ovens, tables and chairs, and restrooms.

STUDENT BOOKSTORE

For the student's convenience, most supplies needed for completion of any course are available in the Student Bookstore, located in the Administrative Office.

TELEPHONE CALLS/PERSONAL ELECTRONIC EQUIPMENT

The college regrets that it cannot relay personal messages to students except in the event of an emergency. The office telephones are for business use. The use of cellular phones or personal pagers by any individual is not permitted at any time in the classroom.

CHILDREN AT SCHOOL

No children of faculty, staff, or students are permitted at the College during the time classes are in session or during tutorial sessions.

MEALS

Meals may be eaten in the Student Center or outside the building in the picnic areas. Hot and cold sandwiches, snacks, and beverages are available in the Student Center. Microwave ovens and a change machine are also available. Deliveries from food establishments are not permitted. No food or drink is allowed in any classroom at any time!

SMOKING

Smoking is NOT permitted in the building. Smoking areas are designated in the back and south end of the building; thus, there is no smoking allowed in the front of the building.

HEALTH SERVICES

WTBC has no health services located at the College. However, hospitals, clinics, and physicians are located nearby.

In the event of accident or illness on campus, the Administrative Office is notified immediately. First Aid will be provided by College personnel in accordance with their capabilities. A First Aid Kit is located in the Bookstore. If additional or immediate medical attention is required, the student will be referred to the medical facility of his/her choice.

Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration and are encouraged to inform his/her instructors at the beginning of each module. Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of the student or other persons with whom the student may come in contact.

It is the policy of the College to have all facilities comply with the requirements of the state and local building codes, the board of health, and fire department regulations.

GRADUATION CEREMONY

A formal graduation ceremony is held annually for WTBC students who have completed all requirements for their diplomas/degrees. Students must complete the requirements for their diploma/degree by the required completion date posted prior to each graduation ceremony.

GRADUATION WITH HONORS

Students who meet the requirements for graduation and whose cumulative grade point averages are 97.5 or higher are graduated with Honors.

NEW CLASSES

The College starts new business classes every five weeks and new cosmetology/manicure/esthetician classes every month. Degree seeking students will start new classes quarterly.

HOURS OF ATTENDANCE

BUSINESS- Students attend Day School classes between the hours of 8:30 a.m. and 1:00 p.m. Monday through Thursday. Afternoon School students attend classes between the hours of 1:00 p.m. and 5:30 p.m. Monday through Thursday (**When Available**). Night School students attend classes Monday through Thursday from 5:30 p.m. – 10:00 p.m. Fridays are reserved for extra help or make-up work.

COSMETOLOGY- Students attend Day School from 8:30 a.m. – 4:30 p.m. Tuesday through Thursday and Friday 8:00 a.m.-4:00 p.m. Night School students attend classes Tuesday through Thursday 5:00 p.m.–10:00 p.m.

MANICURE- Students attend classes from 8:30 a.m. until 4:30 p.m. Tuesday through Thursday and Friday 8:00 a.m. until 4:00 p.m. (**When classes are available**)

ESTHETICIAN - Students attend classes from 8:30 a.m. until 4:30 p.m. Tuesday through Thursday and Friday 8:00 a.m. until 4:00 p.m. or 5:00 p.m. until 10:00 p.m. Tuesday through Thursday. (**When classes are available**)

PHLEBOTOMY

Phlebotomy students attend classes on a per class schedule basis.

EMERGENCY CIRCUMSTANCES

The College reserves the right to close the College during a weather emergency or other disaster. Under these conditions, students will not be charged with an official absence. Course content will be made up to ensure completion of the entire course. In the event that classes cannot be conducted in the college building, the college reserves the right to suspend training at the resident site for a period not to exceed 90 days, providing the College evidences positive efforts every 30 days to reactivate the College.

PERSONAL PROPERTY LOSS

The College does not assume responsibility for the loss of books or other personal property. Lost and found items should be brought to the Receptionist so they may be claimed by the owner.

CAMPUS SECURITY

Every effort will be made on a continuous basis to ensure a safe campus is maintained for students and staff. Any safety concerns should be reported to the administrative office.

A copy of the Annual Security Report is disseminated to all students and employees. Prospective students or interested parties may receive a copy from the Registrar.

ADMINISTRATIVE PREROGATIVES

The College reserves the right at any time to make changes as it deems necessary or desirable in its policies and operating procedures, to modify its tuition rates, to add to or withdraw members from its faculty and staff, to rearrange its courses and programs as teaching policies render it desirable, and to withdraw or re-sequence subjects.

INSTRUCTIONAL PERIOD

An instructional period in the business, medical, and degree programs is five weeks; the cosmetology/manicure/esthetician instructional period is one month. This includes holidays but excludes vacation periods.

ACADEMIC YEAR

An academic year is 24 semester credit hours in the business school and 900 clock hours in the cosmetology school.

DEFINITION OF SEMESTER CREDIT/CLOCK (CONTACT) HOUR

A semester credit hour is the unit by which the institution measures its course work. One semester credit hour is awarded for each 30 contact hours of instruction or 45 hours of externship.

A clock (contact) hour is a minimum of 50 minutes of supervised or directed instruction and appropriate break(s).

GRADING SYSTEM

Business Programs	Cosmetology Programs
A.....95-100	A.....95-100
B.....85-94	B.....85-94
C.....75-84	C.....75-84
D.....70-74	F.....Below 75
F.....Below 70	W.....Withdrawal
W.....Withdrawal	I.....Incomplete
I.....Incomplete	

The numerical and letter grade will appear on each grade slip. An incomplete grade may be removed only by completion of all unfinished work within one week after the end of the instructional period.

GRADE SLIPS

Students receive a grade slip on completion of each module/course. This grade slip is the student's official record of the grade which has been recorded on the student's Permanent Record.

SUBSTITUTION OF COURSES

The College reserves the right to substitute a course of equivalent weight and value for a prescribed course when, in the opinion of the administration, it will aid the student in achieving vocational objectives.

WAIVER OF PREREQUISITES

Under special circumstances a student may be permitted to waive a prerequisite and take a course out of sequence. Approval to waive a prerequisite shall be the responsibility of the Academic Dean. Waiver, as used here, simply means a change in the order in which the courses will be taken. The student must complete all courses required in the curriculum, except when a substitution has been approved.

DEAN'S LIST

Students who maintain an A average (95 or above) during each grading period are eligible for the Dean's List. To qualify, the student must be a diploma or degree-seeking student.

STUDENT OF THE MONTH

Each term a student is chosen by the faculty/staff to receive recognition for outstanding achievement. The criteria used for the selection includes: grade point average, attendance, professional attitude, good appearance, reliability, dedication, and fiscal responsibility.

PROGRAM LENGTH

The length of time required to complete each program is as follows:

Diploma

Medical Assisting	65 weeks
Medical Office Specialist	60 weeks
Administrative Assistant	65 weeks
Medical Coding & Billing	65 weeks
Cosmetology	*50 weeks (Full-time)
Manicure	20 weeks (Full-time)
Esthetician	25 weeks (Full-time)
Phlebotomy Technician	11 weeks (Full-time)

Applied Associate Degree

Medical Administrative Assistant	82.5 weeks
Administrative Assistant	75 weeks

*Full-time students are scheduled to attend 30 clock hours per week. Therefore, it will require 50 weeks to complete 1500 clock hours. Part-time students are scheduled to attend 15 clock hours per week, which would lengthen the program to 100 weeks. Manicure students are scheduled to attend 30 hours per week, which allows for 20 weeks to complete their program.

The College makes every effort to schedule classes so that students may complete their programs within the estimated length of time. Students may take up to 1-1/2 times the estimated length of time to complete their programs as long as they are still in compliance with the WTBC attendance policy. Students who have received credits or clock hours from previous training may complete their program requirements early, while others need extra time to develop skill levels.

Students who do not complete their programs within their contract time may exceed the contract time by one instructional period (one module for business students or one month for cosmetology students). After that time, students may be assessed additional tuition charges for each successive module or month at the current tuition rates.

SCHOOL WITHDRAWAL PROCEDURE

Students withdrawing from WTBC are required to notify the Dean and/or Night School Coordinator to (1) secure proper documentation, (2) complete the withdrawal process in the fiscal office, and (3) complete an exit interview in the financial aid office (if applicable).

RE-ENTERING SCHOOL

A student may re-enter classes from a withdrawal only once during a 24-month period following his/her original start date. A student withdrawing from school may be eligible for re-entry after 30 days. Students must apply for re-admission 10 days prior to the beginning of a new term. Re-admission forms must be processed in the administrative offices. The enrollment contract for the remaining modules and/or hours (cosmetology) must be renegotiated and accepted prior to the student being permitted to re-enter classes. Students who have paid their tuition in full and are past the refund period may re-enter classes without additional tuition charges provided that the tuition amount does not change. If tuition increases, a student who is withdrawn 90 days or more will be subject to the current tuition amount.

ACADEMIC PROBATION/SUSPENSION

Students who have failed to achieve a cumulative 80 grade point average will receive an encouragement letter. If the overall GPA remains below 80 after completion of the next term, the student will be placed on academic probation for the following instructional period. Students who fail to meet the standards for satisfactory progress during their probationary period will be placed on academic suspension for the following evaluation period.

At the end of the suspension, the student must meet with the Academic Dean and/or Night School Coordinator to determine if he/she has the desire and the academic ability to progress satisfactorily in the program.

ATTENDANCE POLICY

BUSINESS

1. A student will be allowed 13.5 hours of absence in a 90-clock hour course and 4.5 hours of absence in a 45-clock hour class. All time missed will be calculated in the total, including late arrivals and/or leaving early.
2. The student must call the school by 9:00 a.m. for Day School or 5:30 p.m. for Night School in order to earn the right to make up any tests missed. Not calling will result in a zero. When calling to report your absence, call the business office at 731-668-7240.
3. When a student's absence time has exceeded the allowed amount, the student will not be allowed to make up any work missed, including tests. This applies regardless of whether or not the student called in.
4. Students must give a VALID REASON for the absence and may be asked to provide documentation. (To simply state that you are not going to be in class is not a valid reason)
5. Absences will result in loss of participation points for those classes utilizing participation as part of the final grade per the course syllabus. The instructor in each course will explain the participation portion of the grade for that class.
6. Students arriving after class begins or who leave before class ends should sign in/out at the front desk.
7. It is not the responsibility of the instructor to work out a schedule for making up work. **IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THE INSTRUCTOR TO MAKE ARRANGEMENTS FOR COMPLETING ANY TESTS MISSED DURING A STUDENT'S ABSENCE FROM CLASS.**
8. A student may be withdrawn after five (5) consecutive absences OR a total of 22.5 hours of absence during the term.
9. A student who is withdrawn due to violation of the WTBC attendance policy will not be eligible to re-enter school for a period of 90 days, contingent on being cleared through Financial Aid and Bookkeeping.

COSMETOLOGY/MANICURE/ESTHETICIAN

Each cosmetology term (one month) allows for absences not to exceed ten percent (10%) of the total scheduled hours for the month. **Absences may cause a student to be dropped from theory classes even if they have not exceeded the allowed 10 percent.**

FULL-TIME STUDENTS (Cosmetology / Esthetician): If a student is absent for five (5) consecutive days OR a total of 37.5 hours during the month, that student will be withdrawn from school.

PART-TIME STUDENTS (Cosmetology / Esthetician / Manicure): If a student is absent for five (5) consecutive days OR 25 hours during the month, that student will be withdrawn.

Students who are tardy must clock in by 9:00 a.m. for Day School and 6:00 p.m. for Night School in order to be considered in attendance that day. Excessive tardiness will result in being dropped from class.

If a student exceeds the allowable absence time during the term (5-week module for business students and one month for cosmetology students), he/she will receive a warning from the Academic Dean at the end of that term. If a student exceeds the allowable absences a second time, the student will be placed on attendance probation. If a student exceeds the allowable absences during a third term, he/she will be withdrawn from school for a period of 90 days. (NOTE: The attendance policy will apply to all terms in a student's program—regardless of whether or not the infractions occur in consecutive terms). A student may apply for re-entry into school on the next module or monthly starting date after the 90-day withdrawal period.

PHLEBOTOMY

Phlebotomy students will be allowed a maximum of one day of absence during the 11-week course.

NOTE: Being withdrawn from school will have a significant impact on your financial aid.

Students should be absent from class only in case of an emergency. WTBC does not excuse absences - if you are absent for any reason, it will be treated as part of the allowable absence time in both the Business and Cosmetology Departments.

If a student must be absent, he/she should call the school Business Office to report such absence before class starting time, by calling 668-7240 or 1-800-737-9822.

EXTERNSHIP REQUIREMENTS

The following guidelines apply to all programs which contain an externship component:

- The purpose of the externship is to give the student the "best" on-the-job experience. It is not a guarantee of employment.
- The externship is for 180 clock hours. (*Holidays and lunch time allotted are not counted in the 180 clock hours.*)
- The externship for all programs must be completed during the regular day hours of the facility.
- Because the credits for the externship are used in calculating financial aid awards, the student receives no pay for the externship hours.
- The externship for all programs must be done on a full-time basis.
- Efforts will be made to place the student at one of his/her choices as indicated on paperwork completed during the last term on campus. However, this is not always possible, depending on the sites. In addition, only one student will be placed at a site at any given time.
- Good attendance is a must.
- Medical externship sites require proof of the complete series of Hepatitis B immunizations.
- Prior to externship, students will be required to pass a random drug test. In the event the student does not pass the drug test, the student will not be allowed to begin an externship, which will result in withdrawal from WTBC. Circumstances which warrant further investigation will be evaluated by school administration.

GRADUATION REQUIREMENTS

In order to meet the requirements for receiving a certificate/diploma/degree, students must:

Complete the required courses in a program within the contracted time frame with an 80 GPA or above.

Pay all financial obligations to the College.

Students who have met the above criteria are required to meet with the Registrar, a representative from the Financial Aid Department, Bookkeeping, and Career Services before receiving official clearance for graduation.

Students completing the Phlebotomy Technician course must meet the standard grading scale guidelines of the College in order to receive a Certificate of Completion.

TRANSFERRING (DAY SCHOOL/NIGHT SCHOOL)

Should a student need to transfer from Day School to Night School or vice versa, the transfer must be approved through the Administrative Office prior to the transfer. Transferability may depend upon classes being offered during Day School and Night School.

GRADUATES ENROLLING IN AN ADDITIONAL PROGRAM

Students who have successfully completed one program and wish to return to complete another program must wait one year from the completion of the first program to enroll in another program, unless the student is enrolling in a program at a higher credential level.

In addition, students completing the cosmetology, esthetician, or manicure program who wish to return to complete an additional program must have successfully completed the State Board of Cosmetology theory and practical exams for the original program before enrolling in a new program.

LEAVE OF ABSENCE

Only one Leave of Absence is granted in a 12-month period, and it cannot exceed 180 days. A student must submit a written request for a leave of absence, which states the reason for the request and the date the student expects to return to school. This request must be submitted to the Academic Dean or Night School Coordinator before a student has had five (5) consecutive absences.

Leave of Absence Extension: A leave of absence may be extended one time, provided that the total number of days for the leave of absence does not exceed 180 days in any 12-month period if the institution determines that the extension is necessary due to a personal or family medical situation or other unforeseen circumstances. Documentation may be required.

A Leave of Absence should be requested at the end of a term or prior to the beginning of the next term.

Caution: If a student does not resume attendance at WTBC on or before the end of a leave of absence, the institution must treat the student as a withdrawal effective on his/her last date of physical attendance at the school. If the student is a Title IV loan recipient, this failure to return could affect his/her loan repayment terms, including the exhaustion of some or all of his/her grace period.

NOTE: *Re-entering from a withdrawal, a leave of absence, a change of program, or transferring between day school and night school may affect the availability of courses to the student in the future.*

TRANSCRIPTS

A permanent academic record of each student's progress is kept on file in the Registrar's Office. A transcript fee must accompany a signed authorization by the student to release the transcript. West Tennessee Business College does not release official transcripts if the student has any outstanding financial obligations to the College or if the student is in default on student loans. Transcript requests will not be processed until the fee plus any other financial obligations to the College are paid.

NOTE: *Transcripts (or copies of transcripts) from other institutions cannot be released.*

COURSE NUMBERS

The numbering system uses five characters*, two letters identifying the area of study followed by three numbers to identify the particular course.

The progression of the numbers indicates the increase in difficulty level.

Example: AC101 – Accounting I
 AC201 – Accounting II
 AC301 – Computerized Accounting

* Course numbers ending in "M" denote medical emphasis.

ASSOCIATE OF APPLIED SCIENCE

MEDICAL ADMINISTRATIVE ASSISTANT

Program Description

The educational objective of this program is the Occupational Associate of Applied Science degree. The vocational objective of the Medical Administrative Assistant Program is to prepare the student to perform administrative tasks in a physician's office, hospital, or other medical facility.

General Education Courses

Course No.	Course Title	Credits
CT 101	Critical Thinking	3
HS 101	History of the United States	3
PY 101	Introduction to Psychology	3
SP 101	Fundamentals of Speech	3
Total General Education Credits		12

Core Courses

AC 101	Accounting I	5
AC 201	Accounting II	5
EN 102	Basic Composition	3
EN 202	Business Writing	3
IP 101	Microsoft Word	4
IP 102	Microsoft Excel	4
IP 103	Advanced Microsoft Office	4
MA 102	Math for Healthcare	3
MC 101	Introduction to Computer/Keyboarding	4
MD 201	Medical Terminology	5
MP 201	Medical Office Procedures	5
MP 202	Medical Insurance and Billing	5
MP 203	Electronic Health Records	3
RM 101	Records Management	3
MT 101M	Medical Transcription	4
PD 101	Skills Awareness	3
PD 202	Interviewing Techniques	3
MS 301	Externship	4
Total Core Credits		70
Total Program Credits		82

Estimated Length of Program = 82.5 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.

ASSOCIATE OF APPLIED SCIENCE

ADMINISTRATIVE ASSISTANT

Program Description

The educational objective of this program is the Occupational Associate of Applied Science degree. The vocational objective of the Administrative Assistant Program is to prepare the student to perform administrative tasks for a modern office, to assume responsibilities, to make decisions, and to work independently.

General Education Courses

Course No.	Course Title	Credits
CT 101	Critical Thinking	3
HS 101	History of the United States	3
PY 101	Introduction to Psychology	3
SP 101	Fundamentals of Speech	3
Total General Education Credits		12

Core Courses

AC 101	Accounting I	5
AC 201	Accounting II	5
AC 301	Computerized Accounting	4
EN 102	Basic Composition	3
EN 202	Business Writing	3
IP 101	Microsoft Word	4
IP 102	Microsoft Excel	4
IP 103	Advanced Microsoft Office	4
MA 101	Business Math	3
MC 101	Introduction to Computers/Keyboarding	4
MC 102	Advanced Keyboarding	4
OP 201	Office Procedures	5
RM 101	Records Management	3
PD 101	Skills Awareness	3
PD 202	Interviewing Techniques	3
AA 301	Externship	4
Total Core Credits		61
Total Program Credits		73

Estimated Length of Program = 75 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.

ADMINISTRATIVE ASSISTANT

Diploma

Program Description

The vocational objective of this program is to prepare students for office and administrative support positions in a wide variety of office environments. In addition to the knowledge of word processing and computer applications, graduates will possess skills in business communications, business math, accounting, and general office procedures.

Each module is five weeks in length, except the Externship, which is 180 clock hours, and all 1.5 credit courses, which are two and a half weeks in length.

Module No.	Course No.	Course Title	Credits
1	AC 101	Accounting I	3
2	AC 201	Accounting II	3
3	AC 301	Computerized Accounting	3
4	EN 101	Oral and Written Communications	3
5	MC 101	Introduction to Computers/Keyboarding	3
6	MC 102	Advanced Keyboarding	3
7	OP 201	Office Procedures	3
8	PD 201	Professional Development	3
9	PD 202	Interviewing Techniques	1.5
10	RM 101	Records Management	1.5
11	IP 101	Microsoft Word	3
12	IP 102	Microsoft Excel	3
13	IP 103	Advanced Microsoft Office	3
14	AA 301	Externship	4
Total Credits			40

Estimated Length of Program: 65 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.

MEDICAL CODING AND BILLING

Diploma

Program Description

The Medical Coding and Billing program will teach the skills needed to review diagnosis and operative notes and submit the properly coded request for reimbursement for the services/procedures performed, perform periodic auditing of the physician's coding and billing patterns, provide training to other physician and ancillary staff on coding issues, and develop new practice policies in response to changes in compliance law. These skills will ultimately maximize the physician's profitability.

Each module is five weeks in length, except the Externship, which is 180 clock hours, and all 1.5 credit courses, which are two and a half weeks in length.

Module No.	Course No.	Course Title	Credits
1	PD 201	Professional Development	3
2	MC 101	Introduction to Computers/Keyboarding	3
3	MD 201	Medical Terminology	3
4	MP 201	Medical Office Procedures	3
5	MP 202	Medical Insurance & Billing	3
6	MP 203	Electronic Health Records	1.5
7	MA 102	Math for Healthcare	1.5
8	PC 201	Anatomy and Physiology for Coding Professionals	3
9	PC 203	Diagnostic Coding	3
10	PC 204	Procedural Coding	3
11	PC 205	Advanced Medical Coding I	3
12	PC 206	Advanced Medical Coding II	3
13	PC 207	Advanced Medical Coding III	3
14	PC 301	Externship	4
Total Credits			40

Estimated Length of Program = 65 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.

MEDICAL OFFICE SPECIALIST

Diploma

Program Description

A Medical Office Specialist must possess human relations skills and be proficient in performing administrative duties in a medical related facility. Specialized instruction in word processing, medical office procedures, transcription, electronic health records, and medical insurance will ensure that the student acquires the necessary skills.

Each module is five weeks in length, except the Externship, which is 180 clock hours, and all 1.5 credit courses, which are two and a half weeks in length.

Module No.	Course No.	Course Title	Credits
1	EN 101	Oral and Written Communications	3
2	MC 101	Introduction to Computers/Keyboarding	3
3	MD 201	Medical Terminology	3
4	MP 201	Medical Office Procedures	3
5	MP 202	Medical Insurance & Billing	3
6	MP 203	Electronic Health Records	1.5
7	MA 102	Math for Healthcare	1.5
8	MT 101M	Medical Transcription	3
9	PD 201	Professional Development	3
10	PD 202	Interviewing Techniques	1.5
11	RM 101	Records Management	1.5
12	IP 101	Microsoft Word	3
13	IP 102	Microsoft Excel	3
14	MS 301	Externship	4
Total Credits			37

Estimated Length of Program = 60 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.

MEDICAL ASSISTING

Diploma

Program Description

Medical Assisting provides a current knowledge base, task requirements, and skill development procedures which the medical assistant needs to qualify for entry-level employment in a physician's office, a medical clinic, or any appropriate health care facility. The content is organized to reflect the various responsibilities in both administrative and clinical medical assisting.

Administrative duties may include answering the telephone, greeting patients, and recording and filing patient data and medical records. Clinical duties include recording a patient's weight, height, and vital signs; obtaining a medical history; giving injections; performing basic laboratory tests; and assisting the physician with patient examinations.

The student must provide proof of the complete series of Hepatitis B immunizations PRIOR to externship placement. The Medical Assisting program curriculum includes Adult/Child CPR Certification and TB skin tests.

Each module is five weeks in length, except the Externship, which is 180 clock hours, and all 1.5 credit courses, which are two and a half weeks in length.

Module No.	Course No.	Course Title	Credits
(Administrative Courses)			
1	EN 101	Oral and Written Communications	3
2	MC 101	Introduction to Computers/Keyboarding	3
3	MP 201	Medical Office Procedures	3
4	MP 202	Medical Insurance & Billing	3
5	MP 203	Electronic Health Records	1.5
6	MA 102	Math for Healthcare	1.5
7	PD 201	Professional Development	3
(Clinical Courses)			
8	MD 201	Medical Terminology	3
9	MD 202	Anatomy I/Pharmacology A	3
10	MD 203	Anatomy II/Pharmacology B	3
11	MD 204	Clinical Skills I	3
12	MD 205	Clinical Skills II	3
13	MD 206	Lab Procedures	3
14	MA 301	Externship	4
Total Credits			40

Estimated Length of Program = 65 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.

PHLEBOTOMY TECHNICIAN

Certificate

Program Description

Phlebotomy Technicians are trained to obtain quality laboratory specimens in a variety of medical settings, including hospitals, nursing homes, and rehabilitation centers. Outpatient settings include physician offices, home health care agencies, ambulatory care centers, off-site labs, and blood banks. Other special settings include veterinary offices, health maintenance organizations, research facilities, and the American Red Cross.

The student will become familiar with the process and all the tools involved in venipuncture and capillary puncture procedures. This includes the various equipment and supplies used for the different methods of blood collection. Emphasis will be placed on the various sizes and colors of collection tubes and preparation of the patient for the procedure. Proper specimen handling procedures and techniques will be stressed.

Current first aid and CPR training is included in the program to prepare the student in the event of a medical emergency.

The course is comprised of eleven five-hour sessions. An additional five-hour session will be available for certification exam preparation.

COSMETOLOGY

Diploma

Program Description

Cosmetologists cut, style, color, and perm hair and advise patrons on how to care for their hair. They also make appointments and keep records regarding their patrons. Classroom study, demonstrations, and practical work allow students to obtain the necessary experience. After graduation from the cosmetology program, students take the state licensing examination, which consists of a written test and a practical test. Once a student clocks in for the day, that student will be in a theory class, working on practical applications, or on the clinic floor.

THEORY* Course No.	Course Title	CLOCK HOURS
CO 101	Professional Image	10
CO 102	Tennessee State Law	14
CO 103	Bacteriology	14
CO 104	Sterilization/Sanitation	14
CO 105	Hair/Scalp I	14
CO 106	The Skin & Its Disorders	14
CO 107	Shampoo/Rinse/Draping	14
CO 108	Hair Cutting	24
CO 109	Hairstyling I	12
CO 110	Hairstyling II	12
CO 111	Hairstyling III	12
CO 112	Hairstyling IV	12
CO 113	Hairstyling V	12
CO 114	Permanent Waving	14
CO 115	Chemical Relaxing	14
CO 116	Hair Color I	14
CO 117	Hair Color II	14
CO 118	Manicure/Artificial Nails	20
CO 119	The Nail and Its Disorders	11
CO 120	Pedicuring	11
CO 121	Skin Care I	20
CO 122	Skin Care II	12
CO 123	Anatomy	14
CO 124	Chemistry	14
CO 125	Shop Ethics/Salesmanship	14
TOTAL THEORY HOURS		350

*When a student completes a theory class, the theory session will be immediately followed by a practical class. The student will then be assigned a theory grade and a practical grade for that class.

Practical

Approximately 450 hours will be spent doing practical applications. 450

Clinic Hours

Approximately 700 hours on Clinic Floor performing services. 700

TOTAL CLOCK HOURS **1500**

MANICURE

Diploma

Program Description

The student will be instructed in the care and improvement of the hands and nails, composition of cosmetics used, and will develop the ability to give a good manicure and apply sculptured nails. After graduation, the student will take the state written and practical licensing examination. Once a student clocks in for the day, that student will be in a theory class, working on practical applications, or on the clinic floor.

THEORY* Course No.	Course Title	CLOCK HOURS
MAN 101	Professional Image	12
MAN 102	Tennessee State Law	14
MAN 103	Bacteriology	14
MAN 104	Sterilization/Sanitation	14
MAN 105	Manicure	20
MAN 106	Pedicure	14
MAN 107	The Nail & Its Disorders	14
MAN 108	Anatomy	14
MAN 109	Shop Ethics/Salesmanship	20
MAN 110	Nail Tips/Wraps/No-Lite Gels	20
MAN 111	Basic Chemistry	14
MAN 112	Acrylic Nails	14
MAN 113	Creative Nail Art	14
MAN 114	Salon Safety	6
MAN 115	OSHA/MSDS	14
MAN 116	Product Knowledge	12
MAN 117	Client Consultation	14
MAN 118	Skin Disorders	14
MAN 119	Electric Filing	6
TOTAL THEORY HOURS		264

*When a student completes a theory class, the theory session will be immediately followed by a practical class. The student will then be assigned a theory grade and a practical grade for that class.

Practical

Approximately 100 hours will be spent doing practical applications. 100

Clinic Hours

Approximately 236 hours on Clinic Floor performing services. 236

TOTAL CLOCK HOURS	600
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ESTHETICIAN Diploma

Program Description

The program will expose the students to a branch of anatomical science that deals with the overall health and well-being of the skin, the largest organ of the human body. As an esthetician, this person is devoted to and professionally occupied with the health and beauty of the skin. Estheticians provide preventive care for the skin and offer treatments to keep the skin healthy and attractive. They may also manufacture, sell, and apply cosmetics. After graduation, the student will take the state written and practical licensing examination. Once a student clocks in for the day, that student will be in theory class, working on practical applications, or on the clinic floor.

THEORY*

Course No.	Course Title	Clock Hours
EST 101	Skin Care History & Opportunities	14
EST 102	Professional Image	6
EST 103	*Sanitation & Disinfection	34
EST 104	Anatomy & Physiology	14
EST 105	Chemistry for Estheticians	14
EST 106	*Cosmetic Chemistry	34
EST 107	Basics of Electricity	14
EST 108	Physiology & History of the Skin	14
EST 109	Skin Disorders & Diseases	14
EST 110	*Skin Analysis	34
EST 111	Product Selection & Ingredients	14
EST 112	The Treatment Room	14
EST 113	*Massage	34
EST 114	*Basic Facial & Treatments	34
EST 115	*Machines	34
EST 116	*Hair Removal	34
EST 117	Advanced Esthetics Topics: <i>An Industry Overview</i>	14
EST 118	*The World of Makeup	34
EST 119	The Salon / Spa Business	14
EST 120	*Selling Products & Services	34
EST 121	*Career Planning	34
EST 201	Clinic Externship	264
TOTAL CLOCK HOURS		750

* When a student completes these theory classes, the theory session will be followed by 20 clock hours of practical. The student will then be assigned a combined theory and practical grade for that class.

**ASSOCIATE OF APPLIED SCIENCE
MEDICAL ADMINISTRATIVE ASSISTANT**

General Education Courses:

CT 101

CRITICAL THINKING

(3 Semester Credit Hours)

This course places emphasis on principles of logical and critical thinking, valid and invalid arguments, and principles of inductive and deductive reasoning.

HS 101

HISTORY OF THE UNITED STATES

(3 Semester Credit Hours)

This course introduces students to the history of the United States. It is designed to refine the students' understanding of how events, movements, and groups of people have served to shape history. Also, it will make connections to all elements of American society.

PY 101

INTRODUCTION TO PSYCHOLOGY

(3 Semester Credit Hours)

This course includes the study of human behavior with special reference to research methods, sensation, perception, learning cognition, mental abilities, personality traits, disorders, therapies, differences in intelligence, aptitude and social actions.

SP 101

FUNDAMENTALS OF SPEECH

(3 Semester Credit Hours)

This course is designed to help students develop self-confidence in public speaking; therefore, the course will enable the student to be a more effective communicator and more successful in his/her career.

Core Courses:

AC 101

ACCOUNTING I

(5 Semester Credit Hours)

The basic accounting concepts and practices used in accounting for a sole proprietorship are presented. The areas of emphasis include setting up the financial records of a service business, entering routine transactions in the general journal, preparing a worksheet, preparing financial statements, and completing the accounting cycle at the end of the year using an electronic calculator and necessary math principles.

AC 201

ACCOUNTING II

(5 Semester Credit Hours)

This course continues demonstrating appropriate accounting procedures of a sole proprietorship service concern and introduces a sole proprietorship merchandising concern. Completion of the accounting cycle for a merchandising business and the preparation of an enterprise's payroll are emphasized.

Prerequisite: Accounting I

EN 102

BASIC COMPOSITION

(3 Semester Credit Hours)

This course is designed to improve the student's writing skills. It emphasizes the construction of strong sentences for effective paragraph development.

EN 202

BUSINESS WRITING

(3 Semester Credit Hours)

This course is designed to acquaint the student with the styles for and the writing of specific types of business letters.

Prerequisite: Basic Composition, Introduction to Computers/Keyboarding

IP 101

MICROSOFT WORD

(4 Semester Credit Hours)

A comprehensive, hands-on introduction to word processing is presented in this module. Students will learn to create, save, retrieve, format, and edit documents using Microsoft Word software. Using Grammatik, Spellcheck, the thesaurus, and mail merging is a part of this course as well as emphasis on English mechanics, letter composition, proofreading, and speed in production.

Prerequisite: Introduction to Computers/Keyboarding

IP 102**MICROSOFT EXCEL**

(4 Semester Credit Hours)

A comprehensive, hands-on introduction to Microsoft Excel is presented in this module. Students will learn to enhance a worksheet by creating formulas, charts, and inserting Clip Art. The student also will be able to work with lists, analysis tools, and workgroups.

Prerequisite: Introduction to Computers/Keyboarding

IP 103**ADVANCED MICROSOFT OFFICE**

(4 Semester Credit Hours)

This course will provide a comprehensive, hands-on introduction to Microsoft Access, Microsoft PowerPoint, and Microsoft Publisher. Students will learn to create, save, retrieve, format, organize, print, edit tables, perform queries, filter records, and create presentations.

Prerequisite: Introduction to Computers/Keyboarding

MA 102**MATH FOR HEALTHCARE**

(3 Semester Credit Hours)

This course is designed to enable the student to gain real-world math skills vital to healthcare professions.

MC 101**INTRODUCTION TO COMPUTERS/KEYBOARDING**

(4 Semester Credit Hours)

This course will provide an introduction to basic keyboarding skills. Emphasis will be placed on building skill and speed along with learning basic computer operation and concepts.

MD 201**MEDICAL TERMINOLOGY**

(5 Semester Credit Hours)

This course teaches the skills to understand and use medical language immediately and presents the foundation for continuing to learn new words. It teaches the essential vocabulary associated with each body system in three major informational sections: anatomy and physiology, wellness and illness through the life span, and tests and procedures.

MP 201**MEDICAL OFFICE PROCEDURES**

(5 Semester Credit Hours)

This course is designed to provide training and experience for a student who is preparing for a position as a Medical Administrative Assistant. The simulations used during this course create a realistic setting where a student can experience the transactions that occur and employ the forms and vocabulary used in a medical office.

Prerequisite: Introduction to Computers/Keyboarding

MP 202**MEDICAL INSURANCE & BILLING**

(5 Semester Credit Hours)

This course introduces students to the major nationwide medical insurance programs. It also gives students a basic knowledge of ICD and CPT coding systems, as well as experience in completing medical insurance claim forms through case studies. The student will also complete the steps for patient billing for services not covered by insurance.

MP 203**ELECTRONIC HEALTH RECORDS**

(3 Semester Credit Hours)

This course is designed to provide an introduction to the electronic health record (HER) using EncoderPro.

Prerequisite: Introduction to Computers/Keyboarding

MT 101M**MEDICAL TRANSCRIPTION**

(4 Semester Credit Hours)

This course is designed to provide a working knowledge of the transcription of medical reports.

Prerequisites: Introduction to Computers/Keyboarding, Medical Terminology

PD 101**SKILLS AWARENESS**

(3 Semester Credit Hours)

This course is designed to help the student develop emotional, intellectual, physical, and social skills; therefore, the course will enable the student to be more effective in the classroom and in the business world.

PD 202**INTERVIEWING TECHNIQUES**

(3 Semester Credit Hours)

This course is designed to help college students entering the workforce to become knowledgeable in the four top areas that employers look for: attitude, appearance, communication skills, and job search and work habits.

RM 101**RECORDS MANAGEMENT**

(3 Semester Credit Hours)

A study of the key filing systems and the principles and concepts supporting each system, including creation, classification, storage, retrieval, retention, maintenance, and disposal of records. Manual, subject, geographic, numeric, micrographic, and electronic mechanical will be introduced.

MS 301**MEDICAL ADMINISTRATIVE ASSISTANT**

(4 Semester Credit Hours)

Externship is a day event. An externship for 180 clock hours provides a supervised practicum of previously studied office tasks and procedures common in a medical facility. The student is not compensated for externship hours.

Prerequisite: Completion of all modules in the AAS - Medical Administrative Assistant program, an overall GPA of 80, and documentation that the student has successfully achieved skill requirements.

ASSOCIATE OF APPLIED SCIENCE**ADMINISTRATIVE ASSISTANT****General Education Courses:****CT 101****CRITICAL THINKING**

(3 Semester Credit Hours)

This course places emphasis on principles of logical and critical thinking, valid and invalid arguments, and principles of inductive and deductive reasoning.

HS 101**HISTORY OF THE UNITED STATES**

(3 Semester Credit Hours)

This course introduces students to the history of the United States. It is designed to refine the students' understanding of how events, movements, and groups of people have served to shape history. Also, it will make connections to all elements of American society.

PY 101**INTRODUCTION TO PSYCHOLOGY**

(3 Semester Credit Hours)

This course includes the study of human behavior with special reference to research methods, sensation, perception, learning cognition, mental abilities, personality traits, disorders, therapies, differences in intelligence, aptitude and social actions.

SP 101**FUNDAMENTALS OF SPEECH**

(3 Semester Credit Hours)

This course is designed to help students develop self-confidence in public speaking; therefore, the course will enable the student to be a more effective communicator and more successful in his/her career.

Core Courses:**AC 101****ACCOUNTING I**

(5 Semester Credit Hours)

The basic accounting concepts and practices used in accounting for a sole proprietorship are presented. The areas of emphasis include setting up the financial records of a service business, entering routine transactions in the general journal, preparing a worksheet, preparing financial statements, and completing the accounting cycle at the end of the year using an electronic calculator and necessary math principles.

AC 201**ACCOUNTING II**

(5 Semester Credit Hours)

This course continues demonstrating appropriate accounting procedures of a sole proprietorship service concern and introduces a sole proprietorship merchandising concern. Completion of the accounting cycle for a merchandising business and the preparation of an enterprise's payroll are emphasized.

Prerequisite: Accounting I

AC 301**COMPUTERIZED ACCOUNTING**

(4 Semester Credit Hours)

The areas of emphasis include accounting for service businesses, entering routine transactions via the computer program to produce financial statements and reports.

Prerequisites: Introduction to Computers/Keyboarding, Accounting I, Accounting II

EN 102**BASIC COMPOSITION**

(3 Semester Credit Hours)

This course is designed to improve the student's writing skills. It emphasizes the construction of strong sentences for effective paragraph development.

EN 202**BUSINESS WRITING**

(3 Semester Credit Hours)

This course is designed to acquaint the student with the styles for and the writing of specific types of business letters.

Prerequisites: Basic Composition, Introduction to Computers/Keyboarding

IP 101**MICROSOFT WORD**

(4 Semester Credit Hours)

A comprehensive, hands-on introduction to word processing is presented in this module. Students will learn to create, save, retrieve, format, and edit documents using Microsoft Word software. Using Grammatik, Spellcheck, the thesaurus, and mail merging is a part of this course, as well as emphasis on English mechanics, letter composition, proofreading, and speed in production.

Prerequisite: Introduction to Computers/Keyboarding

IP 102**MICROSOFT EXCEL**

(4 Semester Credit Hours)

A comprehensive, hands-on introduction to Microsoft Excel is presented in this module. Students will learn to enhance a worksheet by creating formulas, charts, and inserting Clip Art. The student also will be able to work with lists, analysis tools, and workgroups.

Prerequisite: Introduction to Computers/Keyboarding

IP 103**ADVANCED MICROSOFT OFFICE**

(4 Semester Credit Hours)

This course will provide a comprehensive, hands-on introduction to Microsoft Access, Microsoft PowerPoint, and Microsoft Publisher. Students will learn to create, save, retrieve, format, organize, print, edit tables, perform queries, filter records, and create presentations.

Prerequisite: Introduction to Computers/Keyboarding

MA 101**BUSINESS MATH**

(3 Semester Credit Hours)

This course is designed for gaining real-world math skills by working business problems and applications.

MC 101**INTRODUCTION TO COMPUTERS/KEYBOARDING**

(4 Semester Credit Hours)

This course will provide an introduction to basic keyboarding skills. Emphasis will be placed on building skill and speed along with learning basic computer operation and concepts.

OP 201**OFFICE PROCEDURES**

(5 Semester Credit Hours)

An introduction to basic procedures which are common to the office environment, including telephone techniques, records management, processing mail, banking procedures, billing, requesting office supplies, using office equipment such as copy and fax machines, and preparing and sending e-mail. Emphasis is placed on organizational skills and independent decision-making.

Prerequisite: Introduction to Computers/Keyboarding

PD 101**SKILLS AWARENESS**

(3 Semester Credit Hours)

This course is designed to help the student develop emotional, intellectual, physical, and social skills; therefore, the course will enable the student to be more effective in the classroom and in the business world.

PD 202**INTERVIEWING TECHNIQUES**

(3 Semester Credit Hours)

This course is designed to help college students entering the workforce to become knowledgeable in the four top areas that employers look for: attitude, appearance, communication skills, and job search and work habits.

RM 101**RECORDS MANAGEMENT**

(3 Semester Credit Hours)

A study of the key filing systems and the principles and concepts supporting each system, including creation, classification, storage, retrieval, retention, maintenance, and disposal of records. Manual, subject, geographic, numeric, micro-graphic, and electronic mechanical will be introduced.

AA 301**ADMINISTRATIVE ASSISTANT EXTERNSHIP**

(4 Semester Credit Hours)

Externship is a day event. An externship for one term provides a supervised practicum of previously studied and practiced theories of office tasks and procedures. The student is not compensated for externship hours.

Prerequisite: Completion of all modules in the AAS-Administrative Assistant Program, an overall GPA of 80, and documentation that the student has successfully achieved skill requirements.

DIPLOMA PROGRAMS**AA 301****ADMINISTRATIVE ASSISTANT EXTERNSHIP**

(4 Semester Credit Hours)

Externship is a day event. An externship for one term provides a supervised practicum of previously studied and practiced theories of office tasks and procedures. The student is not compensated for externship hours.

Prerequisite: Completion of all modules in the Administrative Assistant Program, an overall GPA of 80, and documentation that the student has successfully achieved skill requirements.

AC 101**ACCOUNTING I**

(3 Semester Credit Hours)

The basic accounting concepts and practices used in accounting for a sole proprietorship are presented. The areas of emphasis include setting up the financial records of a service business, entering routine transactions in the general journal, preparing a worksheet, preparing financial statements, and completing the accounting cycle at the end of the year using an electronic calculator and necessary math principles.

AC 201**ACCOUNTING II**

(3 Semester Credit Hours)

This course continues demonstrating appropriate accounting procedures of a sole proprietorship service concern and introduces a sole proprietorship merchandising concern. Completion of the accounting cycle for a merchandising business and the preparation of an enterprise's payroll are emphasized.

Prerequisite: Accounting I

AC 301**COMPUTERIZED ACCOUNTING**

(3 Semester Credit Hours)

These areas of emphasis include accounting for service businesses, entering routine transactions via the computer program to produce financial statements and reports.

Prerequisites: Accounting I & II, Introduction to Computers/Keyboarding

EN 101**ORAL & WRITTEN COMMUNICATIONS**

(3 Semester Credit Hours)

This course is designed to help the student develop self-confidence in public speaking; therefore, the course will enable the student to be a more effective communicator. The course also emphasizes writing with skill and style through the study of effective sentences and paragraphs.

IP 101**MICROSOFT WORD**

(3 Semester Credit Hours)

A comprehensive, hands-on introduction to word processing is presented in this module. Students will learn to create, save, retrieve, format, and edit documents using Microsoft Word software. Using Grammarik, Spellcheck, the thesaurus, and mail merging is a part of this course, as well as emphasis on English mechanics, letter composition, proofreading, and speed in production.

Prerequisite: Introduction to Computers/Keyboarding

IP 102**MICROSOFT EXCEL**

(3 Semester Credit Hours)

A comprehensive, hands-on introduction to Microsoft Excel is presented in this module. Students will learn to enhance a worksheet by creating formulas, charts, and inserting Clip Art. The student also will be able to work with lists, analysis tools, and workgroups.

Prerequisite: Introduction to Computers/Keyboarding

IP 103**ADVANCED MICROSOFT OFFICE**

(3 Semester Credit Hours)

This course will provide a comprehensive, hands-on introduction to Microsoft Access, Microsoft PowerPoint, and Microsoft Publisher. Students will learn to create, save, retrieve, format, organize, print, edit tables, perform queries, filter records, and create presentations.

Prerequisite: Introduction to Computers/Keyboarding

MA 102**MATH FOR HEALTHCARE**

(1.5 Semester Credit Hours)

This course is designed to enable the student to gain real-world math skills vital to healthcare professions.

MA 301**MEDICAL ASSISTING EXTERNSHIP**

(4 Semester Credit Hours)

Externship is a day event. Students are assigned administrative and clinical applications in a suitable physician's office or health care facility under the supervision of the externship coordinator. The student receives no remuneration while externing.

Prerequisites: Completion of all modules in the Medical Assisting Program, an overall GPA of 80, and documentation that the student has successfully achieved skill requirements.

MC 101**INTRODUCTION TO COMPUTERS/KEYBOARDING**

(3 Semester Credit Hours)

This course will provide an introduction to basic keyboarding skills. Emphasis will be placed on building skill and speed along with minimal errors. This module will also introduce students to the hardware components of the micro-computer system.

MD 201**MEDICAL TERMINOLOGY**

(3 Semester Credit Hours)

This course teaches the skills to understand and use medical language immediately and presents the foundation for continuing to learn new words. It teaches the essential vocabulary associated with each body system in three major informational sections: anatomy and physiology, wellness and illness through the life span, and tests and procedures.

MD 202**ANATOMY I / PHARMACOLOGY A**

(3 Semester Credit Hours)

This course is a study of the structural systems of the human body and the principles of human physiology. The study includes related pathophysiology of the integumentary, musculoskeletal, neurologic, sensory, and endocrine systems, and the medical assistant's role in common diagnostic and therapeutic procedures. Proper documentation in the medical record is appropriately integrated. The course also includes a study of pharmacology and medication therapy as it relates to diseases and disorders of the individual body systems.

Prerequisite: Medical Terminology /Math for Healthcare

MD 203**ANATOMY II / PHARMACOLOGY B**

(3 Semester Credit Hours)

This course is a continuation of Anatomy I / Pharmacology A. It provides a system by system study of the human body focusing on structure, function, and related pathophysiology. This course completes the study of the medical assistant's role in common diagnostic and therapeutic procedures. Proper documentation in the medical record is appropriately integrated.

Prerequisite: Anatomy I / Pharmacology A, Medical Terminology

MD 204**CLINICAL SKILLS I**

(3 Semester Credit Hours)

This course focuses on the clinical medical assisting skills which pertain to obtaining the medical history, patient assessment, anthropometric measurements and vital signs, and assisting the physician / patient with the physical examination. Related topics instructed include standard precautions, infection control, medical and surgical asepsis, and sterile gloving. Special emphasis is placed on working with pediatric and geriatric patients. Proper documentation in the medical record is appropriately integrated.

Prerequisite: Medical Terminology, Anatomy I/Pharmacology A, Anatomy II/Pharmacology B

MD 205**CLINICAL SKILLS II**

(3 Semester Credit Hours)

This course provides instruction in the various categories of instruments, their care and handling, and aseptic practices. The fundamental principles of assisting with minor office surgery are also instructed. Special emphasis is placed on the preparation and administration of medications, including calculating adult and pediatric dosages. Other clinical skills instructed include assisting with diagnostic imaging and medical office emergencies. Students are given the opportunity to become certified in adult and infant / child CPR through the American Red Cross. Proper documentation in the medical record is appropriately integrated.

Prerequisite: Clinical Skills I

MD 206**LAB PROCEDURES**

(3 Semester Credit Hours)

This competency-based course teaches the theory and skills necessary for the performance of selected laboratory procedures. Students are taught to collect and process laboratory specimens and to perform routine diagnostic tests under the direction of the physician. Proper documentation in the medical record is appropriately integrated.

Prerequisites: Clinical Skills I & II

MP 201**MEDICAL OFFICE PROCEDURES**

(3 Semester Credit Hours)

This course focuses on the administrative tasks performed in the medical office. Students will learn to organize and coordinate appointments, to establish and maintain patient records, and to apply computer concepts and applications as they relate to office management. Students will also learn finance management in the practice including credit, bill collections, bookkeeping, banking, and payroll accounting procedures. Students also prepare a resume and cover letter.

Prerequisites: Introduction to Computers/Keyboarding

MP 202**MEDICAL INSURANCE & BILLING**

(3 Semester Credit Hours)

This course introduces students to the major nationwide medical insurance programs. It also gives students a basic knowledge of ICD and CPT coding systems, as well as experience in completing medical insurance claim forms through case studies. The student will also complete the steps for patient billing for services not covered by insurance.

MP 203**ELECTRONIC HEALTH RECORDS**

(3 Semester Credit Hours)

This course is designed to provide an introduction to the electronic health record (HER) using EncoderPro.

Prerequisite: Introduction to Computer/Keyboarding

MS 301**MEDICAL OFFICE SPECIALIST EXTERNSHIP**

(4 Semester Credit Hours)

Externship is a day event. An externship for 180 clock hours provides a supervised practicum of previously studied office tasks and procedures common in a medical facility. The student is not compensated for externship hours.

Prerequisite: Completion of all modules in the Medical Office Specialist program, an overall GPA of 80, and documentation that the student has successfully achieved skill requirements.

MT 101M**MEDICAL TRANSCRIPTION**

(3 Semester Credit Hours)

This module is designed to develop basic machine transcription skills of medical correspondence and documents, with emphasis on increasing accuracy of transcription, punctuation skills, paragraphing, and medical terminology.

Prerequisite: Introduction to Computers/Keyboarding, Medical Terminology

OP 201**OFFICE PROCEDURES**

(3 Semester Credit Hours)

An introduction to basic procedures which are common to the office environment, including telephone techniques, records management, processing mail, banking procedures, billing, requesting office supplies, using office equipment such as copy and fax machines, and preparing and sending e-mail. Emphasis is placed on organizational skills and independent decision-making. Students prepare a resume and cover letter as their final assignment in this module.

Prerequisite: Introduction to Computers/Keyboarding

PC 201**ANATOMY AND PHYSIOLOGY FOR CODING PROFESSIONALS**

(3 Semester Credit Hours)

This course is designed to educate students about human anatomy and physiology as it relates to medical coding.

Prerequisite: MD 201-Medical Terminology

PC 203**DIAGNOSTIC CODING**

(3 Semester Credit Hours)

This course will teach the skills needed to translate the medical terminology for diseases into numerical codes. The workbook used will provide cases that would be similar to the scenarios of the medical office. This course will also teach determination of medical necessity.

Prerequisites: MD 201-Medical Terminology

PC 201-Anatomy and Physiology for Coding Professionals

PC 204**PROCEDURAL CODING**

(3 Semester Credit Hours)

This course will introduce the student to the three levels of procedural coding. Each section of the CPT will be discussed and practice exercises will prepare the student for scenarios that will occur in the workplace. The course is taught so that the appropriate numerical or alphanumeric CPT or HCPCS code is submitted to the payer for reimbursement.

Prerequisites: MD 201-Medical Terminology

PC 201-Anatomy and Physiology for Coding Professionals

PC 203-Diagnostic Coding

PC 205**ADVANCED MEDICAL CODING I**

(3 Semester Credit Hours)

This course is designed to prepare the student for the national certification examination. All aspects of coding are taught, from compliance laws, documentation and code sets requirements, ICD 9 CM, CPT, and HCPCS. The course is structured in the same format as the exam so that the student will know what to expect on the exam. There are chapter questions to enhance comprehension of the material covered.

Prerequisites: MD 201-Medical Terminology

PC 201-Anatomy and Physiology for Coding Professionals

PC 203-Diagnostic Coding

PC 204-Procedural Coding

PC 206**ADVANCED MEDICAL CODING II**

(3 Semester Credit Hours)

This course is a continuation of Professional Coding I. This course is designed to prepare the student for the national certification examination. All aspects of coding are taught, from compliance laws, documentation and code sets requirements, ICD 9 CM, CPT, and HCPCS. The course is structured in the same format as the exam so that the student will know what to expect on the exam. There are chapter questions to enhance comprehension of the material covered.

Prerequisites: MD 201-Medical Terminology

PC 201-Anatomy and Physiology for Coding Professionals

PC 203-Diagnostic Coding

PC 204-Procedural Coding

PC 205-Advanced Medical Coding I

PC 207**ADVANCED MEDICAL CODING III**

(3 Semester Credit Hours)

This course is designed to prepare the student for the national certification examination. Student will complete 3 mock CPC examinations at the end of this course. All aspects of coding are reviewed including compliance laws and reimbursement, ICD-9-CM, CPT, and HCPCS.

PC 301**EXTERNSHIP**

(4 Semester Credit Hours)

An externship for one term provides a supervised practicum of previously studied and practiced theories of office tasks and procedures.

Prerequisites: Completion of all modules in the Professional Medical Coding program, an overall GPA of 80, and documentation that the student has successfully achieved skill requirements.

PD 201**PROFESSIONAL DEVELOPMENT**

(3 Semester Credit Hours)

This course is designed to help the student recognize the important role personal qualities play in the work environment and to develop the success attitudes, interpersonal skills, and values that are in demand by employers.

COSMETOLOGY**CO 101****PROFESSIONAL IMAGE**

(10 clock hours)

Teaches guidelines to maintain a healthy body and mind as well as qualities of effective physical presentation, personality, and effective communications.

CO 102**TENNESSEE STATE LAW**

(14 clock hours)

Teaches students laws and guidelines to be followed by salons, hairdressers, and schools in the state of Tennessee.

CO 103**BACTERIOLOGY**

(14 clock hours)

Teaches various types of bacteria, how bacteria grow and reproduce in relationship to the spread of disease.

CO 104**STERILIZATION / SANITATION**

(14 clock hours)

Stresses the importance of making implements germ free by the use of sterilization and sanitation practices.

CO 105**HAIR / SCALP I**

(14 clock hours)

Teaches the purpose of hair, the chief composition of hair, and structure growth and distribution. Stresses theories pertaining to the life and replacement of hair, basic scalp care, and scalp manipulations.

CO 106**THE SKIN & ITS DISORDERS**

(14 clock hours)

Teaches the structure and composition of the skin, its function, and which skin disorders may be handled in the beauty salon and which should be referred to a physician.

CO 107**SHAMPOO / RINSE / DRAPING**

(14 clock hours)

Places emphasis on properly draping the patron and the importance of proper selection of shampoos and rinses.

CO 108**HAIR CUTTING**

(24 clock hours)

Instructs the student in the proper way to cut hair with the aid of scissors, thinning shears, clippers, and razors.

CO 109**HAIR STYLING I**

(12 clock hours)

Teaches steps in finger waving procedure, the different types of finger waves, and the purpose of finger waving.

- CO 110**
HAIR STYLING II (12 clock hours)
 Teaches the basic elements of styling, employing various pin curl techniques, and basic roller placement for specific effects.
- CO 111**
HAIR STYLING III (12 clock hours)
 Teaches proper thermal waving and curling, implements, techniques and cosmetics used in blow-dry styling and waving. Safety precautions will be stressed.
- CO 112**
HAIR STYLING IV (12 clock hours)
 Teaches students the purpose of hair pressing, procedures, and products required for successful hair pressing, and stresses safety precautions.
- CO 113**
HAIR STYLING V (12 clock hours)
 Teaches the student basic techniques for usage of artificial hair, weaving, extensions, and the styling and care of wigs.
- CO 114**
PERMANENT WAVING (14 clock hours)
 Instructs the student in the basic procedures for wrapping, processing, and neutralizing permanent wave. Safety precautions are stressed.
- CO 115**
CHEMICAL RELAXING (14 clock hours)
 Teaches the purpose of chemical hair relaxing, the ingredients of the different products, client analysis, and the three basic steps in chemical relaxing. Safety precautions are highly stressed.
- CO 116**
HAIR COLOR I (14 clock hours)
 Concentrates on procedures for temporary, semi-permanent, and permanent hair coloring.
- CO 117**
HAIR COLOR II (14 clock hours)
 Focuses on procedures of hair lightening and toning as basic parts of hair coloring.
- CO 118**
MANICURE / ARTIFICIAL NAILS (20 clock hours)
 Instructs students in the proper techniques for basic manicuring, nail care and sanitation practices, individual nail styling, hand and arm massage and the application of sculptured nail tips and overlays.
- CO 119**
THE NAIL & ITS DISORDERS (11 clock hours)
 Teaches nail structure, composition, nourishment and growth of the nails. Acquaints students with various disorders and irregularities associated with clients' nails.
- CO 120**
PEDICURING (11 clock hours)
 Instructs students in the proper techniques for basic pedicures; foot massage techniques also taught.
- CO 121**
SKIN CARE I (20 clock hours)
 Acquaints students with basic procedures for removal of superfluous hair, as well as electric light therapy and basic facial massage.

CO 122**SKIN CARE II**

(12 clock hours)

Acquaints students with materials and equipment required for facial treatments, procedures and manipulative skills required to give a facial. This course also teaches proper application of facial make-up, corrective make-up, eyebrow arching and the application of artificial eyelashes.

CO 123**ANATOMY**

(14 clock hours)

Teaches various structure and function of the bones and muscles of the head, face and neck; also introduces the principal parts of the nervous system, circulatory system, endocrine system, excretory system, respiratory system and digestive system.

CO 124**CHEMISTRY**

(14 clock hours)

Teaches organic and inorganic chemistry, the forms of matter, and the composition of elements, compounds, and mixtures. Acquaints students with classifications of shampoos and the physical/chemical changes in permanent waving and chemical hair relaxing, as well as the chemical composition and molecular weight of various hair colors, while stressing the purpose of hair lighteners. Also introduces the scientific study of physical and chemical classifications of cosmetics used in our industry.

CO 125**SHOP ETHICS / SALESMANSHIP**

(14 clock hours)

Focuses on financial considerations, business records, personnel management, good selling principles, and the importance of advertising.

MANICURE**MAN 101****PROFESSIONAL IMAGE**

(12 clock hours)

Teaches guidelines to maintain a healthy body and mind as well as qualities of effective physical presentation, personality, and effective communications.

MAN 102**TENNESSEE STATE LAW**

(14 clock hours)

Teaches students laws and guidelines to be followed by salons, manicurists, and schools in the state of Tennessee.

MAN 103**BACTERIOLOGY**

(14 clock hours)

Teaches various types of bacteria, how bacteria grow and reproduce in relationship to the spread of disease.

MAN 104**STERILIZATION / SANITATION**

(14 clock hours)

Stresses the importance of making implements germ free by the use of sterilization and sanitation practices.

MAN 105**MANICURING**

(20 clock hours)

Instructs students in the proper techniques for basic manicuring, as well as care and sanitation practices. It also teaches techniques associated with French manicures, reconditioning manicures, and hand and arm massage techniques.

MAN 106**PEDICURING**

(14 clock hours)

Teaches importance of foot care, as well as the proper procedures for giving a pedicure.

MAN 107**THE NAIL & ITS DISORDERS**

(14 clock hours)

Acquaints the student with material and skills required to help recognize nail disorders and diseases and the nail structure.

MAN 108**ANATOMY**

(14 clock hours)

Teaches various structure and function of the bones and muscles of the arm, hand, leg, and foot. It acquaints the student with the principal parts of the nervous system, circulatory system, endocrine system, excretory system, respiratory system, and the digestive system.

MAN 109 SHOP ETHICS / SALESMANSHIP	(20 clock hours)
Focuses on financial considerations, business records, personnel management, good selling principles, and the importance of advertising.	
MAN 110 NAIL TIPS/WRAPPS/NO-LITE GELS	(20 clock hours)
Teaches students about supplies, application, maintenance, and removal of artificial nail tips.	
MAN 111 BASIC CHEMISTRY	(14 clock hours)
Focuses on the composition, structure, and properties of matter and how matter changes under different conditions. The types, measurements, safety, and use of electricity in the salon.	
MAN 112 ACRYLIC NAILS	(14 clock hours)
Teaches product knowledge and application of acrylic nails, gel, maintenance, and removal of nail wraps.	
MAN 113 CREATIVE NAIL ART	(14 clock hours)
Teaches the student procedures for nail art in order to be creative.	
MAN 114 SALON SAFETY	(6 clock hours)
Teaches students common chemicals used in the salon for protection of clients, as well as the students in the salon.	
MAN 115 OSHA / MSDS	(14 clock hours)
Instructs students where to find MSDS information and current guidelines associated with OSHA requirements.	
MAN 116 PRODUCT KNOWLEDGE	(12 clock hours)
Introduces students to various products and equips them with different ways to use them to achieve greater results from the services performed in the salon.	
MAN 117 CLIENT CONSULTATION	(14 clock hours)
Places emphasis on determining condition of clients' nails and skin, as well as meeting the needs of the client. Teaches student that informational needs are kept through a client service card and marketing of products and services in the salon.	
MAN 118 SKIN DISORDERS	(14 clock hours)
Focuses on characteristics of healthy skin, functions and structures of skin, as well as skin disorders.	
MAN 119 ELECTRIC FILING	(6 clock hours)
Teaches the students the proper use of the nail drill and the safety precautions involved in using the drill.	

ESTHETICIAN

EST 101 SKIN CARE HISTORY AND OPPORTUNITIES	(14 clock hours)
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In this chapter, we will introduce the students to the history of the skin. The students will also learn about different cosmetics.

EST 102 PROFESSIONAL IMAGE	(6 clock hours)
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In this course, we will introduce students to the esthetician professional. This course will lead the student to qualities that will make him/her a better professional. In doing so, they will come to understand why their health and visual ethics are so important to them as professionals.

EST103**SANITATION AND DISINFECTION**

(34 clock hours)

During this course, the student will come to understand the different types of bacteria and the importance of sanitation. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.

EST 104**ANATOMY AND PHYSIOLOGY**

(14 clock hours)

This chapter will instruct the students on various structure and function of the bones and muscles of the head, face, and neck; also introduces the principles parts of the nervous system, circulatory system, endocrine system, respiratory system, and digestive system.

EST 105**CHEMISTRY FOR ESTHETICIANS**

(14 clock hours)

Instructs the student how different chemicals affect the skin, and how to choose the correct product and cosmetics for each client's skin type.

EST 106**COSMETICS CHEMISTRY**

(34 clock hours)

Cosmetics chemistry acquaints the students to the basics of cosmetics, what a product is supposed to do, how it works and how it is used. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.

EST 107**BASICS OF ELECTRICITY**

(14 clock hours)

In this chapter, we will introduce the students to the basics of how galvanic current and high frequency steamer machines work with the skin.

EST 108**PHYSIOLOGY AND HISTORY OF THE SKIN**

(14 clock hours)

In this chapter, the student will be taught the study of the structure and composition of the tissue. It also teaches the functions of the skin.

EST 109**SKIN DISORDERS AND DISEASES**

(14 clock hours)

In this chapter, the student will learn how skin disorders may be handled in a salon and which should be referred to a physician.

EST 110**SKIN ANALYSIS**

(34 clock hours)

In this chapter, the student will learn how to recommend the appropriate skin care products to suit the client. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours or practical.

EST 111**PRODUCT SELECTION AND INGREDIENTS**

(14 clock hours)

In this chapter, the student will learn to select products and determine ingredients in products.

EST 112**THE TREATMENT ROOM**

(14 clock hours)

In this chapter, students will be instructed on setting up, cleaning and keeping the treatment room well stocked.

EST 113**MASSAGE**

In this chapter, the students will learn mechanical manipulation by rubbing, kneading or other methods that stimulate metabolism and circulation. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours or practical.

EST 114**BASIC FACIALS AND TREATMENTS**

(34 clock hours)

In this chapter, the students will learn the manipulations of a basic facial, and cleansing techniques of the face. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.

EST 115**MACHINES**

(34 clock hours)

In this chapter, the student will learn the benefit of machines and how they are used during facials. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical

- EST 116**
HAIR REMOVAL (34 clock hours)
This chapter will acquaint the students with basic procedures for removal of superfluous hair. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.
- EST 117**
ADVANCED ESTHETICS TOPICS (AN INDUSTRY OVERVIEW) (14 clock hours)
In this chapter, students will learn ways to add extra services that can be added onto facial services.
- EST 118**
THE WORLD OF MAKEUP (34 clock hours)
In this chapter, students will be taught how makeup plays an important role in the fashion world. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.
- EST 119**
THE SALON / SPA BUSINESS (14 clock hours)
In this chapter, the student will learn how to succeed in a service profession and how to operate a skin care business.
- EST 120**
SELLING PRODUCTS AND SERVICES (34 clock hours)
In this chapter, students learn how to sell products and services in a salon. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.
- EST 121**
CAREER PLANNING
This chapter will acquaint the students in how to prepare resumes and how to manage money. The course will be comprised of 14 clock hours of theory instruction and 20 clock hours of practical.
- EST 201**
CLINIC EXTERNSHIP (264 clock hours)
Students will use skin care skills on actual clients in the school salon area.

LEGAL CONTROL

West Tennessee Business College is a privately owned, co-educational, taxpaying, non-subsidized institution, dedicated to the principle of career education. The College is owned and operated by New World Corporation. New World Corporation is chartered under the corporate law of the state of Alabama and franchised to do business in the state of Tennessee. The affairs of the College are managed by the Board of Directors and its President.

BOARD OF DIRECTORS

C. Vicki Burch, President
Barbara Jones, Secretary
Meredith Turner, Treasurer

ADMINISTRATIVE STAFF

LaVerne Adams.....Academic Dean
M.B.E., B.S., Morehead State University

Lue Allen.....Financial Aid Administrator
Diploma, West Tennessee Business College

Sherry Argo.....Administrative Assistant
Diploma, West Tennessee Business College

Tena Bingham.....Secretary
A.A.S., West Tennessee Business College

Sheree Bradford.....Admissions Representative
Diploma, West Tennessee Business College

C. Vicki Burch.....President/Executive Director
B.S., University of Kentucky

Viola Chism.....Librarian
B.A., Lambuth University

Adam Cook.....I.T. Support
CompTIA A+ Certification

Anita Donaldson.....Director of Student Services
A.A.S., Wayne County Community College

Sheila Johnson.....Administrative Assistant / Registrar

Kim Jones, CMA, CFM.....Chief Fiscal Officer
B.S., University of Alabama, Tuscaloosa

Cindy Palmer.....Fiscal Assistant
B.B.A, Mississippi State University

Ann Record.....Director of Admissions
Diploma, West Tennessee Business College

Shirley Simmons.....Career Services Director

Cindy Taylor.....Night School Secretary
Diploma, West Tennessee Business College

Paula Trimmer.....Bookkeeper

Jack Walker.....Night School Coordinator
B.A., Lambuth University

Kim Whitt.....Career Services Assistant
M.B.A., B.S., Union University

FACULTY

Lorrie Alsup	M.B.A., B.S., Bethel University <i>Medical</i>
Countance Anderson	B.S., Southern Illinois University <i>Professional Development</i>
Jennifer Blankenship	M.A., University of Tennessee Martin, B.S., Union University <i>Accounting</i>
Forrest Anne Bowdery	M.B.A., Bethel University, B.S., Lane College, Tennessee State University, Tennessee Cosmetology License <i>Cosmetology</i>
Amanda Butler, R.N.	A.S.N., Dyersburg State Community College <i>Medical</i>
Emily Carpenter	M.S., B.A., Mississippi State University <i>English/Professional Development</i>
Viola Chism	B.A., Lambuth University <i>English</i>
Stephanie Dale	Tennessee Career Institute, Tennessee Cosmetology License <i>Esthetician</i>
Carolyn Dixon	Volunteer Beauty Academy, Tennessee Cosmetology License <i>Cosmetology/Manicure</i>
Chris Fesmire	M.B.A., B.S., Bethel University <i>Computer</i>
Jacquelyn Gandy	Tennessee Academy of Cosmetology, Tennessee Cosmetology License <i>Cosmetology</i>
Ally Murray, R.N.	A.S.N., Jackson State Community College <i>Medical/Office Procedures</i>
Teri Nelson	M.B.A., Union University, B.S., University of Memphis, A.S., Jackson State Community College <i>Accounting</i>
Kim Smallwood, R.N.	A.S.N., Dyersburg State Community College <i>Medical</i>
Donna Snyder, CPC	Diploma, West Tennessee Business College <i>Medical Coding</i>
Jayne Spencer	M.S., B.A., University of Tennessee <i>English, Computer</i>
Jack Walker	B.A., Lambuth University <i>English/Professional Development</i>
Teresa Wallis, L.P.N.	Tennessee Technology Center <i>Medical</i>
Ethel Ware, CPC	Diploma, Wright Business School, Jackson State Community College <i>Medical Coding</i>
Kimberly Whitt	M.B.A., B.S., Union University <i>Professional Development/Computer</i>
Vonnie Wiggins, R.N., CMA, (AAMA)	A.A., Union University <i>Medical</i>
Ray Yancy	M.A. Ed., Union University, B.S., Tennessee State University <i>Computer</i>

WEATHER INFORMATION

Should a disaster or severe weather condition occur, one of the following schedules will be implemented:

SCHOOL CLOSED:

CLASSES WILL BE CANCELLED

DELAYED SCHEDULE:

DAY SCHOOL CLASSES WILL BE ON A ONE-HOUR DELAY. CLASSES WILL BEGIN AT 9:30 A.M. FOR BOTH BUSINESS AND COSMETOLOGY STUDENTS. NIGHT SCHOOL WILL OPERATE ON A REGULAR SCHEDULE UNLESS WEATHER CONDITIONS DETERIORATE DURING THE DAY.

**INFORMATION MAY BE FOUND AT www.wtbc.edu
YOU WILL RECEIVE A BLACKBOARD CONNECT
NOTIFICATION...please keep your contact information current!**

THE FOLLOWING RADIO AND TV STATIONS WILL BE NOTIFIED BY 6:30 A.M. FOR DAY SCHOOL AND BY 3:30 P.M. FOR NIGHT SCHOOL.

**WBBJ-TV 7
NEWSTALK 101.5
104.1 FM
107.7 FM**

NOTES: