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History of the Schools

Jacksonville
Concorde Career Institute was founded in 1968 as the Florida College of Medical and Dental Assistants. In 1974, Concorde Career Colleges, Inc., of Mission, Kan., purchased it. In 1989, the name was changed to Concorde Career Institute. In February 2010, Concorde Career Institute opened a branch location in Orlando, Fla. In 2013, Concorde Career Institute moved to its new location on Salisbury Road.

Miramar
The Florida College of Medical and Dental Assistants was established in 1980. In 1989, the school’s name changed to Concorde Career Institute. In June 1990, the campus was relocated to a new facility designed to offer education benefits to the students in the southeastern region of the state of Florida. In March 2008, the school moved to its current location in Miramar.

Orlando
The school was founded in December 2009 as a branch of Concorde Career Institute, Jacksonville, Fla.

Tampa
This school was established in Tampa in 1978 as the Florida College of Medical and Dental Careers. The school changed its name to Concorde Career Institute in 1989. Responding to the need for a larger facility, the campus moved to its present location at 4202 West Spruce in January 1991. In October 1996, a satellite location was added at University Community Hospital. The satellite closed in 2001, so additional classrooms were added to the campus in 2002.

Locations & Contact Information

Jacksonville
The campus is located at 7259 Salisbury Road, Jacksonville, FL 32256; Phone: 904-725-0525; Fax: 904-721-9944; www.concorde.edu. Class sessions are held at this location, with the exception of clinical/externship activities.

Miramar
The campus is located at 10933 Marks Way, Miramar, FL 33025; Phone: 954-731-8880; Fax: 954-485-2961; www.concorde.edu. Class sessions are held at this location, with the exception of clinical/externship activities.

Orlando
The campus is located at 3444 McCrory Place, Orlando, FL 32803; Phone: 407-812-3060; Fax: 407-812-3061; www.concorde.edu. Class sessions are held at this location, with the exception of clinical/externship activities.

Tampa
The main campus is located at 4202 West Spruce, Tampa, FL 33607-4127; Phone: 813-874-0094; Fax: 813-872-6884; www.concorde.edu. Additional classrooms are located at 4210 West Spruce. Class sessions are held at these locations, with the exception of clinical/externship activities.
Our Mission Statement
Concorde prepares committed students for successful employment in a rewarding healthcare profession through high-caliber training, real-world experience, and student-centered support.

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

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

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

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

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

We are Concorde Career College and this is Our Mission.

Values

The five core values at Concorde are:
- Integrity
- Respect for the Individual
- Customer Service
- Teamwork
- Achievement

Governing Body
Concorde Careers-Florida Inc., a wholly owned subsidiary of Concorde Career Colleges, Inc., 5800 Foxridge Drive, Suite 500, Mission, KS 66202-2336, is a national network of proprietary schools offering training in allied health occupations.

Corporate officers and Board of Directors are listed in the catalog addendum.

This catalog is a consolidated publication for all Concorde Career Institutes located within the state of Florida. Information contained in this catalog is true and correct. Students will be notified of any changes at the institution.

Melissa Ryan, Campus President
Concorde Career Institute—Jacksonville, FL

Matthew Diacont, Campus President
Concorde Career Institute—Miramar, FL

William Ford, Campus President
Concorde Career Institute—Orlando, FL

Rod Kirkwood, Campus President
Concorde Career Institute—Tampa, FL

Accreditations, Approvals & Memberships
Institutional Accreditations
Jacksonville
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
- Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399; 888-224-6684; License No. 87.
- A member of the Florida Association of Postsecondary Schools and Colleges.
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Miramar
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education.
- Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
• Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399; 888-224-6684; License No. 416.
• A member of the Florida Association of Postsecondary Schools and Colleges.
• Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Orlando
• Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education.
• Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
• Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399; 888-224-6684; License No. 4064.
• A member of the Florida Association of Postsecondary Schools and Colleges.
• Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Tampa
• Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), a national accrediting agency recognized by the U.S. Department of Education.
• Eligible to participate in the student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.
• Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399; 888-224-6684; License No. 333.
• A member of the Florida Association of Postsecondary Schools and Colleges.
• Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Programmatic Accreditations

Jacksonville

Dental Assistant Program
The Dental Assistant program is approved by the Florida State Board of Dentistry to certify Dental Assisting students in expanded duties and radiology. Department of Health, Board of Dentistry: 4052 Bald Cypress Way; Bin C-08, Tallahassee, FL 32399-3258; 850-488-0595; floridasdentistry.gov.
The Dental Assistant program is approved by the Georgia State Board of Dentistry to certify Dental Assisting students in expanded duties. Georgia Board of Dentistry: 2 Peachtree Street, NW, Atlanta, GA 30303; 404-651-8000; gbd.georgia.gov.

Nursing Program
The Nursing program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing. Department of Health, Board of Nursing: 4052 Bald Cypress Way, Bin C-02, Tallahassee, FL 32399-3252; 850-488-0595; floridasnursing.gov.

Orlando

Physical Therapist Assistant Program
The Physical Therapist Assistant program is approved by the Commission on Accreditation in Physical Therapy Education (CAPTE). Commission on Accreditation in Physical Therapy Education: 1111 North Fairfax Street, Alexandria, VA 22314; 703-706-3245; www.capteonline.org; email: accreditation@apta.org.

Practical Nursing Program
The Practical Nursing program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing. Department of Health, Board of Nursing: 4052 Bald Cypress Way, Bin C-02, Tallahassee, FL 32399-3252; 850-488-0595; floridasnursing.gov.

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

Surgical Technologist Program
The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33773; 727-210-2350; www.caahep.org, as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littletone, CO 80120; 303-694-9262; www.arcstsa.org.

Miramar

Dental Assistant Program
The Dental Assistant program is approved by the Florida State Board of Dentistry to certify Dental Assisting students in expanded duties and radiology. Department of Health, Board of Dentistry: 4052 Bald Cypress Way; Bin C-08, Tallahassee, FL 32399-3258; 850-488-0595; floridasdentistry.gov.

Nursing Program
The Nursing program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing. Department of Health, Board of Nursing: 4052 Bald Cypress Way, Bin C-02, Tallahassee, FL 32399-3252; 850-488-0595; floridasnursing.gov.

Occupational Therapy Assistant Program
The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). The Accreditation Council for Occupational Therapy Education (ACOTE): 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE c/o AOTA: 301-652-AOTA; www.acoteonline.org.

Physical Therapist Assistant Program
The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Commission on Accreditation in Physical Therapy Education: 1111 North Fairfax Street,
Alexandria, VA 22314; 703-706-3245; www.capeonline.org; email: accreditation@apta.org.

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Surgical Technologist Program
The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; www.caahep.org, as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; 303-694-9262; www.arcstsa.org.

Orlando
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The Dental Assistant program is approved by the Florida State Board of Dentistry to certify Dental Assistant students in expanded duties and radiology. Department of Health, Board of Dentistry: 4052 Bald Cypress Way; Bin C-08, Tallahassee, FL 32399-3258; 850-488-0595; floridasdentistry.gov.

Nursing Program
The Nursing program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing. Department of Health, Board of Nursing: 4052 Bald Cypress Way, Bin C-02, Tallahassee, FL 32399-3252; 850-488-0595; floridasnursing.gov.

Respiratory Therapy Program
The Respiratory Therapy program holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care. This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self Study Report (SSR) and other documentation required by the CoARC Board. The conferral of Provisional Accreditation denotes a new program that has made significant progress toward meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board for Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC-accredited program. Commission on Accreditation for Respiratory Care: 1248 Harwood Road, Bedford, TX 76021-4244; 817-283-2835; www.coarc.com.

Surgical Technologist Program
The Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; www.caahep.org, has awarded the status of initial accreditation as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; 303-694-9262; www.arcstsa.org.

Tampa
Dental Assistant Program
The Dental Assistant program is approved by the Florida State Board of Dentistry to certify Dental Assistant students in expanded duties and radiology. Department of Health, Board of Dentistry: 4052 Bald Cypress Way; Bin C-08, Tallahassee, FL 32399-3258; 850-488-0595; floridasdentistry.gov.

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Program Advisory Committees
Concorde has active Program Advisory Committees comprised of qualified individuals who are employers or have been employed in the program areas offered. The functions of the Program Advisory Committees are as follows:

- Review the established curriculum of each program and comment as to its objectives, content, length, and adequacy of facilities, equipment, and student learning resources;
- Review and comment on each new program, including the appropriateness of curriculum objectives, content, and length; and
- Review and comment on student completion, placement, and if required, state licensing examination outcomes of each program.

The Program Advisory Committees may participate in additional functions as outlined by program-specific accreditors.

Campus Facilities
Jacksonville
In addition to administrative offices for faculty and staff, there are various laboratories and other facilities provided for students totaling over 47,000 square feet of space.

Miramar
The campus occupies 33,141 square feet of space. Instructional areas are equipped with the type of equipment found in area medical and dental offices, clinics, laboratories, and hospitals.
Orlando
In addition to administrative offices for faculty and staff, there are various laboratories and other facilities provided for students totaling over 32,000 square feet of space.

Tampa
The campus occupies over 17,200 square feet of space. Instructional areas are equipped with the type of equipment found in medical and dental offices, clinics, laboratories, and hospitals.

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

- A dental laboratory equipped with workstations used for preparation of models and other dental lab work;
- A dental x-ray laboratory equipped for the processing of dental x-rays;
- Medical labs equipped with computers, examining rooms, labs and microscope benches;
- A medical x-ray laboratory equipped with active x-ray equipment;
- An x-ray dark room equipped for the processing of medical x-rays;
- Occupational therapy laboratory space replicates an apartment setting in order for students to practice various life skill functions; mannequins and equipment found in hospitals, nursing homes, and other healthcare organizations;
- A pharmacy technician laboratory equipped with computers, IV flow hoods, compounding scales, and unit dose cart;
- A physical therapy lab equipped with treatment tables, exercise equipment, ambulation devices, and modality units;
- A nursing skills lab equipped with patient care equipment;
- A respiratory therapy laboratory equipped with ventilators and other related equipment;
- A surgical technologist laboratory equipped with simulated operating room and scrub area;
- Computer labs equipped with Microsoft® Windows, Microsoft® Office, office management software, and equipment for self-paced keyboarding and typing;
- A Learning Resource Center (LRC), providing a quiet area where students may refer to various publications, journals, and other technical manuals and use computers to access the Internet for research.

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

- A nonsmoking student lounge, which includes vending machines and microwaves, is available for student use.

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

Dental Assistant Program
This program offers fully equipped, fully functional dental laboratories with dental x-ray units, panoramic x-ray, complete darkroom facilities, amalgamators and x-ray mannequins. In addition, it has a dental lab complete with lathe, model-trimmers, bench engine, vibrators, sterilization equipment, scutan (for fabrication of temporary crowns), visible curing illuminator light, and dental chairs. Computer systems and miscellaneous teaching aids are also available.

Medical Assistant Program
The equipment for this program includes stethoscopes, a glucometer, sphygmomanometers, examination and treatment tables, simulated examination rooms, autoclaves, an otoscope, an ophthalmoscope, electrocardiogram machines, microscopes, centrifuges, teaching mannequins, computer systems, and other miscellaneous teaching aids.

Medical Office Administration Program
Equipment for this program includes computer systems with Medical Manager® software and miscellaneous teaching aids.

Nursing Programs
The Nursing program is equipped with catheters, nasogastric tubes, needles, syringes, suction machine, a wheelchair, stethoscopes, sphygmomanometers, an electronic thermometer, an ophthalmoscope, an otoscope, simulated patient units, hospital beds, teaching mannequins and models, drug cart, hoyer lift, gurney, EKG machine, walkers, canes, glucometers, feeding pump, bedside commode, Noelle Maternal Birthing simulated mannequin, and other miscellaneous equipment.

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

Patient Care Technician Program
The equipment for this program includes electric hospital beds, over-bed tables, hospital recliner, wheelchairs, walkers, bedside commodes, IV stands, nursing skills mannequins, linen, and other supplies and equipment found in a hospital patient unit.
Pharmacy Technician Program
The laboratory includes horizontal laminar airflow hoods and a gowning area where students may scrub and dress in appropriate attire. The retail laboratory is stocked with a supply of over-the-counter medications and computer software for dispensing medications. Students also have access to a computer laboratory where they learn pharmacy-specific computer skills.

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

Respiratory Therapy Program
The equipment for this program includes oxygen devices, aerosol/humidity devices, mechanical ventilators, lung expansion devices, airway maintenance devices, ancillary equipment, and a library complete with respiratory and respiratory-related medical journals, texts, and audiovisual equipment.

Surgical Technologist Program
A lab equipped with operating room tables, back table, mayo stands, prep table, simulated autoclave, overhead operating surgery lights, anesthesia machines, medical and surgical supply disposal, scrub sinks, IV stands, operating room stretcher, and basic surgical instruments.

Audiovisual Aids
Concorde’s programs are supported with reference books, charts, field trips, demonstrations, and other teaching aids. Speakers from business and industry are used when possible to supplement classroom instruction.
Programs of Study
(Varies by Campus)

Dental Assistant

Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa

Program Overview
The Dental Assistant program provides students with sufficient theoretical knowledge and practical skills to perform efficiently in a professional capacity in an entry-level position. This program includes courses covering management skills, appointment scheduling, laboratory procedures, maintenance of patient records, chairs-side assistance, instructing patients in proper oral hygiene, and assisting in the selection, placement, and removal of rubber dam, sutures, and periodontal packs.

Program Objectives
- To provide a learning atmosphere that is similar to an actual working atmosphere.
- To provide experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a national registry exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

Georgia residents who graduate from the program and practice in Georgia will not be permitted to practice some duties taught in the program due to differences in scope of practice for Dental Assistants in Georgia. Students are encouraged to request a copy of the current laws/rules governing the practice of dentistry in the state of Georgia.

Skills Proficiency
Students must be able to perform certain skills to work as a Dental Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment or practical work. Hands-on instruction with the actual tools of the trade facilitates the transfer from theory to practice. Students will perform certain activities on each other. All students must participate. All students must take and pass a clinical skills test before being released for their externship.

CPR Certification
To be eligible for American Heart Association (AHA) certification, students must attend all scheduled hours of CPR lecture and pass practical checkoffs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the checkoffs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84 percent. If below 84 percent, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire course of CPR instruction. If a student is absent for the entire course, it is his or her responsibility to contact the instructor to find an appropriate session or class to attend. If the student does not do so, he or she may not graduate.

State Certification
The Florida State Board of Dentistry will issue a certificate for dental radiographer after three months of continuous on-the-job training, assisting in the positioning and exposing of dental radiographic film under the direct supervision of a state-licensed Dentist.

Jacksonville

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
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Subtotals: 240 288 240 26.00

Total Contact Hours (Theory/Lab/Externship): 768
Total Instructional Weeks: 30
Credential Earned: Diploma
### Miramar

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<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
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<th>Semester Credit Hours</th>
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Total Contact Hours (Theory/Lab/Externship): 768  
Total Instructional Weeks: 30  
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.

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### Orlando

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<th>Course #</th>
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<td>Dental Radiography</td>
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Total Contact Hours (Theory/Lab/Externship): 768  
Total Instructional Weeks: 30  
Credential Earned: Diploma

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<td>Removable Prosthodontics, Oral Surgery &amp; Pharmacology</td>
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<td>Preventative Dentistry, Periodontics &amp; Fixed Prosthodontics</td>
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<td><strong>288</strong></td>
<td><strong>240</strong></td>
<td><strong>26.00</strong></td>
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</table>

Total Contact Hours (Theory/Lab/Externship): 768  
Total Instructional Weeks: 30  
Credential Earned: Diploma

---

### Medical Assistant

**Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa**

**Program Overview**

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

**Program Objectives**

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

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

Subtotals: 240 | 288 | 240 | 26.00

Total Contact Hours (Theory/Lab/Externship): 768
Total Instructional Weeks: 30
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.

### Medical Office Administration

Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa

**Program Overview**

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

**Program Purpose**

The purpose is to provide sufficient theoretical knowledge and practical skills to function successfully in entry-level positions. It prepares students for the American Academy of Professional Coders certification test. Students focus on computer skills, medical terminology, anatomy and physiology, medical office procedures, psychosocial skills, office procedures, insurance, and ancillary coding procedures with continuous practice in school labs, plus an intensive externship with a participating provider.

**Program Objectives**

- To prepare students with sufficient theoretical knowledge to secure entry-level employment in medical office positions.
- To provide a learning atmosphere that is similar to an actual working atmosphere and experience in the clinical area to correlate with classroom instruction.
- To instill a sense of professionalism in behavior, attitude, and dress and foster a basic work ethic that will enhance professionalism and skills in work performance.

**Skills Proficiency**

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

**Course Title Table**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
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<td>POFM1360</td>
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Subtotals: 240 | 288 | 240 | 26.00

Total Contact Hours (Theory/Lab/Externship): 768
Total Instructional Weeks: 30
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.
Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa

Program Overview

The Nursing program prepares students for entry-level, Registered Nurse positions. Successful completion of the Nursing program leads to the award of an Associate in Science degree and permits the graduate to apply to take the National Council Licensure Examination for Registered Nurses® (NCLEX-RN) and to the State Board of Nursing for licensure. Licensure may be denied by the Board of Nursing for reasons that include, but are not limited to, fraud/deceit in making application, felony or misdemeanor convictions, issues with drugs or alcohol, or charges pending in any state.

Course # | Course Title* | Theory Hours | Lab Hours | Clinical Hours | Semester Credit Hours
--- | --- | --- | --- | --- | ---
MATH1320 | College Algebra | 45 | | | 3.00
COMM1310 | Elements of Human Communication | 45 | | | 3.00
PSYC1310 | General Psychology | 45 | | | 3.00
PSYC1320 | Human Growth & Development | 45 | | | 3.00
BIOL1111 | Anatomy & Physiology I VLab | 30 | | 1.00 | 45
BIOL1121 | Anatomy & Physiology II VLab | 30 | | 1.00 | 45
BIOL1310 | Anatomy & Physiology I | 45 | | | 3.00
BIOL1320 | Anatomy & Physiology II | 45 | | | 3.00
BIOL1330 | Microbiology | 45 | | | 3.00
ENGL1310 | English Composition I | 45 | | | 3.00
NRSG1210** | Pharmacology | 35 | 15 | | 2.50
NRSG1332 | Mental and Behavioral Health Nursing | 30 | | 45 | 3.00
NRSG1640** | Adult Health Nursing I | 45 | | 135 | 6.00
NRSG1650 | Adult Health Nursing II | 45 | | 135 | 6.00
NRSG1730** | Foundations of Nursing Practice | 60 | 60 | 45 | 7.00
NRSG2360 | Health Assessment | 30 | 30 | | 3.00
NRSG2410 | Nursing Care of Childbearing and Childrearing Families | 45 | | 45 | 4.00
NRSG2470 | Transition to Professional Practice | 30 | | 90 | 4.00
NRSG257 | Multisystem Disorders | 45 | | 90 | 5.00

Subtotals | 725 | 165 | 585 | 66.50

* For course descriptions, see the Program Course Descriptions section on page 50.
** An applicant who has passed the NCLEX-PN exam and holds an active, unrestricted license for Practical Nursing may be admitted with advanced placement status. Advanced placement applicants must successfully complete NRSG1230 Practical to Professional Nursing Bridge. Upon successful completion of NRSG1230, the student will be awarded a total of 13 credits for NRSG1730 Foundations of Nursing Practice & NRSG1640 Adult Health Nursing I (consisting of 105 theory hours, 60 lab hours, and 180 clinical hours). Advanced placement applicants may also receive credit for NRSG1210 Pharmacology through successful completion of a comprehensive pharmacology exam.

Occupational Therapy Assistant

Program offered at the following locations: Miramar

Program Overview

Occupational Therapy Practitioners work with clients of all ages and diagnoses. The goal of occupational therapy intervention is to increase the ability of the client to participate in everyday activities, including feeding, dressing, bathing, leisure, work, education, and social participation. The Occupational Therapy Practitioner interacts with a client to assess existing performance, set therapeutic goals, develop a plan, and implement intervention to enable the client to function better in his or her world. Occupational Therapy Assistants provide quality occupational therapy services to assigned individuals under the supervision of a registered Occupational Therapist. Occupational Therapy Practitioners work in hospitals, clinics, schools, client homes, community settings, even prisons. Acute-care settings provide care immediately after trauma and typically involve short hospital stays. Rehabilitation settings provide longer-term care and intensive therapy from a variety of professionals. Occupational Therapy Practitioners consult with other team members, who may include physicians, physical or speech therapists, social workers, nutritionists, case managers, nurses, educators, and family members. Some practitioners consult or work in the workplace or in specialty settings, such as assistive technology centers. Occupational Therapy Assistant graduates from an educational program accredited by the American Occupational Therapy Association (AOTA) are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT) OTA Certification Examination. After successful completion of the NBCOT examination for the Occupational Therapy Assistant, the graduate will be a Certified Occupational Therapy Assistant (COTA). Licensure is required within the state where the COTA will practice. In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT (OTA) Certification Examination. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT (OTA) Certification Examination or to attain state licensure.
Program Objectives
The purpose of the Occupational Therapy Assistant program is to graduate knowledgeable, competent, self-assured, adaptable, and service-oriented patient/client care providers. Occupational Therapy Assistant education prepares the graduate to perform holistic therapeutic interventions to address the physical and mental rehabilitation of the whole person. Students will be trained to work under the direction, supervision, and collaboration of the Occupational Therapist in an ethical, legal, safe, and effective manner. Students are trained to complete selected components of data collection and assessment of the patient’s/clients’ daily occupations as well as their safety and response to the intervention. Students will be prepared to provide complete therapeutic interventions to address numerous conditions and disabilities for various populations. Graduates are prepared to work not only with the patient/client but also interact with members of the patient’s/client’s family and caregivers to provide the most comprehensive therapeutic experience possible. Graduates are prepared to participate with the Occupational Therapist in providing physical and psychosocial support for patients/clients and their families and caregivers with recognition of individual, cultural, and economic differences. Graduates will be equipped to work as productive members of the healthcare delivery team, by communicating, educating and interacting cooperatively with other healthcare providers.

Program Mission
The Occupational Therapy Assistant program is dedicated to providing a supportive learning environment. At Concorde, the student can acquire theoretical knowledge, technical skills, and professional behaviors that provide graduates with the expertise needed to practice in settings where occupational therapy is currently established and where it is emerging as a service. The program is committed to quality performance, continuous improvement, and student-centered support. In working with professional organizations, regulatory agencies, and the community, information is gathered to maintain the highest practical and clinical standards.

The faculty, equipment, facilities, and fieldwork sites reflect the quality of education that will be provided, along with the organization’s commitment to the profession. Program and student outcomes have been established that reflect the mission and vision of both Concorde Career Institute and the Occupational Therapy healthcare providers.

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<table>
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<td>COMM1310</td>
<td>Elements of Human Communication</td>
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<td>PSYC1310</td>
<td>General Psychology</td>
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<td>PSYC1320</td>
<td>Human Growth &amp; Development</td>
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<td>SOCI1310</td>
<td>Introduction to Sociology</td>
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<td>BIOL1310</td>
<td>Anatomy &amp; Physiology I</td>
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<td>Occupational Therapy in Pediatrics Lab</td>
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<td>Psychosocial Occupational Therapy Practice Lab</td>
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<td>Applied Kinesiology for OTAs Lab</td>
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Subtotals | 795 | 360 | 760 | 81.50 |

* For course descriptions, see the Program Course Descriptions section on page 50.

2016 Florida Catalog | Volume 3 | Published September 2016 | Catalog effective from September 22, 2016, through September 21, 2017
Patient Care Technician

Program offered at the following locations: Jacksonville

Program Overview
The well-trained Patient Care Technician is a valuable member of the healthcare team. This individual brings a thorough grounding in interpersonal communications, medical terminology, and issues relating to human health and safety, along with an understanding of the legal and ethical responsibilities of the healthcare providers.

The Patient Care Technician graduate will possess entry-level skills that can be used in both patient care, acute, and long-term-care settings. Employment opportunities in this field may be found in a wide variety of settings. Classrooms are limited in size to 24 students.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
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Subtotals: 200 | 200 | 100 | 17.00

Total Contact Hours (Theory/Lab/Clinical): 500
Total Instructional Weeks: 24
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.

Pharmacy Technician

Program offered at the following locations: Miramar, Orlando, Tampa

Program Overview
A properly trained Pharmacy Technician is a valuable asset in hospital, home healthcare, and retail environments. The Pharmacy Technician quite often assumes a central role in the compounding and delivery of drug products and in maintaining records. The Pharmacy Technician acts as an intermediary between the doctor and the pharmacist and between the pharmacist and the patient. Pharmacy Technicians play an important role in an area where accuracy and responsibility combined with compassion and empathy are of paramount importance. This is a hybrid program where all theory hours are taught online and laboratory classes are taught on campus.

Students may be required by the home campus to attend remediation or tutoring outside of scheduled program hours. Any additional hours will assist the student toward successful academic progress and competencies. Additional time does not replace absences.

Performing math functions competently is essential to safety and accuracy in pharmacy practice. Therefore, achieving competency in math is integrated into the program requiring students to demonstrate progress in math competencies consistently and at regular intervals. The home campus may make the determination to require tutoring, remediation, or further actions, up to and including course repeat or withdrawal to ensure math competencies are met prior to graduation.

Program Mission
The mission of the Pharmacy Technician program is to equip students with the necessary practical skills and theoretical knowledge to be successful in an entry-level position as a Pharmacy Technician. The program prepares graduates to sit for the Pharmacy Technician Certification Examination.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHAR1110</td>
<td>Introduction to Pharmacy Practice Lab</td>
<td>48</td>
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<tr>
<td>PHAR1120</td>
<td>Pharmacology I Lab</td>
<td>48</td>
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<tr>
<td>PHAR1130</td>
<td>Pharmacology II Lab</td>
<td>48</td>
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<td></td>
<td>1.50</td>
</tr>
<tr>
<td>PHAR1140</td>
<td>Compounding and Aseptic Techniques Lab</td>
<td>48</td>
<td></td>
<td></td>
<td>1.50</td>
</tr>
<tr>
<td>PHAR1210</td>
<td>Introduction to Pharmacy Practice</td>
<td>45</td>
<td></td>
<td></td>
<td>2.00</td>
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<tr>
<td>PHAR1220</td>
<td>Pharmacology I</td>
<td>45</td>
<td></td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>PHAR1230</td>
<td>Pharmacology II</td>
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<td>45</td>
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<tr>
<td>PHAR1350</td>
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<td>PHAR1360</td>
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Subtotals: 180 | 192 | 320 | 21.00

Total Contact Hours (Theory/Lab/Externship): 692
Total Instructional Weeks: 24
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.
Program Overview

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

Program Objectives

The objective of the program is to graduate PTAs who are knowledgeable, competent, and service-oriented care providers. The PTA curriculum will reflect current practice and include real-world clinical experiences, preparing the graduate to perform selected interventions and data collection, as well as assess the patient’s/client’s safety and response to interventions. These skills will be performed by the assistant under the direction and supervision of the Physical Therapist in an ethical, legal, safe, and effective manner. In all work activities, program graduates will recognize, respect, and act with consideration for individual differences, values, preferences, and expressed needs. Additionally, PTA graduates will effectively communicate with other members of the healthcare delivery team, interact with members of the patient’s/client’s family and caregivers, and work cooperatively with other healthcare providers. In collaboration with the Physical Therapist, PTA graduates will participate in the education of other healthcare providers, patients/clients and their families or primary caregivers, as well as the community.

Program Mission

In keeping with the mission of Concorde, the PTA program will provide a student-centered learning environment that will prepare knowledgeable, competent and caring individuals for a rewarding career as a PTA. Through diverse training in the classroom and laboratory as well as real-world experiences, PTA students will acquire the theoretical knowledge, technical skills, critical reasoning, and professional behaviors necessary to become contributing and collaborative members of the healthcare profession. The program is dedicated to graduating entry-level PTAs who will utilize evidence-based, current practice to best meet the diverse needs of employers and citizens, while providing quality patient care under the direction and supervision of a Physical Therapist. Ultimately, the program strives to instill professional commitment, community involvement, and lifelong learning that will continually enhance the career of the PTA.

Skill Competency

The Physical Therapist Assistant program has a unique testing policy that ensures student competency of skills necessary to progress in the program. See the Physical Therapist Assistant Student Handbook for the Minimum Competence & Program Continuation policies.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>BIO1310</td>
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<td>ENGL1310</td>
<td>English Composition I</td>
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<td>COMM1310</td>
<td>Elements of Human Communication</td>
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<td>PSYC1310</td>
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<td>PTAP1210</td>
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<td>60</td>
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<td>PTAP1210</td>
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<td>PTAP1240</td>
<td>Modalities</td>
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<td>PTAP1300</td>
<td>Introduction to Physical Therapy</td>
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<td>PTAP1350</td>
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<td>PTAP2340</td>
<td>Special Topics for the Physical Therapist Assistant</td>
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<td>PTAP2400</td>
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2016 Florida Catalog | Volume 3 | Published September 2016 | Catalog effective from September 22, 2016, through September 21, 2017
PTAP2535  Clinical Experience II  240  5.00
PTAP2545  Clinical Experience III  240  5.00

Subtotals  765  360  720  78.00

Total Contact Hours (Theory/Lab/Clinical): 1,845
Total Instructional Weeks: 80
Credential Earned: Associate in Science degree

* For course descriptions, see the Program Course Descriptions section on page 50.

Proceeding to the Practical Nursing section:

**Program offered at the following locations: Jacksonville**

**Program Overview**

As a vital member of the healthcare team, the Practical Nurse combines nursing skill with human understanding to care for both chronically and acutely ill patients in a variety of settings.

**Program Objectives**

The objective of this program is to prepare the student with sufficient theoretical knowledge and specialized practical skills to qualify for an entry-level position as a member of the nursing staff in an acute-care hospital, extended-care facility, physician’s office, or other healthcare agency.

**Post-Graduate**

IV101 Intravenous Therapy is offered to students who have successfully completed the approved, prelicensure Practical Nursing program. The course will be offered at no additional cost to the graduate of the Practical Nursing program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
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<tbody>
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<td>PVN101H</td>
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<td>PVN103H</td>
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<td>PVN104H</td>
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<td>PVN105H</td>
<td>Fundamentals of Anatomy &amp; Physiology</td>
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<td>PVN106H</td>
<td>Pharmacology</td>
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<td>PVN111H</td>
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<tr>
<td>PVN114H</td>
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<tr>
<td>PVN114H</td>
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<tr>
<td>PVN115H</td>
<td>Maternal &amp; Child Health Nursing Care</td>
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Subtotals  748  210  605  50.00

Total Contact Hours (Theory/Lab/Clinical): 1,563
Total Instructional Weeks: 50
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.
Respiratory Therapy

Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa

Program Overview
Respiratory Therapists assess, treat, and care for patients with breathing disorders. They assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Respiratory Therapists initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. They also may serve as asthma educators, patient educators, case managers, Hyperbaric Oxygen Specialists, Extra Corporeal Membrane Oxygenation Specialists and Sleep Specialists. Respiratory Therapists work in hospitals, clinics, skilled nursing facilities, home care, and diagnostic labs.

The Respiratory Care Practitioner (RCP) deals with patients of all ages who may be gravely injured or ill. The RCP is among the first on the medical team called to provide treatment in cardiopulmonary emergencies. The RCP also cares for patients in all aspects of their treatment and recovery. The RCP must be sensitive to the needs of those who have serious physical, mental, or psychological impairments. The RCP must also be able to cope with emergencies and work well as a member of the healthcare team.

Program Mission
The purpose of the Respiratory Therapy program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRTs). Graduates will earn an Associate in Science degree. Graduates of this program will be eligible to sit for the Therapist Multiple-Choice Examination (TMC) of the National Board for Respiratory Care (NBRC). If the candidate meets the RRT score on the TMC, the graduate is eligible to sit for the Clinical Simulation Examination (CSE) of the NBRC. Achieving the minimum acceptable score on the TMC will result in the candidate receiving the Certified Respiratory Therapist (CRT) credential. To receive the RRT credential, the candidate must pass the TMC, at the RRT level, and the CSE exams.

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

Skills Proficiency
Students must be able to perform certain procedures and skills to work as Respiratory Care Practitioners. These are learned in the school’s clinical laboratory and at hospital clinical sites under the direct supervision and evaluation of a preceptor. All students must participate. All students must take and pass preclinical written and oral examinations prior to advancing to the clinical portion of the program.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
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<tr>
<td>ENGL1310</td>
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<tr>
<td>COMM1310</td>
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Total Contact Hours (Theory/Lab/Clinical): 1,865
Total Instructional Weeks: 70
Credential Earned: Associate in Science degree

* For course descriptions, see the Program Course Descriptions section on page 50.
Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa

Program Mission
The mission of the Surgical Technologist program is to prepare graduates with the basic knowledge and fundamental practical and professional skills needed for employment as entry-level generalists in the field. The program combines academic studies in the classroom, hands-on laboratory instruction, and clinical training in various surgical settings to prepare graduates who are eligible for employment in a variety of surgical settings.

Clinical Case Requirements
Students must complete a total of 120 surgical procedures as delineated below. Students must complete a minimum of 30 cases in General Surgery, 20 of which must be in the first scrub role. The remaining 10 cases may be performed in either the first or second scrub role. Students must complete a minimum of 90 cases in various surgical specialties, excluding General Surgery, 60 which must be performed in the first scrub role. The additional 30 cases may be performed in either the first or second scrub role. A minimum of 60 surgical specialty cases must be performed in the first scrub role and distributed amongst a minimum of four surgical specialties. A minimum of 10 cases in the first scrub role must be completed in each of the required minimum of four surgical specialties (40 cases total required). The additional 20 cases in the first scrub role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining 30 cases may be performed in either the first or second scrub role. Observations must be documented but are not counted. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and five vaginal delivery cases can be counted toward the maximum number of second scrub role cases. Vaginal delivery cases must be documented in the category of Labor and Delivery rather than in the OB/GYN specialty. These are requirements of the Revised “Surgical Rotation Case Requirements,” Core Curriculum for Surgical Technology, 6th Ed.

Program Outcome
To prepare competent, entry-level Surgical Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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

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

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

Description of the Profession
The Surgical Technologist is a highly skilled and knowledgeable allied health professional who, as an essential member of the surgical team, works with surgeons, anesthesia providers, operating room nurses, and other professionals in providing safe care to the surgical patient. Surgical Technologists possess expertise in assisting surgeons in the safe and effective conduct of both major and minor surgical procedures in several specialty services and in a variety of surgical settings.

Professional duties include aseptic technique, operating room environmental safety, equipment setup, instrumentation, preparing medications, and directly assisting in the three phases of surgical patient care: preoperative, intraoperative, and postoperative. The entry-level Surgical Technologist works in acute-care hospitals, outpatient surgery centers, surgical clinics, central sterile processing departments, birthing centers, and other healthcare settings throughout the United States.

Program Objectives
The program is designed to prepare graduates with the basic knowledge and fundamental practical and professional skills needed for employment as entry-level generalists in the field. It combines academic studies, hands-on laboratory instruction and clinical training in various surgical settings to prepare graduates who are eligible to sit for the National Certifying Examination for Surgical Technologists as sponsored by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The program meets Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology as established by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and as required by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST110</td>
<td>Basic Sciences I</td>
<td>108</td>
<td>12</td>
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<tr>
<td>ST120</td>
<td>Basic Sciences II</td>
<td>120</td>
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<tr>
<td>ST210</td>
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<td>72</td>
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</tr>
<tr>
<td>ST220</td>
<td>Asepsis—Surgical Techniques II Lab</td>
<td>72</td>
<td>48</td>
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<tr>
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<td>ST240</td>
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</table>

Subtotals: 516 Theory Hours 204 Lab Hours 500 Clinical Hours 42.00 Semester Credit Hours

Total Contact Hours (Theory/Lab/Clinical): 1,220
Total Instructional Weeks: 48
Credential Earned: Diploma

* For course descriptions, see the Program Course Descriptions section on page 50.

**Certification for Dental Radiographers**

*Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa*

**Course Objective**

To prepare the student with sufficient theoretical knowledge to safely operate dental radiography equipment and pass the Florida State Board of Dentistry approved certification examination.

**Course Descriptions**

The course of study involves the fundamentals of Dental Radiography, safety, intra-oral radiography basics, the bisecting technique, the paralleling technique, extra-oral radiography, dental film types, and film processing.

**Entrance Requirements**

Applicants must provide documentation showing at least three months of continuous experience assisting in radiology under the direct supervision of a licensed Dentist. This training must have occurred within the previous 12 months. Applicants must be currently working for a Dentist and provide proper documentation that establishes their current position.

**Satisfactory Academic Progress Policy**

Participants are required to pass clinical or written examination(s), which adequately test competency in each subject area. Participants must obtain an average score of at least 70 percent out of a possible 100 percent on each exam.

Total Weeks: 2
Theory Hours: 8

A certificate is issued upon successful completion of the course.

This program has been approved by the Florida Department of Health. It is not licensed by the Florida Department of Education, Commission for Independent Education or approved by the Accrediting Commission of Career Schools and Colleges (ACCSC). This program is a continuing education program for Dental Assistant personnel.

**Expanded Duties for Dental Auxiliary Personnel**

*Program offered at the following locations: Jacksonville, Miramar, Orlando, Tampa*

**Course Objective**

To prepare students with sufficient theoretical knowledge and specialized skills to enable them to perform additional functions in assisting the Dentist.

**Course Descriptions**

The course of study involves coronal polishing, alginate impressions, application and removal of periodontal dressing, sealant placement, base, liner and temporary restoration placement, matrixe and wedge placement, amalgam polishing, rubber dam placement, and removal and fabrication of temporary crowns.
Entrance Requirements
Applicants must submit documentation showing completion of one year of experience as a Dental Assistant under the direct supervision of a licensed Dentist. Applicants must be currently working for a Dentist and have documentation that establishes their current position. Applicants may substitute the one year of experience required by submitting proper documentation showing completion of an accredited Dental Assisting program.

Satisfactory Academic Progress Policy
Participants are required to pass clinical or written examinations that adequately test competency in each subject. Participants must obtain an average score of at least 70 percent out of a possible score of 100 percent on each exam.

Total Weeks: 2
Total Clock Hours: 32
Theory Hours: 14
Lab Hours: 18

A certificate is issued upon successful completion of the course.

This program has been approved by the Florida Department of Health. It is not licensed by the Florida Department of Education, Commission for Independent Education or approved by the Accrediting Commission of Career Schools and Colleges (ACCSC). This program is a continuing education program for Dental Assistant personnel.
Admissions

Entrance Requirements
Prospective students are encouraged to review this catalog prior to signing an Enrollment Agreement. Applicants may be admitted provided they:

- Are high school graduates, have a high school equivalency diploma (GED), or have a state-issued certificate. Applicants must submit copies of high school transcripts, proof of high school graduation, or proof of receipt of a GED prior to starting class.
- Successfully complete required entrance assessments.
- Consent to have criminal background checks completed (depending on individual program requirements).

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation. Applicants under the age of 18 may be admitted provided that they will be 18 years old by the scheduled start date of their externship/clinical. A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement.

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

Applicants must be able to read, speak, and write English. All applicants must complete financial arrangements prior to starting class. All applicants must successfully complete the applicable entrance assessment(s).

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

Foreign Students
Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma. Credentials will be reviewed for acceptance by the Academic Dean, who may request proof of equivalency. Copies will be made and maintained in the applicant’s file. This proof must be provided prior to class start.

Students From Other Concorde Career Institutes/Colleges
Students must meet current entrance requirements at the time of enrollment.

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

The enrollment process consists of the following steps:

1. Personal interview and campus tour;
2. Complete entrance assessment(s) as required;
3. A request for official proof of high school graduation or its equivalent (GED). Official documentation must be received prior to start;
4. Complete Enrollment Agreement and all required disclosure forms, including background check authorization as required;
5. Complete Program Director interview as required; and
6. Payment of registration fee or arrangements for payment prior to orientation.

Once all steps have been successfully completed, the applicant will be conditionally accepted pending final review of all documentation.

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

Program Director Interview
Nursing, Occupational Therapy Assistant, Pharmacy Technician, Physical Therapist Assistant, Respiratory Therapy, and Surgical Technologist program applicants may interview with the Program Director prior to enrollment. The Program Director interview may consider previous academic performance, healthcare experience, and overall professional presentation. The outcome of the Program Director interview is considered in ranking applicants.

Acceptance by the School
For Dental Assistant, Medical Assistant, Medical Office Administration and Pharmacy Technician programs, available seats are filled on a first-come-first-served basis once all entrance requirements have been fulfilled.

For all other programs, once all entrance requirements have been completed, the applicant will be placed on a waitlist. Once all applicants are processed, final selections will be made and all applicants informed of his or her acceptance or denial. If the school does not accept an applicant, all fees paid by the applicant to the school will be refunded.

For all programs, attendance at new student orientation is required prior to start.

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

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

Distance Education
Currently, the school offers General Education courses and select programs in the online environment. The online courses are offered through a consortium agreement with Concorde Career College, Kansas City, Mo. Certain courses may only be offered in a distance education format. Students must meet the required eligibility to be considered for participation in online coursework.

Online delivery is not approved by the Florida Commission for Independent Education. Students taking online courses will be enrolled through the Kansas City campus.

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

<table>
<thead>
<tr>
<th></th>
<th>Wonderlic SLE</th>
<th>HESI A²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>8</td>
<td>N/A</td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td>8</td>
<td>N/A</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>8</td>
<td>N/A</td>
</tr>
<tr>
<td>Patient Care Technician</td>
<td>8</td>
<td>N/A</td>
</tr>
<tr>
<td>Nursing</td>
<td>18</td>
<td>75</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>17</td>
<td>70</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>10</td>
<td>N/A</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>18</td>
<td>70</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>18</td>
<td>70</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>17</td>
<td>70</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>17</td>
<td>65</td>
</tr>
</tbody>
</table>

Applicants for all programs may attempt the Wonderlic a total of three times and/or Health Education Systems, Inc. (HESI) A² entrance assessment a total of two times. If the minimum score is not met, the applicant must wait six (6) months before retesting. Regardless of the program of interest, all applicants must also take the Online Readiness Assessment (ORA) immediately following the first administration of the Wonderlic. An existing passing score on the SLE does not preclude the requirement for the applicant to complete the ORA. The ORA is used for assessing the applicant’s readiness for online coursework and to identify any obstacles where he or she may need extra support or guidance.

All TEAS V and TEAS V Allied Health assessments from Concorde or another institution will be accepted at Concorde’s previously approved acceptable minimum scores provided that the assessments have not been taken within 30 days of enrollment and not longer than two years from the date of enrollment.

A U.S. government-issued photo identification card is required for all entrance assessments.

The following may be substituted for the Wonderlic SLE:

- SAT score of 1300 or above achieved within five years of the date of application to Concorde.
- ACT score of 19 or above achieved within five years of the date of application to Concorde.

- All applicants, including reentry students and former graduates, are exempt from Wonderlic SLE testing if they can provide official proof of earning an Associate’s or higher degree that was taught in the English language. Applicants will still be required to take the ORA and HESI if applicable.
- Official proof of successfully passing the Wonderlic SLE or HESI A² within the last two years at the current required score.

Clinical Programs
Prospective clinical students will sit for the Wonderlic SLE. Prospective students applying for clinical programs that lead to board exams and/or licensure who meet the initial Wonderlic SLE acceptable minimum score will be required to take the HESI. Candidates for these programs must achieve the minimum composite score to move forward in the admissions process.

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

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

Bridge Admission Option for Currently Licensed Practical or Vocational Nurses
An applicant who has passed the NCLEX-PN exam and holds an active, unrestricted license for Practical Nursing may be admitted with advanced placement status. Advanced placement applicants must successfully complete NRSG1230 Practical to Professional Nursing Bridge. Upon successful completion of NRSG1230, the student will be awarded a total of 13 credits for NRSG1730 Foundations of Nursing Practice & NRSG1640 Adult Health Nursing I. Advanced placement applicants may also receive credit for NRSG1210 Pharmacology through successful completion of a comprehensive pharmacology exam.

1) Within three years of graduation, a Licensed Practical Nurse (LPN)/Vocational Nurse (VN) may enter directly into the program without clinical work experience if they meet all other admission requirements.
2) If more than 3 years but not more than 10 years after graduation, an LPN/VN must have completed either of the following within the last three years:
   a) Nursing work experience of 1,000 hours or
   b) An experience approved by Concorde Career Institute
3) If more than 10 years past graduation, an LPN/VN must complete all of the above requirements plus:
   a) A nursing challenge exam that includes written testing and skills-lab performance.
4) An LPN/VN may also choose to complete a pharmacology challenge exam. Passing this exam grants the prospective student transfer credit for NRSG1210 Pharmacology.
An LPN/VN may choose to take the general admission route for completion, which involves taking the seven terms in sequence as outlined in this catalog.

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

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

Students must meet current entrance requirements. The reentry process requires review and approval of the student’s financial status, financial aid eligibility (when applicable), completion of enrollment agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency prior to readmission. Readmission is contingent upon space availability and requires final approval of the Campus President.

Criminal Background Check
It is Concorde’s policy to ensure that enrolling students are aware of the potential effect and consequences of past criminal behaviors. Externship/clinical sites, employers or state/national licensing agencies have requirements that could prevent a student from completing the program or finding employment in his/her chosen field. Consent to perform a criminal background check must be completed and received prior to the start date in the Nursing, Occupational Therapy Assistant, Patient Care Technician, Pharmacy Technician, Physical Therapist Assistant, Practical Nursing, Respiratory Therapy, and Surgical Technologist programs. Acceptable background check results must be received within the first five class days from the beginning of the term. A prospective student may have his/her enrollment cancelled based upon the results of the criminal background check. Students who have their enrollments cancelled will not incur any tuition charges. They may be charged for books and equipment not returned in accordance with requirements of the school catalog. Students enrolling in programs other than those listed above will have a criminal background check completed if the student self-discloses a criminal history.

For all programs, Concorde may be required to perform a criminal background check prior to a student being assigned for training to certain clinical or extern facilities. If a criminal background check is required, the results of that background check will be made available to the clinical or extern facility. Any pending or prior criminal charge(s) or conviction(s) may result in the student being unable to be assigned for externship or clinical training. If a student cannot be assigned for externship or clinical training due to prior criminal charge(s) or conviction(s), the student will be unable to successfully complete his or her program of study and will be withdrawn from school. The refund policy published on the Enrollment Agreement and catalog will apply, and the student will be responsible for any balance due the school, lender, and/or the U.S. Department of Education.

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

Drug Testing
Clinical facilities require the school to follow drug-screening requirements, including unannounced testing, prior to working with patients. Test results are confidential, and results are on a pass/fail basis. Students failing the screening will immediately be dismissed from the school. A student may appeal if he or she believes it was a false positive by submitting to a retest within 24 hours as directed by the school. If the retest is negative, the student may continue in school. Diluted, adulterated, and/or substituted readings will be considered “flagged” and will be considered a failed test.

Additionally, clinical sites require drug testing as a condition of participation.

Credit for Previous Training
Students with previous postsecondary education from a non-Concorde regionally or nationally accredited school may be eligible to receive credit for previous courses provided that the following requirements are met:

- An official copy of the student’s transcript is on file with Concorde;
- Courses within a major were completed within the previous 12 months, and a grade of “C” or better was earned;
- General Education courses were completed within the last five years, and a grade of “C” or better was received; General Education courses older than five years will be reviewed on a case-by-case basis;
- A copy of the catalog containing the course description, which the student enrolled under, is provided; and
- CLEP courses may be accepted if completed within the five years and have a minimum score of 60.

If the course(s) is similar in character and objectives to the course(s) offered at Concorde Career Institute, the student will receive credit for the course(s). For diploma programs, students may transfer from another postsecondary school up to 25 percent of the clock or credit hours necessary to fulfill the requirements for graduation. For associate degree programs, students may transfer from another postsecondary school up to 50 percent of the academic credits necessary to fulfill the requirements for graduation.

Students requesting to transfer credit(s) must submit all required documents one week prior to starting school. If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

Concorde Career Institute does not grant academic credit for life experience.

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

Students From Other Concorde Career Institutes/Colleges
Students may be eligible to receive credit for previous courses provided that the following requirements are met:

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

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

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

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

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

Transfer of Credits
Transfer of credit is always at the discretion of the receiving campus and generally depends on comparability of curricula and may depend on comparability of accreditation.

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

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

Cancellation & Refund Provisions

Student’s Right to Cancel

You have the right to cancel your enrollment agreement, without obligation, and obtain a refund of all amounts paid if the school does not accept you or if you cancel within three (3) business days after signing the enrollment agreement and making initial payment.

Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all moneys paid, with the exception of the registration fee. The school will pay refunds within 30 days after receipt of the notice of cancellation. After the expiration of the cancellation period, the school is entitled to retain the registration fee.

Cancellation shall occur when you give written notice of cancellation to the school at the address shown in the catalog. You may do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. You should keep a record of the date, time and place of mailing any notice of cancellation. The written notice of cancellation need not take any particular form and, however expressed, is effective if it indicates that you no longer desire to be bound by this agreement.

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

Student’s Right to Withdraw

The school’s policy for determining the student’s withdrawal date is the earlier of (A) the date the student notifies the school of his or her withdrawal or the date specified by the student, whichever is later; (B) the last recorded date of class attendance by the student, as documented by the school, if the student stops attending classes without notifying the school; or (C) the date the student violates published school policy that provides for the student being withdrawn. The student’s start date through the last date of attendance will determine the percentage of program completion, and the applicable percentage will be applied to the formula used in the refund calculation as stated below.

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

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

Refund Calculation

If a student officially withdraws, is withdrawn from the school or otherwise fails to complete the program on or after the first day of class of the period of enrollment for which charged, the following refund policy will apply:

- If a first-time student withdraws within the first twenty-one (21) calendar days of his or her program of study, no tuition charges will be incurred.
- If a student withdraws after the first twenty-one (21) calendar days, but prior to the 75 percent point of the period of enrollment for which he or she has been charged, the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment.
- If a student withdraws after the 75 percent point of the period of enrollment for which he or she has been charged, the student shall be obligated for the tuition charged for the entire period of enrollment and not entitled to any refund.
- For the Jacksonville campus, a first-time student is defined as any student who has not previously attended classes at Jacksonville.
- For the Miramar campus, a first-time student is defined as any student who has not previously attended classes at Miramar.
- For the Orlando campus, a first-time student is defined as any student who has not previously attended classes at Orlando.
- For the Tampa campus, a first-time student is defined as any student who has not previously attended classes at Tampa.

The refund calculation stated above, as applied to students withdrawing after the third business day, does not include the registration fee or cost of textbooks, uniforms, and health screen. If a student withdraws, in addition to tuition, the student is responsible for the registration fee; book charges unless books are returned in new and unused condition within 20 days following the date of withdrawal; uniform charges once the uniform has been issued to the student; the health screen charge once the health screen has been performed; and an administrative withdrawal fee.

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

All refunds due the student will be paid within 30 days of the date on which the school determines that the student withdrew.

If any portion of your tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan. Any amount in excess of the unpaid balance of the loan will be first used to repay any federal/state/private student financial aid program from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount greater than $1.00 will be paid to you. If there is a balance due, you will be responsible for paying that amount.

For programs longer than one academic year, the aforementioned cancellation and refund policy shall apply to the stated program price attributable to each academic year.

All stated program prices attributable to the period beyond the first academic year will be refunded when the student withdraws during the first academic year.
In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

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

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

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

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

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

Financial Aid
Concorde Career Institute participates in the United States Department of Education’s Federal Student Assistance programs. These programs are available for those who qualify.

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

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

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

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

Federal Parent Loans for Undergraduate Students (PLUS)
The Federal PLUS Loan is a low-interest-rate loan available for parents of dependent, undergraduate students enrolled at least half time. Applications are available online at www.studentloans.gov.

Florida Bright Futures Scholarships
Florida residents who have earned a scholarship through the Florida Bright Futures program may use that award at Concorde Career Institute.

Florida Student Assistance Grant Program
The Florida Student Assistance Grant (FSAG) program is a need-based program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. Eligibility requires students to be a Florida resident, as well as a U.S. citizen or eligible noncitizen. Students must also demonstrate financial need by completing the Free Application for Federal Student Aid (FAFSA).

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

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

Veterans Administration Students

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

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

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

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

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

Presidential Hope Scholarship
The Presidential Hope Scholarship program is a campus-based program administered at individual Concorde campuses within the parameters established by Concorde Career Colleges, Inc. This scholarship program is only available to new students. The scholarship award will be based on the individual student’s economic circumstances as determined by the Campus President in accordance with the parameters established by Concorde Career Colleges, Inc.

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

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

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

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

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

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

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

Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the period of enrollment or payment period for degree programs. Title IV aid is considered 100 percent earned after that point in time. The percentage of Title IV aid earned is calculated as:

\[
\text{Percentage of period of enrollment or payment period for degree programs} = \frac{\text{Number of days completed}}{\text{Number of days in the period of enrollment or payment period for degree programs}} \times 100
\]

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

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

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

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

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

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

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

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

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

**Refund Procedures for Non-Title IV Financial Assistance**

Refunds for state aid programs and applicable third-party funding agencies (e.g., Veterans Administration, WIA, etc.) will be calculated as stated in the Cancellation and Refund Provisions published in this catalog and in the student’s Enrollment Agreement. Any state or third-party funding agency refund due will be calculated based on the agency contract or guidelines.
Annual Security Report
The school publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus, in the Annual Security Report. This publication is distributed annually to all students and may be requested at any time from a school administrator.

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

In the event of unfavorable weather conditions, classes may be canceled at the discretion of the Campus President. Students will be notified through local television stations.

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

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

Drug & Alcohol Abuse Policy

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

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

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

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

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

- **Amphetamines**: Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.
- **Narcotics**: Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.
- **Depressants**: These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.
- **Hallucinogens**: These drugs may cause psychosis, convulsions, coma, and psychological dependency.

Counseling, Treatment, or Rehabilitation Programs
The administration of Concorde maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment.

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

Sanctions
A student who violates any provision of this policy shall be subject to appropriate disciplinary action, up to and including suspension and/or administrative withdrawal/dismissal from Concorde. Students may reapply for admission, through review, at a later date. A student who is dismissed is not eligible for readmission.

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

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

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

Federal and state sanctions for illegal possession of controlled substances range from up to four years’ imprisonment and up to $20,000 in fines for each offense. Under federal laws, possession of drugs such as heroin or cocaine may result in sanctions of not less than five years and up to life imprisonment for a first offense involving 100 grams or more. Offenses involving lesser amounts, 10-99 grams, may result in sanctions up to and including 20 years’ imprisonment and a fine of up to $5 million.

Under Florida law, any person who knowingly sells, purchases, manufactures, delivers, or brings into Florida any controlled substance shall be punished pursuant to sentencing guidelines and punished by a fine of not less than $25,000 nor more than $250,000. Fines/penalties for marijuana possession range from $1,000-$10,000 and 1-15 years’ imprisonment, depending on the amount possessed. Distribution carries longer sentences and greater fines. Local sanctions range from $500 to $1,000 in fines or from 60 days to six months in jail, or both, plus civil forfeiture of property for possession.

The State of Florida may impose a wide range of sanctions for alcohol-related offenses. For example, any person who is convicted of driving under the influence of alcohol shall be punished by a fine of not less than $250 or more than $500 for a first offense. For a first conviction, a person shall be imprisoned for no more than six months and subject to a minimum of six months’ suspension of his or her driver’s license.

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

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

- Immunizations: All programs require various vaccinations before attending externships or clinicals. Concorde offers these immunizations, and the cost is included on the Enrollment Agreement and disclosed in the catalog Educational Expense Addendum. The immunization requirements are based on the clinical facility requirements and may change without notice.

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

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

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

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

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

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

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

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

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

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


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

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

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

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

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

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

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

Language of Instruction
All classes at Concorde are conducted in English. No English language services are provided. All students must be able to demonstrate the English language proficiency of a U.S. high school graduate. Documentation of successful completion of U.S. secondary education will be accepted as proof of such proficiency.

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

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

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

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

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

Pregnancy
In any class in which x-ray equipment is used, a student who suspects that she is pregnant should report this to the instructor.

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

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

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

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

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

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

- Discuss the matter with his or her instructor, if applicable. If not resolved,
- Discuss the matter with the Program Director. If not resolved,
- Discuss the matter with the Academic Dean. If not resolved,
- Discuss the matter with the Campus President.

If a student is unable to resolve a problem informally, a written grievance along with supporting documentation may be submitted to the Campus President. An Incident Report form is available for student use and may be obtained from the Campus President. An Incident Report is not required in submitting the written grievance.

- The Campus President will schedule a grievance committee meeting within three business days of receipt of the written grievance. The Review Committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college.
- Request for further consideration: Students have the right to report any apparent inconsistencies with the application of the Student Complaint and Grievance Procedure policy outlined in the school catalog. The request must be completed in writing and submitted to the Campus Support Center Student Affairs Manager. The request must include any documentation and communication regarding the complaint and must describe how the procedure was inconsistent with the school catalog. The decision is final and binding. It will be communicated through written correspondence.

Accrediting Commission Procedure

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

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org

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

State of Florida Procedure

The schools are licensed by the Commission for Independent Education, Florida Department of Education. Inquiries or complaints regarding this institution may be made to the Commission at:

- 703-247-4212
- 2101 Wilson Boulevard, Suite 302
- Arlington, VA 22201
- www.accsc.org

Nursing and Practical Nursing Procedure

A student in the Nursing or Practical Nursing programs may direct an unresolved complaint to:

Florida Department of Health Consumer Services
4052 Bald Cypress Way, Bin C75
Tallahassee, FL 32399-3260
850-245-4339
MQA.ConsumerServices@flhealth.gov

Physical Therapist Assistant Procedure

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

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

Respiratory Therapy Procedure

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

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

Procedure for Other Programs

Students in programs not listed above may direct unresolved complaints to the appropriate program accreditors listed in “Programmatic Accreditations” under “Accreditations, Approvals & Memberships.”

Catalog Revisions

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

Student Guidance & Advising

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

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

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

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

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

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

4. Certain clinical/extern sites may require that students be tested for drug usage and/or be checked for any criminal background prior to accepting them. In Respiratory Therapy, all hospitals require drug testing and background checks.

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

6. As part of the externship requirements, students are responsible for completing and submitting forms and documents as required. Students are responsible for accurate and prompt recording of work hours as well as submitting time to the campus as instructed. Respiratory Therapy students must sign in and out using DataARC documenting software. All procedures performed must be logged in DataARC per program policy. Midterm evaluations (for programs requiring them) must be completed and submitted to the school at the halfway point of the externship. It is the student’s responsibility to ensure that the healthcare facility has completed and signed all evaluations and time verification sheets and that the Academic department has received them upon completion of his or her externship.

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

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

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

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

11. Tuition payments must be kept current.

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

Students may be required to travel up to 200 miles away from campus to attend clinical assignments, depending on programmatic requirements. Specific information regarding travel distance to clinical assignments will be provided to students during the enrollment process. Students are responsible for their own travel to and from clinical assignments and must plan accordingly. Students are responsible for all costs related to travel to and from clinical sites, including, but not limited to, meals, lodging and fuel.

Criteria for Assessing Student Performance While on Externship

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

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

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

The externship evaluation scale is as follows:

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

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

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

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

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

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

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

Academic Units of Credit
One semester credit hour equals 45 units (and one quarter credit hour equals 30 units), comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

Financial Aid Units of Credit
Concorde measures programs in either semester credit hours, clock hours or financial aid units of credit. For financial aid eligibility and disbursements, the school uses the system of clock hour to credit hour conversion established by the U.S. Department of Education. One credit is equal to 37.5 clock hours.

Description of Course Numbering System
Each course is identified by a four-character “rubric” (i.e., prefix or department abbreviation) and a four-digit number. The rubric is always four uppercase alphabetic characters representing the academic discipline. The first digit of the course number denotes the academic level of the course; the second digit denotes the credit value of the course in semester hours; and the third and fourth digits establish course sequencing and/or distinguish the course from others of the same level, credit value, and rubric.

Probation or Warning
A student may be placed on academic and/or attendance probation if he or she is in danger of not meeting programmatic academic standards or if the student is in violation of the attendance policy (see “Attendance Policy”).

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

Notice Concerning Transferability of Units & Degrees Earned at Concorde
The transferability of credits a student earns at Concorde Career Institute is at the complete discretion of an institution to which he or she may seek to transfer. Acceptance of the degree, diploma, or certificate he or she earns is also at the complete discretion of the institution to which the student may seek to transfer. If the credits, degree, diploma, or certificate that he or she earns at this institution are not accepted at the institution to which he or she seeks to transfer, that student may be required to repeat some or all of his or her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Concorde Career Institute to determine whether his or her credits, degree, diploma, or certificate will transfer.
Withdrawal Policy

Student-Initiated Withdrawal

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

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

Withdrawal for Violation of School Policy

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

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

Program Changes

A student who wishes to change programs may do so at any time prior to starting classes. A student who changes programs within the first two weeks of commencing classes will not be charged for the original program. A student who changes programs after the two-week period will be charged for the additional program, and the new program must be started at the next scheduled start date. The student’s withdrawal from the original program will be evaluated according to the school’s refund policy.

Program Monitoring

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

Dress Code

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

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

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

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

Concorde supports the educational needs of the busy adult learner and now provides some courses as well as entire programs in an online format. Online classes and programs are not intended as easy substitutes for learning on campus. Students will find that learning online can be as challenging and rewarding as attending on-campus but allows the flexibility of determining when learning is convenient. Although time is flexible, attendance and participation is expected and monitored.

The convenience of online courses allows students to work on assignments and participate in class discussions as their schedules permit within specified timeframes. Learning is achieved through both individual inquiry and collaboration. Each course encompasses a variety of different graded learning activities.

Students enrolled in online classes and programs are expected to be capable of using a computer to complete some or all of their coursework and be familiar with accessing Internet resources. In addition, they must have access to a reliable computer and high-speed Internet connection sufficient to complete their coursework. Students are also welcome to utilize the Concorde computer labs and/or the Learning Resource Center (LRC) to complete coursework. Online courses utilize the Canvas Learning Management System (LMS), a secure, web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Prior to enrollment, prospective students will be required to complete an online assessment of their readiness to successfully complete coursework. Online courses utilize the Canvas Learning Management System (LMS), a secure, web-based platform that employs multimedia technologies and is accessible 24 hours per day via Internet access. Prior to enrollment, prospective students will be required to complete an online assessment of their readiness to successfully complete their education in an online environment. The campus may require the student to participate in an orientation as well as online sessions at the campus.

To complete online courses using the Canvas Learning Management System (LMS), students should refer to the following links to be sure they are using appropriate computer systems. Students also must have an Internet provider with reliable service.

- Computer Specifications [https://community.canvaslms.com/docs/DOC-2059](https://community.canvaslms.com/docs/DOC-2059)
- Browser Requirements [https://community.canvaslms.com/docs/DOC-1284](https://community.canvaslms.com/docs/DOC-1284)

Some courses may only be offered in a distance education format. Please refer to the Admissions Representative or Academic Dean for course schedules.

Online delivery is not approved by the Florida Commission for Independent Education. Students taking online courses will be enrolled through the Kansas City campus.

Attendance Requirements

Online education affords students great flexibility in managing their time. However, academic success requires that students engage in learning activities regularly and participate in meaningful interactions with faculty and fellow students. Specific daily attendance is not required for online courses, as it would be on a campus. Students are required, however, to log into their class regularly and submit assignments in a timely manner, or they may risk being withdrawn for lack of attendance.

For each course, initial attendance is recorded when a student logs into his or her class and completes a learning activity. Students who only view the syllabus but make no other substantive participation for the rest of the course are not considered enrolled. Attendance in subsequent weeks is recorded by a student completing a learning activity. The act of logging in each week does not constitute attendance; the student must participate by either engaging in the discussion board or submitting a graded assignment to be considered present for that week.

Once a student has logged into his or her class and completed a learning activity or assignment, he or she is considered officially enrolled in the course and expected to complete the entire course. Failure to post attendance for two consecutive weeks may subject the student to immediate withdrawal.

Coursework is assigned weekly. Students are expected to complete assignments according to the course outline. (Refer to the “Make-Up Work” policy for submitting missed coursework.) Students must show attendance within the first three days of the course, or they are subject to withdrawal from the course.

Learning Activities

Online students use the Canvas Learning Management System (LMS) to view video content, receive and submit project work and assignments, take assessments, quizzes and tests, communicate with instructors and classmates, and review course progress and grades. In keeping with the modality of online learning much of the content will be delivered either with e-books or digital content. Successful online learning requires the student to be an active participant in all learning activities. Learning activities will vary by course but may include:

- discussion thread posts
- exams, quizzes and assessments
- case studies
- group interactive assignments
- other graded assignments

All learning activities associated with a course will be clearly outlined on the syllabus page within each Canvas course. Attendance is recorded when the student submits any learning activity. Students must contribute weekly to the discussion forums. Deadlines are established differently based upon the length of each term. Concorde offers online courses and programs in four-week and 10-week terms.

Four-Week Terms

Due dates are established according to the day of the week the term starts. Weekly modules always begin at 12:00 a.m. CST and end at 11:59 p.m. CST. Courses last for four weeks or 20 weekdays. This is divided into four modules within the online course. Each module is five class days in length and does not include weekends. Initial discussion board posts are always due on the third class day of the weekly module. Assignments, assessments and discussion board responses are due on the fifth or last class day of each weekly module.

Ten-Week Terms

Courses are 10 weeks in length, and the weekly module will always start on Monday (12 a.m. CST) to Sunday (11:59 p.m. CST). Initial discussion board posts are due not later than every Wednesday (11:59 p.m. CST), and assignments, assessments and discussion board responses are due by Sunday (11:59 p.m. CST).
Students who are considered officially enrolled in the course but do not fulfill all of the coursework required will receive a grade based on the assignments they have completed.

**Faculty/Student Interaction & Academic Advising**

Faculty/student interaction is critical for student success in an online environment. Online methods of interaction include online lectures, email, document sharing, and threaded discussions. Faculty members review and respond to student requests within a 24-hour time period.

Ground students who have opted to take some of their General Education courses online receive the same benefits as fully online students in regard to faculty interaction. However, student advising during midterms and finals will be the responsibility of the campus at which the student is enrolled.

**Student Services**

Students enrolled in online courses, whether they are fully online or ground students taking select General Education courses, will be given support and services. Ground students will be provided services directly through their home campus. Each campus has a designated “Online Champion” (OLC) who will be provided weekly reports for high-risk students and can provide basic troubleshooting within the Learning Management System (LMS). The OLC can also refer the student to the Director of Student Affairs located on campus.

Fully online students will have student support access through the Dean of Online Operations. The Dean will provide support to students who may be high-risk, typically via telephone or email, and may also assist students by involving other campus associates.

**Learning Resources**

Concorde Career Colleges, Inc., subscribes to multiple databases from Gale Cengage Learning, which is available to all students through the Canvas Learning Management System (LMS). Included in these materials are over 20,000 titles with peer-reviewed full text articles exceeding 8,000 as well as ebooks, experiments, projects, and images. Many of the students’ immediate research questions can be met by using these online reference sources. The user-friendly web interface has information from leading medical journals, encyclopedias, newspapers, newsletters, and pamphlets.

**Learning Outcomes**

Learning outcomes for online coursework are the same as on-ground coursework.

**Graduation Requirements**

Students taking online courses must meet the graduation requirements for their chosen program of study.

**Health Screens**

Students enrolling in programs where health screens are required will be provided with a list of required immunizations. Students will be required to provide proof of immunization prior to beginning clinical rotations.

**Uniforms**

Students enrolling in programs where uniforms are required for clinical rotations are responsible for providing their own clothing in accordance with the established policies of the institution where they will be completing their clinicals.
Academic Standards

Leaves of Absence
Student leaves of absence will not be granted. (See “Marital or Parental Status” for additional information.)

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

Attendance Policy

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

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

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

The school reserves the right to withdraw any student who incurs excessive absences. A student who misses an announced test, any examination, or class work shall receive a zero on the test, examination, or class work unless the instructor deems the absence to be of a justifiable nature; in that case, students will be allowed to make up the work. All make-up work must follow the designated program’s late work policy, including point reduction. All students present at the time a test is administered are obligated to take the test. A student who refuses to take a test on the day it is scheduled will receive a zero.

Each student is directly responsible to the individual instructor and/or Program Director/Academic Dean for absences and for making up missed work.

Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of the attendance status. Students on externship must also adhere to the 10-day attendance rule.

Excused Absence
Students who will be absent on a short-term basis (not to exceed two weeks) due to extenuating circumstances/special case must contact the instructor in advance of the situation, or as soon as the circumstance occurs, to request an excused absence. The request must include the following information:

- Circumstances/reason for the absence
- Anticipated date of return to school
- Documentation must be provided from the student verifying reason for the absence

Examples of situations that may justify an excused absence include:

- National Guard and Reserves (annual training)
- Short-term hospital stay
- Jury duty
- Bereavement

Situations within a student’s control that can be avoided with appropriate planning do not qualify as excused absences (i.e., vacation, doctor’s appointments, etc.).

Externship and Clinical Hours
A student on externship must complete the total number of hours required. Externs must follow the 10-day rule. Absence from clinical hours is governed by separate written program standards.

Make-Up Work
Due to the nature of the training offered, theory classes and quizzes missed, as a result of an absence, cannot be made up. Grades for clinical work are based on attendance, skill, and participation. Therefore, clinical absences will result in a grade penalty. The specific make-up policy for clinical absences is established by program rules.

General Education
Students who accumulate three consecutive absences in a General Education course will be withdrawn from that course and given a “W” on their transcript; the “W” will be counted toward attempted credits.

If a student is absent for four or more scheduled class meetings of any course, he or she will be immediately withdrawn from that course and receive a “W” grade; the “W” will be counted toward attempted credits.

Nursing Programs
Students may not miss in excess of 10 percent of scheduled class hours per term. If, at the end of a term, a student has missed in excess of 10 percent of scheduled class hours, he or she will be placed on probation beginning with the next term.

Clinical and skills laboratory hours missed count toward the 10 percent and must be made up according to program policy. During any term, two clinical absences are the maximum number allowed. Should the student exceed two clinical absences in any term, he or she may be subject to dismissal from the program. Any student absent from an assigned clinical site, who does not call in advance and does not arrive for the clinical shift, will be placed on attendance probation. Should there be a second occurrence during the program when the student does not call in advance or arrive for the clinical shift, the student will be dismissed from the program.

While on attendance probation, a student who misses in excess of 10 percent of scheduled class hours has violated the terms of probation and will be dismissed from the program immediately upon determination of the
violation but no later than the end of that term. A Nursing student may only be on attendance probation one time during the entire program.

Any student who is absent for more than 10 percent of the scheduled class hours in the final term of the Nursing program will be dismissed from the program. Should that student apply for readmission and be accepted, he or she will be required to repeat all final-term coursework. If the student on attendance probation does not exceed the 10 percent absence during the term, he or she will be removed from probation at the end of the term. Should the student be absent in excess of 10 percent of scheduled class hours in any future term, the student will be dismissed from the program.

Any student dismissed for violating the attendance policy may apply for readmission once he or she has met the conditions of the readmission policy.

All clinical objectives must be satisfied before a final grade can be given for a course. Each student is directly responsible to the individual instructor and/or Program Director and the Academic Dean for absences. Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of his or her status.

Any student who is absent for more than 10 percent of the scheduled class hours will be withdrawn, regardless of his or her status.

All clinical objectives must be satisfied before a final grade can be given for a course. Each student is directly responsible to the individual instructor and/or Program Director and the Academic Dean for absences. Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of his or her status.

Any student dismissed for violating the attendance policy may apply for readmission once he or she has met the conditions of the readmission policy.

### Occupational Therapy Assistant Program

#### Academic Attendance

Students may not miss in excess of 10 percent of scheduled Occupational Therapy Assistant (OTA) classes per term. If, at the end of a term, a student has missed in excess of 10 percent of scheduled class hours, he or she will be placed on attendance probation beginning with the next term. While on attendance probation, students may not miss in excess of 10 percent of the scheduled OTA class hours in the term. Any student on attendance probation who misses in excess of 10 percent of scheduled class hours in the term has violated probation and will be withdrawn from school. If a student on attendance probation does not exceed the 10 percent rule during the grading period, the student will be removed from attendance probation. A student who is withdrawn from the OTA program for violating the attendance policy may apply for readmission through the Student Affairs department.

#### Fieldwork Attendance

Students must be in compliance with the attendance rules and regulations of the fieldwork site. Consistent attendance and punctuality are required for successful completion of the fieldwork portion of the program. Students are expected to be at their site on all scheduled days except when ill or in the case of an immediate family emergency. Students missing more than 12 hours of Level I fieldwork will be required to make up the time at the convenience of the fieldwork educator, holidays and weekends included. Students missing more than three days on each Level II assignment will be required to make up the time at the convenience of the fieldwork educator, holidays and weekends included. If the fieldwork site has a different policy, the student would defer to that policy. The student will be withdrawn if the student subsequently misses a cumulative one hour in that term, he or she will be immediately withdrawn.

If the student progresses to the next term, he or she will continue on attendance probation and cannot miss in excess of 10 percent of the scheduled time in that term. Students who exceed 10 percent absence in this successive term will be immediately withdrawn from the program.

In RT250 (final term), a student missing in excess of 10 percent of the scheduled time will be immediately withdrawn from the program.

A student withdrawn from the RT program may file a grievance with the Grievance Committee. A student may be on attendance probation no more than two times. Respiratory Therapy program policy requires students to call the school and the clinical site when they will be late or absent. For class days, it is necessary for students to contact the Program Director by calling the school and asking to speak with him or her. For clinical days, it is necessary for students to contact the clinical site and then the designated school official. The student is to call the school at least one hour before his or her scheduled shift and leave a message on the designated school official’s voicemail that the student will not be at the site. **NOTE:** if the designated school official has a cell phone, the student is to call the designated school official’s cell phone. After speaking with the designated school official or leaving a voice message for the designated school official, the student may not miss in excess of 10 percent of the scheduled class hours in the term. Any student on attendance probation who misses in excess of 10 percent of scheduled class hours in the term has violated probation and will be withdrawn from school. If a student on attendance probation does not exceed the 10 percent rule during the grading period, the student will be removed from attendance probation.

### Clinical Attendance

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

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

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

If the student is dismissed from a clinical site, and, in the opinion of the Director of Clinical Education, the dismissal was a justifiable misunderstanding, miscommunication, or personality conflict, the student will be assigned to a second site. If the student is dismissed from the second site, the student will be withdrawn.

### Respiratory Therapy Program

If a student misses in excess of 10 percent of scheduled class hours in a term, he or she will immediately be placed on attendance probation for that term. If the student subsequently misses a cumulative one hour in that term, he or she will be immediately withdrawn.

If the student progresses to the next term, he or she will continue on attendance probation and cannot miss in excess of 10 percent of the scheduled time in that term. Students who exceed 10 percent absence in this successive term will be immediately withdrawn from the program.

A student withdrawn from the RT program may file a grievance with the Grievance Committee. A student may be on attendance probation no more than two times. Respiratory Therapy program policy requires students to call the school and the clinical site when they will be late or absent. For class days, it is necessary for students to contact the Program Director by calling the school and asking to speak with him or her. For clinical days, it is necessary for students to contact the clinical site and then the designated school official. The student is to call the school at least one hour before his or her scheduled shift and leave a message on the designated school official’s voicemail that the student will not be at the site. **NOTE:** if the designated school official has a cell phone, the student is to call the designated school official’s cell phone. After speaking with the designated school official or leaving a voice message for the designated school official, the student may...
also choose to send an email. NOTE: An email is not an acceptable primary route of communication and will result in a no call/no show absence.

For the clinical site, a student must contact the department supervisor (or his or her designee in the department) at least one hour before the scheduled shift. A student should not leave a voice message at the clinical site; he or she needs to speak to a "real" person. After speaking to an individual at the clinical site, the student may also choose to send an email. NOTE: An email is not an acceptable primary route of communication and will result in a no call/no show absence.

When a student is removed from clinical for disciplinary action, the student may be withdrawn from the RT program. If the student is allowed to continue in the RT program, the time missed as a result of being removed from the clinical rotation will be considered as time missed per the attendance policy and will be documented as missed hours.

Surgical Technologist Program
General Academic/Clinical Attendance
Students may not miss in excess of 10 percent of scheduled class hours per term. If, at the end of a term, a student has missed in excess of 10 percent of scheduled class hours, he or she will be placed on attendance probation beginning with the next term. While on attendance probation, students may not miss in excess of 10 percent of the scheduled class hours in the term. While on attendance probation, if a student misses more than 10 percent of the scheduled class hours for the term, he or she will be considered in violation of the attendance probation. If, at the end of the term for which the student is on attendance probation, he or she has missed more than 10 percent of the class hours of the term, the student will be withdrawn from the program at that time. If a student on attendance probation does not exceed the 10 percent rule during the grading period, the student will be removed from attendance probation.

Any student who misses 10 consecutive scheduled class days and does not return on the 11th day will be withdrawn, regardless of the attendance status.

Any student withdrawn for violating the attendance policy may apply for readmission once he or she has met the conditions of the readmission policy.

Clinical Attendance
Students must arrive on time and stay for the entire scheduled shift. Late arrivals or early departures are recorded in the student’s clinical attendance record and must be noted on the time card. Four (4) late arrivals/early departures in a term are equal to one (1) absence. Students may not miss in excess of 10 percent of scheduled clinical days per term.

Clinical attendance permits the student to meet the surgical case requirements for graduation. Failure to meet those due to absences may result in clinical failure and withdrawal from the program.

If, for any reason, a student is late arriving/early leaving or unable to attend a clinical day, he or she is required to contact the clinical site and the Surgical Technologist Program Director/Clinical Coordinator. Students who no call/no show at a clinical site may be withdrawn from the program. Students who have attendance issues during clinical rotation may be removed from the clinical site at the affiliate’s request. Students removed from a clinical site may be withdrawn from the program.

If during a clinical rotation the student misses in excess of 10 percent, he or she may be removed from the clinical site and reassigned to a different clinical site where allowed.

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

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

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

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

Conduct
Students must adhere to the Code of Conduct, to include conduct that will not interfere with the learning process of any other student, the classroom instruction, or the progress of the class in general. The school administration reserves the right, in the exercise of the outcome, to suspend and/or dismiss a student for any of the following reasons:

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

Operation of any type of audio or video recording device without prior approval is prohibited. Violations of this policy may lead to disciplinary actions up to and including dismissal from school. A student dismissed for unsatisfactory conduct is not eligible for readmission.

Hazing Policy
Hazing is any conduct or initiation into any organization that willfully or recklessly endangers the physical or mental health of any person. Its imposition, or its use in any form of initiation, is prohibited. Violation of this policy will result in disciplinary actions against the violator to include counseling and possible withdrawal from Concorde Career Institute.

Classroom and Laboratory Conduct

Safety: Because of the health hazards inherent in the healthcare field, safety, health, fire prevention, and proper procedures for handling materials and equipment are stressed in every healthcare class. Rules and safety procedures are posted in each lab.

Breakage: Although no laboratory breakage is charged, payment may be charged for any deliberate and intentional breakage of equipment.

Eating: No food or beverages are allowed in laboratories. No food or beverages are allowed in classrooms except bottled water with a top.

Cleanliness: Students are evaluated as to how they care for and maintain equipment. Housekeeping duties will be required of all students. Students are responsible for keeping facilities and equipment clean and neat at all times.

Homework: Required homework assignments are to be turned in when due. Each student should be prepared to devote time daily to home study.

Lecture Notes: Students are required to take adequate lecture notes daily.

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

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

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

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

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

Students enrolled in the Dental Assistant, Medical Assistant, Medical Office Administration and Patient Care Technician programs must complete a series of Career and Student Success modules prior to starting externship hours as part of their program’s graduation requirements. The modules must be completed prior to the externship. Failure to complete the modules may result in the student being withdrawn. These modules address the readiness of students for college and future employment beyond the specific mastery of skills and content of a health professional. A learning management system (LMS) will deliver the content in a gradual progression, giving students the flexibility to exit each module upon completion. The LMS is Internet-based, necessitating students without a home computer and Internet access to schedule time in a campus computer lab or campus Learning Resource Center, or find an alternative source like the local public library to access and complete this requirement.

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

**Family Educational Rights & Privacy Act**

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

1. The right to inspect and review the student’s education records within 45 days of the day Concorde receives a request for access. A student should submit to the Registrar, Academic Dean, or Campus President, a written request that identifies the record(s) the student wishes to inspect. The Concorde 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 Concorde official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask Concorde to amend a record should write the Concorde official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Concorde decides not to amend the record as requested, Concorde 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 Concorde discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

   a) Concorde 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 Concorde 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 Concorde has contracted as its agent to provide a service instead of using Concorde employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Concorde.

   b) Concorde also discloses education records without the student’s consent to officials of another school in which a student seeks or intends to enroll.

   c) Concorde may disclose information on a student without violating FERPA if it has designated the information as “directory information.” At Concorde, this includes: Student’s participation in officially recognized activities; month/day of birth (birthday lists); Concorde awards received; program of study; graduation announcements; and programs. Other than in school publications, Concorde’s policy is to only disclose directory information to law enforcement officials. Students may, if they desire, request that directory information not be released. Such a request must be submitted in writing to the Campus President within the first two weeks of each term.

   d) As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records, including his or her Social Security Number, grades, or other private information, may be accessed without his or her consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without his or her consent to researchers performing certain types of studies, in certain cases, even when Concorde objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Federal and State Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share, without the student’s consent, PII from his or her education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about him or her that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-5920

2016 Florida Catalog | Volume 3 | Published September 2016 | Catalog effective from September 22, 2016, through September 21, 2017
No Discrimination or Harassment Policy
Concorde Career Institute is committed to maintaining a work and learning environment that is free from discrimination and harassment for all Concorde associates and students. Accordingly, Concorde does not authorize and will not tolerate any form of discrimination or harassment of or by an associate or student based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

Marital or Parental Status
Concorde Career Colleges, Inc., will comply with all requirements outlined in 34 C.F.R. 106.40 (a) and (b) with regard to the marital or parental status of students. Any student is eligible for leave in the care of pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom for so long a period as deemed medically necessary by the student’s physician, at the conclusion of which the student shall be reinstated to the status that he or she held when the leave began. For further information, please contact the Director of Student Affairs, Academic Dean or Campus President.

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

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

Sexual Offender Registry
Florida law requires that all nonpublic colleges, universities and schools inform students of the existence of the Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website (http://offender.fidle.state.fl.us/offender/hompage.do) and toll free telephone number (1-888-357-7332; for TTY Accessibility: 1-877-414-7234).

Racial, Religious, or National Origin Harassment
Racial, religious, or national origin harassment deserves special mention as well and is expressly prohibited by this policy. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner that would make a reasonable student or associate uncomfortable in the work and learning environment. Examples of racial, religious, or national origin harassment include jokes that include reference to race, religion or national origin, the display or use of objects or pictures that adversely reflect on a person’s race, religion, or national origin, or use of language that is offensive due to a person’s race, religion, or national origin.

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

How Concorde Investigates Complaints of Discrimination or Harassment
Concorde thoroughly and promptly investigates all claims of discrimination and harassment. Concorde will meet with the complaining associate or student to discuss the results of the investigation and, where appropriate, review the proposed resolution. If an investigation confirms that discrimination or harassment has occurred, Concorde will take corrective action, including such discipline up to and including immediate termination of employment or enrollment, as is appropriate. Claims of assault or the threat of assault, if proven, will result in dismissal. Complaints of discrimination and harassment will be kept as confidential as possible. No associate or student will be subjected to retaliation by Concorde because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If an associate or student believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the associate or student must report such retaliation to Concorde by immediately contacting either the Campus President or Human Resources, so that the complaint may be investigated and dealt with in an appropriate manner.

Concorde’s Commitment to No Discrimination or Harassment Policy
If a student feels that Concorde has not met its obligations under the policy, he or she should contact Human Resources at Concorde Career Colleges, Inc.

Students With Disabilities Policy
It is the policy of Concorde Career Colleges, Inc. (Campus), to abide by both the letter and spirit of Section 504 of the Rehabilitation Act of 1973 and its implementing regulation at 34 Code of Federal Regulations C.F.R., Part 104. Section 504 prohibits discrimination on the basis of disability in programs and activities operated by recipients of federal financial assistance. Covered entities must accommodate students with reasonable academic adjustments and auxiliary aids and services that are necessary to afford an individual with a disability an equal opportunity to participate in its programs. Concorde is not required to make academic adjustments and/or provide auxiliary aids and services that would result in a fundamental alteration of its programs or impose an undue burden.
The Campus prohibits all discrimination against “qualified individuals with disabilities” as defined in Concorde’s Disabilities Policy. In addition, a “qualified disabled person,” with respect to postsecondary and vocational education services, is one who meets the academic and technical standards requisite to participation in the Campus’s education program.

**Procedures for Requesting Academic Adjustment and/or Auxiliary Aid:**

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

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

3. In general, the documentation referenced should not be more than three years old prior to taking entrance assessments to be accepted into a program. The documented assessments must be completed by qualified professionals in the area of disability. Documentation and sources used to evaluate the need and determine appropriate adjustments or aids may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student’s disability affects one or more of the major life activities and recommendations, psychological and/or emotional diagnostic tests, aptitude and achievement tests with results/reports, functional effects or limitations of the disability (physical limitations) and/or medications and recommendations, and social and cultural background and adaptive behavior. The campus reserves the right to request additional documentation as needed.

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

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

6. The CCC is responsible for ensuring that approved academic adjustments and auxiliary aids are implemented in a timely manner and will be responsible for ensuring compliance of accommodations through the

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

**Grievance Procedure**

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

- He or she should contact the Campus Compliance Coordinator (CCC) (Campus President) to file a formal grievance as soon as the student knew or reasonably should have known of the alleged discriminatory act or disagreement regarding academic adjustments and/or auxiliary aids.

- The CCC will assist the student in defining the grievance and will witness the student’s signature on the Grievance Form.

- All grievances shall be reviewed and investigated by the Vice President of Academic Affairs. The Vice President of Academic Affairs’ role shall be to investigate whether the student was discriminated based on disability by gathering all relevant information. Allegations can include, but are not limited to, harassment, failure to provide approved aids or adjustments, or a disagreement over what aids and adjustments are appropriate.

- The student shall have an opportunity to express his or her concerns with the Vice President of Academic Affairs.

- All reasonable efforts will be made to provide a written determination to the student within 30 days, which will close the charge of discrimination.

- If the student feels the alleged discriminatory act was conducted by the CCC, the student may contact the Vice President of Academic Affairs at 1-800-852-8434 to file a formal grievance at any time in the process.

- The determination made by the Vice President of Academic Affairs will be the final review.

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

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

Written examinations are given periodically, and, at the completion of each course, a final exam is given. Lab exams cover both subject matter and skills evaluation. Records of grades are maintained by the Registrar. Unless specified differently for an individual program, students receive letter grades at the end of each grading period (course) using the official letter grading scale. Grades are based on assignments, tests, and manipulative performance examinations given with each unit of learning. At the end of each evaluation period, the student’s cumulative grade point average (CGPA) will be determined. At that time, academic records will be made available or furnished to the student.

**A permanent grade must be assigned.**

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical %</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Exceptionally Competent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
<td>Highly Competent</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70–79</td>
<td>Fully Competent</td>
<td>2.00</td>
</tr>
<tr>
<td>D***</td>
<td>60–69</td>
<td>Minimally Competent</td>
<td>1.00</td>
</tr>
<tr>
<td>F*</td>
<td>0–59</td>
<td>Not Competent</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Successful Completion of Course</td>
<td>N/E</td>
</tr>
<tr>
<td>W*</td>
<td>N/A</td>
<td>Withdrawal From Course</td>
<td>N/E</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of Credit</td>
<td>N/E</td>
</tr>
<tr>
<td>I**</td>
<td>N/A</td>
<td>Incomplete (Temporary Grade)</td>
<td>N/E</td>
</tr>
</tbody>
</table>

KEY: N/E No effect on grade point average (GPA).
* This course does not count toward graduation and must be repeated for credit.
** A permanent grade must be assigned.
*** This course is included in the student’s CGPA.

In general, a grade of “D” in General Education courses is considered a minimally passing grade and does not need to be repeated. However, there are certain exceptions with science courses. Students must earn a minimum grade of “C” in the following courses, or the course must be repeated.

Nursing
- Microbiology
- Anatomy & Physiology I
- Anatomy & Physiology II

Occupational Therapy Assistant
- Anatomy & Physiology I
- Anatomy & Physiology II
- Human Growth & Development

Physical Therapist Assistant
- Anatomy & Physiology I
- Anatomy & Physiology II

Respiratory Therapy
- Anatomy & Physiology I
- Anatomy & Physiology II
- Microbiology

Nonclinical Program Content Courses

The official letter grading scale for all nonclinical programs (technical courses only), including Dental Assistant, Medical Assistant, Medical Office Administration, Patient Care Technician, and Pharmacy Technician, is as follows:

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<td>I**</td>
<td>N/A</td>
<td>Incomplete (Temporary Grade)</td>
<td>N/E</td>
</tr>
</tbody>
</table>

KEY: N/E No effect on grade point average (GPA).
* This course does not count toward graduation and must be repeated for credit.
** A permanent grade must be assigned.
*** This course is included in the student’s CGPA but must be repeated if it is in his or her major coursework.

Clinical Program Content Courses

The official letter grading scale for the Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Respiratory Therapy, and Surgical Technologist programs (technical courses only) is as follows:

<table>
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<tr>
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<td>N/E</td>
</tr>
</tbody>
</table>

KEY: N/E No effect on grade point average (GPA).
* This course does not count toward graduation and must be repeated for credit.
** A permanent grade must be assigned.
*** This course is included in the student’s CGPA but must be repeated if it is in his or her major coursework.

Nursing/Practical Nursing Programs

Unless otherwise specified in the course descriptions, a grade of “C” (75 percent) or better is considered passing for technical courses in the Nursing or Practical/Vocational Nursing programs. Clinical/Lab Practice classes are graded on a Pass/Fail basis. Students who fail one portion (clinical or didactic) of a class will fail the entire class.

A student whose cumulative grade point average (CGPA) is less than 2.0 at the end of an academic term will be placed on academic probation. A student on academic probation who does not achieve a minimum 2.0 CGPA...
by the end of the term will be withdrawn from the program for failure to achieve academic progress.

In addition, any Nursing or Practical/Vocational Nursing student who:

• fails the same course twice; or
• violates the attendance policy

will be immediately withdrawn.

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

**Occupational Therapy Assistant Program**

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

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

Students must meet or exceed the thresholds defined for all fieldwork criteria. The OTA courses in Term 6 (OTAP2210 and OTAP2310) must be satisfactorily completed prior to students’ Level I fieldwork assignments in Term 6. Remediation and tutoring will be available to students prior to their Level I fieldwork assignments.

If the student fails to successfully remediate the failed course during the time frame, he or she will be withdrawn from the program and will not be allowed to progress in the program and will be withdrawn or set back on a space-available basis. Students are required to pass the final written and practicum examinations to graduate the program.

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

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

**Occupational Therapy Assistant Fieldwork**

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

• The school (Occupational Therapy Assistant [OTA] Program Director/Academic Fieldwork Coordinator) will assign the student to a fieldwork site.
• The student may not refuse a fieldwork site.
• The student will be withdrawn if he/she requests or receives remuneration for fieldwork activities.
• Any falsification of fieldwork documentation, including time sheet, will result in withdrawal.

• Even though all OTA students are required to have a criminal background check at admission, certain fieldwork sites may require a second background check immediately prior to fieldwork assignment.
• All OTA students are required to have a drug test immediately prior to fieldwork assignment. A positive drug test followed by a confirming drug test, within 24 hours of the request, will result in withdrawal.

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

**Physical Therapist Assistant Program**

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

**Respiratory Therapy Program**

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

**Surgical Technologist Program**

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

**Satisfactory Academic Progress Policy**

To maintain financial aid eligibility, students must maintain the following academic standards:

1. Must maintain a cumulative grade point average (CGPA) of 2.0.
2. Must maintain a rate of progress of 67% or greater.
3. Must complete the program within 150 percent of the program length.

**Maximum Time Frame**

To maintain Satisfactory Academic Progress, a student’s credit/clock hours attempted cannot exceed 1.5 times (150 percent) of the credit/clock hours required to complete the program.

**Example:**

<table>
<thead>
<tr>
<th>Credit Hours Required for Program</th>
<th>Maximum Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.0</td>
<td>36.0</td>
</tr>
<tr>
<td>29.0</td>
<td>43.5</td>
</tr>
</tbody>
</table>
All periods of the student’s enrollment count when assessing progress. In addition to the CGPA and rate of progress requirements listed, students must successfully complete all required course credits of their program within the maximum time frame.

Each program is broken down into payment periods. At the end of each payment period, the student’s CGPA and rate of progress will be evaluated. The evaluation will ensure that the total program credit/clock hours plus credit/clock hours to be repeated due to academic failure do not exceed the maximum time frame. A student failing to maintain the minimum standards of academic progress will be notified of such and will face administrative actions. These actions include being placed on Financial Aid (FA) Warning, Financial Aid (FA) Probation, and loss of Federal Financial Aid eligibility.

**Financial Aid (FA) Warning**

FA Warning will be assigned to a student not making satisfactory academic progress. The school will advise the student of his or her status prior to the start of the next payment period. A student on FA Warning may continue to receive Federal Student Aid (FSA) funds for one payment period.

A student on FA Warning who achieves a minimum CGPA and rate of progress by the next payment period will be removed from FA Warning and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make satisfactory academic progress after the FA Warning period will lose his or her eligibility for FSA funds unless the student is granted a FA Appeal and placed on FA Probation.

**Financial Aid (FA) Appeals**

A student may appeal the loss of financial aid based on mitigating circumstances. The appeal must be submitted in writing to the Campus President within three calendar days of notification. The Campus President will review the appeal and respond to the student within 48 hours of receiving the appeal. Students may only apply for a FA Appeal twice regardless if the appeal is approved or denied.

Written FA Appeals Must Include:

- A clear statement about the mitigating circumstances that caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- Explanation of how such mitigating circumstances contributed to the student’s academic situation; and
- Explanation about what has changed in the student’s situation that would allow the student to attain satisfactory academic progress at the next payment period.

If the student chooses not to appeal, or the appeal is denied, the student may continue on a cash-pay basis, assuming he or she meets all other programmatic academic requirements, until the student achieves the minimum CGPA and required rate of progress.

If the FA Appeal is approved, the student will be placed on FA Probation for one payment period and regain his or her eligibility for Federal Financial Aid.

**Financial Aid (FA) Probation**

FA Probation is a status assigned to a student who has failed to make satisfactory academic progress after being placed on FA Warning and granted a FA Appeal. The school will advise the student of his or her status prior to the start of the next payment period. A student on FA Probation may continue to receive FSA funds for one payment period.

A student on FA Probation who achieves a minimum CGPA and rate of progress by the next payment period will be removed from FA Probation and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make satisfactory academic progress after the FA Probation period will lose his or her eligibility for FSA funds. The student may continue his or her program on a cash-pay basis, assuming he or she meets all other programmatic academic requirements.

**Repetitions**

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating CGPA. However, the original course and repeated course credit/clock hours are included in the maximum time frame and rate of progress calculations.

**Academic Probation**

A student whose cumulative grade point average (CGPA) is less than 2.0 at the end of a grading period is placed on academic probation. If a student fails to achieve a 2.0 grade point average for the next evaluation period or for any evaluation period in which the student is on academic probation, the student will be withdrawn for academic failure. A student will be removed from academic probation upon achieving at least a 2.0 CGPA. If a student on academic probation achieves satisfactory progress for the subsequent evaluation period but does not achieve the required CGPA, he or she may continue on academic probation for one more evaluation period. The enrollment of a student who fails to achieve overall academic success for his or her program at the end of two successive probationary periods shall be withdrawn.

**Veterans Administration Students**

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

**Copyright Infringement**

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

**Outside Classroom Work**

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

**Scholastic Honesty**

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

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

*(Courses are listed in alphabetical order and not by program.)*

**BIOL1111: Anatomy & Physiology I VLab**  
Credit Hours: 1.00  Clock Hours: 0/30/0

In this virtual lab, the student will learn through virtual experiments the organization of the body and the anatomy/physiology of the cells, tissues and membranes, and various body systems as correlated to the BIOL1310 Anatomy & Physiology I course content. Prerequisite: BIOL1111; Co-requisite: BIOL1310.

**BIOL1121: Anatomy & Physiology II VLab**  
Credit Hours: 1.00  Clock Hours: 0/30/0

In this virtual lab, the student will learn through virtual experiments various body systems as correlated to the BIOL1320 Anatomy & Physiology II course content. Prerequisite: BIOL1111; Co-requisite: BIOL1320.

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

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

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

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

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

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

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

Students have the opportunity to learn and apply practical principles of human interpersonal communication in daily life. Emphasis is placed on the psychological, social, cultural, and linguistic factors that affect person-to-person interaction. Through practical application, this course assists students in improving public speaking skills.

**DA110C2: Introduction to Dental Assisting**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students review the history of dentistry and receive an introduction to various dental specialties and the dental health team members’ roles. The course covers legal/ethical issues in dentistry, human anatomy and physiology, embryology, and tooth morphology. Students are introduced to OSHA and HAZ-COM guidelines for infection control and management of hazardous materials. Students learn to identify dental instruments and equipment and covers the CDA and EFDA certification of the Dental Assisting National Boards.

**DA110D2: Basic Sciences & Infection Control**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students are introduced to the anatomy and physiology of the structures of the head and neck. Students learn the mechanisms of disease transmission and how to prevent disease through effective infection-control methods. OSHA guidelines and regulations, methods of sterilization, and AIDS awareness are emphasized. Students also learn how to operate and maintain the dental treatment room equipment. Dental terminology is included in all sessions.

**DA110E2: Introduction to Dental Assisting**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students review the history of dentistry and begin the study of human anatomy and physiology, embryology, and tooth morphology. Students are introduced to OSHA and HAZ-COM guidelines for infection control and management of hazardous materials, and identify dental instruments and equipment. CDA and EFDA certification of the Dental Assisting National Boards are also covered.

**DA110F2: Anatomy, Physiology & Medical Emergencies**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course reviews the history of dentistry and begins the study of human anatomy and physiology. Students study the processes of disease transmission in the dental office and learn the techniques of universal precautions and effective methods of sterilization and disinfection in accordance with OSHA guidelines for infection control. Students learn how to respond to a variety of dental emergencies. In the administrative portion of this course, students focus on basic office duties, including telephone techniques.

**DA120C2: Preventative Dentistry**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students focus on preventive dentistry, study the use of dental anesthesia, and continue to learn about infection and disease control through the study of microbiology, asepsis, and effective sterilization techniques. In the
administrative area, students become familiar with computers and Microsoft® Word word processing software and practice front office skills such as scheduling appointments, recalling patients, and filing.

**DA120D2: Introduction to Dentistry and CPR**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students learn to respond to a variety of dental emergencies, cardiopulmonary resuscitation (CPR), various techniques for clearing obstructed airways, and monitoring vital signs. Students are evaluated on their proficiency in these techniques. Students identify different types of teeth, their functions, and are instructed in dental numbering systems, charting procedures, and coronal polishing techniques. Students learn topics including the role of proper nutrition in dental health, anesthetic syringe setup, and the functions/potential side effects of drugs used in the practice of dentistry. Students learn to write and interpret prescriptions.

**DA120E2: Dental Specialties/Procedures/Disease Processes/Coronal Polishing**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Dental specialties and instrumentation such as endodontics, oral surgery, amalgam and composite restorations. Students learn microbiology, anesthesia, pharmacology, and oral pathology and are introduced to oral evacuation. They perform coronal polishing and fluoride treatment procedures on patients.

**DA120F2: Chairside Assisting, Oral Pathology & Histomorphology**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course is designed to introduce the student to the basic techniques of chairside assisting, including patient preparation, instrument identification and transfer, utilization of high-volume evacuation systems, and charting. Students study current concepts of “four-handed dentistry.” The administrative portion of the course focuses on appointment scheduling and patient recalls.

**DA130C2: Dental Radiology**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students focus on dental radiology and operative dentistry. They begin studying the scientific principles underlying use of x-rays and move on to the acquisition of practical skills. They learn about various materials and devices used in dentistry and receive practical instruction in operative dentistry procedures. In the administrative area, students focus on human relations, effective telephone techniques, mail handling, and management of inventory and supplies.

**DA130D2: Dental Instrumentation/Business Office Management**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Focuses on the ethical/legal aspects of the dental profession, with emphasis on state/federal regulations and certification requirements. Students learn to identify and transfer dental instruments and perform front-office duties such as greeting patients, answering phones, preparing insurance forms, scheduling appointments, using pegboards, and maintaining accounts receivable and payable.

**DA130E2: Patient Care and Dental Practice Management**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students learn administrative duties of the Dental Assistant, including the use of basic office equipment, patient records, filing, inventory control, accounts payable and receivable, dental insurance, telephone techniques, appointment scheduling, dental charting, keyboarding, and basic computer operation. The course gives students the opportunity to practice manuscript writing and give oral presentations. Students are also trained in CPR and are introduced to charting.

**DA130F2: Removable Prosthodontics, Oral Surgery & Pharmacology**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students learn to identify and understand the functions of the instruments used in orthodontics and oral surgery, and they learn how to remove sutures and give patients post-operative instructions. They are introduced to the pharmacology of dentistry, including local and general anesthetics, and study the step-by-step process for fabricating partial and full dentures. The administrative portion of the course focuses on career development skills.

**DA140C2: Restorative Dentistry**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students learn about advantages and disadvantages of different types of restoration materials and the procedures and set-up requirements for each type of material. In the administrative area, students practice manual and computer charting and are introduced to the financial aspects of managing a dental practice, including banking procedures, bookkeeping, and billing and collections.

**DA140D2: Dental Radiology/Clinical Procedures**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students are taught the uses and methods of preparing various dental materials and learn how to mix temporary and permanent cements, bases, and varnishes; how to prepare cavity liners and place temporary fillings; how to mix and place periodontal dressings; how to perform periodontal charting; how to set up and use amalgam and composite trays; and how to instruct patients on proper home care. Students receive instruction in the theory and principles of x-rays and in techniques such as the positioning of x-ray film for exposing a full-mouth series and exposing, processing, and mounting the series.

**DA140E2: Dental Materials & Procedures**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students cover EFDA functions, including dental dam, cements, amalgam, composite, crown and bridge and tofflemire/matrix band placement. They will also be introduced to the properties and uses of restorative materials.

**DA140F2: Dental Radiography, Endodontics & Pedodontics**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course prepares students to sit for the dental radiology certification examination of the Florida Board of Dentistry. Students learn basic techniques of dental radiology, such as identifying anatomical landmarks and positioning x-ray film in preparation for taking x-rays. Students also learn to expose, process, and mount x-rays and to evaluate/correct technical errors. Radiation safety is emphasized. Students familiarize themselves with the
instruments used in endodontic treatment and learn techniques for the application of rubber dam and sealants. The administrative portion of the course continues to focus on career development skills.

**DA150C2: Oral Surgical Procedures**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students receive an overview of the dental specialties of prosthodontics, periodontics, and oral surgery, as well as dental pharmacology. In the clinical area, students learn to set up custom trays and to perform procedures for fabricating and fitting dentures, crowns, and bridges. In addition, they practice assisting the oral surgeon before, during, and after surgery. This includes learning to work with periodontal dressings, retraction cords, and sutures. In the administrative area, students focus on payroll management and dental insurance.

**DA150D2: Advanced Dental Procedures I**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Introduces current dental specialties, procedures, and the Dental Assistant’s role in each. Students receive hands-on practice in preparing the special tray set-ups discussed in class lectures. They identify rubber dam equipment and how to place/remove them. They practice writing laboratory prescriptions, mixing rubber bases and impression materials, taking alginate impressions, pouring and trimming models, fabricating custom trays, and applying sealants.

**DA150E2: Diagnostic Procedures/Nutrition/Orthodontics**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course covers diagnostic procedures, including dental charting, assisting in taking the patient’s medical/dental history, measuring vital signs, and conducting the oral exam. It includes preventive dentistry and nutrition. Students learn about alginate impressions, diagnostic casts and fabrication of removable appliances, and continue to explore psychology and communication, needs of special patients, and medical emergencies. At least 25 hours is devoted to orthodontics instruction.

Students practice manuscript writing and giving oral presentations, and are introduced to interviewing techniques and résumé and letter writing.

**DA150F2: Preventative Dentistry, Periodontics & Fixed Prosthodontics**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course focuses on preventive dentistry, including proper oral hygiene, coronal polishing, and periodontal disease, as a consequence of poor oral hygiene and inadequate dental care. Students learn to apply periodontal, and study fixed prosthodontics, and learn how to fabricate temporary crowns. The administrative portion of the course focuses on the processing of dental insurance claims.

**DA160C2: Specialized Dentistry**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students focus on the specialties of endodontics, pedodontics, and orthodontics. They receive thorough grounding in techniques for infection and disease control, AIDS prevention, universal precautions and OSHA guidelines, and learn the importance of proper nutrition to good dental health. Students are given an overview of the ethical and legal issues that may arise in the practice of dentistry.

**DA160D2: Advanced Dental Procedures II**  
Credit Hours: 3.50  Clock Hours: 40/48/0

Students learn to fabricate/place temporary crowns, place retraction cord, write laboratory prescriptions, maintain a sterile field in oral surgery, set up a surgical tray, and instruct patients in postoperative home care. Students are introduced to oral pathology and the psychology of special patients’ needs in the dental office.

**DA160E2: Dental Radiography**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course covers the history of radiation, the production of diagnostic radiographs, protection for dental staff and patient, and the identification, processing, and mounting of radiographs. It includes tasks related to the techniques for exposing bitewing and periapical radiographs, producing full-mouth surveys.

**DA160F2: Dental Materials & Operative Dentistry**  
Credit Hours: 3.50  Clock Hours: 40/48/0

This course focuses on the restoration and impression materials used in the practice of dentistry, including waxes, resins, and metal and porcelain products. Students study the properties/uses of these materials and how to prepare them. The administrative portion of the course focuses on office communications and typing skills.

**DA200E: Dental Assistant Externship**  
Credit Hours: 5.00  Clock Hours: 0/0/240

In the final phase of training, students are placed in a dental clinic setting. This cooperative effort between the school and the dentist’s office gives students the opportunity to gain confidence/competence and sharpen/refine the skills learned in the classroom. While on externship, students are evaluated by the clinical site staff.

**ENGL1310: English Composition I**  
Credit Hours: 3.00  Clock Hours: 45/0/0

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

**MATH1310: Contemporary Mathematics**  
Credit Hours: 3.00  Clock Hours: 45/0/0

In this course, students will learn the theory and application of number sets, logic, numeration systems, number theory and sequencing, equations-inequalities and problem solving, functions and graphs, abstract mathematical systems, probability, and statistics.

**MATH1320: College Algebra**  
Credit Hours: 3.00  Clock Hours: 45/0/0

The course covers principles and applications of real numbers, equation, inequalities and systems of linear equations and inequalities, graphing, exponents, polynomials, rational expressions, roots and radicals, and quadratic equations. The course is designed to expand students’ reasoning abilities and teach them to read, write, and think mathematically.
MDCA1311: Medical Assisting A  
Credit Hours: 3.50  Clock Hours: 40/48/0  
Students in this course will practice various administrative skills including scheduling appointments. They will learn medical terms, anatomy and physiology, and common diseases and disorders of the skeletal, integumentary and muscular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. They will learn first aid, rehabilitative procedures, the role of the medical assistant in the health community, and team member responsibilities.

MDCA1321: Medical Assisting B  
Credit Hours: 3.50  Clock Hours: 40/48/0  
Students in this course will practice various administrative skills. They will learn medical terms, anatomy and physiology, and common diseases and disorders of the nervous, senses and respiratory body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1331: Medical Assisting C  
Credit Hours: 3.50  Clock Hours: 40/48/0  
Students in this course will practice various administrative skills. They will learn medical terms, anatomy and physiology, and common diseases and disorders of the urinary, reproductive and digestive body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1341: Medical Assisting D  
Credit Hours: 3.50  Clock Hours: 40/48/0  
Students in this course will practice various administrative skills. They will learn medical terms, anatomy and physiology, and common diseases and disorders of the endocrine, immune/lymphatic, and circulatory/cardiovascular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1351: Medical Assisting E  
Credit Hours: 3.50  Clock Hours: 40/48/0  
Students in this course will practice various administrative skills. Students learn about the clinical laboratory and the associated safety and regulatory guidelines. They explore basic microbiology and hematology and practice using a microscope. They learn the proper procedures for collecting, processing, and testing urine specimens. Students perform venipuncture and capillary puncture. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1361: Medical Assisting F  
Credit Hours: 3.50  Clock Hours: 40/48/0  
Students in this course will practice various administrative skills. Students perform intradermal, subcutaneous, and intramuscular injections, calculate medication dosages, and administer medication. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.

MDCA1570: Externship  
Credit Hours: 5.00  Clock Hours: 0/0/240  
Students perform medical assistant functions in a medical facility. They are supervised and evaluated on skills acquired in the program content courses. Students perform phlebotomy, injections, patient record maintenance, vital sign measurement, patient exam preparation, and other medical assistant duties as assigned by the physician, on-site supervisor, or extern coordinator. Prerequisites: MDCA1311-MDCA1361

NRSG1210: Pharmacology  
Credit Hours: 2.50  Clock Hours: 35/15/0  
This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, potential medication reactions and drug-drug/food-drug interactions. Importance is placed on recognizing major drug classifications. Nursing concepts related to legal and ethical nursing implications of medication administration are stressed. Students are given the opportunity to practice dosage calculation in the safe administration of medication in the laboratory setting.

NRSG1230: Practical to Professional Nursing Bridge  
Credit Hours: 2.00  Clock Hours: 30/0/0  
Emphasis on role delineation for the LPN/VN to RN. Includes a review of the nursing process, critical thinking, and clinical decision making for use with medical surgical and pharmacological concepts. Prerequisite: Possession of an unrestricted VN/PN license

NRSG1332: Mental and Behavioral Health Nursing  
Credit Hours: 3.00  Clock Hours: 30/0/45  
This course focuses on the care of patients across the lifespan who are experiencing cognitive, mental and behavioral health. Emphasis is placed on management of patients facing emotional and psychological stressors and/or addiction issues. Promoting and maintaining the mental health of individuals and families is also considered. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient-centered care to patients in selected mental health settings.

NRSG1640: Adult Health Nursing I  
Credit Hours: 6.00  Clock Hours: 45/0/135  
This course focuses on the care of adult and older adult patients from diverse backgrounds with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with alterations in selected body functions. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts, promote wellness/healthy behaviors and implement safe patient-centered care to those with health alterations.

NRSG1650: Adult Health Nursing II  
Credit Hours: 6.00  Clock Hours: 45/0/135  
This course focuses on providing patient-centered care of adult patients with medical and/or surgical health alterations. Emphasis is placed on the care of
patients with alterations in selected body functions. Concepts of time management, organization systems, health promotion, health education, evidence-based practice, and interprofessional collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts, promote healthy behaviors and implement safe care to patients and selected groups in a variety of settings.

NURSG1730: Foundations of Nursing Practice
Credit Hours: 7.00   Clock Hours: 60/60/45

This course provides an introduction to the roles of the nurse in healthcare systems, as well as profession related and patient care concepts important to nursing practice. Emphasis is placed on the knowledge and skills needed to provide patient-centered, safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills.

NURSG2360: Health Assessment
Credit Hours: 3.00   Clock Hours: 30/30/0

This course provides the framework for students to perform comprehensive health assessments on patients across the lifespan. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Laboratory experiences provide an opportunity to practice assessment skills.

NURSG2410: Nursing Care of Childbearing and Childrearing Families
Credit Hours: 4.00   Clock Hours: 45/0/45

This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal pregnancies and common complications, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient-centered care to mothers, newborns, children and families in selected settings.

NURSG2470: Transition to Professional Practice
Credit Hours: 4.00   Clock Hours: 30/0/90

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work environment. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, priority-setting, conflict management, and leadership. Legal and ethical issues are addressed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Clinical experiences provide the student the opportunity to apply theoretical concepts of leadership. NCLEX-RN test preparation is also included in this course.

NURSG2570: Multisystem Disorders
Credit Hours: 5.00   Clock Hours: 45/0/90

This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

NUPC1260: Patient Care Technician Clinical
Credit Hours: 2.00   Clock Hours: 0/0/100

Students learn to provide appropriate patient care and to assist with prescribed rehabilitation activities. This course builds on the clinical skills students have acquired thus far to provide basic bedside patient care in an acute care setting. Among these are the provisions of preoperative and postoperative care, and listening and communication skills.

NUPC1310: Health Careers Core
Credit Hours: 3.00   Clock Hours: 40/40/0

Students focus on communication skills and examine the legal/ethical issues that arise in the healthcare field. They begin their study of the anatomy and physiology of the human body and associated medical terminology. Students also acquire such clinical skills as CPR and HIV and Hepatitis prevention through the use of universal precautions and infection control.

NUPC1320: Nursing Assistant/Home Health Aide
Credit Hours: 3.00   Clock Hours: 40/40/0

Students focus on the special needs of the geriatric patient. Emphasis is on health and hygiene and daily living activities. Students provide appropriate patient care and assist with prescribed rehabilitation activities. Students become familiar with medical charts, plans of care, and reporting requirements. Students learn the skills necessary to care for patients of all ages in a home setting, with emphasis on nutritional management. Students are introduced to the legal issues involved in home health care, and continue learning to apply principles of infection control and to practice charting. Prerequisite: NUPC1310

NUPC1330: Advanced Patient Care Skills
Credit Hours: 3.00   Clock Hours: 40/40/0

This course presents skills commonly used by Patient Care Technicians in long-term and acute care settings. Major topics include wound care, specimen collection, airway care, oxygen administration, internal tubes, and elimination assistance. Additionally, skills in respiratory care as well as pediatric and infant assessment are covered. Prerequisite: NUPC1320

NUPC1340: Patient Care Technician Clinical Skills (Phlebotomy)
Credit Hours: 3.00   Clock Hours: 40/40/0

This course introduces anatomy and physiology and offers an introduction to collection by both venipuncture and capillary puncture techniques using various pieces of equipment used at hospitals and long-term care facilities. Emphasis is on basic skills, safety, and infection control. Prerequisite: NUPC1330

NUPC1350: Patient Care Technician Clinical Skills (EKG)
Credit Hours: 3.00   Clock Hours: 40/40/0

This course introduces anatomy and physiology with an emphasis on the heart, operation of the electrocardiograph, and recording of EKGs, cardiac
OTAP1140: Occupational Analysis & Therapeutic Media
Credit Hours: 1.00  Clock Hours: 15/0/0

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of therapeutic media. Emphasis is given to analysis and instruction of activities frequently used as occupational therapy media in multiple community and clinical settings. Prerequisites: OTAP1220, OTAP1230, OTAP1320, OTAP1330

OTAP1145: Occupational Analysis & Therapeutic Media Lab
Credit Hours: 1.00  Clock Hours: 0/30/0

This lab class provides hands-on experiences that correspond to the didactic portion of Therapeutic Media. Students demonstrate analysis of activity, identifying media for various populations, adapting activities for patients and clients, and skill and safety in the use of tools. Prerequisites: OTAP1220, OTAP1230, OTAP1320, OTAP1330

OTAP1150: Occupational Therapy in Pediatrics Lab
Credit Hours: 1.00  Clock Hours: 0/30/0

This lab provides hands-on experiences that correspond to the didactic portion of Occupational Therapy in Pediatrics. It includes exploration of occupational therapy assessments, demonstration of selected practice skills, constructing assistive and adaptive equipment, and the ability to use the teaching-learning process with the pediatric patient, family, significant others, colleagues, other health providers, and the public. Prerequisites: OTAP1220, OTAP1230, OTAP1320, OTAP1330

OTAP1210: Foundations of Occupational Therapy
Credit Hours: 2.00  Clock Hours: 30/0/0

Provides a basic introduction to the field of occupational therapy for the occupational therapy assistant student. Content includes an introduction to the history, philosophy, and practice of occupational therapy, professional organizational structure, legal/ethical implications, and the process of service delivery. Various models of health-care, education, community, and social systems are also examined. Reimbursement mechanisms related to various practice settings, and federal and state regulatory and legislative bodies affecting practice are explored. Informal and formal ethical dispute-resolution systems and personal and organizational ethical conflict resolution systems that have jurisdiction over occupational therapy practice are examined.

OTAP1220: Psychosocial Occupational Therapy Practice Lab
Credit Hours 2.00  Clock Hours: 0/60/0

This lab course provides hands-on experiences that correspond to the didactic portion of the Psychosocial Occupational Therapy course. Emphasis is placed on independent and active learning to develop work behaviors of collaboration and intra-professional relationships. Students will practice assessments relevant for OTAs, treatment planning involving group process and implementation of group therapy. Prerequisite: OTAP1210

OTAP1230: Applied Kinesiology for OTAs Lab
Credit Hours: 2.00  Clock Hours: 60/0/0

This lab course provides hands-on experiences that correspond to the didactic portion of Applied Kinesiology for OTAs. This course includes hands-on surface palpation of joints and muscles, and biomechanical principles of joint motion, posture, and balance. Prerequisites: BIOL1310, BIOL1320, OTAP1210

OTAP1250: Occupational Therapy in Pediatrics
Credit Hours: 2.00  Clock Hours: 30/0/0

This course provides fundamental knowledge of practice skills used with pediatric patients and with various diagnoses. Observation, assessments appropriate for OTAs, treatment planning, and documentation techniques are introduced. Prerequisites: OTAP1220, OTAP1230, OTAP1320, OTAP1330

OTAP1320: Psychosocial Occupational Therapy
Credit Hours: 3.00  Clock Hours: 45/0/0

Basic theories of psychosocial occupational function will be covered. Group dynamics, group process, teaching/learning process, therapeutic use of self, expected roles and student self-analysis will be key concepts integrated throughout the course. Evaluation, treatment intervention, pharmacology, discharge process, documentation and reimbursement, advocacy and leadership within the psychosocial population are emphasized. Prerequisite: OTAP1210

OTAP1330: Applied Kinesiology for OTAs
Credit Hours: 3.00  Clock Hours: 45/0/0

This course expands upon previous knowledge of musculoskeletal anatomy and neuromuscular physiology to include applied movement concepts and normal functional movement patterns, identifying anatomical position and major planes of the body, and the structure and basic functional implications of the skeletal, muscular, and nervous systems. Prerequisites: BIOL1310, BIOL1320, OTAP1210

OTAP1340: Clinical Conditions I
Credit Hours: 3.50  Clock Hours: 52.50/0/0

This course focuses on the etiology, clinical process, and prognosis of common diseases and illnesses, and the effect of disease or illness on an individual’s performance and the impact this has on the person, family, and society. Content includes physical, mental, developmental, and orthopedic conditions. Prerequisites: OTAP1220, OTAP1230, OTAP1320, OTAP1330

OTAP1350: Clinical Conditions II
Credit Hours: 3.50  Clock Hours: 52.50/0/0

This course continues where Clinical Conditions I leaves off. It focuses on the effects of physical, developmental and mental health, heritable diseases and predisposing genetic conditions, disability, disease process, and traumatic injury to the individual within the cultural context of family and society on occupational performance. Prerequisite: OTAP1340

OTAP1360: Occupational Therapy in Physical Dysfunction
Credit Hours: 3.00  Clock Hours: 45/0/0

This course provides intermediate practice skills for therapeutic interventions and techniques used to treat adults with functional deficits caused by
medical, orthopedic, and neurological conditions. This course provides the students with skills to assess functional ability and independence in daily life tasks and occupations across the life span with various diagnoses. Emphasis will be given to adult and geriatric conditions and treatment. Prerequisites: OTAP1140, OTAP1145, OTAP1150, OTAP1250

**OTAP1365: Occupational Therapy in Physical Dysfunction Lab**  
Credit Hours: 3.00  
Clock Hours: 0/90/0

This lab course provides hands-on experiences that relate to the didactic portion of Occupational Therapy in Physical Dysfunction. Students review the use of occupational therapy terminology as it relates to practice, demonstrate selected practice skills, including the fabrication, application, fitting and training in orthotic devices, principles and concepts of therapeutic exercise, advanced positioning techniques, and the use of superficial, thermal and mechanical modalities. Prerequisites: OTAP1140, OTAP1145, OTAP1150, OTAP1250

**OTAP2110: Fieldwork Seminar**  
Credit Hours: 2.00  
Clock Hours: 30/0/0

Preparation for full-time clinical practice, the national certification process, state licensure, and future employment. Prerequisite: OTAP1350

**OTAP2120: Occupational Therapy Concepts**  
Credit Hours: 1.00  
Clock Hours: 15/0/0

This course expands the knowledge and skills gained from previous courses presenting aspects of OT practice, professional ethics, conduct, communication, and academic and clinical competencies required for testing and licensure, scope of practice, and the OTA’s professional organization. Prerequisites: OTAP2210, OTAP2310

**OTAP2125: Occupational Therapy Concepts Lab**  
Credit Hours: 1.00  
Clock Hours: 0/30/0

This course expands the knowledge and skills gained from previous courses, presenting practical application and procedural aspects of OTA practice, professional ethics, conduct, and communication. Prerequisites: OTAP2210, OTAP2310

**OTAP2210: Occupational Therapy in Emerging and Specialty Areas of Practice Lab**  
Credit Hours: 2.00  
Clock Hours: 0/60/0

This lab course provides hands-on experiences relating to the didactic portion of Occupational Therapy in Emerging and Specialty Areas of Practice. Students demonstrate selected practice skills such as joint protection, energy conservation, and work simplification; explore alternative/emerging treatment approaches; describe evaluation techniques for daily living activities; learn development, remediation, and compensation for physical, cognitive, perceptual, sensory, neuromuscular, and behavioral skills; and demonstrate knowledge of assistive technology and augmentative communication. Prerequisites: OTAP1360, OTAP1365

**OTAP2215: Fieldwork Level I Clinical**  
Credit Hours: 2.50  
Clock Hours: 0/0/120

This course provides students with an opportunity to observe and participate in clinical fieldwork. Students begin to develop professional work habits and are expected to function as participant observers in the assigned clinical setting. Students spend one week (40 clock hours each) in three different field work settings for a total of 120 clock hours. Prerequisite: OTAP1350

**OTAP2230: Occupational Therapy Transitions**  
Credit Hours: 2.00  
Clock Hours: 30/0/0

This course provides information and guidance for the transitional process of becoming an occupational therapy practitioner. This course encompasses a variety of professional skills and concepts, completes documentation for state licensure, participates in final preparations for certification by the National Board of Certification in Occupational Therapy, and examines employability skills. Prerequisites: OTAP2120, OTAP2125

**OTAP2310: Occupational Therapy in Emerging and Specialty Areas of Practice**  
Credit Hours: 3.00  
Clock Hours: 45/0/0

Students will learn the basic roles and functions of an occupational therapy practitioner and the role of occupational therapy in medical, educational, and community models, as well as emerging areas of practice that are predicted to grow in the future. Students explore a variety of work settings, and/or types of practice, including OT role delineations in community-based and nontraditional settings. Ethical and legal issues and professional advocacy are also addressed. The student will study specialty areas through case discussion, enhancement of treatment techniques, review of literature, and current trends. Prerequisites: OTAP1360, OTAP1365

**OTAP2720: Fieldwork Level II Clinical A**  
Credit Hours: 7.00  
Clock Hours: 0/320/0

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. Students may encounter a variety of populations in a traditional or non-traditional setting and assume increasing responsibilities under supervision as appropriate for the setting. Prerequisite: OTAP2215

**OTAP2730: Fieldwork Level II Clinical B**  
Credit Hours: 7.00  
Clock Hours: 0/320/0

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork IIA. Students may also encounter a variety of populations in a traditional or non-traditional setting. Students are placed in a setting different from Fieldwork IIA. Students assume increasing responsibilities under supervision as appropriate for the setting. Prerequisite: OTAP2215

**PHAR1110: Introduction to Pharmacy Practice Lab**  
Credit Hours: 1.50  
Clock Hours: 0/48/0

In this course, students apply the principles from Introduction to Pharmacy Practice. Students will simulate pharmacy practice situations in preparation for various settings, tasks required of the pharmacy technician and evaluate how federal law applies to the practice of pharmacy. Co-requisite: PHAR1210

**PHAR1120: Pharmacology I Lab**  
Credit Hours: 1.50  
Clock Hours: 0/48/0

Students in this course will apply the principles in Pharmacology I. Students will practice using computer systems for prescription processing and patient
data, and simulate patient interactions for improving customer service and managing the pharmacy. Co-requisite: PHAR1220

PHAR1130: Pharmacology II Lab
Credit Hours: 1.50   Clock Hours: 0/48/0

Students in this course will apply the principles in Pharmacology II. Students will practice using computer systems for prescription processing and patient data, and simulate patient interactions for improving customer service and managing the pharmacy. Co-requisite: PHAR1230

PHAR1140: Compounding and Aseptic Techniques Lab
Credit Hours: 1.50   Clock Hours: 0/48/0

Students in this course will apply the principles from the Compounding and Aseptic Techniques course. Students will practice compounding, sterile preparation and aseptic techniques within legal and regulatory guidelines specified by USP 797 standards. Students will perform dosage calculations required for sterile product preparation and simulate patient interactions for improving customer service and managing the pharmacy. Co-requisite: PHAR1230

PHAR1210: Introduction to Pharmacy Practice
Credit Hours: 2.00   Clock Hours: 45/0/0

This course introduces the student to the practice of pharmacy and typical duties of a pharmacy technician. This course also provides an understanding of the various organizations which provide healthcare services with particular emphasis on the provision of pharmaceutical care in each organization. The course content includes terminology and abbreviations, law and ethical principles with application to pharmacy practice, technology in the pharmacy field, and patient record systems. Co-requisite: PHAR1110

PHAR1220: Pharmacology I
Credit Hours: 2.00   Clock Hours: 45/0/0

This course provides study of the relationship of pharmaceutical products and normal human anatomy. Students will identify various drugs by their generic and trade names, identify drugs by their therapeutic classification, and describe various drug uses, dosages, routes of administration, and side effects. Co-requisite: PHAR1120

PHAR1230: Pharmacology II
Credit Hours: 2.00   Clock Hours: 45/0/0

This course provides study of the relationship of pharmaceutical products and normal human anatomy. Students will identify various drugs by their generic and trade names, identify drugs by their therapeutic classification, and describe various drug uses, dosages, routes of administration, and side effects. Co-requisite: PHAR1130

PHAR1240: Compounding and Aseptic Techniques
Credit Hours: 2.00   Clock Hours: 45/0/0

Students in this course will learn the process of compounding, sterile preparation and aseptic techniques within legal and regulatory guidelines specified by USP 797 standards. Students will perform dosage calculations required for sterile product preparation and learn safe handling and preparation of compound sterile preparations. Co-requisite: PHAR1140

PHAR1350: Externship I
Credit Hours: 3.50   Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the ambulatory care knowledge acquired from classroom training.

PHAR1360: Externship II
Credit Hours: 3.50   Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the institutional care knowledge acquired from classroom training.

PHIL1310: Critical Thinking
Credit Hours: 3.00   Clock Hours: 45/0/0

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

POFM1310: Medical Office Procedures
Credit Hours: 3.50   Clock Hours: 40/48/0

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

POFM1320: Computer Applications
Credit Hours: 3.50   Clock Hours: 40/48/0

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

POFM1330: Medical Terminology & Communications
Credit Hours: 3.50   Clock Hours: 40/48/0

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

POFM1340: Medical Insurance Claims Processing
Credit Hours: 3.50   Clock Hours: 40/48/0

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

POFM1350: Medical Insurance Coding
Credit Hours: 3.50   Clock Hours: 40/48/0

This course provides a detailed approach to the accurate use of The Physician’s Current Procedural Terminology (CPT) for procedural coding of
discussions on the correct and ethical coding of insurance claims. Information on the International Classification of Diseases (ICD-10-CM) used for diagnoses coding, and activities in the Healthcare Procedure Coding System (HCPCS) are also addressed. This course includes discussions on the correct and ethical coding of insurance claims.

**POFM1360: Medical Office Applications**  
**Credit Hours:** 3.50  
**Clock Hours:** 40/48/0

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

**POFM1570: Externship**  
**Credit Hours:** 5.00  
**Clock Hours:** 0/0/240

This course is an integral part of the learning experience for the student. Each student is assigned to work in a medical facility in order to gain everyday practical and clinical experience in the duties and functions of a medical office employee and to apply the student's educational training in a work environment. Prerequisites: POFM1310, POFM1320, POFM1330, POFM1340, POFM1350, POFM1360

**PSYC1310: General Psychology**  
**Credit Hours:** 3.00  
**Clock Hours:** 45/0/0

This course provides a general overview of the field of psychology. The scientific nature of psychology and the sociohistorical evolution of the field are reviewed. Students will study the themes and theories related to understanding human behavior. Students will be able to use the skills and knowledge gained in this course in their future classes, the work place, and in their personal relationships. This course will provide a better understanding of human learning and behavior which will lead to success in future classes.

**PSYC1320: Human Growth & Development**  
**Credit Hours:** 3.00  
**Clock Hours:** 45/0/0

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

**PTAP1201: Functional & Applied Anatomy Lab**  
**Credit Hours:** 2.00  
**Clock Hours:** 0/60/0

This laboratory course provides hands-on experience complementing the didactic material presented in PTAP1400. Emphasis is on development of competency in data collection skills relevant to the musculoskeletal system. Prerequisites: PTAP1300, BIOL1310, BIOL1320; Co-requisite: PTAP1400

**PTAP1210: Patient Care Skills**  
**Credit Hours:** 2.00  
**Clock Hours:** 30/0/0

This course covers foundational patient care skills: communication, safety considerations, implementation of plan of care, chart review, patient positioning and monitoring, mobility skills, massage, and documentation. CPR training and certification are also completed in this course. Prerequisites: PTAP1300; Co-requisite: PTAP1211

**PTAP1211: Patient Care Skills Lab**  
**Credit Hours:** 2.00  
**Clock Hours:** 0/60/0

This laboratory course provides hands-on experience complementing the didactic material presented in PTAP1210. This course covers foundational patient care skills: communication, safety considerations, implementation of the plan of care, chart review, patient positioning and monitoring, mobility skills and documentation. Practical application of basic patient care skills and data collection is emphasized. Prerequisite: PTAP1300; Co-requisite: PTAP1210

**PTAP1221: Musculoskeletal Rehabilitation Lab**  
**Credit Hours:** 2.00  
**Clock Hours:** 0/60/0

This course accompanies PTAP1320 and covers practical application and instruction of interventions and exercise in musculoskeletal rehabilitation. Demonstration of competency in exercise instruction and technique is emphasized. Implementation of the physical therapy plan of care for a patient with musculoskeletal disorders is covered. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1320

**PTAP1240: Modalities**  
**Credit Hours:** 2.00  
**Clock Hours:** 30/0/0

This course presents the therapeutic modalities and physical agents that are used in physical therapy practice. Physiological effects, patient preparation, treatment parameters, indications, precautions and contraindications will be discussed. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1241

**PTAP1241: Modalities Lab**  
**Credit Hours:** 1.50  
**Clock Hours:** 0/45/0

This course presents therapeutic modalities and physical agents commonly used in physical therapy practice. Instruction in safe application and demonstration of competency is emphasized. Application of modalities and agents as part of the physical therapy plan of care is covered. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1240

**PTAP1300: Introduction to Physical Therapy**  
**Credit Hours:** 3.00  
**Clock Hours:** 45/0/0

This course provides a basic introduction to the field of Physical Therapy. Course content includes an introduction to the physical therapy profession and its national organization, physical therapy practice description, appropriate clinical behavior, communication, and ethical and legal issues in the field. Instruction regarding health care team members, medical terminology and study skills are also included in this class.

**PTAP1320: Musculoskeletal Rehabilitation**  
**Credit Hours:** 3.00  
**Clock Hours:** 45/0/0

This course presents interventions in the management of patients with common musculoskeletal dysfunctions and role of the physical therapist assistant in implementation of the plan of care. Exercise principles, technique and instruction are covered. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1400; Co-requisite: PTAP1221
PTAP1350: Pathology for the Physical Therapist Assistant  
Credit Hours: 3.00  Clock Hours: 45/0/0

This course presents the etiology, pathophysiology, incidence, signs and symptoms, diagnoses, prognosis, medical, pharmacological and physical therapy treatment of diseases commonly seen in physical therapy. Implications for treatment by the physical therapist assistant are emphasized. This course explores current concepts related to wellness and prevention and the physical therapist assistant's role in wellness.

PTAP1400: Functional & Applied Anatomy  
Credit Hours: 4.00  Clock Hours: 60/0/0

This course expands upon previous knowledge of musculoskeletal anatomy. Content areas include applied movement concepts and data collection relevant to the role of the physical therapist assistant. Prerequisites: PTAP1300, BIOL1310, BIOL1320; Co-requisite: PTAP1201

PTAP2121: Cardiopulmonary Rehabilitation Lab  
Credit Hours: 1.00  Clock Hours: 0/30/0

This course accompanies PTAP2220 and covers practical application and instruction of cardiopulmonary rehabilitation techniques and demonstration of competency. Implementation of the cardiopulmonary plan of care is included. Prerequisites: PTAP2201, PTAP2400; Co-requisite: PTAP2220

PTAP2131: Rehabilitation for Specialized Disorders Lab  
Credit Hours: 1.00  Clock Hours: 0/30/0

This course explores the role of the physical therapist assistant in implementation of the plan of care for patient individuals with specialized disorders and complements the lecture course. Practical application of data collection and interventions associated with discussed disorders. Demonstration of competency and implementation of plan of care is emphasized. Prerequisites: PTAP2121, PTAP2220, PTAP2525; Co-requisite: PTAP2230

PTAP2201: Neuromuscular Rehabilitation Lab  
Credit Hours: 2.50  Clock Hours: 0/75/0

This course accompanies PTAP2400 and covers practical application and instruction of neuromuscular rehabilitation techniques and demonstration of competency. Implementation of the neurologic plan of care is included. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1350, PTAP1400; Co-requisite: PTAP2400

PTAP2210: Rehabilitation Through the Lifespan  
Credit Hours: 2.00  Clock Hours: 30/0/0

Rehabilitation of individuals throughout the lifespan is discussed: special considerations in the pediatric and geriatric populations. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1350, PTAP1400, PSYC1320

PTAP2220: Cardiopulmonary Rehabilitation  
Credit Hours: 2.00  Clock Hours: 30/0/0

Exploration of the role of the physical therapist assistant in care of patient with cardiovascular and pulmonary disorders in implementing the plan of care. Prerequisites: PTAP2201, PTAP2400; Co-requisite: PTAP2121

PTAP2230: Rehabilitation for Specialized Disorders  
Credit Hours: 2.00  Clock Hours: 30/0/0

This course explores the role of the physical therapist assistant in implementation of the plan of care for patient individuals with specialized disorders. Prerequisites: PTAP2121, PTAP2220, PTAP2525; Co-requisite: PTAP2131

PTAP2340: Special Topics for the Physical Therapist Assistant  
Credit Hours: 3.00  Clock Hours: 45/0/0

This course covers administrative issues and career development as well as current topics in physical therapy. Clinical experiences and presentation of case histories are completed. The course is designed to meet the needs of the student in regional considerations. Topics may vary from offering to offering. Prerequisites: PTAP2131, PTAP2230, PTAP2535

PTAP2400: Neuromuscular Rehabilitation  
Credit Hours: 4.00  Clock Hours: 60/0/0

This course covers the role of the physical therapist assistant (PTA) in the management of patients with common neurological dysfunctions. The student will learn theoretical principles and how to integrate them in treatment. Prerequisites: PTAP1201, PTAP1210, PTAP1211, PTAP1350, PTAP1400; Co-requisite: PTAP2201

PTAP2525: Clinical Experience I  
Credit Hours: 5.00  Clock Hours: 0/0/240

This full-time, six week, clinical affiliation will allow students to expand upon their previous clinical experience and incorporate the knowledge and skills from additional coursework. The student will be under the direct supervision of a PT and/or PTA. Emphasis is placed on the student assuming a more active role with the rehabilitation team for the delivery of care. Prerequisites: PTAP2121, PTAP2240, PTAP2525

PTAP2535: Clinical Experience II  
Credit Hours: 5.00  Clock Hours: 0/0/240

This full-time, six week, clinical affiliation will provide the student with initial exposure to the clinical setting. The PTA student will be under the direct supervision of a PT and/or PTA. This clinical affiliation allows students to practice patient care skills, document treatment techniques and enhance communication skills with all health care team members. Prerequisite: PTAP2121, PTAP2400, PTAP2535

PTAP2545: Clinical Experience III  
Credit Hours: 5.00  Clock Hours: 0/0/240

At the completion of this full-time, six week clinical affiliation, the student goal will be to perform as an entry-level physical therapist assistant. Students participate in this clinical experience under the supervision of a licensed physical therapist and/or physical therapist assistant. Prerequisites: PTAP2131, PTAP2230, PTAP2535
PVN101H: Personal & Practical Concepts
Credit Hours: 2.00  Clock Hours: 45/0/0

This course provides basic skills for success, nursing history and trends, nursing ethics, legal aspects of nursing, vocational relationships in healthcare, including the role of the practical and professional nurse, and nursing education.

PVN102H: Foundations of Nursing
Credit Hours: 2.00  Clock Hours: 45/0/0

This course introduces students to basic nursing concepts and principles. Students are given a broad overview of the nurse-client relationship, principles of therapeutic communication, and the cultural diversity of clients. Gerontology is discussed through death and dying concerns. The steps of the nursing process are presented as the framework for determining and meeting client needs within the scope of practice.

PVN103H: Foundations of Nursing Skills Laboratory
Credit Hours: 4.00  Clock Hours: 0/120/0

Students practice basic nursing principles related to the daily needs of clients. Safety is introduced. The nursing process is integrated with an emphasis on all components using standardized nursing language. Nursing skills included are assessment of vital signs, bed/bath of the client, skin care, standard precautions, asepsis, basic care procedures, and ADL support skills. Documentation is emphasized and students are introduced to client teaching. Students are introduced to computers and the Windows environment. Students are given the skills necessary for Basic Life Support certification (CPR).

PVN104H: College Mathematics
Credit Hours: 2.00  Clock Hours: 45/0/0

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

PVN105H: Fundamentals of Anatomy & Physiology
Credit Hours: 2.00  Clock Hours: 45/0/0

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

PVN106H: Pharmacology
Credit Hours: 2.00  Clock Hours: 45/0/0

This course focuses on dosages, applications, side effects, toxicity, and laboratory tests performed to monitor actions and effects of specific drugs. Issues involved with IV (intravenous) monitoring are covered. Drug calculation examinations must be passed with a score of 85%. Prerequisites: PVN102H, PVN103H, PVN104H

PVN121H: Introduction to Medical-Surgical Nursing
Credit Hours: 4.50  Clock Hours: 45/45/48

Students are introduced to client data gathering, care of the pre- and post-operative client, and care of clients with self-care deficits. Asepsis, elements of the infectious process, causes of disease, basic IV practicum (site rate, solution identification), and the body's normal defenses are discussed. Students are given the opportunity to use the problem-solving process while caring for pre- and post-operative clients. Prerequisites: PVN102H, PVN103H

PVN122H: Nutrition
Credit Hours: 2.00  Clock Hours: 45/0/0

Functions and food sources of proteins, carbohydrates, and fats are identified as well as current recommendations for intake of each. Discussion on changes in nutrient needs throughout the life cycle and suggestions to ensure adequate nutrition during each stage. Students learn standard diets and modifications of diets for disease processes. Prerequisites: PVN102H, PVN103H

PVN123H: Mental Health Nursing Care
Credit Hours: 1.00  Clock Hours: 15/0/24

This course emphasizes nursing care of the client and family to assist them in achieving satisfactory and productive ways of coping with daily living and lifestyle changes. The course includes discussion of eating disorders, alcoholism, drug addiction, anxiety, defense mechanisms, and major mental disorders. Prerequisites: PVN102H, PVN103H

PVN124H: Integumentary Nursing Care
Credit Hours: 1.50  Clock Hours: 24/0/32

Emphasizes the common disease processes, treatments, and pharmacological agents used. Students are provided with the skills and knowledge necessary to use the nursing process in caring for clients with integumentary problems. Prerequisites: PVN102H, PVN103H

PVN131H: Cardiovascular Nursing Care
Credit Hours: 2.00  Clock Hours: 30/0/48

Emphasizes common diseases and disorders of the cardiovascular and lymphatic systems, including common related treatments and pharmacological agents. Students are provided with the knowledge necessary to use the nursing process in caring for clients with cardiovascular and lymphatic diseases and disorders. Prerequisites: PVN102H, PVN103H, PVN105H

PVN132H: Respiratory Nursing Care
Credit Hours: 2.00  Clock Hours: 30/0/48

This course emphasizes common respiratory system disease processes. It also includes related treatments and pharmacological agents. Students are provided with the knowledge necessary to use the nursing process in caring for clients with respiratory problems. Prerequisites: PVN102H, PVN103H, PVN105H

PVN133H: Human Growth & Development
Credit Hours: 2.00  Clock Hours: 45/0/0

This course identifies/discusses all stages in the life span from infancy through late adulthood. Cultural considerations, types of families, changes affecting modern families, and family patterns and qualities of functional families are presented. Related nursing considerations to the various stages of life are included. Prerequisites: PVN102H, PVN103H
**PVN134H: Genito-Urinary Nursing Care**
Credit Hours: 1.50  Clock Hours: 24/0/32

This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the genito-urinary and male reproductive systems. Sexually transmitted diseases are introduced. Students are provided with the knowledge necessary to use the nursing process in caring for clients with renal/urinary and male reproductive problems. Prerequisites: PVN102H, PVN103H, PVN105H

**PVN135H: Musculoskeletal Nursing Care**
Credit Hours: 2.00  Clock Hours: 24/0/40

This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the musculoskeletal system. Students are provided with the knowledge necessary to use the nursing process in caring for clients with musculoskeletal problems. Prerequisites: PVN102H, PVN103H, PVN105H

**PVN140H: Gastrointestinal Nursing Care**
Credit Hours: 2.00  Clock Hours: 30/0/32

This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the gastrointestinal disorders. Students are provided with the knowledge necessary to use the nursing process in caring for clients with gastrointestinal problems. Prerequisites: PVN102H, PVN103H, PVN105H

**PVN141H: Neuro-Sensory Nursing Care**
Credit Hours: 2.00  Clock Hours: 30/0/48

This course emphasizes common disease processes, treatments, and pharmacological agents used for neuro-sensory disorders. Students are provided with the knowledge necessary to use the nursing process in caring for clients with neuro-sensory problems and disorders of the special senses. Prerequisites: PVN102H, PVN103H, PVN105H

**PVN142H: Endocrine Nursing Care**
Credit Hours: 2.00  Clock Hours: 30/0/32

This course emphasizes common disease processes, treatments, and pharmacological agents used for endocrine disorders. Students learn to use the nursing process to care for clients with endocrine problems. Prerequisites: PVN102H, PVN103H, PVN105H

**PVN143H: Immune System & Oncology Nursing Care**
Credit Hours: 1.50  Clock Hours: 30/0/24

Focus on diseases caused by disorders of the immune system. Students are provided with the knowledge necessary to use the nursing process in caring for clients with immunodeficiency disorders. The course includes oncology, its disease process, diagnostic procedures, and treatment modalities. Psychosocial aspects of immunodeficiencies and oncology are considered. Prerequisites: PVN102H, PVN103H, PVN105H

**PVN144H: Community Health Nursing Care**
Credit Hours: 1.00  Clock Hours: 15/0/32

This course explores the role of the Practical Nurse in community settings. Home health, hospice, and skilled nursing are discussed. Students are introduced to concepts of terrorism and bioterrorism. Students are provided the knowledge necessary to use the nursing process in the delivery of comprehensive nursing care as a member of the healthcare team. Prerequisites: PVN102H, PVN103H

**PVN150H: Maternal & Child Health Nursing Care**
Credit Hours: 4.50  Clock Hours: 30/0/96

This course emphasizes common disease processes, treatments, and pharmacological agents used for female reproductive disorders. Students study the childbearing process from pregnancy through postpartum period. Content reviews normal pregnancy and stresses the high-risk client within each phase of pregnancy. Students are provided with the knowledge necessary to use the nursing process in the care of female clients with reproductive system disorders, normal pregnancy, and high-risk pregnancy. Common childhood diseases and disorders, treatments, pharmacological agents are covered as well as the use of the nursing process in the care of the ill child from infancy through adolescence. Prerequisites: PVN102H, PVN103H

**PVN151H: Leadership**
Credit Hours: 1.00  Clock Hours: 15/0/24

This course introduces management principles and the role the Practical Nurse as a leader and member of the healthcare team. Prerequisites: PVN102H, PVN103H

**PVN153H: Reproductive Nursing Care**
Credit Hours: 2.00  Clock Hours: 30/0/45

This course emphasizes the common disease processes, treatments, and pharmacological agents used for reproduction disorders. Students are introduced to sexually transmitted diseases and are provided with the skills and knowledge necessary to use the nursing process in caring for clients with male or female reproductive problems. Prerequisites: PVN102H, PVN103H

**PVN154H: NCLEX Review**
Credit Hours: 0.50  Clock Hours: 16/0/0

A review of the Practical Nursing program with the emphasis on NCLEX questions and the critical thinking necessary for successful completion of the test. Prerequisites: PVN102H, PVN103H

**PVN155H: Professional Development**
Credit Hours: 1.00  Clock Hours: 15/15/0

Students focus on all aspects of seeking, procuring, and leaving a position. Résumé writing, interpersonal communication skills, and interviewing skills are emphasized. Prerequisites: PVN102H, PVN103H

**RT210: Introduction to & Applied Respiratory Therapeutics**
Credit Hours: 12.00  Clock Hours: 180/60/0

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

RT220: Clinical Medicine I
Credit Hours: 10.00  Clock Hours: 30/30/315

Students learn to perform patient assessments, including assessing the need for secretion removal and how to perform the appropriate procedures. Students examine the etiology of respiratory disease, learn to identify common pathogenic organisms, and explore various isolations and sterilization techniques. They learn to maintain and manage an artificial airway and will explore the physiology of blood gases and the techniques for analyzing arterial blood gas samples. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned to identify, perform, and assess the results of various diagnostic pulmonary function tests. Prerequisite: RT210

RT230: Clinical Medicine II
Credit Hours: 10.00  Clock Hours: 30/30/315

Students examine the pathologies of the cardiopulmonary symptoms and recognize the manifestations and systems of restrictive and obstructive pulmonary disease. Students study the various types of mechanical ventilators to identify the modalities of continuous mechanical ventilation. They learn how to set up ventilators and monitor a ventilator patient. Students learn how to apply PEEP/CPAP and intermittent mandatory ventilation. They learn the special considerations for continuous mechanical ventilation and long-term life support. They learn the advanced techniques and proper maintenance procedures associated with continuous mechanical ventilation, as well as the indications for and techniques applicable to, the discontinuation of ventilation. They learn to recognize the various pulmonary disease states associated with ventilator patients and how to evaluate the patient’s status and response to therapy. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory. Prerequisite: RT220

RT240: Clinical Specialty Areas/Comprehensive Review
Credit Hours: 10.00  Clock Hours: 75/30/180

Students learn anatomy, physiology, and respiratory care considerations of the pediatric and neonatal patient. They learn to identify/administer the pharmacological agents used in critical care and explore the goals and objectives of pulmonary rehabilitation and patient education. Students work on case studies related to these topics. A large portion of this course is spent in a clinical externship practicing the skills related to what has been learned in the classroom and laboratory. Prerequisites: RT230

RT250: Advanced Clinical Practice
Credit Hours: 10.00  Clock Hours: 100/40/90

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

SOCI1310: Introduction to Sociology
Credit Hours: 3.00  Clock Hours: 45/0/0

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

ST110: Basic Sciences I
Credit Hours: 5.50  Clock Hours: 120/0/0

Orientation to Surgical Technology, CPR for healthcare providers and fundamentals of medical terminology are introduced. This course surveys physics, human chemistry, body organization, the integumentary system, musculoskeletal systems and the nervous system. It further analyzes the structure and functions of the nervous system and the senses.

ST120: Basic Sciences II
Credit Hours: 5.50  Clock Hours: 72/0/0

This course surveys the cardiovascular system, peripheral vascular system, lymphatic system, respiratory system, digestive system, genitourinary system, reproductive systems, and the endocrine system. Fundamentals of surgical pathophysiology and patient’s responses to disease are surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST210: Principles of Surgical Technology—Surgical Techniques I Lab
Credit Hours: 5.00  Clock Hours: 72/48/0

This course surveys O.R. organization and administration, the surgical team, and the Surgical Technologist’s roles and responsibilities, including professional practices. Orientation to the O.R. suite, computers in the O.R., and preoperative and postoperative patient care are included in Surgical Techniques. Modern ethics, law and morality in healthcare, fundamentals of O.R. pharmacology, and anesthesia concepts are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST220: Asepsis—Surgical Techniques II Lab
Credit Hours: 5.00  Clock Hours: 72/48/0

This course will survey fundamentals of microbiology, intro to laboratory equipment (i.e., microscopes), the infectious process, and infection control concepts. Surgical Techniques include fundamentals of aseptic technique; medical versus surgical asepsis; sterilization, disinfection and antisepsis; environmental controls and personnel practices; scrubbing, gowned and gloved for surgery; draping; and establishing sterile fields. Safety, OSHA regulations, and standard precautions are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.
ST230: Principles of Surgical Assisting—
Surgical Techniques III Lab
Credit Hours: 5.00 Clock Hours: 72/48/0

This course will survey basic instrumentation and instrument reprocessing; sutures, staples and wound closure concepts. Surgical techniques for operative anticipation and elementary second assisting include intraoperative case management, handling instrumentation, wound closure devices, drainage systems, and dressing and surgical sponges. This course will also introduce students to surgery and primary surgical procedures within basic specialties, including general, ophthalmic, otorhinolaryngologic, and oral and maxillofacial surgery. Related medical/surgical terminology, anatomy, physiology, and pathophysiology are integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST240: Surgical Procedures—Surgical Techniques IV Lab
Credit Hours: 5.00 Clock Hours: 72/48/0

Surgery and common surgical procedures within primary surgical specialties are surveyed along with related regional anatomy, physiology, and pathophysiology. Surgical techniques for perioperative case management include basic surgical routines, maintaining the sterile field, circulating skills, handling specimens and medications, surgical counts, second surgical assisting, and other technical functions. Practical skills are sharpened in the mock-surgery setting to prepare students for the clinical setting. Related medical-surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST310: Clinical Practice I
Credit Hours: 5.50 Clock Hours: 0/0/250

ST310 will provide progressive exposure to and experience with diverse surgical procedures of elementary, intermediate, and advanced complexity performed in relation to the practice of surgical technology in multiple specialties within the clinical setting.

The A POSitive CARE approach is utilized to facilitate the learning process. It is a systematic approach to critical thinking and surgical problem solving focused on the ability of the student surgical technologist to anticipate the needs of the surgical team as well as the patient. Prerequisites: Successful completion of all courses in the previous term.

ST320: Clinical Practice II
Credit Hours: 5.50 Clock Hours: 0/0/250

ST320 will provide progressive exposure to and experience with diverse surgical procedures of elementary, intermediate, and advanced complexity performed in relation to the practice of surgical technology in multiple specialties within the clinical setting.

The A POSitive CARE approach is utilized to facilitate the learning process. It is a systematic approach to critical thinking and surgical problem solving focused on the ability of the student surgical technologist to anticipate the needs of the surgical team as well as the patient. Prerequisites: Successful completion of all courses in the previous term.
Program Costs
Effective 07/01/17

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Reg Fee</th>
<th>Textbooks¹ (estimated)</th>
<th>Fees²</th>
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1. While Concorde offers these resources at below general market prices, these prices are subject to change based on market conditions beyond the control of Concorde. There may be certain situations when you may be able to purchase some of these items elsewhere from outside sources at a reduced cost. Students have the right to opt out of purchasing certain items from Concorde as long as they are able to obtain these resources prior to course start. A student’s account will not be charged for any item the student chooses to purchase on their own. A list of books and supplies associated with your program of study can be found on the Concorde website (www.concorde.edu). A hard copy can be obtained from the campus upon request.

2. "Fees" include those associated with lab, insurance, technology and uniforms.

All incidental fees are the responsibility of the student and must be paid prior to receiving any item.

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# Personnel Addendum

## Administration

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<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Kirkwood, Rod</td>
<td></td>
<td>Campus President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ADA/504 Coordinator</td>
</tr>
<tr>
<td>Taboada, Art B.</td>
<td></td>
<td>Campus Administrative Assistant</td>
</tr>
<tr>
<td>Smith, Carolyn</td>
<td></td>
<td>General Office Assistant</td>
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## Admissions

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Ferlisi, Nick</td>
<td></td>
<td>Senior Director</td>
</tr>
<tr>
<td>Tatis, Sarah</td>
<td></td>
<td>Admissions Coordinator</td>
</tr>
<tr>
<td>Burton, Jennifer</td>
<td></td>
<td>Senior Admissions Representative</td>
</tr>
<tr>
<td>Parker, Mark</td>
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<td>Senior Admissions Representative</td>
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<tr>
<td>Feliciano, Venus</td>
<td></td>
<td>Admissions Representative</td>
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<tr>
<td>Key, DeLowrence</td>
<td></td>
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<tr>
<td>Viera, Rafael</td>
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<td>Admissions Representative</td>
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## Business Office

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<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Hoffman, Anna</td>
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<td>Manager</td>
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## Dental Assistant Program

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Rogers, Dale B.</td>
<td>AAS, Community College of the Air Force</td>
<td>Program Director</td>
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<tr>
<td>Newell, Alvin</td>
<td>Diploma, Concorde Career Institute</td>
<td>Instructor</td>
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<tr>
<td>Schrader, Patricia</td>
<td></td>
<td>Part-Time Instructor</td>
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<tr>
<td>Scruggs, Sabrina</td>
<td>Diploma, Concorde Career College</td>
<td>Instructor</td>
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## Education

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<tr>
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<tbody>
<tr>
<td>Tillinghast, Kathy</td>
<td>MA, University of South Florida; BA, University of Hartford</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Albaugh, Amy</td>
<td></td>
<td>Learning Resource Center Coordinator</td>
</tr>
<tr>
<td>Henderson, Bonnie</td>
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<td>Student Records Manager</td>
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## Financial Aid

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Villamizar, Aida Carol</td>
<td></td>
<td>Director</td>
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<tr>
<td>Davis, Jessica</td>
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<td>Financial Aid Advisor</td>
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<tr>
<td>Vital-Herne, Harold</td>
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<td>Financial Aid Advisor</td>
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## General Education

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<tbody>
<tr>
<td>Kaizer, Duane</td>
<td></td>
<td>Part-Time Adjunct Instructor</td>
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## Medical Assistant Program

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<thead>
<tr>
<th>Name</th>
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<th>Title</th>
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<tbody>
<tr>
<td>Patterson, Yolanda</td>
<td>MBA, University of Phoenix; BSNM, Bethune Cookman University</td>
<td>Program Director</td>
</tr>
<tr>
<td>Peterson, Christin</td>
<td>AS, Pittsburg Technical Institute, PA</td>
<td>Instructor</td>
</tr>
<tr>
<td>Reed, Melissa</td>
<td>Diploma, Ultrasound Diagnostic School</td>
<td>Instructor</td>
</tr>
<tr>
<td>Shippy, Eboni</td>
<td>Diploma, Ultrasound Diagnostic School</td>
<td>Instructor</td>
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## Medical Office Administration Program

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<tr>
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<tbody>
<tr>
<td>Patterson, Yolanda</td>
<td>MBA, University of Phoenix; BSNM, Bethune Cookman University</td>
<td>Program Director</td>
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This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
### Nursing Program

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Ketchum, Linda</td>
<td>MSN, RN American Sentinel University</td>
<td>Director of Nursing</td>
</tr>
<tr>
<td>Algiere, Edith</td>
<td>ASN, Fortis College</td>
<td>License Readiness Advisor</td>
</tr>
<tr>
<td>Able, Delzora</td>
<td>MSN, University of NC Greensboro</td>
<td>Instructor</td>
</tr>
<tr>
<td>Lomibao, Adonis</td>
<td>MSN, Western Governors University</td>
<td>Instructor</td>
</tr>
<tr>
<td>Moore, Darlene</td>
<td>MSN, RN Bellarmine University, Kentucky</td>
<td>Instructor</td>
</tr>
<tr>
<td>Reilly, Coleen</td>
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<td>Instructor</td>
</tr>
<tr>
<td>Rivera, Shelby</td>
<td>BSN, Adventist University</td>
<td>Instructor</td>
</tr>
<tr>
<td>Roberts, Chrystal</td>
<td>MSN, American Sentinel University</td>
<td>Instructor</td>
</tr>
<tr>
<td>Stinson, Tonia</td>
<td>MSN, RN University of Phoenix</td>
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<tr>
<td>Willmar, Pam</td>
<td>MSN, American Sentinel University</td>
<td>Instructor</td>
</tr>
<tr>
<td>Woodruff, Renee</td>
<td>MSN, RN University of North Carolina at Chapel Hill</td>
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### Pharmacy Technician Program

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<tr>
<td>Prophet, Scott</td>
<td>RPhT, 15 years’ experience in the field</td>
<td>Program Director</td>
</tr>
<tr>
<td>Rolle, Denise</td>
<td></td>
<td>Part-Time Instructor</td>
</tr>
</tbody>
</table>

### Respiratory Therapy Program

<table>
<thead>
<tr>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Kent-Smith, Shana</td>
<td>MA, University of Phoenix; BS, Florida A&amp;M University</td>
<td>Program Director</td>
</tr>
<tr>
<td>Wells, Yolanda</td>
<td>MS, University of Phoenix; BS, Florida A&amp;M University</td>
<td>Director of Clinical Education</td>
</tr>
<tr>
<td>Roach, Shanika</td>
<td>BS, Florida A&amp;M</td>
<td>Instructor</td>
</tr>
<tr>
<td>Scully, Edward</td>
<td>BA, MA, University of San Francisco</td>
<td>Instructor</td>
</tr>
</tbody>
</table>
Student Affairs

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Gilles, Renel</td>
<td></td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title IX Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:RGGilles@concorde.edu">RGGilles@concorde.edu</a></td>
</tr>
<tr>
<td>Townsend, Latarsha</td>
<td></td>
<td>Graduate Employment Specialist</td>
</tr>
<tr>
<td>Gillylan, Rhonda</td>
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</table>

Surgical Technologist Program

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Lambert, Nicole</td>
<td>AAS, Central Florida Institute</td>
<td>Program Director</td>
</tr>
<tr>
<td>Fernandez, Angela</td>
<td>Diploma, Concorde Career Institute</td>
<td>Instructor</td>
</tr>
<tr>
<td>Mercer, Amy</td>
<td>AS, Central Florida Institute</td>
<td>Instructor</td>
</tr>
<tr>
<td>Speed, Tara</td>
<td>Diploma, Lee County Technical Center</td>
<td>Instructor</td>
</tr>
<tr>
<td>Voigt, Heidi</td>
<td></td>
<td>Instructor</td>
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Corporate Officers

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Bell, Guy</td>
<td></td>
<td>President &amp; Chief Executive Officer</td>
</tr>
<tr>
<td>Fisher, Juli</td>
<td></td>
<td>Chief Financial Officer</td>
</tr>
<tr>
<td>Frazier, Jami</td>
<td></td>
<td>Senior Vice President Operations</td>
</tr>
<tr>
<td>Livengood, Cecilia</td>
<td></td>
<td>Chief Compliance Officer</td>
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<tr>
<td>Lunsford, Blake</td>
<td></td>
<td>Vice President Financial Aid</td>
</tr>
<tr>
<td>Hachman, Nick</td>
<td></td>
<td>Associate Vice President of Information Technology</td>
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<tr>
<td>Heller, Eric</td>
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<td>Vice President Admissions</td>
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<tr>
<td>McCallum, Derek</td>
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<td>Vice President Marketing &amp; Data Analytics</td>
</tr>
<tr>
<td>Nott, Graham</td>
<td></td>
<td>Vice President Academic Affairs</td>
</tr>
<tr>
<td>Riggs, Martin</td>
<td></td>
<td>Vice President of Human Resources</td>
</tr>
<tr>
<td>Stiglic, Paul</td>
<td></td>
<td>Vice President of Finance &amp; Treasurer</td>
</tr>
<tr>
<td>Henak, Lisa</td>
<td></td>
<td>Assistant Treasurer/Senior Executive Assistant</td>
</tr>
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### Board of Directors

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Foster, Timothy E.</td>
<td></td>
<td>Chairman</td>
</tr>
<tr>
<td>Evans, W. Chester</td>
<td></td>
<td></td>
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<tr>
<td>Stakias, George M.</td>
<td></td>
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General Addendum to 2016 Catalog

Catalog Revisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>Document Affected (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/22/16</td>
<td>Effective 8-22-16, all TEAS V and TEAS V Allied Health assessments from Concorde or another institution will be accepted at Concorde’s previously approved acceptable minimum scores provided that the assessments have not been taken within 30 days of enrollment and not longer than two years from the date of enrollment. The following web TEAS V and TEAS V Allied Health entrance assessments will be used until the inventory for these assessments is depleted. Once web TEAS V and TEAS V Allied Health inventory is used, we will immediately begin using the HESI. For HESI assessment requirements, refer to the 2016-2017 catalog.</td>
<td>Main Catalog, page 22</td>
</tr>
<tr>
<td>10/03/16</td>
<td>Effective for all starts on or after October 3, 2016, the Surgical Technologist diploma program is discontinued and is being replaced with the Surgical Technologist Associate Degree program:</td>
<td>Main Catalog, page 18</td>
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<table>
<thead>
<tr>
<th>Course #</th>
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<th>Theory Hours</th>
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</table>

| Subtotals  |                                                                                                                  | 785          | 240       | 600            | 63.50                 |

This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
The following sections will remain the same:

- Equipment for the Surgical Technologist Program (Page 8).
- Criminal Background Check (Page 23).
- The Surgical Technologist Program attendance policy (Page 41).

10/03/16 The following are additions to Program Course Descriptions:

**HPRS1320: Foundations for Health Professions**
Credit Hours: 3.00 Clock Hours: 45/0/0

In Foundations for Health Professions, students will learn how medical terminology is constructed, common suffixes and prefixes, and a summary view of the various body systems and their combining forms in preparation for more in-depth study in anatomy and physiology. They will also get an overview of various learning styles and study tactics that work best with each learning style.

**SURG1110: Surgical Technology Lab I**
Credit Hours: 1.00 Clock Hours: 0/40/0

This laboratory course is designed to provide for the practical application of theoretical concepts, patient safety standards, and aseptic principles outlined in SURG1310: Surgical Technology Theory I. Perioperative applied skills performed in the assistant circulator role are highlighted with an emphasis on industry best practices and the application of critical thinking skills. Co-requisite: SURG1310

**SURG1120: Surgical Technology Lab II**
Credit Hours: 1.00 Clock Hours: 0/40/0

This laboratory course is designed to provide for the practical application of theoretical concepts, patient safety standards, and aseptic principles outlined in SURG1320: Surgical Technology Theory II. Perioperative applied skills performed in the scrub role are highlighted with an emphasis on industry best practices and the application of critical thinking skills. Patient vital signs and microscope use are also included. Prerequisites: SURG1110, SURG1310; Co-requisite: SURG1320

**SURG1130: Surgical Technology Lab III**
Credit Hours: 1.00 Clock Hours: 0/40/0

This laboratory course is designed to provide for the practical application of theoretical concepts, patient safety standards, and aseptic principles outlined in SURG1330: Surgical Technology Theory III. Perioperative applied skills performed in the scrub role are highlighted with an emphasis on industry best practices and the application of critical thinking skills. Handling, passing, and assembly of specialty surgical instrumentation, equipment, and supplies is included. Prerequisites: SURG1120, SURG1320; Co-requisite: SURG1330

**SURG1140: Surgical Technology Lab IV**
Credit Hours: 1.00 Clock Hours: 0/40/0

This laboratory course is designed to provide for the practical application of theoretical concepts, patient safety standards, and aseptic principles outlined in SURG1340: Surgical Technology Theory IV. Perioperative applied skills performed in the scrub role are highlighted with an emphasis on industry best practices and the application of critical thinking skills. Intraoperative and postoperative case management skills are further emphasized. Prerequisites: SURG1130, SURG1330; Co-requisite: SURG1340

**SURG1150: Surgical Technology Lab V**
Credit Hours: 1.00 Clock Hours: 0/40/0

This laboratory course is designed to provide for the practical application of theoretical concepts, patient safety standards, and aseptic principles within the mock surgery setting. Perioperative applied skills performed in the scrub and circulating roles are highlighted with an emphasis on industry best practices and the application of critical thinking skills. Mock surgery scenarios incorporate all skills acquired in previous laboratory courses in order to prepare the student for clinical experiences and surgical rotations. Prerequisites: SURG1140, SURG1340; Co-requisite: SURG1350
SURG1160: Surgical Technology Lab VI
Credit Hours: 1.00    Clock Hours: 0/40/0

This capstone laboratory course is designed to provide for the practical application of theoretical concepts, patient safety standards, and aseptic principles within the mock surgery setting. Perioperative applied skills performed in the scrub and circulating roles are highlighted with an emphasis on industry best practices and the application of critical thinking skills. Mock surgery scenarios incorporate all skills acquired in previous laboratory courses in order to prepare the student for clinical experiences and surgical rotations. Prerequisites: SURG1150, SURG1350; Co-requisite: SURG1360

SURG1310: Surgical Technology Theory I
Credit Hours: 3.00    Clock Hours: 60/0/0

This course is designed to provide a comprehensive introduction into the field of surgical technology and survey basic perioperative surgical concepts. Major subjects covered include professionalism and employability, OR organization and administration, the surgical technologist's roles and responsibilities, risk management, and basic circulating skills. Modern ethics, law and morality in healthcare, fundamentals of OR pharmacology, and anesthesia concepts are also surveyed. Preoperative case management concepts in the circulating role include patient transfer and transport, urinary catheterization, patient positioning, and skin preparation. Related medical/surgical terminology is integrated throughout the course. Co-requisite: SURG1110

SURG1320: Surgical Technology Theory II
Credit Hours: 3.00    Clock Hours: 60/0/0

This course will survey fundamentals of microbiology, intro to laboratory equipment (i.e., microscopes), the infectious process, and infection control concepts. Perioperative theory includes fundamentals of aseptic technique; medical versus surgical asepsis; sterilization, disinfection, and antisepsis; environmental controls and personnel practices; scrubbing, gowned, and gloved for surgery; draping; and establishing the sterile field. Safety, OSHA regulations, and Standard Precautions are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: SURG1110, SURG1310; Co-requisite: SURG1120

SURG1330: Surgical Technology Theory III
Credit Hours: 3.00    Clock Hours: 60/0/0

This course is designed to provide a comprehensive overview of basic and specialty surgical instrumentation, equipment, and supplies. Topics include surgical instrument uses and classifications, equipment identification and function, and specialty supply handling, preparation, and usage. Related medical/surgical terminology is integrated throughout the course. Prerequisites: SURG1120, SURG1320; Co-requisite: SURG1130

SURG1340: Surgical Technology Theory IV
Credit Hours: 3.00    Clock Hours: 60/0/0

This course will survey surgical case management concepts, including wound types and healing, surgical sutures and needles, wound closure techniques and devices, dressings and drainage devices, fundamentals of surgical pathophysiology, and postoperative patient care. Critical thinking skills within the operative environment are discussed in the context of surgical anticipation, emergency management, and All-hazards Preparation. Related medical/surgical terminology is integrated throughout the course. Prerequisites: SURG1130, SURG1330; Co-requisite: SURG1140

SURG1350: Surgical Procedures I
Credit Hours: 3.00    Clock Hours: 60/0/0

This course will introduce students to surgery and primary surgical procedures within basic specialties, including general, obstetric & gynecologic, ophthalmic, otorhinolaryngologic, oral & maxillofacial surgery, and diagnostic procedures. Related medical/surgical terminology, anatomy, physiology, and pathophysiology are integrated throughout the course. Prerequisites: SURG1140, SURG1340; Co-requisite: SURG1150

SURG1360: Surgical Procedures II
Credit Hours: 3.00    Clock Hours: 60/0/0

This course will introduce students to surgery and primary surgical procedures within basic specialties, including plastic & reconstructive, genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. Related medical/surgical terminology, anatomy, physiology, and pathophysiology are integrated throughout the course. Prerequisites: SURG1150, SURG1350; Co-requisite: SURG1160

This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>SURG2150</td>
<td>Surgical Technology Clinical Review I</td>
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<td>30/0/0</td>
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<tr>
<td>SURG2460</td>
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<td>80/0/0</td>
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<tr>
<td>SURG2560</td>
<td>Surgical Technology Clinical II</td>
<td>5.00</td>
<td>0/0/240</td>
</tr>
<tr>
<td>SURG2850</td>
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<td>8.00</td>
<td>0/0/360</td>
</tr>
<tr>
<td>ST110</td>
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<td>ST120</td>
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<td>ST210</td>
<td>Principles of Surgical Technology—Surgical Techniques I Lab</td>
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</table>

**The following should be deleted from Program Course Descriptions:**

- ST110: Basic Sciences I
  - Credit Hours: 5.50
  - Clock Hours: 108/12/0

  Orientation to Surgical Technology, CPR for healthcare providers and fundamentals of medical terminology are introduced. This course surveys physics, human chemistry, body organization, the integumentary system, musculoskeletal systems and the nervous system. It further analyzes the structure and functions of the nervous system and the senses.

- ST120: Basic Sciences II
  - Credit Hours: 5.50
  - Clock Hours: 120/0/0

  This course surveys the cardiovascular system, peripheral vascular system, lymphatic system, respiratory system, digestive system, genitourinary system, reproductive systems, and the endocrine system. Fundamentals of surgical pathophysiology and patient's responses to disease are surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

- ST210: Principles of Surgical Technology—Surgical Techniques I Lab
  - Credit Hours: 5.00
  - Clock Hours: 72/48/0

  This course surveys O.R. organization and administration, the surgical team, and the Surgical Technologist's roles and responsibilities, including professional practices. Orientation to the O.R. suite, computers in the O.R., and preoperative and postoperative patient care are included in Surgical Techniques. Modern ethics, law and morality in healthcare, fundamentals of O.R. pharmacology, and anesthesia concepts are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.
ST220: Asepsis—Surgical Techniques II Lab
Credit Hours: 5.00  Clock Hours: 72/48/0

This course will survey fundamentals of microbiology, intro to laboratory equipment (i.e., microscopes), the infectious process, and infection control concepts. Surgical Techniques include fundamentals of aseptic technique; medical versus surgical asepsis; sterilization, disinfection and antisepsis; environmental controls and personnel practices; scrubbing, gowning and gloving for surgery; draping; and establishing sterile fields. Safety, OSHA regulations, and standard precautions are also surveyed. Related medical/surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST230: Principles of Surgical Assisting—Surgical Techniques III Lab
Credit Hours: 5.00  Clock Hours: 72/48/0

This course will survey basic instrumentation and instrument reprocessing; sutures, staples and wound closure concepts. Surgical techniques for operative anticipation and elementary second assisting include intraoperative case management, handling instrumentation, wound closure devices, drainage systems, and dressing and surgical sponges. This course will also introduce students to surgery and primary surgical procedures within basic specialties, including general, ophthalmic, otolaryngologic, and oral and maxillofacial surgery. Related medical/surgical terminology, anatomy, physiology, and pathophysiology are integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST240: Surgical Procedures—Surgical Techniques IV Lab
Credit Hours: 5.00  Clock Hours: 72/48/0

Surgery and common surgical procedures within primary surgical specialties are surveyed along with related regional anatomy, physiology, and pathophysiology. Surgical techniques for perioperative case management include basic surgical routines, maintaining the sterile field, circulating skills, handling specimens and medications, surgical counts, second surgical assisting, and other technical functions. Practical skills are sharpened in the mock-surgery setting to prepare students for the clinical setting. Related medical-surgical terminology is integrated throughout the course. Prerequisites: Successful completion of all courses in the previous term.

ST310: Clinical Practice I
Credit Hours: 5.50  Clock Hours: 0/0/250

The A POSitive CARE approach is utilized to facilitate the learning process. It is a systematic approach to critical thinking and surgical problem solving focused on the ability of the student surgical technologist to anticipate the needs of the surgical team as well as the patient. Prerequisites: Successful completion of all courses in the previous term.

ST320: Clinical Practice II
Credit Hours: 5.50  Clock Hours: 0/0/250

The A POSitive CARE approach is utilized to facilitate the learning process. It is a systematic approach to critical thinking and surgical problem solving focused on the ability of the student surgical technologist to anticipate the needs of the surgical team as well as the patient. Prerequisites: Successful completion of all courses in the previous term.

10/03/16  The following is a revision to Academic Standards, Official Letter Grading Scale:

In general, a grade of "D" in General Education courses is considered a minimally passing grade and does not need to be repeated. However, there are certain exceptions with science courses. Students must earn a minimum grade of "C" in the following courses, or the course must be repeated.

Surgical Technologist AS
• Anatomy & Physiology I
• Anatomy & Physiology II

Main Catalog, page 46
10/03/16 The following is an addition to Admissions, Entrance Assessment Requirements:

<table>
<thead>
<tr>
<th>Surgical Technologist AS</th>
<th>Wonderlic</th>
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<tr>
<td></td>
<td>17</td>
<td>65</td>
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Main Catalog, page 22

10/25/16 The following is an addition to Entrance Assessment Requirements:

Students previously enrolled in Medical Assistant, Dental Assistant or Medical Office Administration programs who have been out of school less than one year and who are returning to the same program are exempt from administration of the Online Readiness Assessment.

Main Catalog, page 22

11/04/16 The following is a revision to number 3 in the Procedures for Requesting Academic Adjustment and/or Auxiliary Aid under Academic Standards, Students With Disabilities Policy:

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

Main Catalog, page 45

11/18/16 The following are revisions to Entrance Assessment Requirements under Admissions:

The following may be substituted for the Wonderlic SLE:

- SAT score of 1300 or above achieved within five years of the date of application to Concorde.
- ACT score of 19 or above achieved within five years of the date of application to Concorde.
- All applicants, including reentry students and former graduates, are exempt from Wonderlic SLE testing if they can provide official proof of earning an Associate’s or higher degree that was taught in the English language.
- Applicants will still be required to take the ORA and HESI if applicable.
- Official proof of successfully passing the Wonderlic SLE within the last two years at the current required score.

Clinical Programs
Prospective clinical students will sit for the Wonderlic SLE. Prospective students applying for clinical programs that lead to board exams and/or licensure who meet the initial Wonderlic SLE acceptable minimum score will be required to take the HESI. Candidates for these programs must achieve the minimum composite score to move forward in the admissions process.

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

Main Catalog, page 22

12/16/16 Effective for all terms starting after January 1, 2017, the following is a revision to the Alternates section under Admissions, Enrollment Process:

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

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

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

Main Catalog, page 21
Refund Policy
Refunds are made for a student who withdraws or is withdrawn from the Institution prior to the completion of his or her program and are based on the tuition billed for the payment period or period of enrollment in which the student withdraws, according to the Refund Calculation set forth below. The adjustments are for tuition only; items included in the “Fees” are not refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. When a student withdraws from the Institution, he or she must complete a student withdrawal form with the Institution’s Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the Institution. Students who withdraw, or are withdrawn prior to the end of the payment period or period of enrollment, are subject to the Return of Title IV Funds Policy noted below, which may increase their balance due to the Institution. If there is a balance due to the Institution after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by the Institution. Concorde does not refund charges for books issued to the student unless the books are returned in new and unused condition within 14 calendar days following the date of receipt or student withdrawal. Credit balances due to the student of less than $5 (after all Title IV refunds have been made) will not be refunded unless requested by the student.

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

- If a first-time student withdraws within the first twenty-one (21) calendar days of his or her program of study, no tuition charges will be incurred.
  - A first-time student is defined as one who has not previously attended the Institution.
- If a student withdraws after the first twenty-one (21) calendar days, but prior to the 75 percent point of the period of enrollment or payment period for which he or she has been charged, the student shall be entitled to a pro rata refund of the tuition charged for the period of enrollment or payment period.
- If a student withdraws after the 75 percent point of the period of enrollment for which he or she has been charged, the student shall be obligated for the tuition charged for the entire period of enrollment or payment period and not entitled to any refund.

Students may repeat a class. The hours or weeks in attendance for repeating a class will be used in the program completion percentage calculation in determining the student’s financial obligation to the Institution.

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

Effective for all terms starting after January 1, 2017, the following is a revision to Academic Information, Withdrawal Policy, Student Initiated Withdrawal:

Student-Initiated Withdrawal
Students who wish to withdraw may do so by contacting the Academic Dean or Program Director via telephone, mail, or preferably in person. The withdrawal date will be the student’s last date of attendance. A student who withdraws during the first seven days of a grading period will not have that course(s) recorded on his or her transcript. A student who withdraws after the first seven days of a grading period will receive a grade of “W,” which is not calculated in his or her cumulative grade point average (CGPA). The credits will count toward attempted credits. The student must complete the necessary exit interview forms. There are financial and/or financial aid implications for withdrawing; therefore, those students receiving financial assistance must consult the Financial Aid and/or Business Office.

Effective for all terms starting after January 1, 2017, the following are additions to the Academic Information section:

Course Drop/Add Policy
The Drop/Add period for each term is 7 calendar days. Students who do not attend a course by the end of the Drop/Add period will be unregistered from the course without incurring an academic or financial penalty. Students who notify the Program Director in writing of their intent to drop from a course before the end of the Drop/Add period will not incur an academic or financial penalty.

Course Withdrawal Policy
A student withdrawing from a course after the Drop/Add period, but prior to the fourteenth calendar day before the end of the term, will receive a grade of W. Course withdrawals thereafter will receive either a grade of Withdrawn-Fail (WF) or Withdrawn-Passing (WP) depending upon the student’s grade for work completed up to the point of withdrawal.
12/16/16 Effective for all terms starting after January 1, 2017, the following are revisions to Academic Standards, Official Letter Grading Scale:

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical %</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Exceptionally Competent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
<td>Highly Competent</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70–79</td>
<td>Fully Competent</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60–69</td>
<td>Minimally Competent</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0–59</td>
<td>Not Competent</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Successful Completion of Course</td>
<td>N/E</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of Credit</td>
<td>N/E</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>N/E</td>
</tr>
<tr>
<td>W¹</td>
<td>N/A</td>
<td>Withdrawal From Course</td>
<td>N/E</td>
</tr>
<tr>
<td>WP¹</td>
<td>N/A</td>
<td>Withdrawal While Passing</td>
<td>N/E</td>
</tr>
<tr>
<td>WF¹</td>
<td>N/A</td>
<td>Withdrawal While Failing</td>
<td>N/E</td>
</tr>
</tbody>
</table>

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

Nonclinical Program Content Courses
The official letter grading scale for all nonclinical programs (technical courses only), including Dental Assistant, Medical Assistant, Medical Office Administration, Patient Care Technician, and Pharmacy Technician, is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical %</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Exceptionally Competent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
<td>Highly Competent</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70–79</td>
<td>Fully Competent</td>
<td>2.00</td>
</tr>
<tr>
<td>D¹</td>
<td>60–69</td>
<td>Minimally Competent</td>
<td>1.00</td>
</tr>
<tr>
<td>F¹</td>
<td>0–59</td>
<td>Not Competent</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Successful Completion of Course</td>
<td>N/E</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of Credit</td>
<td>N/E</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>N/E</td>
</tr>
<tr>
<td>W²</td>
<td>N/A</td>
<td>Withdrawal From Course</td>
<td>N/E</td>
</tr>
<tr>
<td>WP²</td>
<td>N/A</td>
<td>Withdrawal While Passing</td>
<td>N/E</td>
</tr>
<tr>
<td>WF²</td>
<td>N/A</td>
<td>Withdrawal While Failing</td>
<td>N/E</td>
</tr>
</tbody>
</table>

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

Clinical Program Content Courses
The official letter grading scale for the Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Respiratory Therapy, and Surgical Technologist programs (technical courses only) is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical %</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Exceptionally Competent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
<td>Highly Competent</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>75–79</td>
<td>Fully Competent</td>
<td>2.00</td>
</tr>
<tr>
<td>D¹</td>
<td>70–74</td>
<td>Minimally Competent</td>
<td>1.00</td>
</tr>
<tr>
<td>F¹</td>
<td>0–69</td>
<td>Not Competent</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Successful Completion of Course</td>
<td>N/E</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of Credit</td>
<td>N/E</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>N/E</td>
</tr>
</tbody>
</table>

This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
12/16/16 Effective for all terms starting after January 1, 2017, the following is a revision to Academic Standards, Satisfactory Academic Progress, Repetitions:

Repetitions
Students are required to repeat any course in which a WF or F has been earned. Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating CGPA. However, the original course and repeated course credit hours are included in the maximum time frame and rate of progress calculations. Students may incur a fee for repeating a class(es). Please see a Financial Aid Representative to discuss your situation.

01/18/17 Effective for all core starts on or after 2-27-17, the following replaces the course outline for the Medical Assisting program under Programs of Study:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title*</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSO1051</td>
<td>Career Path Success A</td>
<td>12</td>
<td>0</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>CPSO1052</td>
<td>Career Path Success B</td>
<td>12</td>
<td>0</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>CPSO1053</td>
<td>Career Path Success C</td>
<td>12</td>
<td>0</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>CPSO1054</td>
<td>Career Path Success D</td>
<td>12</td>
<td>0</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>CPSO1055</td>
<td>Career Path Success E</td>
<td>12</td>
<td>0</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>CPSO1056</td>
<td>Career Path Success F</td>
<td>12</td>
<td>0</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>MDCA1312</td>
<td>Medical Assisting A</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MDCA1322</td>
<td>Medical Assisting B</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MDCA1332</td>
<td>Medical Assisting C</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MDCA1342</td>
<td>Medical Assisting D</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MDCA1352</td>
<td>Medical Assisting E</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MDCA1362</td>
<td>Medical Assisting F</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>MDCA1571</td>
<td>Externship</td>
<td></td>
<td></td>
<td>216</td>
<td>4.50</td>
</tr>
</tbody>
</table>

Subtotals: 312 Theory Hours, 240 Lab Hours, 216 Externship Hours, 25.50 Semester Credit Hours

Total Contact Hours (Theory/Lab/Externship): 768
Total Instructional Weeks: 30
Credential Earned: Diploma

01/18/17 Effective for all core starts on or after 2-27-17, the following replace all Medical Assistant course descriptions under Program Course Descriptions:

**CPSO1051: Career Path Success A**
Credit Hours: 0.50 Clock Hours: 12/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, managing distractions, and scheduling for specialized populations. Students will also learn how to prioritize time using various methods, create personalized schedules and to-do lists, and manage distractions. The importance of critical thinking in the workplace and scheduling needs for specialized populations is examined.

**CPSO1052: Career Path Success B**
Credit Hours: 0.50 Clock Hours: 12/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment.

This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSO1053</td>
<td>Career Path Success C</td>
<td>0.50</td>
<td>12/0/0</td>
</tr>
<tr>
<td></td>
<td>In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students in this course will explore the importance of the image conveyed through written and verbal communications as well as the impact those communications have on others. Students will explore perceptions of professionalism in the healthcare environment as well as identify basics of financial literacy including budgeting, spending habits and saving.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSO1054</td>
<td>Career Path Success D</td>
<td>0.50</td>
<td>12/0/0</td>
</tr>
<tr>
<td></td>
<td>In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will learn to nurture appropriate and effective co-worker relationships including the importance of protecting confidentiality of patients and co-workers. Students will learn to work effectively in teams in the healthcare environment as well as how to locate potential externship and employment opportunities. Conflict in the healthcare environment is discussed as well as methods of managing and resolving conflict. Basic skills for recognizing illegal drug use are presented and students will understand and be able to appropriately respond to triggers for special needs patients.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSO1055</td>
<td>Career Path Success E</td>
<td>0.50</td>
<td>12/0/0</td>
</tr>
<tr>
<td></td>
<td>In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students will learn why developing good people skills is beneficial in a healthcare environment as well as the necessity of embracing diversity when working with patients and others. The importance of taking responsibility for one’s own actions is examined as well as the process for creating an effective resume and the steps necessary for a successful job search.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPSO1056</td>
<td>Career Path Success F</td>
<td>0.50</td>
<td>12/0/0</td>
</tr>
<tr>
<td></td>
<td>In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will examine the healthcare job market and identify effective interviewing techniques, interviewer perceptions, as well as interview follow-up. Students will also examine unique situations relating to the elderly and terminally ill.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1312</td>
<td>Medical Assisting A</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills including scheduling appointments. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the skeletal, integumentary and muscular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. They will learn first aid, rehabilitative procedures, the role of the medical assistant in the health community, and team member responsibilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1322</td>
<td>Medical Assisting B</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the nervous, senses and respiratory body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1332</td>
<td>Medical Assisting C</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the urinary, reproductive and digestive body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**MDCA1342: Medical Assisting D**  
**Credit Hours:** 3.00  
**Clock Hours:** 40/40/0  

Students in this course will practice various administrative skills. They will learn medical terms, anatomy & physiology, and common diseases and disorders of the endocrine, immune/lymphatic, and circulatory/cardiovascular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322

**MDCA1352: Medical Assisting E**  
**Credit Hours:** 3.00  
**Clock Hours:** 40/40/0  

Students in this course will practice various administrative skills. Students learn about the clinical laboratory and the associated safety and regulatory guidelines. They explore basic microbiology and hematology and practice using a microscope. They learn the proper procedures for collecting, processing, and testing urine specimens. Students perform venipuncture and capillary puncture. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322

**MDCA1362: Medical Assisting F**  
**Credit Hours:** 3.00  
**Clock Hours:** 40/40/0  

Students in this course will practice various administrative skills. Students perform intradermal, subcutaneous, and intramuscular injections, calculate medication dosages, and administer medication. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322

**MDCA1571: Externship**  
**Credit Hours:** 4.50  
**Clock Hours:** 0/0/216  

Students perform medical assistant functions in a medical facility. They are supervised and evaluated on skills acquired in the program content courses. Students perform phlebotomy, injections, patient record maintenance, vital sign measurement, patient exam preparation, and other medical assistant duties as assigned by the physician, on-site supervisor, or extern coordinator. Prerequisites: MDCA1312-MDCA1362

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**01/18/17**  
**Effective for all core starts on or after 2-27-17, the following replaces Graduation Requirements under Academic Standards:**

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

Students enrolled in the Dental Assistant, Medical Office Administration and Patient Care Technician programs must complete a series of Career and Student Success modules prior to starting externship hours as part of their program’s graduation requirements. The modules must be completed prior to the externship. Failure to complete the modules may result in the student being withdrawn. These modules address the readiness of students for college and future employment beyond the specific mastery of skills and content of a health professional. A learning management system (LMS) will deliver the content in a gradual progression, giving students the flexibility to exit each module upon completion. The LMS is Internet-based, necessitating students without a home computer and Internet access to schedule time in a campus computer lab or campus Learning Resource Center, or find an alternative source like the local public library to access and complete this requirement.

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

**01/18/17**  
**The following replaces Credit for Previous Training under Admissions:**

**Credit for Previous Training**  
Students with previous postsecondary education from a non-Concorde regionally or nationally accredited school may be eligible to receive credit for previous courses provided that the following requirements are met:

- An official copy of the student’s transcript is on file with Concorde;
- Courses within a major were completed within the previous 12 months, and a grade of “C” or better was earned;
• General Education courses were completed within the last five years, and a grade of “C” or better was received;
  General Education courses older than five years will be reviewed on a case-by-case basis;
• A copy of the catalog containing the course description, which the student enrolled under, is provided; and
• CLEP courses may be accepted if completed within the five years and have a minimum score of 60.

If the course(s) is similar in character and objectives to the course(s) offered at Concorde Career Institute, the student will receive credit for the course(s). For diploma programs, students may transfer from another postsecondary school up to 25 percent of the clock or credit hours necessary to fulfill the requirements for graduation. For associate degree programs, students may transfer from another postsecondary school up to 50 percent of the academic credits necessary to fulfill the requirements for graduation.

Students requesting to transfer credit(s) must submit all required documentation no less than one week prior to the start of the class(es) for which credit is being requested. If the Academic Affairs department determines the credits are acceptable for transfer, credit will be given for those courses, and the student will be scheduled to take only those courses needed to fulfill the requirements for graduation.

Concorde Career Institute does not grant academic credit for life experience.

Effective for all terms starting on February 13, 2017, and thereafter, the following replaces the Satisfactory Academic Progress policy under Academic Standards for certain programs. This policy applies to all term-based, credit hour programs only, including: Nursing, Respiratory Therapy and Surgical Technologist AS. For all other programs, please refer to the current Satisfactory Academic Progress policy.

Satisfactory Academic Progress Policy – Term-Based Programs

To maintain financial aid eligibility, students must maintain the following minimum Satisfactory Academic Progress (SAP) standards:

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

Cumulative Grade Point Average (CGPA)

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

Rate of Progress (ROP)

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

Maximum Time Frame for Completion (MTFC)

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

SAP Evaluation

Each program is broken down into payment periods. At the end of each payment period, the student’s CGPA and rate of progress will be evaluated. The evaluation will ensure that all aspects of Satisfactory Academic Progress are met. A student failing to maintain the minimum standards of Satisfactory Academic Progress will be notified of such and will face administrative actions. These actions include being placed on Financial Aid (FA) Warning, Financial Aid (FA) Probation, and loss of Federal Financial Aid eligibility.

Financial Aid (FA) Warning

FA Warning will be assigned to a student not making Satisfactory Academic Progress. The school will advise the student of his or her status prior to the start of the next payment period. A student on FA Warning may continue to receive Federal Student Aid (FSA) funds for one payment period. A student on FA Warning who achieves the minimum CGPA and rate of progress by the next payment period will be removed from FA Warning and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make Satisfactory Academic Progress after the FA Warning period will lose his or her eligibility for FSA funds unless the student is granted an appeal and placed on FA Probation.
Satisfactory Academic Progress Appeals
A student may appeal the loss of financial aid based on mitigating circumstances. The appeal must be submitted in writing to the Academic Dean within three calendar days of notification. The Academic Dean will review the appeal and respond to the student within 48 hours of receiving the appeal.

Written Appeals Must Include:
- A clear statement about the mitigating circumstances that caused the student to be unsuccessful and include appropriate supporting documentation of such circumstances;
- An explanation of how such mitigating circumstances contributed to the student’s academic situation; and
- An explanation about what has changed in the student’s situation that would allow the student to attain Satisfactory Academic Progress at the next payment period.

If the student chooses not to appeal, or the appeal is denied, the student may continue on a cash-pay basis, assuming he or she meets all other programmatic academic requirements, until the student achieves the minimum CGPA and required rate of progress. If the appeal is approved, the student will be placed on FA Probation for one payment period and regain his or her eligibility for FSA funds.

Financial Aid (FA) Probation
FA Probation is a status assigned to a student who has failed to make Satisfactory Academic Progress after being placed on FA Warning and granted an appeal. The school will advise the student of his or her status prior to the start of the next payment period. A student on FA Probation may continue to receive FSA funds for one payment period. A student on FA Probation who achieves a minimum CGPA and rate of progress by the next payment period will be removed from FA Probation and placed back in good standing and retain his or her eligibility for FSA funds. A student who fails to make Satisfactory Academic Progress after the FA Probation period will lose his or her eligibility for FSA funds. The student may continue his or her program on a cash-pay basis, assuming he or she meets all other programmatic academic requirements.

Repetitions
Students are required to repeat any course in which a WF or F have been earned. Students will be allowed to repeat a failed course once (grade of WF or F). Both the grade for the failed course and the repeated course will appear on the transcript, but only the second grade will be used in calculating CGPA. However, the original course and repeated course credit hours are included in the maximum time frame and rate of progress calculations. Students may incur a fee for repeating a class(es). Please see a Financial Aid Representative to discuss your situation.

Academic Warning and Academic Probation
A student not meeting all aspects of Satisfactory Academic Progress (CGPA, rate of progress and maximum time frame) at the end of an evaluation period will be placed on Academic Warning (coincides with FA Warning notification). If a student fails to achieve Satisfactory Academic Progress for the next evaluation period or for any evaluation period in which the student is on Academic Warning, the student must file and be approved for an appeal for extenuating circumstances. A student in this situation who does not file or is not granted an appeal will be withdrawn for academic failure. A student who files and is granted an appeal for extenuating circumstances will be placed on Academic Probation for one evaluation period. A student on Academic Probation who fails to achieve Satisfactory Academic Progress at the end of the evaluation period will be withdrawn. A student on Academic Warning or Academic Probation will be returned to good standing at the end of an evaluation period in which all Satisfactory Academic Progress standards are met.

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

Effective for all terms that start on or after 2-27-17, the following should be deleted from Academic Standards:

Tardy & Leave Early Policy
Students are required to arrive on time for class and stay for the entire class session. Four tardies or early departures equal one absence. Students may be tardy only once on a given day.
<table>
<thead>
<tr>
<th>Date</th>
<th>Effective for all terms that start on or after 2-27-17, the following replaces all current attendance policies under Academic Standards for the programs listed.</th>
</tr>
</thead>
</table>
| 02/27/17   | **Attendance Policy**  
|            | **General**  
|            | Regular and punctual attendance at all scheduled classes as well as clinical and externship experiences is expected of all students and is integral to course credit. In addition, many students will participate in online courses and must commit to regular and meaningful participation to achieve course objectives.  
|            | When a student enrolls, that student accepts the responsibility of attending all scheduled class hours. Attendance is recorded and becomes part of the student’s permanent record with the school.  
|            | Depending on program requirements, any scheduled time missed may cause a student to be placed on attendance warning or attendance probation or be withdrawn from the program. When on attendance warning or probation, a student will be advised by campus academic staff.  
|            | **Attendance Policy for Dental Assistant, Medical Assistant, Medical Office Administration and Pharmacy Technician Program Ground Courses**  
|            | A student is responsible for being in class for all scheduled class time. Any time missed, including arriving late, returning late from a break, or leaving early from class, will be considered absent time and will be recorded as such. To maintain satisfactory attendance, a student may not incur excessive absences as measured at the completion of a term. Excessive absences are defined as missing more than 20 percent of scheduled class time.  
|            | The first term in which a student incurs excessive absences will result in the student being placed on attendance warning beginning with the next term.  
|            | The second consecutive term for which a student incurs excessive absences will result in the student being placed on attendance probation beginning with the next term.  
|            | A student will be removed from attendance warning or attendance probation at the completion of a term during which the student did not have excessive absences.  
|            | A student will be withdrawn for unsatisfactory attendance when any of the following three situations occur:  
|            | • At the end of a term for which a student on attendance probation incurs excessive absences.  
|            | • At the end of a term for which a student is absent 20 percent or more of total program hours regardless of current status.  
|            | • On the first business day following 14 consecutive calendar days of absence, excluding published holidays, unscheduled school closures, and term breaks.  
|            | **Externships**  
|            | For programs with a required externship component, the successful completion of 100 percent of course hours is required for graduation.  
|            | Externship experiences are scheduled in partnership with the externship site. Students must plan sufficiently in advance so as to attend every day of the scheduled externship experience. In the event a student will be absent from a site, the student must contact the site and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergencies, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.  
|            | A student will be withdrawn following 14 consecutive calendar days of absence, excluding holidays and unscheduled closures of the externship site.  
|            | **Attendance Policy for Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Respiratory Therapy and Surgical Technologist Program Ground Courses**  
|            | To maintain satisfactory attendance in these programs, a student may not incur excessive absences within a course.  
|            | Excessive absences are defined as exceeding 10 percent of scheduled class time in any course. In this case, a student will be placed on attendance probation beginning with the next term.  
|            | A student will be removed from attendance probation status at the completion of a term during which the student is absent less than 10 percent of scheduled class time.  
|            | A student will be withdrawn for unsatisfactory attendance when any of the following occur:  
|            | **Main Catalog, page 39**
A student on attendance probation will be immediately withdrawn from a class upon missing 10 percent of scheduled class hours. If the student is registered in only one class, the student will also be withdrawn from school. A student scheduled concurrently in other classes for which he or she has missed less than 10 percent of scheduled class time may be permitted to complete the other classes and receive a grade prior to being withdrawn from the program.

On the first business day following 14 consecutive calendar days of absence, excluding published holidays, unscheduled school closures, and term breaks.

Clinical/Lab Experiences
Clinical and lab classes, or clinical/lab portions of classes, are defined as hands-on educational experiences conducted in a setting proscribed by a program’s specific accreditor. Clinical/lab participation is vital to student success, and students are expected to be in lab or onsite, on time, and prepared for every scheduled clinical or lab experience. If, for any reason, a student will be late or absent for a clinical shift or lab class, the student must notify the instructor or other designated Concorde individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time may result in disciplinary actions up to and including withdrawal from the program.

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

Some programs may require the completion of a requisite number of competencies and/or caseloads in addition to clinical or lab hours. In these situations, a clinical or lab course cannot be considered complete until all additional requirements are met.

A student will be placed on attendance probation immediately after the third clinical or lab absence regardless of having provided advance notification. The probationary period will extend to the end of the following term. A fourth clinical absence at any time during this probationary period will result in immediate withdrawal from the clinical or lab course. If the student is registered in only one class, the student will also be withdrawn from the program. If a student is concurrently taking other classes in the term, the student may be permitted to complete the other courses and receive a grade prior to withdrawal from the program.

Online Courses and Programs
Both the online and applicable ground attendance policies will govern those students concurrently enrolled in online and ground classes. A student enrolled only in an online course or program is governed only by this online attendance policy.

Students in online courses or programs must demonstrate course progress through submission of graded activities within the Learning Management System (LMS). Logging onto the LMS without actively engaging in the activities found therein will not count toward graded activities and attendance.

Students who do not submit at least one graded activity every 14 calendar days, excluding published holidays, will be withdrawn from their online course(s). See the “Course Drop/Add Policy” for withdrawals in the first seven days of the term or the “Course Withdrawal Policy” for withdrawals thereafter.

It is important to note that in most cases successful progress in online courses will require significant additional activity.

04/11/17 The following should be deleted from Entrance Assessment Requirements:
Students previously enrolled in Medical Assistant, Dental Assistant or Medical Office Administration programs who have been out of school less than one year and who are returning to the same program are exempt from administration of the Online Readiness Assessment.

04/11/17 The following is an addition to Entrance Assessment Requirements:
All previously completed HESI assessments from Concorde or another institution will be accepted at Concorde’s approved acceptable minimum scores if completed within two years of enrollment. In addition, assessments from other institutions must not have been taken within 30 days of enrollment.

04/11/17 The following replaces the Foreign Students section under Admissions:
Foreign Transcripts
Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Concorde only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the
National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE), which charge applicants directly for these services. Listings of approved agencies can be found at:
- [www.naces.org](http://www.naces.org)
- [www.aice-eval.org](http://www.aice-eval.org)

**04/28/17**

The following is a revision to Academic Standards, Official Letter Grading Scale, General Education Courses:

In general, a grade of “D” in General Education courses is considered a minimally passing grade and does not need to be repeated. However, there are certain exceptions with science courses. Students must earn a minimum grade of “C” in the following courses, or the course must be repeated.

**Nursing**
- Microbiology
- Anatomy & Physiology I
- Anatomy & Physiology II
- Anatomy & Physiology I VLab
- Anatomy & Physiology II VLab

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**05/02/17**

Effective for all enrollments on or after May 4, 2017, Concorde will no longer accept the TEAS V or TEAS V Allied Health entrance assessments. The following should be deleted from Entrance Assessment Requirements under Admissions:

All TEAS V and TEAS V Allied Health assessments from Concorde or another institution will be accepted at Concorde’s previously approved acceptable minimum scores provided that the assessments have not been taken within 30 days of enrollment and not longer than two years from the date of enrollment.

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**05/09/17**

The following is a revision to Academic Units of Credit under Academic Information:

**Academic Units of Credit**

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units), comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

“Clock Hour” is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

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**05/15/17**

The following is a revision to Accreditations, Approvals & Memberships, Programmatic Accreditations, Tampa, Nursing Program:

**Nursing Program**

The Nursing program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing. Pursuant to Fla. Stat. 464.019 (5) (a) (2), Concorde Career Institute has been placed on probationary status until the program achieves a graduate passage rate that equals or exceeds the required passage rate for any one calendar year.

Department of Health, Board of Nursing: 4052 Bald Cypress Way, Bin C-02, Tallahassee, FL 32399-3252; 850-488-0595; floridasnursing.gov.

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**07/01/17**

The following replaces the Student Complaint & Grievance Procedure under Student Information & Affairs:

**Student Complaint & Grievance Policy**

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

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

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

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This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
The Campus President will schedule a grievance committee meeting within three business days of receipt of the written grievance. Students are required to appear before the grievance committee. The Campus President will inform the student of the time and place to appear before the committee. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college. Students will be notified in writing within three business days of the committee’s decision.

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

<table>
<thead>
<tr>
<th>07/01/17</th>
<th>The following is a revision to Health Requirements under Student Information &amp; Affairs:</th>
<th>Main Catalog, page 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Immunizations: Clinical/externship sites require various vaccinations prior to participation in a clinical/externship rotation. Concorde offers these immunizations during on-campus health clinics at no cost. The immunization requirements are based on general requirements for working in a healthcare setting and may change without notice. If students are unavailable during scheduled immunization times, it is the students’ responsibility to ensure compliance with immunization requirements at their own cost. If a student declines any of these immunizations, Concorde cannot guarantee placement at a clinical/externship site. In these cases, the student may be required to complete additional health facility-specific documentation, including waivers. Under no conditions can Concorde guarantee employment.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>07/01/17</th>
<th>The following is an addition to Admissions:</th>
<th>Main Catalog, page 21</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Integrity</strong></td>
<td>Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the Institution and will not be returned to the prospective student. The student will not be considered for admission.</td>
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<td>If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:</td>
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<tr>
<td>• If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or</td>
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<tr>
<td>• If the forged document was used to gain transfer credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>07/01/17</th>
<th>The following replaces the Family Educational Rights and Privacy Act under Academic Standards:</th>
<th>Main Catalog, page 43</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Educational Rights and Privacy Act (FERPA)</strong></td>
<td>Concorde maintains a number of important records on the student’s behalf throughout the application and registration processes, as well as records that are maintained throughout a student’s enrollment. Examples of such records include but are not limited to:</td>
<td></td>
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<tr>
<td>• Academic Transcripts</td>
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<td></td>
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<tr>
<td>• Attendance Records</td>
<td></td>
<td></td>
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<td>• Financial Aid Records</td>
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<td>• Employment Records</td>
<td></td>
<td></td>
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<tr>
<td>• Disciplinary Documentation</td>
<td></td>
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</tr>
<tr>
<td><strong>Student Rights Under FERPA</strong></td>
<td>The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is an individual who attends a postsecondary institution and is 18 years of age or older: For students under the age of 18, rights under FERPA transfer to the student from the parent when the student turns 18. These rights include:</td>
<td></td>
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<tr>
<td>• The right to inspect and review the student’s education records within 45 days after the day Concorde receives a request for access.</td>
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<tr>
<td>• A student should submit to the Academic Dean or Campus President a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Concorde Career Institute, Tampa • Volume 3 | Revised September 21, 2017 | Catalog effective from September 22, 2016, through September 21, 2017

Concorde Rights Under FERPA

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

- **Parental access to a student's record will be allowed by Concorde without prior consent if:**
  1. the student has violated a law or the Institution’s rules or policies governing alcohol or substance abuse, and the student is under 21 years old; or
  2. the information is needed to protect the health or safety of the student or other individuals in an emergency.

- The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Concorde who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Institution.

- **To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.**

- **To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Institution’s State-supported education programs. Disclosures under this provision may be made:**
  1. in connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid; or
  2. in connection with a student assistance program of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- **To organizations conducting studies for, or on behalf of, the school in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.**

- **To accrediting organizations to carry out their accrediting functions.**

- **To comply with a judicial order or lawfully issued subpoena.**

- **To appropriate officials in connection with a health or safety emergency.**

- **To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.**

- **To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her.**

- **To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.**

This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the Institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

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

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

- The U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without his or her consent to any third party designated by a Federal or State Authority to evaluate a Federal- or State-supported education program.
  - The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

- Federal and State Authorities may allow access to a student’s education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases, even when Concorde objects to or does not request such research.

- Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Federal and State Authorities need not maintain direct control over such entities.

- With respect to Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share, without the student’s consent, PII from his or her education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about him or her that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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**07/01/17 Effective for all core starts on or after 09-25-17, the following replaces the course outline for the Medical Assistant program under Programs of Study:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Semester Credit Hours</th>
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<td>CPSO1001*</td>
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<td>3.00</td>
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<tr>
<td>MDCA1342</td>
<td>Medical Assisting D</td>
<td>40</td>
<td>40</td>
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</tr>
<tr>
<td>MDCA1352</td>
<td>Medical Assisting E</td>
<td>40</td>
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<td>3.00</td>
</tr>
<tr>
<td>MDCA1362</td>
<td>Medical Assisting F</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>MDCA1573</td>
<td>Externship</td>
<td></td>
<td>225</td>
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<td>5.00</td>
</tr>
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</table>

Subtotals: 795 Total Contact Hours (Theory/Lab/Extermsip): 795
Total Instructional Weeks: 30 Credential Earned: Diploma

*These courses are offered online.*
Effective for all core starts on or after 09-25-17, the following replace all Medical Assistant course descriptions under Program Course Descriptions:

**CPSO1001: Career Path Success A**  
Credit Hours: 0.50  \( \text{Clock Hours: } 15/0/0 \)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, managing distractions, and scheduling for specialized populations. Students will also learn how to prioritize time using various methods, create personalized schedules and to-do lists, and manage distractions. The importance of critical thinking in the workplace and scheduling needs for specialized populations is examined.

**CPSO1002: Career Path Success B**  
Credit Hours: 0.50  \( \text{Clock Hours: } 15/0/0 \)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment. Students will examine habits that promote effective study skills as well as identify appropriate professional interactions when working with specialized populations.

**CPSO1003: Career Path Success C**  
Credit Hours: 0.50  \( \text{Clock Hours: } 15/0/0 \)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students in this course will explore the importance of the image conveyed through written and verbal communications as well as the impact those communications have on others. Students will explore perceptions of professionalism in the healthcare environment as well as identify basics of financial literacy including budgeting, spending habits and saving.

**CPSO1004: Career Path Success D**  
Credit Hours: 0.50  \( \text{Clock Hours: } 15/0/0 \)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will learn to nurture appropriate and effective co-worker relationships including the importance of protecting confidentiality of patients and co-workers. Students will learn to work effectively in teams in the healthcare environment as well as how to locate potential externship and employment opportunities. Conflict in the healthcare environment is discussed as well as methods of managing and resolving conflict. Basic skills for recognizing illegal drug use are presented and students will understand and be able to appropriately respond to triggers for special needs patients.

**CPSO1005: Career Path Success E**  
Credit Hours: 0.50  \( \text{Clock Hours: } 15/0/0 \)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students will learn why developing good people skills is beneficial in a healthcare environment as well as the necessity of embracing diversity when working with patients and others. The importance of taking responsibility for one’s own actions is examined as well as the process for creating an effective resume and the steps necessary for a successful job search.

**CPSO1006: Career Path Success F**  
Credit Hours: 0.50  \( \text{Clock Hours: } 15/0/0 \)

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will examine the healthcare job market and identify effective interviewing techniques, interviewer perceptions, as well as interview follow-up. Students will also examine unique situations relating to the elderly and terminally ill.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCA1312</td>
<td>Medical Assisting A</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills including scheduling appointments. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the skeletal, integumentary and muscular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. They will learn first aid, rehabilitative procedures, the role of the medical assistant in the health community, and team member responsibilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1322</td>
<td>Medical Assisting B</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the nervous, senses and respiratory body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1332</td>
<td>Medical Assisting C</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the urinary, reproductive and digestive body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1342</td>
<td>Medical Assisting D</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. They will learn medical terms, anatomy &amp; physiology, and common diseases and disorders of the endocrine, immune/lymphatic, and circulatory/cardiovascular body systems. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1352</td>
<td>Medical Assisting E</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. Students learn about the clinical laboratory and the associated safety and regulatory guidelines. They explore basic microbiology and hematology and practice using a microscope. They learn the proper procedures for collecting, processing, and testing urine specimens. Students perform venipuncture and capillary puncture. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1362</td>
<td>Medical Assisting F</td>
<td>3.00</td>
<td>40/40/0</td>
</tr>
<tr>
<td></td>
<td>Students in this course will practice various administrative skills. Students perform intradermal, subcutaneous, and intramuscular injections, calculate medication dosages, and administer medication. They will practice keyboarding, apply positive communication skills, practice diagnostic procedures and perform vital sign procedures. Prerequisites: MDCA1312, MDCA1322</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCA1573</td>
<td>Externship</td>
<td>5.00</td>
<td>0/0/225</td>
</tr>
<tr>
<td></td>
<td>Students perform medical assistant functions in a medical facility. They are supervised and evaluated on skills acquired in the program content courses. Students perform phlebotomy, injections, patient record maintenance, vital sign measurement, patient exam preparation, and other medical assistant duties as assigned by the physician, on-site supervisor, or extern coordinator. Prerequisites: MDCA1312-MDCA1362; All CPSO courses</td>
<td></td>
<td></td>
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</tbody>
</table>
# Effective for all core starts on or after 09-25-17, the following replaces the course outline for the Pharmacy Technician program under Programs of Study:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSO1001*</td>
<td>Career Path Success A</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1002*</td>
<td>Career Path Success B</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1003*</td>
<td>Career Path Success C</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1004*</td>
<td>Career Path Success D</td>
<td>15</td>
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<td></td>
<td>0.50</td>
</tr>
<tr>
<td>PHAR1110</td>
<td>Introduction to Pharmacy Practice Lab</td>
<td>48</td>
<td></td>
<td>1.50</td>
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<tr>
<td>PHAR1120</td>
<td>Pharmacology I Lab</td>
<td>48</td>
<td></td>
<td>1.50</td>
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<tr>
<td>PHAR1130</td>
<td>Pharmacology II Lab</td>
<td>48</td>
<td></td>
<td>1.50</td>
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</tr>
<tr>
<td>PHAR1140</td>
<td>Compounding and Aseptic Techniques Lab</td>
<td>48</td>
<td></td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>PHAR1210*</td>
<td>Introduction to Pharmacy Practice</td>
<td>45</td>
<td></td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>PHAR1220</td>
<td>Pharmacology I</td>
<td>45</td>
<td></td>
<td>2.00</td>
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</tr>
<tr>
<td>PHAR1230</td>
<td>Pharmacology II</td>
<td>45</td>
<td></td>
<td>2.00</td>
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<tr>
<td>PHAR1240*</td>
<td>Compounding and Aseptic Techniques</td>
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<td></td>
<td>2.00</td>
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</tr>
<tr>
<td>PHAR1350</td>
<td>Externship I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHAR1360</td>
<td>Externship II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotals: 240 Theory Hours, 192 Lab Hours, 320 Externship Hours, 23.00 Semester Credit Hours

Total Contact Hours (Theory/Lab/Externship): 752
Total Instructional Weeks: 24
Credential Earned: Diploma

* These courses are offered online.

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# Effective for all core starts on or after 09-25-17, the following are revisions to Program Course Descriptions for the Pharmacy Technician program:

**PHAR1350: Externship I**
Credit Hours: 3.50  Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the institutional care knowledge acquired from classroom training. Prerequisites: PHAR1110-PHAR1240; All CPSO courses

**PHAR1360: Externship II**
Credit Hours: 3.50  Clock Hours: 0/0/160

This course allows students to assist with or actively participate in patient care using the ambulatory care knowledge acquired from classroom training. Prerequisites: PHAR1110-PHAR1240; All CPSO courses

**CPSO1001: Career Path Success A**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, managing distractions, and scheduling for specialized populations. Students will also learn how to prioritize time using various methods, create personalized schedules and to-do lists, and manage distractions. The importance of critical thinking in the workplace and scheduling needs for specialized populations is examined.

**CPSO1002: Career Path Success B**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment. Students will examine habits that promote effective study skills as well as identify appropriate professional interactions when working with specialized populations.

**CPSO1003: Career Path Success C**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students in this course will explore the importance of the image conveyed through written and verbal interactions.
communications as well as the impact those communications have on others. Students will explore perceptions of professionalism in the healthcare environment as well as identify basics of financial literacy including budgeting, spending habits and saving.

**CPSO1004: Career Path Success D**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will learn to nurture appropriate and effective co-worker relationships including the importance of protecting confidentiality of patients and co-workers. Students will learn to work effectively in teams in the healthcare environment as well as how to locate potential externship and employment opportunities. Conflict in the healthcare environment is discussed as well as methods of managing and resolving conflict. Basic skills for recognizing illegal drug use are presented and students will understand and be able to appropriately respond to triggers for special needs patients.

07/17/17  **Effective for all enrollments on or after 07-17-17, the following is a revision to the Nursing program under Programs of Study:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Clinical Hours</th>
<th>Semester Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>MATH1320*</td>
<td>College Algebra</td>
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<td>COMM1310*</td>
<td>Elements of Human Communication</td>
<td>45</td>
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<tr>
<td>PSYC1310*</td>
<td>General Psychology</td>
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</tr>
<tr>
<td>PSYC1320*</td>
<td>Human Growth &amp; Development</td>
<td>45</td>
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<td>3.00</td>
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<tr>
<td>BIOL1111*</td>
<td>Anatomy &amp; Physiology I VLab</td>
<td>30</td>
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<tr>
<td>BIOL1121*</td>
<td>Anatomy &amp; Physiology II VLab</td>
<td>30</td>
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<td>1.00</td>
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<tr>
<td>BIOL1310*</td>
<td>Anatomy &amp; Physiology I</td>
<td>45</td>
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<td>3.00</td>
</tr>
<tr>
<td>BIOL1320*</td>
<td>Anatomy &amp; Physiology II</td>
<td>45</td>
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<td>3.00</td>
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<tr>
<td>BIOL1330*</td>
<td>Microbiology</td>
<td>45</td>
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<tr>
<td>ENGL1310*</td>
<td>English Composition I</td>
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<tr>
<td>NRSG1210</td>
<td>Pharmacology</td>
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<tr>
<td>NRSG1640**</td>
<td>Adult Health Nursing I</td>
<td>45</td>
<td>135</td>
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<tr>
<td>NRSG1650</td>
<td>Adult Health Nursing II</td>
<td>45</td>
<td>135</td>
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<tr>
<td>NRSG1730**</td>
<td>Foundations of Nursing Practice</td>
<td>60</td>
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<tr>
<td>NRSG22360</td>
<td>Health Assessment</td>
<td>30</td>
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<tr>
<td>NRSG2410</td>
<td>Nursing Care of Childbearing and Childrearing Families</td>
<td>45</td>
<td>45</td>
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<td>4.00</td>
</tr>
<tr>
<td>NRSG2470</td>
<td>Transition to Professional Practice</td>
<td>30</td>
<td>90</td>
<td></td>
<td>4.00</td>
</tr>
<tr>
<td>NRSG2570</td>
<td>Multisystem Disorders</td>
<td>45</td>
<td>90</td>
<td></td>
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<td><strong>Subtotals</strong></td>
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<td><strong>725</strong></td>
<td><strong>165</strong></td>
<td><strong>585</strong></td>
<td><strong>66.50</strong></td>
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Total Contact Hours (Theory/Lab/Clinical): 1,475
Total Instructional Weeks: 70
Credential Earned: Associate in Science degree

NRSG1230**  Practical to Professional Nursing Bridge  30  2.00

*These courses are offered online.

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

To be eligible for advanced placement status, prior to enrollment, the applicant must successfully complete a nursing skills assessment and satisfactorily complete a Foundations Specialty assessment with a minimum score of 850 on the first attempt. Applicants will then be eligible to enroll in the NRSG1230 Practical to Professional Nursing Bridge course. Upon successful completion of NRSG1230 Practical to Professional Nursing Bridge course, the student will be awarded a total of 13 credits for NRSG1730 Foundations of Nursing Practice & NRSG1640 Adult Health Nursing I (consisting of a total of 105 theory hours, 60 lab hours, and 180 clinical hours).
07/17/17 Effective for all terms starting on or after 07-17-17, the following are revisions to Program Course Descriptions:

**NRSG1210: Pharmacology**
Credit Hours: 2.50  Clock Hours: 35/15/0

This course provides an introduction to the principles of pharmacology, including: pharmacokinetics, pharmacodynamics, potential medication reactions and drug-drug/food-drug interactions. Importance is placed on recognizing major drug classifications. Nursing concepts related legal and ethical nursing implications of medication administration are stressed. Students are given the opportunity to practice dosage calculation in the safe administration of medication in the laboratory setting. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1320

**NRSG1332: Mental and Behavioral Health Nursing**
Credit Hours: 3.00  Clock Hours: 30/0/45

This course focuses on the care of patients across the lifespan who are experiencing cognitive, mental and behavioral health. Emphasis is placed on management of patients facing emotional and psychological stressors and/or addiction issues. Promoting and maintaining the mental health of individuals and families is also considered. Concepts of crisis intervention, therapeutic communication, anger management, and coping skills are integrated throughout the course. The community as a site for care and support services is addressed. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient-centered care to patients in selected mental health settings. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1310, PSYC1320, NRSG1210, NRSG1640, NRSG1730

**NRSG1640: Adult Health Nursing I**
Credit Hours: 6.00  Clock Hours: 45/0/135

This course focuses on the care of adult and older adult patients from diverse backgrounds with health alterations that require medical and/or surgical intervention. Emphasis is placed on the care of patients with alterations in selected body functions. Concepts of patient-centered care, cultural sensitivity, informatics, safe practice, and professionalism are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts, promote wellness/healthy behaviors and implement safe patient-centered care to those with health alterations. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1310, PSYC1320, NRSG1210, NRSG1640, NRSG1730

**NRSG1650: Adult Health Nursing II**
Credit Hours: 6.00  Clock Hours: 45/0/135

This course focuses on providing patient-centered care of adult patients with medical and/or surgical health alterations. Emphasis is placed on the care of patients with alterations in selected body functions. Concepts of time management, organization systems, health promotion, health education, evidence-based practice, and interprofessional collaboration will be integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts, promote healthy behaviors and implement safe care to patients and selected groups in a variety of settings. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1310, PSYC1320, NRSG1210, NRSG1640, NRSG1730

**NRSG1730: Foundations of Nursing Practice**
Credit Hours: 7.00  Clock Hours: 60/60/45

This course provides an introduction to the roles of the nurse in healthcare systems, as well as profession related and patient care concepts important to nursing practice. Emphasis is placed on the knowledge and skills needed to provide patient-centered safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. An introduction to the nursing process provides a decision-making framework to assist students in developing effective clinical judgment skills. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1310, PSYC1320

**NRSG2360: Health Assessment**
Credit Hours: 3.00  Clock Hours: 30/30/0

This course provides the framework for students to perform comprehensive health assessments on patients across the lifespan. Emphasis is placed on taking a thorough nursing history, performing physiological, psychological, sociological, cultural, and spiritual assessments, as well as identification of stressors and health risks. Laboratory experiences provide an opportunity to practice assessment skills. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1310, PSYC1320, NRSG1210, NRSG1320, NRSG1640, NRSG1650, NRSG1730

This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
NRSG2410: Nursing Care of Childbearing and Childrearing Families  
Credit Hours: 4.00  
Clock Hours: 45/0/45

This course provides an integrative, family-centered approach to the care of mothers, newborns, and children. Emphasis is placed on normal pregnancies and common complications, normal growth and development, family dynamics, common pediatric disorders and the promotion of healthy behaviors in patients. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe patient-centered care to mothers, newborns, children and families in selected settings. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, PSYC1310, PSYC1320, NRSG1210, NRSG1332, NRSG1640, NRSG1650, NRSG1730

NRSG2470: Transition to Professional Practice  
Credit Hours: 4.00  
Clock Hours: 30/0/90

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work environment. Emphasis is placed on contemporary issues and management concepts, as well as developing the skills of delegation, priority-setting, conflict management, and leadership. Legal and ethical issues are addressed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed. Clinical experiences provide the student the opportunity to apply theoretical concepts of leadership. NCLEX-RN test preparation is also included in this course. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, COMM1310, PSYC1310, PSYC1320, NRSG1210, NRSG1332, NRSG1640, NRSG1650, NRSG1730, NRSG2360, NRSG2410

NRSG2570: Multisystem Disorders  
Credit Hours: 5.00  
Clock Hours: 45/0/90

This course focuses on advanced concepts of nursing care as they relate to patients across the lifespan with complex, multisystem alterations in health. Complex clinical skills, as well as priority setting, clinical judgment, and tenets of legal and ethical practice, are integrated throughout the course. Clinical experiences provide the student an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings. Prerequisites: MATH1320, ENGL1310, BIOL1111, BIOL1121, BIOL1310, BIOL1320, BIOL1330, COMM1310, PSYC1310, PSYC1320, NRSG1210, NRSG1332, NRSG1640, NRSG1650, NRSG1730, NRSG2360, NRSG2410

07/17/17 Effective for all terms starting on or after 07-17-17, the following are revisions to Academic Standards, Official Letter Grading Scale:

Clinical Program Content Courses
The official letter grading scale for the Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Respiratory Therapy, and Surgical Technologist programs (technical courses only) is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical %</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Exceptionally Competent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
<td>Highly Competent</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>75–79</td>
<td>Fully Competent</td>
<td>2.00</td>
</tr>
<tr>
<td>D²</td>
<td>70–74</td>
<td>Minimally Competent</td>
<td>1.00</td>
</tr>
<tr>
<td>F¹</td>
<td>0–69</td>
<td>Not Competent</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Successful Completion of Course</td>
<td>N/E</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of Credit</td>
<td>N/E</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>N/E</td>
</tr>
<tr>
<td>W²</td>
<td>N/A</td>
<td>Withdrawal From Course</td>
<td>N/E</td>
</tr>
<tr>
<td>WP²</td>
<td>N/A</td>
<td>Withdrawal While Passing</td>
<td>N/E</td>
</tr>
<tr>
<td>WF²</td>
<td>N/A</td>
<td>Withdrawal While Failing</td>
<td>N/E</td>
</tr>
</tbody>
</table>

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

Main Catalog, page 46
### Nursing Program Content Courses

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical %</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
<td>Exceptionally Competent</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>83–89</td>
<td>Highly Competent</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>76–82</td>
<td>Fully Competent</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>70–75</td>
<td>Minimally Competent</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0–69</td>
<td>Not Competent</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>Successful Completion of Course</td>
<td>N/E</td>
</tr>
<tr>
<td>T</td>
<td>N/A</td>
<td>Transfer of Credit</td>
<td>N/E</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>N/E</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawal From Course</td>
<td>N/E</td>
</tr>
<tr>
<td>WP</td>
<td>N/A</td>
<td>Withdrawal While Passing</td>
<td>N/E</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawal While Failing</td>
<td>N/E</td>
</tr>
</tbody>
</table>

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

### Nursing Program

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

A student whose cumulative grade point average (CGPA) is less than 2.0 at the end of an academic term will be placed on academic warning. A student on academic warning who does not achieve a minimum 2.0 CGPA by the end of the term will be withdrawn from the program for failure to achieve academic progress.

In addition, any Nursing student who:

- fails the same course twice; or
- violates the attendance policy

will be immediately withdrawn.

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

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**Effective for all core starts on or after 09-25-17, the following replaces the course outline for the Medical Office Administration program under Programs of Study:**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSO1001*</td>
<td>Career Path Success A</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1002*</td>
<td>Career Path Success B</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1003*</td>
<td>Career Path Success C</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1004*</td>
<td>Career Path Success D</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1005*</td>
<td>Career Path Success E</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1006*</td>
<td>Career Path Success F</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>POFM1311</td>
<td>Medical Office Procedures</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>POFM1321</td>
<td>Computer Applications</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>POFM1331</td>
<td>Medical Terminology &amp; Communications</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>POFM1341</td>
<td>Medical Insurance Claims Processing</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>POFM1351</td>
<td>Medical Insurance Coding</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>POFM1361</td>
<td>Medical Office Applications</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>POFM1571</td>
<td>Externship</td>
<td></td>
<td></td>
<td>225</td>
<td>5.00</td>
</tr>
</tbody>
</table>

**Subtotals**: 330 240 225 26.00

Total Contact Hours (Theory/Lab/Externship): 795
Total Instructional Weeks: 30
Credential Earned: Diploma

* These courses are offered online.

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This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.
Effective for all core starts on or after 09-25-17, the following replace all Medical Office Administration course descriptions under Program Course Descriptions:

**CPSO1001: Career Path Success A**  
Credit Hours: 0.50  
Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, managing distractions, and scheduling for specialized populations. Students will also learn how to prioritize time using various methods, create personalized schedules and to-do lists, and manage distractions. The importance of critical thinking in the workplace and scheduling needs for specialized populations is examined.

**CPSO1002: Career Path Success B**  
Credit Hours: 0.50  
Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment. Students will examine habits that promote effective study skills as well as identify appropriate professional interactions when working with specialized populations.

**CPSO1003: Career Path Success C**  
Credit Hours: 0.50  
Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students in this course will explore the importance of the image conveyed through written and verbal communications as well as the impact those communications have on others. Students will explore perceptions of professionalism in the healthcare environment as well as identify basics of financial literacy including budgeting, spending habits and saving.

**CPSO1004: Career Path Success D**  
Credit Hours: 0.50  
Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will learn to nurture appropriate and effective co-worker relationships including the importance of protecting confidentiality of patients and co-workers. Students will learn to work effectively in teams in the healthcare environment as well as how to locate potential externship and employment opportunities. Conflict in the healthcare environment is discussed as well as methods of managing and resolving conflict. Basic skills for recognizing illegal drug use are presented and students will understand and be able to appropriately respond to triggers for special needs patients.

**CPSO1005: Career Path Success E**  
Credit Hours: 0.50  
Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students will learn why developing good people skills is beneficial in a healthcare environment as well as the necessity of embracing diversity when working with patients and others. The importance of taking responsibility for one’s own actions is examined as well as the process for creating an effective resume and the steps necessary for a successful job search.

**CPSO1006: Career Path Success F**  
Credit Hours: 0.50  
Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will examine the healthcare job market and identify effective interviewing techniques, interviewer perceptions, as well as interview follow-up. Students will also examine unique situations relating to the elderly and terminally ill.
POFM1311: Medical Office Procedures  
Credit Hours: 3.00  Clock Hours: 40/40/0

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

POFM1321: Computer Applications  
Credit Hours: 3.00  Clock Hours: 40/40/0

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

POFM1331: Medical Terminology & Communications  
Credit Hours: 3.00  Clock Hours: 40/40/0

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

POFM1341: Medical Insurance Claims Processing  
Credit Hours: 3.00  Clock Hours: 40/40/0

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

POFM1351: Medical Insurance Coding  
Credit Hours: 3.00  Clock Hours: 40/40/0

This course provides a detailed approach to the accurate use of The Physician’s Current Procedural Terminology (CPT) for procedural coding of insurance claims. Information on the International Classification of Diseases (ICD-10-CM) used for diagnoses coding, and activities in the Healthcare Procedure Coding System (HCPCS) are also addressed. This course includes discussions on the correct and ethical coding of insurance claims.

POFM1361: Medical Office Applications  
Credit Hours: 3.00  Clock Hours: 40/40/0

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

POFM1571: Externship  
Credit Hours: 5.00  Clock Hours: 0/0/225

This course is an integral part of the learning experience for the student. Each student is assigned to work in a medical facility in order to gain everyday practical and clinical experience in the duties and functions of a medical office employee and to apply the student’s educational training in a work environment. Prerequisites: POFM1311-POFM1361; All CPSO courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
<th>Externship Hours</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSO1001*</td>
<td>Career Path Success A</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1002*</td>
<td>Career Path Success B</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1003*</td>
<td>Career Path Success C</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1004*</td>
<td>Career Path Success D</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1005*</td>
<td>Career Path Success E</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>CPSO1006*</td>
<td>Career Path Success F</td>
<td>15</td>
<td></td>
<td></td>
<td>0.50</td>
</tr>
<tr>
<td>DA110F3</td>
<td>Anatomy, Physiology &amp; Medical Emergencies</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>DA120F3</td>
<td>Chairside Assisting, Oral Pathology &amp; Histomorphology</td>
<td>40</td>
<td>40</td>
<td></td>
<td>3.00</td>
</tr>
</tbody>
</table>

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This addendum is an integral part of the catalog. The information supplied in the following pages adds to or replaces material contained in the Concorde Career Institute, Tampa Campus Catalog, Volume 3, published September 2016.

08/18/17

Effective for all core starts on or after 09-25-17, the following replaces the course outline for the Dental Assistant program under Programs of Study:
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Lab</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA130F3</td>
<td>Removable Prosthodontics, Oral Surgery &amp; Pharmacology</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
</tr>
<tr>
<td>DA140F3</td>
<td>Dental Radiography, Endodontics &amp; Pedodontics</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
</tr>
<tr>
<td>DA150F3</td>
<td>Preventative Dentistry, Periodontics &amp; Fixed Prosthodontics</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
</tr>
<tr>
<td>DA160F3</td>
<td>Dental Materials &amp; Operative Dentistry</td>
<td>40</td>
<td>40</td>
<td>3.00</td>
</tr>
<tr>
<td>DA201F3</td>
<td>Externship</td>
<td></td>
<td></td>
<td>225</td>
</tr>
</tbody>
</table>

**Subtotals**

<table>
<thead>
<tr>
<th>Theory</th>
<th>Lab</th>
<th>Externship</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td>240</td>
<td>225</td>
<td>795</td>
</tr>
</tbody>
</table>

**Total Contact Hours (Theory/Lab/Externship): 795**

**Total Instructional Weeks:** 30

**Credential Earned:** Diploma

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*These courses are offered online.*

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**08/18/17**

Effective for all core starts on or after 09-25-17, the following replace all Dental Assistant course descriptions under Program Course Descriptions:

**CPSO1001: Career Path Success A**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, managing distractions, and scheduling for specialized populations. Students will also learn how to prioritize time using various methods, create personalized schedules and to-do lists, and manage distractions. The importance of critical thinking in the workplace and scheduling needs for specialized populations is examined.

**CPSO1002: Career Path Success B**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. This course discusses appropriate attire as well as overall professional image for a healthcare environment. Students will examine habits that promote effective study skills as well as identify appropriate professional interactions when working with specialized populations.

**CPSO1003: Career Path Success C**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students in this course will explore the importance of the image conveyed through written and verbal communications as well as the impact those communications have on others. Students will explore perceptions of professionalism in the healthcare environment as well as identify basics of financial literacy including budgeting, spending habits and saving.

**CPSO1004: Career Path Success D**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will learn to nurture appropriate and effective co-worker relationships including the importance of protecting confidentiality of patients and co-workers. Students will learn to work effectively in teams in the healthcare environment as well as how to locate potential externship and employment opportunities. Conflict in the healthcare environment is discussed as well as methods of managing and resolving conflict. Basic skills for recognizing illegal drug use are presented and students will understand and be able to appropriately respond to triggers for special needs patients.

**CPSO1005: Career Path Success E**
Credit Hours: 0.50  Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Students will learn why developing good people skills is beneficial in a healthcare environment as well as the necessity of embracing diversity when working with patients and others. The importance of taking responsibility for one’s
own actions is examined as well as the process for creating an effective resume and the steps necessary for a successful job search.

**CPSO1006: Career Path Success**
Credit Hours: 0.50 Clock Hours: 15/0/0

In this Career Path Success course students will learn and practice many of the soft skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. In this course students will examine the healthcare job market and identify effective interviewing techniques, interviewer perceptions, as well as interview follow-up. Students will also examine unique situations relating to the elderly and terminally ill.

**DA110F3: Anatomy, Physiology & Medical Emergencies**
Credit Hours: 3.00 Clock Hours: 40/40/0

This course reviews the history of dentistry and begins the study of human anatomy and physiology. Students study the processes of disease transmission in the dental office and learn the techniques of universal precautions and effective methods of sterilization and disinfection in accordance with OSHA guidelines for infection control. Students learn how to respond to a variety of dental emergencies. In the administrative portion of this course, students focus on basic office duties, including telephone techniques.

**DA120F3: Chairside Assisting, Oral Pathology & Histomorphology**
Credit Hours: 3.00 Clock Hours: 40/40/0

This course is designed to introduce the student to the basic techniques of chairside assisting, including patient preparation, instrument identification and transfer, utilization of high-volume evacuation systems, and charting. Students study current concepts of "four-handed dentistry." The administrative portion of the course focuses on appointment scheduling and patient recalls.

**DA130F3: Removable Prosthodontics, Oral Surgery & Pharmacology**
Credit Hours: 3.00 Clock Hours: 40/40/0

Students learn to identify and understand the functions of the instruments used in orthodontics and oral surgery, and they learn how to remove sutures and give patients post-operative instructions. They are introduced to the pharmacology of dentistry, including local and general anesthetics, and study the step-by-step process for fabricating partial and full dentures. The administrative portion of the course focuses on career development skills.

**DA140F3: Dental Radiography, Endodontics & Pedodontics**
Credit Hours: 3.00 Clock Hours: 40/40/0

This course prepares students to sit for the dental radiology certification examination of the Florida Board of Dentistry. Students learn basic techniques of dental radiology, such as identifying anatomical landmarks and positioning x-ray film in preparation for taking x-rays. Students also learn to expose, process, and mount x-rays and to evaluate/correct technical errors. Radiation safety is emphasized. Students familiarize themselves with the instruments used in endodontic treatment and learn techniques for the application of rubber dam and sealants. The administrative portion of the course continues to focus on career development skills.

**DA150F3: Preventative Dentistry, Periodontics & Fixed Prosthodontics**
Credit Hours: 3.00 Clock Hours: 40/40/0

This course focuses on preventive dentistry, including proper oral hygiene, coronal polishing, and periodontal disease, as a consequence of poor oral hygiene and inadequate dental care. Students learn to apply periodontal, and study fixed prosthodontics, and learn how to fabricate temporary crowns. The administrative portion of the course focuses on the processing of dental insurance claims.

**DA160F3: Dental Materials & Operative Dentistry**
Credit Hours: 3.00 Clock Hours: 40/40/0

This course focuses on the restoration and impression materials used in the practice of dentistry, including waxes, resins, and metal and porcelain products. Students study the properties/uses of these materials and how to prepare them. The administrative portion of the course focuses on office communications and typing skills.
DA201F3: Externship
Credit Hours: 5.00  Clock Hours: 0/0/225

In the final phase of training, students are placed in a dental clinic setting. This cooperative effort between the school and the dentist’s office gives students the opportunity to gain confidence/competence and sharpen/refine the skills learned in the classroom. While on externship, students are evaluated by the clinical site staff. Prerequisites: DA110F3 - DA160F3; All CPSO courses

08/18/17  Effective for all core starts on or after 09-25-17, the following replaces Graduation Requirements under Academic Standards:

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

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

08/31/17  The following replaces the fifth bullet under Accreditations, Approvals & Memberships, Institutional Accreditations, Tampa:

- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code. Effective 8-24-17, the Medical Assistant and Pharmacy Technician programs are not approved by the Veterans Administration.

09/19/17  The following is a revision to the catalog effective dates:

Catalog effective from September 22, 2016, through December 17, 2017.
Calendar Addendum to 2016 Catalog

2016 Student Holidays

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Martin Luther King Jr. Day</td>
<td>Memorial Day</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Thanksgiving Day</td>
<td>Day After Thanksgiving Day</td>
<td>Day After Christmas Day</td>
</tr>
</tbody>
</table>

2017 Student Holidays

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Day After New Year’s Day</td>
<td>Martin Luther King Jr. Day</td>
<td>Memorial Day</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Thanksgiving Day</td>
<td>Day After Thanksgiving Day</td>
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2018 Student Holidays

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Graduation Dates

Graduation dates are estimated and may vary due to individual students’ clinical/externship schedules.

Clinical Schedules

Clinical rotations may consist of up to 12-hour shifts. Shift times may vary and may include weekends.

General Education classes may be morning and/or afternoon sessions or online.

Externship Schedules

Externship schedules may consist of 6-8 hour shifts during the daytime.
**Hours of Operation**

Classroom - Open at least 15 minutes before/after each scheduled class.
Administration - 8 a.m. - 8 p.m. Monday - Thursday and 8 a.m. - 5 p.m. Friday
LRC - 9 a.m. - 6 p.m. Monday - Friday unless posted.

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**Dental Assistant 2016 - 2018**

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### 2018

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### Medical Assistant 2016 - 2018

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### 2018

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### Medical Office Administration 2016 - 2018

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### Morning Classes
**Monday – Thursday**
8:00 a.m. – 1:30 p.m.

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*This is a Friday start.*
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### Pharmacy Technician 2016 - 2018

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**2017**

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**Monday – Friday**

Lab & Externship Hours May Vary
2018

Monday – Friday
Lab & Externship Hours May Vary

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Respiratory Therapy 2016 – 2017

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Surgical Technologist 2016

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### Surgical Technologist AS 2017

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