Welcome to WTBC!

Your success is our priority!

2016-2017 Academic Catalog
WEST TENNESSEE BUSINESS COLLEGE
GENERAL CATALOG
2016-2017

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

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.

For more information, contact

WEST TENNESSEE BUSINESS COLLEGE
1186 Hwy. 45 Bypass
Jackson, TN 38301
731-668-7240
1-800-737-9822
www.wtbc.edu

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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ARE YOU LOOKING FOR CAREER SUCCESS?

The medical and business work environment is changing rapidly. The need for professional, highly-skilled and reliable employees has increased dramatically. Your career college education will help you become a valuable asset in today’s workplace.

Take the first step toward your exciting new career. West Tennessee Business College has everything you are looking for in a career college!

- Successful graduate placement rates
- Staff treats you like family
- You feel valued
- Innovative programs to fit your goals
- Competitive fees
- Scholarships
- Safe campus
- Professional development

YOUR SUCCESS IS OUR PRIORITY!

Meet with our Admissions Representative for a personal Career Information Session. You will be provided program information, course content, career opportunities, financial assistance information, and individual financial guidance to help you prepare for your personal investment in your career training.

During your Career Information Session, you will learn about our commitment to your success and your expectations as a student at West Tennessee Business College. West Tennessee Business College is a student-centered institution of higher learning that provides quality education through innovative programs and practices, delivered by a collaborative, high-integrity team. We are committed to helping you achieve your career goals. Your success is our priority!

ABOUT WEST TENNESSEE BUSINESS COLLEGE

HISTORY

In 1888, the need for better qualified employees for Jackson and the West Tennessee area was realized. To meet this need of area businesses and to reach students, the Jackson School of Business was established. The school specialized in offering only business subjects.

West Tennessee Business College was organized in 1923 and was located in downtown Jackson. The two schools eventually merged in 1929. The name, West Tennessee Business College, was retained because so many of the students attending were residents of towns outside of Jackson and Madison County.

In 1981, West Tennessee Business College moved to its present location on the Highway 45 Bypass.

Through its history, thousands of people have been reached through the college. The faculty and staff strive to make a difference in the lives of those seeking a quality education. The college’s desire is to help students become successful employees and vital contributors to their communities.

What began as a school specializing in reading, writing, and arithmetic—along with spelling and bookkeeping, has grown to include advanced business and medical programs such as Medical Assisting, Administrative Assistant, Medical Office Specialist, Medical Billing Specialist, Accounting/Bookkeeping, and Medical Coding and Billing. Non-credit, short courses include Phlebotomy Technician, Nursing Assistant, EKG/ECG Technician, and Customer Service/Call Center Representative.

West Tennessee Business College provides high-quality educational programs designed to meet the changing needs of the workplace and the student.

MISSION STATEMENT

West Tennessee Business College 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.

ENROLLMENT

West Tennessee Business College maintains an average annual enrollment of 250 students.

LOCATION

West Tennessee Business College is located at 1186 Highway 45 Bypass, just south of the Hollywood Drive and Bells Highway exit in Jackson, Tennessee. Centrally located in West Tennessee, students from surrounding counties have direct access to the College from Interstate 40 and major highways.

FACILITIES AND EQUIPMENT

The West Tennessee Business College campus is easily accessible for all students and visitors. The campus occupies approximately 17,000 square feet of space. West Tennessee Business College provides a library, free access to the Tennessee Electronic Library, and a computer lab located in the Student Life Resource Center. A bookstore and student center break area with vending is available.

ADMISSIONS

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 and meet the minimum composite score of 140;
• ACT (within last 5 years) – 19.

NOTE: Students electing to take a Non-Credit Short Course are not required to take an assessment but must meet all other admission requirements.

• Be beyond the age of compulsory high school attendance and must provide proof of high school graduation or successful completion of a GED.

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

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.
CRIMINAL BACKGROUND CHECK

In accordance with the Campus Security Act, West Tennessee Business College will ensure that all enrolling students and current students are aware of the potential effect and consequences of past and new criminal behaviors. WTBC may consider pending criminal charge(s) or prior conviction(s) part of the entrance requirements. It is the responsibility of the student to clear up criminal offenses in order to successfully complete a program and attain employment.

We reserve the right to conduct criminal background checks and confirm responses on student enrollment applications.

All students will be required to complete a waiver to authorize a criminal background check for pending or prior conviction before being assigned at extern facilities or for certain clinical training.

Any pending or prior criminal charge(s) or conviction(s) may result in the student being unable to be assigned for externship or clinical training. If a student cannot be assigned because of results of the criminal background check, the student will be unable to successfully complete his or her program and will, therefore, be dismissed from the school. The student may appeal if they believe the results of the criminal background check are incorrect. Cost for re-testing will be the responsibility of the student.

In the event a student is dismissed according to the above paragraph, the refund policy published on the Enrollment Agreement and catalog will apply and the student will be responsible for any balance due to the school, lender, and/or the U.S. Department of Education.

If a student has any pending or prior criminal charge(s) or conviction(s), the student may not be granted a license/certification in his or her field of training even if he or she passes the license/certification examinations.

DRUG TESTING

All students will be required to follow drug screening requirements, including unannounced testing, prior to entering externship or clinical training. If the student has not tested within the 30 days prior to the externship or clinical placement, the student may be required to re-test at the student’s expense. Test results are confidential and results are on a pass/fail basis. Students failing the screening could be withdrawn from West Tennessee Business College. The school’s refund policy will also apply if a student is withdrawn according to the above paragraph. A student may appeal if they believe it was a false positive. Re-test must be within 24 hours. Cost for re-testing will be the responsibility of the student. If re-test is negative, the student may continue in school. Diluted readings will result in re-testing at the student’s expense. Results must be negative with no remarks from the lab.

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 other required supply purchases;
(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, color, age, sex, gender identity, 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, gender identity, 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 49% of our attendees, and 95% 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 standard 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 standard 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 without 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); 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.
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 or non-credit, short 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.

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. Note: While transferring of credits may create scheduling conflicts during a student’s program, the College staff will make every effort to find a fair solution.

FINANCIAL ASSISTANCE SPECIALISTS HELP CREATE A PLAN TO MEET EXPENSES
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. 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, the FA office will make every effort to have FA awards 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 Tennessee residents who meet the eligibility requirements 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 rules set forth by the TN State Legislature. Funding for TSAA is provided each year by the Tennessee State Legislature and the annual cutoff date is determined by the amount of funding available.

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

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

VETERAN’S TRAINING
Diploma programs and Short-term, Non-Credit programs are approved for Veteran’s Training by the State Approving Agency. The college does not currently participate in the Yellow Ribbon Program for Chapter 33 students.

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. There is no funding available in some years.

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. 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, under normal circumstances, any funds received will first be applied to the tuition and fees incurred by the student. If 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 U.S. Department of Education by calling 1-877-557-2575 or visit the webpage at www.StudentAid.gov.

INSTITUTIONAL SCHOLARSHIPS
The College awards up to $75,000 annually to applicants who qualify. The three types of scholarships offered are High School senior scholarships (for prospective high school graduates), Second Opportunity scholarships (for other adults whose desire it is to continue their education), and Short-Term, Non-Credit scholarships. Applicants are evaluated on the basis of their entrance test scores, recommendations of high school instructors and counselors, financial need, and written essays on the applications. Recommendations from former employers, civic leaders, etc. are required for the Short-Term, Non-Credit scholarship. A committee consisting of the Executive Director, the Academic Dean, and Chief Fiscal Officer makes the final decision regarding scholarship awards.
Normally, 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 mid-point of his/her first academic year, 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. Any other excess funds at the year end will be rolled over to the following calendar year.

**POLICIES**

**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. 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 Programs) this is computed as follows: \[
\frac{\text{# days completed}}{\text{total # of calendar days in payment period (excluding schedules breaks of more than 5 days)}}
\]

Note: For Diploma 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 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 Refund Policy is computed instead of the State Refund Policy because the former results in a greater benefit to the student.)

**DISCLOSURE OF CONSUMER INFORMATION**

West Tennessee Business College has designated Sheila Johnson, Registrar, as the central point of contact to assist enrolled or prospective students in obtaining the information on financial assistance, the school, graduation and completion rates, and security policies and crime statistics. She is available on a full-time basis for this assistance and can also be reached at the school’s phone number at (731) 668-7240 or via email at sheila.johnson@wtbc.edu.
The institution’s Tuition Refund Policy for all students (Diploma/Associate) is as follows:

% of Total Weeks of Program/Academic Term* Completed

<table>
<thead>
<tr>
<th>Diploma/Associate</th>
<th>Resulting Tuition Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5% Completion</td>
<td>5% Tuition Obligation</td>
</tr>
<tr>
<td>5.1%-8% Completion</td>
<td>10% Tuition Obligation</td>
</tr>
<tr>
<td>8.1%-20% Completion</td>
<td>30% Tuition Obligation</td>
</tr>
<tr>
<td>20.1%-30% Completion</td>
<td>40% Tuition Obligation</td>
</tr>
<tr>
<td>30.1%-40% Completion</td>
<td>50% Tuition Obligation</td>
</tr>
<tr>
<td>40.1%-59.9% Completion</td>
<td>75% Tuition Obligation</td>
</tr>
<tr>
<td>60% and &gt; Completion</td>
<td>100% Tuition Obligation</td>
</tr>
</tbody>
</table>

Fees

Students are assessed an enrollment fee of $100. 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. The above fees are normally nonrefundable.

DROP/ADD PERIOD

The drop/add period will be the first two class days of any term for students. Any student electing to leave school within the first two class 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 module. Incomplete grades are turned in within a week and calculated in the overall GPA. Withdrawals are not calculated in the GPA. Repeated courses are calculated in the overall GPA and do not replace the failing grade; therefore, both are calculated in the overall GPA. Transfer hours accepted by the college in the form of a letter grade are given a number grade and are calculated in the overall GPA. 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 (SAP)—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 credit hours for that payment period.

For the qualitative measure, at the end of each payment period, all students must have a GPA of 80 or above to be meeting Satisfactory Academic Progress. For the quantitative measure (pace), all students will also be evaluated at the end of each payment period to ensure they will graduate within the maximum time frame. A student’s pace is calculated by dividing the total number of hours the student has successfully completed by the total number of hours he/she has attempted. A student fails to meet the quantitative measure at the point when he/she would exceed 150% of the published program length.

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. The Financial Aid Quality Assurance Director will send a letter to the student telling them of their ineligibility for financial aid and what steps to take if they wish to appeal the decision as well as what they must do in order to regain Title IV Financial Aid eligibility. 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 his/her next payment period. The student’s appeal will be considered and the appeals committee will inform the student in writing if his/her appeal is granted. If his/her appeal is granted, the student will be placed on Financial Aid Probation. He/she will be able to receive financial aid for one additional payment period during which he/she must correct any SAP deficiencies. If a student is able to correct his/her qualitative or quantitative deficiencies, he/she 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 affect the students’ ability to successfully complete his/her academic program, the student should make every effort to be proactive in ensuring that his/her Cumulative GPA and his/her progression toward degree completion is a priority.

Re-establishing Satisfactory Progress
A student may re-establish 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 re-establishing satisfactory progress.

EXCEEDING THE MAXIMUM TIME FRAME
Students who exceed the maximum time frame and are not granted an appeal 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 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 may 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 and grades 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; the Leave of Absence may be extended one time. However, the total Leave of Absence time cannot exceed 180 days.

A Leave of Absence will be granted primarily for a medical emergency or a family emergency (death in the student’s family or a family medical emergency).

A request for a Leave of Absence should be submitted in writing to the Academic Dean or Night School Director within one week of the student’s last day of physical attendance in class, unless extenuating circumstances exist. The request must state the reason for the request, the date the student expects to return to school, and be signed by the student. A student requesting a Leave of Absence may be required to provide documentation of the reason for the request, such as a written statement from the student’s physician or medical provider.

If a student is ordered on bedrest by the physician prior to expected delivery, the student would be requested to provide documentation from the medical provider. However, if the student requests a Leave of Absence at the end of the term closest to the expected delivery date, documentation may not be requested since it is obvious the student is not going to be able to complete another term before delivery.

If a student does not resume attendance at WTBC on or before the end of a Leave of Absence, the institution will 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 exhauston 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.

STOP-OUT
Students in a modular program who are not eligible for an approved Leave of Absence may be eligible for a “stop-out”. Such instances would include a case where a student’s classes get out of sync and the next class in sequence is not offered the following module. Other instances must be approved by the Academic Dean or Director of the College.

A “stop-out” can only be offered to a modular student who must take a time-out from coursework for a period of enrollment not more than 45 calendar days after the end of the module the student ceased attending.

The school must obtain written confirmation from the student at the time they cease attendance that he or she will attend a module that begins within 45 calendar days from the date he or she ceased attendance. The letter must state the reason for the “stop-out” and the date the student plans to return to class. The letter must also be signed and dated by the student.

If the student does not resume attendance on the confirmed date, he or she will be treated as a withdrawal, effective on his/her last date of attendance.

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.

EXTENDED STUDENT STATUS
Students who have been academically dismissed may request to continue in an extended student status (ESS). ESS 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 ESS for one term. Students are not eligible for financial aid during this term and must pay cash for the class(es). Grades for courses taken during ESS 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 ESS student will be reinstated as a regular student.
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 appeals that determination, the appeal must be in writing and presented to the Financial Aid Office 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, change of program and current CPR training certification for medical programs.

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.

DRESS STANDARDS
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 or medical environment 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. Tops must be knee length if leggings or tights are worn. Sheer leggings or sheer tights are not allowed. Students are not allowed to wear hats, caps, or bedroom attire, such as pajama pants, bedroom slippers, hair wraps, etc. in the classroom.

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.

TELEPHONE CALLS/PERSO
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, including e-cigarettes, 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 or any entrance door.

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.

It is against the law to carry a concealed weapon on our campus. 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.

COMMUNICATIONS/SOCIAL MEDIA
Sharing news, events or promoting faculty and student work through media outlets and social media tools such as Facebook, Twitter, YouTube, Flickr, Foursquare, personal websites (including blogs), chat sites, etc. is an excellent way to engage the community; however, we must maintain confidential and proprietary information about West Tennessee Business College, its students, alumni, and staff. The best way to share news is through WTBC communications. We encourage others to repost and share information available to the public through WTBC communications.

If you have WTBC news to share, please follow college policies:

• Video, audio and photography in classrooms is prohibited without permission from West Tennessee Business College.
• The use of West Tennessee Business College name, logo and image is prohibited without permission.
• All media communications (press releases, etc.) for College activities must be approved by the WTBC Executive Director.
• Student interviews regarding College activities will be arranged by the WTBC Executive Director.
GENERAL INFORMATION

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. Schedule for short-term, non-credit courses are determined by the needs of the applicant and the size of the class.

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.

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
West Tennessee Business College is committed to enhancing the campus security. Every effort will be made to ensure a safe campus is maintained for students and staff. Any safety concerns should be reported to the administrative office. Video surveillance is used to monitor the campus. Safety concerns will receive immediate attention from administration.

A copy of the Annual Security Report is made available to all students, employees, and prospective students. Other 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.

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.

RESOURCES
STUDENT AND CAREER SERVICES
From the time a student enrolls at West Tennessee Business College, our focus is on you and your goal to attain employment with the skills you learned in your program. The Department of Student Services uses innovative approaches for student-centered initiatives that foster successful employment outcomes, individual leadership, and community citizenship.

Your academic experience will be enhanced with student activities and events. Student social groups such as the Ambassador Club and Support our Soldiers will enable you to get involved, take action, and connect with others.
Resources are available to prepare you for your career:

- Computer lab and library
- Free Tennessee Electronic Library
- Free tutoring
- Support groups
- Individual coaching and community resources
- Current graduate job placement assistance
- Access to life issue support

All graduates are eligible for post graduate assistance. The Career Services Department will continue to assist graduates with employment coaching and resources.

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. Handicap spaces are available. The parking spaces at the rear of the building and a few designated spots across the front fence row 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.

LIBRARY

The College library serves as a resource area for WTBC students and graduates. The library is equipped with computers and print resources. WTBC subscribes to the Tennessee Electronic Library (TEL). The TEL has a wealth of information, newspaper articles and magazine articles. The College library is a quiet area to study and is available Monday-Thursday 8:00 a.m. - 6:00 p.m. and on Fridays 8:30 a.m. to 4:00 p.m.

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.

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 and Automatic External Defibrillator is located in the main office/reception area. 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.
ACADEMICS

INSTRUCTIONAL PERIOD
An instructional period is five weeks.

ACADEMIC YEAR
An academic year is 24 semester credit hours.

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 15 contact hours of lecture, 30 contact hours of lab, or 45 contact hours of externship.

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

REQUIRED OUT-OF-CLASS LEARNING ACTIVITIES
Outside preparation and study time, in addition to regular classroom activities, is required to complete the course objectives and class assignments. The type of outside preparation will vary by module or course and may include homework assignments, projects, reading, and required studying. The amount of time spent on out-of-class activities will vary according to individual student abilities and complexity of the assignments. Each course syllabus will provide specific information on estimated completion times, due dates, how the assignments will be evaluated, and the percentage value of the assignments in computing the final grade.

GRADING SYSTEM

Business Programs
A..........................95-100
B..........................85-94
C..........................75-84
D..........................70-74
F.......................Below 70

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.

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

Diploma
Medical Assisting 70 weeks
Medical Coding & Billing 70 weeks
Medical Office Specialist 60 weeks
Administrative Assistant 65 weeks
Medical Billing Specialist 55 weeks
Accounting/Bookkeeping 60 weeks

Short, Non-Credit Courses
Phlebotomy Technician 12 weeks
Call Center/Customer Service Representative 15 weeks
Nursing Assistant 150 clock hours
EKG/ECG 8 Weeks
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 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). 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 Director 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 except in the case of attendance withdrawal, in which case, a student may be eligible for re-entry after 90 days. Students must apply for re-admission 30 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 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 6 months 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 Director to determine if he/she has the desire and the academic ability to progress satisfactorily in the program.

ATTENDANCE POLICY

- During each term, the following MAXIMUM number of absence hours will be allowed:
  - 90-hour class = 22.0 hours of absence
  - 45-hour class = 9.0 hours of absence
  A student will be dropped from class once the absence/tardy/early dismissal hours exceed the above total.
- A student should call in by 9:00 a.m. for day school, 2:00 p.m. for afternoon school, or 5:30 p.m. for night school if he/she is not going to be present for that day. When calling in, please indicate clearly your name, instructor’s name, and reason for the absence. This will give the student the right to make up any tests given that day. Daily work cannot be made up.
- Any student not in class at the regular starting time for the class must have an “admit” slip from the office before being allowed in class. There is no grace period–class starts at 8:30 a.m. for day school, 1:30 for afternoon school, and 6:00 for night school.
- During each term, the maximum number of times a student who is tardy may enter class is three (3). After a student has been tardy for three times for the same class, you will not be allowed to go to class. THIS WILL RESULT IN AN ABSENCE FOR THE ENTIRE DAY. These absences will be counted in the totals indicated above.

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

Non-Credit Short Courses
Regular and punctual attendance is expected of all students for each class meeting. Due to the short duration of the programs, it is vital for students to be present at each of the class sessions.
END OF PROGRAM ASSESSMENT
An end-of-program assessment has been developed for all programs offered by West Tennessee Business College. The end-of-program assessment will be administered to every student in his/her last on-campus module. A passing score will be required BEFORE students are cleared for externship/graduation. The assessment scores will NOT be part of the student’s cumulative grade point average.

Guidelines for the assessment are as follows:
   a) Practical Assessment: A practical skills assessment will be administered during the first week of the last on-campus module. The Program Directors will be responsible for administering the practical assessment. If a passing score is not achieved, the student’s externship will be delayed until the Academic Dean, along with the Program Directors, deems the student is prepared for the externship phase of the program.

   If the student is unable to complete tasks assigned from the practical assessment, he/she will be advised about deficiencies and review work needed. Program Directors will be available to review practical skills during this last term. Program Directors will re-assess those students before they are cleared for externship. The evaluator must indicate the date of the skill assessment by dating and initialing the Comprehensive Skills Evaluation form.

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 and must be completed within one module. School and externship site holidays and lunch time allotted are not counted in the 180 clock hours.
   • Because the credits for the externship are used in calculating financial aid awards, the student normally receives no pay for the externship hours.
   • The externship for all programs must be done on a full-time basis during the regular day hours of the facility.
   • Perfect attendance is required.
   • Medical externship sites require proof of the complete series of Hepatitis B immunizations.
   • Prior to externship, the student will be required to pass a drug screen and background check. In the event the student does not pass the drug screen or background check, 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. Refer to page 3 for detailed information on the background checks and drug tests.

GRADUATION REQUIREMENTS
In order to meet the requirements for receiving a credential, 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.

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 non-credit short course or a program at a higher credential level.

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. 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

STANDARD OCCUPATIONAL CLASSIFICATION CODES
The following is a list of the school’s diploma programs and their associated U.S. Dept. of Labor’s Standard Occupational Classification (SOC) codes:

Medical Billing Specialist-
SOC - 43-6013.00 – Medical Secretaries

Medical Assisting-
SOC – 31-9092.00 – Medical Assistants

Medical Office Specialist-
SOC – 43-6013.0 – Medical Secretaries & 31-9092.00 – Medical Assistants

Medical Coding & Billing-
SOC – 31-9092.00 – Medical Assistants & 29-2071.00 – Medical Records & Health Information Technicians

Accounting/Bookkeeping-
SOC - 43-3031.00 – Bookkeeping, Accounting, and Auditing Clerks

Administrative Assistant-
SOC – 43.6011.00 – Exec. Secretaries & Exec. Administrative Assistants & 43-6014.00 Secretary & Administrative Assistants, Except Legal, Medical, & Executive
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 an ambulatory care setting, ie. 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 related 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/Pediatric CPR & AED certification and TB skin tests.

Each module is five weeks in length, except the Externship, which is 180 clock hours, and all 2 credit courses, which are two and a half weeks in length.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<tr>
<td>EN 101</td>
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<td>MC 101</td>
<td>Introduction to Computers/Keyboarding</td>
<td>4</td>
</tr>
<tr>
<td>MB 201</td>
<td>Fundamentals of Insurance &amp; Billing I</td>
<td>4</td>
</tr>
<tr>
<td>MP 203</td>
<td>Electronic Health Records</td>
<td>2</td>
</tr>
<tr>
<td>MA 102</td>
<td>Math for Healthcare</td>
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<td>(Clinical Courses)</td>
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<td>MD 202</td>
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<tr>
<td>MA 301</td>
<td>Externship</td>
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</table>

**Total Program Credits**  56.5

**Estimated Length of Program = 70 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 necessary 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 physicians 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 2 credit courses, which are two and a half weeks in length.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
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</tr>
<tr>
<td>MA 102</td>
<td>Math for Healthcare</td>
<td>2</td>
</tr>
<tr>
<td>MD 202</td>
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<tr>
<td>MD 203</td>
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<tr>
<td>OP 201</td>
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<tr>
<td>PC 301</td>
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<td>4</td>
</tr>
</tbody>
</table>

**Total Program Credits**  56.5

Estimated Length of Program = 70 weeks

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

Program Description
The Medical Billing Specialist must possess organizational skills and be proficient in performing administrative and billing duties in a medical related facility. Specialized instruction in word processing, medical office procedures, billing, 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 2 credit courses, which are two and a half weeks in length.

<table>
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<td>BS 301</td>
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</table>

Total Program Credits 44.5

Estimated Length of Program = 55 weeks

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

Program Description
The Medical Office Specialist must be proficient in performing administrative duties in a medical related facility. Specialized instruction in word processing, medical office procedures, 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 2 credit courses, which are two and a half weeks in length.

<table>
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<th>Course Title</th>
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</table>

Total Program Credits | 49

Estimated Length of Program = 60 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 2 credit courses, which are two and a half weeks in length.

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Introduction to Computers/Keyboarding</td>
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</table>

**Total Program Credits**  
53

Estimated Length of Program = 65 weeks

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

Program Description
The Accounting/Bookkeeping graduate must be proficient in the financial recordkeeping of business operation. Specialized instruction in accounting & spreadsheet software and office procedures 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 2 credit courses, which are two and a half weeks in length.

<table>
<thead>
<tr>
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<th>Course Title</th>
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</table>

Total Program Credits 49

Estimated Length of Program = 60 weeks

Note: Courses may not be scheduled in the above order, except in cases involving prerequisites.
NON-CREDIT SHORT COURSES
NURSING ASSISTANT

Nursing Assistants are trained to develop job performance skills and certification necessary to obtain employment as a Certified Nursing Assistant in Tennessee. Certified Nursing Assistants are vital to daily operation of long-term care healthcare facilities, hospitals and home health. Compassion, empathetic attitude and skill in patient care will help minimize the stress of those who are unable to care for themselves.

All Nursing Assistant students will be eligible to take the CNA Certification exam upon successful completion of the course.

The Nursing Assistant Course is offered as a non-credit short course.
Estimated Length of Course = 8 weeks.
Note: During the 8 weeks, students will receive 126 hours of lecture and 24 hours of clinical practice.

PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician course is designed to develop job performance skills and certification necessary to obtain employment as a Phlebotomist. A Phlebotomy Technician draws blood samples from patients or blood donors and prepares those specimens for medical testing. Compassion and skill as a Phlebotomy Technician will create an atmosphere of trust with patients while drawing blood specimens.

All Phlebotomy Technician students will be eligible to take the NCCT Phlebotomy Certification exam upon successful completion of the course.

The Phlebotomy Technician Course is offered as a non-credit short course.
Estimated Length of Course = 12 weeks or 60 contact hours.

EKG/ECG TECHNICIAN

The EKG/ECG course will teach students job performance skills necessary to obtain employment as an EKG/ECG Technician.

This course will include practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspect of patient contact, Holter monitor, electrocardiography, echocardiography and AED. Knowledge and skills will prepare the student to assist a physician in diagnosing, interpreting and treating cardiac and blood vessel irregularities.

All EKG/ECG Technician students will be eligible to take the NCCT ECG Technician (NCET) Certification exam upon successful completion of the course.

The EKG/ECG Technician course is offered as a non-credit short course.
Estimated Length of Course = 8 weeks or 40 contact hrs.
Course Descriptions
This section of the catalog provides concise descriptions of the content and courses offered at the College. The College reserves the right to revise course descriptions and offerings. All courses offered at the College are identified by a two-letter, three number code. The letter abbreviations indicate the general subject matter of the course. The number indicates level of instruction. Courses and their descriptions in this section of the catalog are listed alphabetically by general subject matter and numerically within the subject grouping. Certain courses may require certain prerequisites, and notions concerning enrollment are incorporated in course descriptions.

DIPLOMA MEDICAL ASSISTING
Administrative Courses:

**ORAL & WRITTEN COMMUNICATIONS–EN 101** (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

**MATH FOR HEALTHCARE–MA 102** (2 Semester Credit Hours)
This course is designed to enable the student to gain real-world math skills vital to healthcare professions. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

**FUNDAMENTALS OF INSURANCE & BILLING I–MB 201** (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

**INTRODUCTION TO COMPUTERS/KEYBOARDING–MC 101** (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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

**ELECTRONIC HEALTH RECORDS–MP 203** (2 Semester Credit Hours)
This course is designed to provide an introduction to the electronic health record (EHR) using Spring Charts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

Prerequisite: Introduction to Computers/Keyboarding

**OFFICE PROCEDURES–OP 201** (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

Prerequisite: Introduction to Computers/Keyboarding

**PROFESSIONAL DEVELOPMENT–PD 201** (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Clinical Courses:

MEDICAL TERMINOLOGY–MD 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ANATOMY I–MD 202 (4 Semester Credit Hours)
This course is a study of the structural systems of the human body and the principles of human physiology. Concepts of chemistry, cells, tissues, and disease are integrated throughout the study. It also includes related pathophysiology of the integumentary, musculoskeletal, lymphatic and immune, and respiratory systems. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Medical Terminology

ANATOMY II–MD 203 (4 Semester Credit Hours)
This course, a continuation of Anatomy I, provides a system-by-system study of the human body focusing on structure, function, and related pathophysiology. The study is completed with focus on the cardiovascular, nervous, urinary, digestive, endocrine, male and female reproductive systems, and the special senses. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Anatomy I

PHARMACOLOGY–MD 204 (4 Semester Credit Hours)
This course is a study of the fundamentals of pharmacology, including measurement systems, dosage calculations, and medication forms. The primary focus addresses all major drug classifications by body system. Patient safety and regulatory agencies are appropriately integrated. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Anatomy I, Anatomy II, Math for Healthcare

CLINICAL SKILLS I–MD 205 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Clinical Skills I

CLINICAL SKILLS II–MD 206 (4 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 pediatric CPR and AED through the American Red Cross. Proper documentation in the medical record is appropriately integrated. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Clinical Skills I

DIAGNOSTIC PROCEDURES–MD 207 (4 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 at the direction of the physician. Proper documentation in the medical record is appropriately integrated. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Clinical Skills I, Clinical Skills II

MEDICAL ASSISTING EXternship–MA 301 (4 Semester Credit Hours)
The externship is conducted during normal daytime business hours. An externship for one term provides a supervised practicum of previously studied and practiced theories of office tasks and procedures. The student is not normally compensated for externship hours.
Prerequisite: Completion of all other modules in the program, an overall GPA of 80, and documentation that the student has successfully achieved skill level requirements.
DIPLOMA MEDICAL CODING AND BILLING

PROFESSIONAL DEVELOPMENT–PD 201 (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MATH FOR HEALTHCARE–MA 102 (2 Semester Credit Hours)
This course is designed to enable the student to gain real-world math skills vital to healthcare professions. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

FUNDAMENTALS OF INSURANCE & BILLING I–MB 201 (4 Semester Credit Hours)
This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

FUNDAMENTALS OF INSURANCE & BILLING II–MB 202 (4 Semester Credit Hours)
This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Fundamentals of Insurance & Billing I, Introduction to Computers/Keyboarding

INTRODUCTION TO COMPUTERS/KEYBOARDING–MC 101 (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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MEDICAL TERMINOLOGY–MD 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ANATOMY I–MD 202 (4 Semester Credit Hours)
This course is a study of the structural systems of the human body and the principles of human physiology. Concepts of chemistry, cells, tissues, and disease are integrated throughout the study. It also includes related pathophysiology of the integumentary, musculoskeletal, lymphatic and immune, and respiratory systems. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Medical Terminology

ANATOMY II–MD 203 (4 Semester Credit Hours)
This course, a continuation of Anatomy I, provides a system-by-system study of the human body focusing on structure, function, and related pathophysiology. The study is completed with focus on the cardiovascular, nervous, urinary, digestive, endocrine, male and female reproductive systems, and the special senses. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Anatomy I, Medical Terminology
ELECTRONIC HEALTH RECORDS–MP 203 (2 Semester Credit Hours)
This course is designed to provide an introduction to the electronic health record (EHR) using Spring Charts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

OFFICE PROCEDURES–OP 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

DIAGNOSTIC CODING–PC 203 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisites: Medical Terminology, Fundamentals of Insurance & Billing I

PROCEDURAL CODING–PC 204 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisites: Medical Terminology, Diagnostic Coding, Fundamentals of Insurance and Billing I

ADVANCED MEDICAL CODING I–PC 205 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisites: Medical Terminology, Diagnostic Coding, Procedural Coding, Fundamentals of Insurance and Billing I

ADVANCED MEDICAL CODING II–PC 206 (4 Semester Credit Hours)
This course is a continuation of Advanced Medical 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisites: Medical Terminology, Diagnostic Coding, Procedural Coding, Advanced Medical Coding I, Fundamentals of Insurance and Billing I

MEDICAL CODING AND BILLING EXTERNSHIP–PC 301 (4 Semester Credit Hours)
The externship is conducted during normal daytime business hours. An externship for one term provides a supervised practicum, 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.

DIPLOMA MEDICAL BILLING SPECIALIST

MATH FOR HEALTHCARE–MA 102 (2 Semester Credit Hours)
This course is designed to enable the student to gain real-world math skills vital to healthcare professions. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

FUNDAMENTALS OF INSURANCE & BILLING I–MB 201 (4 Semester Credit Hours)
This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisites: Introduction to Computers/Keyboarding
FUNDAMENTALS OF INSURANCE & BILLING II–MB 202 (4 Semester Credit Hours)
This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

INTRODUCTION TO COMPUTERS/KEYBOARDING–MC 101 (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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MEDICAL TERMINOLOGY–MD 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ANATOMY I–MD 202 (4 Semester Credit Hours)
This course is a study of the structural systems of the human body and the principles of human physiology. Concepts of chemistry, cells, tissues, and disease are integrated throughout the study. It also includes related pathophysiology of the integumentary, musculoskeletal, lymphatic and immune, and respiratory systems. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Medical Terminology

ANATOMY II–MD 203 (4 Semester Credit Hours)
This course, a continuation of Anatomy I, provides a system-by-system study of the human body focusing on structure, function, and related pathophysiology. The study is completed with focus on the cardiovascular, nervous, urinary, digestive, endocrine, male and female reproductive systems, and the special senses. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Anatomy I, Medical Terminology

ELECTRONIC HEALTH RECORDS–MP 203 (2 Semester Credit Hours)
This course is designed to provide an introduction to the electronic health record (EHR) using Spring Charts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

OFFICE PROCEDURES–OP 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

PROFESSIONAL DEVELOPMENT–PD 201 (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

INTERVIEWING TECHNIQUES–PD 202 (2 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 work habits. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
RECORDS MANAGEMENT–RM 101  
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 management will be introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MEDICAL BILLING SPECIALIST EXTERNSHIP–BS 301  
The externship is conducted during normal daytime business hours. An externship for one term (180 clock hours) provides a supervised practicum of previously studied and practiced theories of office tasks and procedures common to a medical facility. Prerequisite: Completion of all other modules in the program, on overall GPA of 80, and documentation that the student has successfully achieved skill level requirements.

DIPLOMA MEDICAL OFFICE SPECIALIST  
ACCOUNTING I–AC 101  
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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ORAL & WRITTEN COMMUNICATIONS–EN 101  
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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MICROSOFT WORD–IP 101  
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. Grammatik, Spellcheck, the thesaurus, and mail merging are a part of this course as well as emphasis on English mechanics, letter composition, proofreading, and speed in production. It teaches the core and expert skills required for Microsoft Office User Specialist (MOUS) certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MICROSOFT EXCEL–IP 102  
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. It teaches the core and expert skills required for Microsoft Office User Specialist (MOUS) certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MATh FOR hEALThCARE–MA 102  
This course is designed to enable the student to gain real-world math skills vital to healthcare professions. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

FUNDAMENTALS OF INSURANCE & BILLING I–MB 201  
This course introduces the student to health insurance and reimbursement. In this course, the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

INTRODUCTION TO COMPUTERS/KEYBOARDING–MC 101  
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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
MEDICAL TERMINOLOGY–MD 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ELECTRONIC HEALTH RECORDS–MP 203 (4 Semester Credit Hours)
This course is designed to provide an introduction to the electronic health record (EHR) using Spring Charts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

OFFICE PROCEDURES–OP 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

PROFESSIONAL DEVELOPMENT–PD 201 (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

INTERVIEWING TECHNIQUES–PD 202 (2 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 work habits. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

RECORDS MANAGEMENT–RM 101 (2 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 management will be introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MEDICAL OFFICE SPECIALIST EXTERNSHIP–MS 301 (4 Semester Credit Hours)
The externship is conducted during normal daytime business hours. An externship for 180 clock hours provides a supervised practicum of previously studied office tasks and procedures common in a medical facility.
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.

DIPLOMA
ADMINISTRATIVE ASSISTANT

ACCOUNTING I–AC 101 (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ACCOUNTING II–AC 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Accounting I
COMPUTERIZED ACCOUNTING–AC 301 (4 Semester Credit Hours)
These areas of emphasis include accounting for service businesses and entering routine transactions via the computer program to produce financial statements and reports. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding, Accounting I, Accounting II

ORAL & WRITTEN COMMUNICATIONS–EN 101 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

MICROSOFT WORD–IP 101 (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. It teaches the core and expert skills required for Microsoft Office User Specialist (MOUS) certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

MICROSOFT EXCEL–IP 102 (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. It teaches the core and expert skills required for Microsoft Office User Specialist (MOUS) certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

ADVANCED MICROSOFT OFFICE–IP 103 (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, Microsoft Word, Microsoft Excel.

INTRODUCTION TO COMPUTERS/KEYBOARDING–MC 101 (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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ADVANCED KEYBOARDING–MC 102 (4 Semester Credit Hours)
This course is designed to advance your keyboarding skills. An emphasis will be placed on building advanced skills and speed along with reinforcing computer operations and concepts. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

OFFICE PROCEDURES–OP 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

PROFESSIONAL DEVELOPMENT–PD 201 (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
INTERVIEWING TECHNIQUES–PD 202 (2 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 work habits. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

RECORDS MANAGEMENT–RM 101 (2 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 management will be introduced. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ADMINISTRATIVE ASSISTANT EXternShIP–AA 301 (4 Semester Credit Hours)
The externship is conducted during normal daytime business hours. An externship for one term provides a supervised practicum of previously studied and practiced theories of office tasks and procedures.
Prerequisite: Completion of all other modules in the program, an overall GPA of 80, and documentation that the student has successfully achieved skill level requirements.

DIPLOMA ACCOUNTING/BOOKKEEPING

ACCOUNTING I–AC 101 (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ACCOUNTING II–AC 201 (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Accounting I

PAYROLL–AC 203 (4 Semester Credit Hours)
This course introduces payroll accounting allows to students to get first-hand experience in the various payroll accounting functions. The emphasis of the class will be on calculating payroll, completing payroll taxes, preparing payroll records and reports. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

TAXATION–AC 204 (4 Semester Credit Hours)
This course is designed to give students the fundamental knowledge necessary to prepare individual income tax returns. A thorough understanding of the current tax code, regulations, and laws relevant to individual taxes is presented. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

PERSONAL FINANCE–AC 205 (4 Semester Credit Hours)
The basic knowledge for successful personal financial management is introduced. Students will learn how to put together a solid financial plan for real world application. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

COMPUTERIZED ACCOUNTING–AC 301 (4 Semester Credit Hours)
These areas of emphasis include accounting for service businesses and entering routine transactions via the computer program to produce financial statements and reports. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding, Accounting I, Accounting II
MICROSOFT EXCEL–IP 102  (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. It teaches the core and expert skills required for Microsoft Office User Specialist (MOUS) certification. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

BUSINESS MATH–MA 101  (2 Semester Credit Hours)
This course is designed for gaining real-world math skills by working business problems and applications. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

INTRODUCTION TO COMPUTERS/KEYBOARDING–MC 101  (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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

OFFICE PROCEDURES–OP 201  (4 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.
Prerequisite: Introduction to Computers/Keyboarding

PROFESSIONAL DEVELOPMENT–PD 201  (4.5 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. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

INTERVIEWING TECHNIQUES–PD 202  (2 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 work habits. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. A minimum of 7.5 hours of out-of-class work will be assigned.

ACCOUNTING/BOOKKEEPING EXTERNSHIP–AC 302  (4 Semester Credit Hours)
The externship is conducted during normal daytime business hours. An externship for one term (180 clock hours) provides a supervised practicum of previously studied and practiced theories of office tasks and accounting procedures. Prerequisite: Completion of all other modules in the program, an overall GPA of 80 and documentation that the student has successfully achieved skill level requirements.
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

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

Jennie Gibson ................................................................. Marketing / Media Coordinator
M.A. / B.A. Ed., University of Mississippi

Kris Lee-Vester ................................................................. IT Director
A.A.S./Computer Information Systems, Ivy Tech
Computer Network Plus Certification, Netware Administration Certification

Sheila Johnson. ................................................................. Administrative Assistant/Registrar

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

Christina Kneller ................................................................. Administrative Assistant
A.A.S., West Tennessee Business College

Paula McKinney ................................................................. Bookkeeper / Night School Secretary

Katie Pace ................................................................. Career Services Director
B.B.A., Middle Tennessee State University

Joyce Pierce ................................................................. Receptionist

Dede Pirtle ................................................................. Financial Aid Quality Assurance Director
B.S., Crichton College

Brandi Slaughter ................................................................. Financial Aid Assistant

Jack Walker ................................................................. Night School Director
B.A., Lambuth University
FACULTY

Amanda Butler, R.N. ................................................. A.S.N., Dyersburg State Community College

Medical

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

English

Ora Dupree, L.P.N. ......................................................... Tennessee Technology Center

Medical

Tonia Franks, CMA .......................................................... Diploma, West Tennessee Business College

Medical

Darnecha Henning, L.P.N. ............................................. MHA/Ed., B.S., University of Phoenix
Tennessee Technology Center

Nursing Assistant

Susan Lowrance, CET, CLPT, CCMA ............................... Jackson State Community College

Medical

Laura McCoy ................................................................. A.A.S., West Tennessee Business College

Administrative

Tawanika McKinney ...................................................... M.B.A., Bethel University

B.B.A., Tennessee State University

Accounting

Teri Nelson ................................................................. B.S., University of Memphis

A.A., Jackson State Community College

Accounting/Math

JoAnn Rollen, R.N. ........................................................ A.S.N., University of State of New York

Medical

Jack Walker ............................................................ B.A., Lambuth University

English, Professional Development

Misty Watson ............................................................ M.B.A., University of Tennessee, Martin

B.B.A., American InterContinental University

Accounting

Vonnie Wiggins, R.N., CMA, (AAMA). ............................. A.A., Union University

Medical

Medical Assisting Program Director

Ray Yancy .......................................................... M.A. Ed., Union University

B.S., Tennessee State University

Computer

LEGAL CONTROL

West Tennessee Business College is a privately owned, co-educational, taxing, 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.
### 2016 CALENDAR

#### BUSINESS/MEDICAL STARTING DATES

- **January 18 – February 18**
- **February 22 – March 24**
- **March 28 – April 1**
- **April 4 – May 5**
- **May 9 – June 9**
- **June 13 – June 30**
- **July 4 – July 8**
- **July 11 – July 21**
- **July 25 – August 25**
- **August 29 – September 29**
- **October 3 – November 3**
- **November 7 – December 8**
- **December 12 – December 22**
- **December 26 – January 6**
- **January 9 – January 26, 2017**

#### HOLIDAYS

- **Martin Luther King Jr. Day**: January 18
- **Memorial Day**: May 30
- **Independence Day**: July 4
- **Labor Day**: September 5
- **Thanksgiving**: November 24-25
- **Christmas Day**: December 25
- **New Year’s Day**: January 1

### 2017 CALENDAR

#### BUSINESS/MEDICAL STARTING DATES

- **January 30 – March 2**
- **March 6 – April 6**
- **April 10 – April 14**
- **April 17 – May 18**
- **May 22 – June 22**
- **June 26 – June 29**
- **July 3 – July 7**
- **July 10 – August 3**
- **August 7 – September 7**
- **September 11 – October 12**
- **October 16 – November 16**
- **November 20 – December 21**
- **December 25 – January 5**

#### HOLIDAYS

- **Martin Luther King Jr. Day**: January 16
- **Memorial Day**: May 29
- **Independence Day**: July 4
- **Labor Day**: September 4
- **Thanksgiving**: November 23-24
- **Christmas Day**: December 25
- **New Year’s Day**: January 1

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MEMBERSHIPS AND AFFILIATIONS

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

American Association of Medical Assistants, Inc. (AAMA)
Association of Private Sector Colleges and Universities (APSCU)
American Institute of Certified Public Accountants (AICPA)
Better Business Bureau (BBB)
Council on Higher Education Accreditation
Institute of Management Accountants
Jackson Area Chamber of Commerce
Leadership Jackson Alumni Association
National Association of Student Financial Aid Administrators (NASFAA)
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 Society of Certified Public Accountants (TSCPA)
Tennessee Association of Veteran Programs Administrators (TEAVPA)
The Cooperative Purchasing Network (TCPN)

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. 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!

WTBC WILL NOTIFY WBBJ-TV BY 6:30 A.M. FOR DAY SCHOOL AND BY 3:30 P.M. FOR NIGHT SCHOOL.
TUITION AND FEES

Tuition will be determined according to the selected program. Tuition charges and payments are made to the bookkeeping office. Students seeking financial assistance may request a tuition payment deferment pending receipt of the financial assistance.

PRICE LIST FOR PROGRAMS OF STUDY

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>SEMESTER CREDITS</th>
<th>TUITION/BOOKS</th>
<th>LENGTH OF PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIPLOMA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>56.5</td>
<td>$15,975</td>
<td>70 weeks</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>49</td>
<td>$14,800</td>
<td>60 weeks</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>53</td>
<td>$15,775</td>
<td>65 weeks</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>44.5</td>
<td>$13,975</td>
<td>55 weeks</td>
</tr>
<tr>
<td>Accounting/Bookkeeping</td>
<td>49</td>
<td>$14,800</td>
<td>60 weeks</td>
</tr>
</tbody>
</table>

(The externship is for 180 clock hours and is a daytime event)

NON-CREDIT SHORT COURSES (Cash courses; no financial aid available)

<table>
<thead>
<tr>
<th>Program</th>
<th>Length</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phlebotomy Technician</td>
<td>12 weeks</td>
<td>$1,400</td>
</tr>
<tr>
<td>EKG/ECG Technician</td>
<td>8 weeks</td>
<td>$1,200</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>8 weeks</td>
<td>$1,400</td>
</tr>
</tbody>
</table>

Fee Schedule
- Program Enrollment Fee: $100.00 *
- Short Course Enrollment Fee: 50.00
- Re-enter Fee (from withdrawal): 40.00
- Late Registration Fee: 10.00
- Change of Program Fee: 50.00
- Transcript Charge (Outgoing only): 10.00

OTHER IMPORTANT INFORMATION

ENROLLMENT FEE *
$50.00 of the enrollment fee is due prior to entering class. The remaining $50.00 is due within 5 weeks of enrollment.

NEW STUDENT ORIENTATION
The new student orientation (NSO) takes place the week prior to the beginning of classes. The NSO is required of all students.

Medical Assisting Program

MA students are required to have the Hepatitis B vaccination series, current CPR certification, and current TB skin test before beginning an externship. CPR certification and TB skin tests are provided by the College and are included in the tuition costs.

Hepatitis vaccinations are not covered by your tuition cost. You may obtain these vaccinations from your local health department or personal physician. This is a series of three vaccinations.

If you have already had hepatitis vaccinations, have current CPR certification, and/or current TB skin tests, you must provide documentation prior to the externship phase of the program.

Phlebotomy Technician/Nursing Assistant Short Courses

CPR certification and TB skin tests are provided by the College and are included in the tuition costs. If you have current CPR certification and/or current TB skin tests, you must provide documentation to the College.
CERTIFICATIONS

MEDICAL ASSISTING CERTIFICATION EXAM
These fees are not included in the cost of tuition.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Exam Study guide</td>
<td>$25.00</td>
</tr>
<tr>
<td>MA Certification exam</td>
<td>$90.00 (if taken within six months of program completion)</td>
</tr>
<tr>
<td></td>
<td>$135.00 (if taken after six months of program completion)</td>
</tr>
</tbody>
</table>

This certification is voluntary and is not required for employment in the state of Tennessee.

PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM
These fees are not included in the cost of tuition.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam Study guide</td>
<td>$25.00</td>
</tr>
<tr>
<td>Certification exam</td>
<td>$90.00 (if taken within six months of program completion)</td>
</tr>
<tr>
<td></td>
<td>$135.00 (if taken after six months of program completion)</td>
</tr>
</tbody>
</table>

This certification is voluntary and is not required for employment in the state of Tennessee.

EKG/ECG TECHNICIAN CERTIFICATION EXAM
These fees are not included in the cost of tuition.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>EKG/ECG Exam Study Guide</td>
<td>$25.00</td>
</tr>
<tr>
<td>EKG/ECG Certification exam</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

This certification is voluntary and is not required for employment in the state of Tennessee.

NURSING ASSISTANT CERTIFICATION EXAM
Exam fee is included in the cost of tuition.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification exam</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

This certification is required for employment in the state of Tennessee.

STUDENT GREIVANCES
The Human Resources Team members welcome a discussion of personal grievances, frustrations, and/or needs for resources and referrals. Contact the College President or Academic Dean to set up a meeting with the Human Resources Team.

For grievances not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37219, 1-615-741-3605.

West Tennessee Business College is
Accredited as a Business School by
The Accrediting Council for Independent Colleges and Schools (ACICS)

The Tennessee Higher Education Commission authorizes West Tennessee Business College. This authorization must be reviewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical and business practices, health and safety, and fiscal responsibility.

ADDENDUM #1

Revised 04/01/2017
The following changes have been made to the WTBC catalog:

PROGRAMS OFFERED

The following programs are no longer being offered by West Tennessee Business College effective April 2017:

Medical Coding & Billing – p. 15, page 20, pages 28-29)
Call Center/Customer Service Representative – p. 15