

Delta Technical College

“Learn Today Earn Tomorrow”

Main Campus: Midwest Technical Institute 2731 Farmers Market Road, Springfield, IL 62707 (217) 527-8324

Branch Campus: Delta Technical College 6550 D Interstate Boulevard, Horn Lake, MS 38637 (662) 280-1443

Branch Campus: Midwest Technical Institute 280 High Point Lane, East Peoria, IL 61611 (309) 427-2750

Branch Campus: Midwest Technical Institute 3620 Avenue of Cities, Moline, IL 61265 (309) 277-7900

Branch Campus: Delta Technical College 113 Marketridge Drive, Ridgeland, MS 39157 (601) 206-5200

Website for Midwest Technical Institute: midwesttech.edu

Website for Delta Technical College: deltatechnicalcollege.com

Course Catalog 2011 Revised 11/3/2011

Chief Executive Officer: Brian Huff

Vice President/Welding Program Director: Mike Casper

Executive School Director/ Springfield Campus School Director: Kathy Steinberg

Executive School Director: Beth Anderson

For gainful employment statistics, visit www.deltatechnicalcollege.com/ge

While this catalog is intended to be a fair summary of certain matters of interest to students, its readers should be aware this catalog is not intended to be a complete statement of all policies by which the school is operated, and that the school reserves the right to change contents, programs, procedures, fees, or rights which may be contained in this catalog.

“Equal Opportunity Employer/Program”

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Delta Technical College

School Philosophy

Delta Technical College (DTC) has a clear mission statement that addresses student opportunities for learning and personal growth.

“Our mission is to offer workforce training, and to provide graduates with the skills necessary to gain entry level employment in their chosen field.”

DTC Horn Lake Campus History

Delta Technical College became accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a Branch Campus of Midwest Technical Institute in June of 2004. MTI was founded in 1995 and was located in Lincoln, Illinois until January 2007 when it was relocated in the State Capital, Springfield, Illinois.

In August of 2004, Delta Technical College opened its doors to the citizens of DeSoto County and the surrounding area with instruction in Medical Assisting and HVAC. Since then, Delta Technical College added the Medical Coding Specialist program in October of 2008, followed by the Journeyman Welding program and the Cosmetology Program in March of 2009 and the Dental Assisting Program in April of 2009.

In March of 2009, Delta Technical College moved its main office from 1090 Main Street, Southaven, Mississippi, 38671 to its current location 6550 D Interstate Boulevard, Horn Lake, MS 38637.

Delta Technical College is committed to serving the expanding needs of the community. The demographic trends, as well as projected employment demand, reflect favorably on the long-term vitality of Delta as well as its graduates.

Delta Technical College is regulated and licensed to operate by the Mississippi Commission on Proprietary School and College Registration and License #C-624.

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

DTC Ridgeland Campus History

Delta Technical College opened a second location in 2011 in Ridgeland, Mississippi. The location is 113 Marketridge Drive, Ridgeland, Mississippi, 39157.

Administration and Faculty

Chief Executive Officer: Brian Huff

Vice President/Welding Program Director: Mike Casper

Executive School Director/Springfield Campus School Director: Kathy Steinberg

Executive School Director: Beth Anderson

Horn Lake Campus

Ralph "Fitz" Fitzgerald	School Director
Thomas Pullin	Director of Education/Lead Welding Instructor
Stacy Reeves	Registrar
Samantha Moore	Admissions Representative
Tiffany Hemphill	Admissions Representative
Ashley Brandon	Admissions Representative
Andrew Van Sickle	Admissions Representative/Recruiter
Cheryl Grimes	Financial Aid Director
Patricia Richards	Financial Aid Advisor
Lorna Barnett	Financial Aid Advisor
Jessica Poole	Financial Aid Advisor
Debbie Gavrock	Student Accounts
Shea Peterson	Student Service Coordinator
Leona Anderson	Administrative /Facilities Coordinator
Jennifer Dowell	Administrative Assistant
J.R. Baldwin	Maintenance
Paul Richards	Maintenance
Patsy Rainey	Medical Assisting Team Leader in Training
Rebecca Brown	Medical Assisting Instructor
Lori Langley	Medical Assisting Instructor
Pamela Jones	Medical Assisting Instructor
Roberta Scott	Medical Assisting Instructor
Linda Roberts	Medical Assisting Instructor
Theresa Griffin	Medical Assisting Teacher Assistant
Sarika Patel	Medical Assisting Externship and Placement Coordinator
Kimberly Bailey	Dental Assisting Lead Instructor
Amanda Lee	Dental Assisting Instructor
Erby Shelton	Dental Assisting Instructor
Donna Robinson	Dental Assisting Instructor (Substitute)
Connie Noel	Medical Coding Specialist Externship Coordinator/Instructor
Tiffany Haynes-Stewart	Medical Coding Specialist Instructor
Robyn Allen	Medical Coding Specialist Instructor
Eric Eckles	Journeyman Welder Instructor
Jesse Hopper	Journeyman Welder Instructor
John Wade	Journeyman Welder Instructor
Russell Reeves	HVAC/R-MAR Director/Instructor
Gregory McFerren	HVAC/R-MAR Instructor
Ira Shawn Allen	HVAC/R-MAR Instructor
Anthony Compton	HVAC/R-MAR Instructor
Demetrius McFerren	HVAC/R-MAR Lab Assistant
Marquis Ellis	HVAC/R-MAR Lab Assistant
April Hoffman	Executive Director of Cosmetology/ Instructor
James Felkins	Cosmetology Director
Demitria Shaw	Cosmetology Instructor

Diedre Stinson	Cosmetology Instructor
Lori Lawson	Cosmetology Instructor
Linda "Kay" Richardson	Cosmetology Instructor
Christine Cooper	Cosmetology Instructor
Delorise "Diane" Skinner	Cosmetology Inventory Control Specialist
Marvin Blount	Electrical Lead Instructor

Ridgeland Campus

Fiona Qualls	School Director
Juanita Anderson	Registrar/Student Services Coordinator
Ashleigh Graves	Admissions Representative
Lashunda Ball	Admissions Representative
Kristie Anderson	Admissions Representative
Melanie McDonald	Financial Aid Advisor/Student Accounts
Stephanie Boyte	Financial Aid Advisor
Trimella Jefferson	Financial Aid Advisor
Mollie Guess	Receptionist
Jamie Hathorn	Maintenance
Howard Freeman	Maintenance
Tonya Thomas	Medical Assisting Instructor
LaCett Collins	Dental Assisting Instructor
Walter Smith	Journeyman Welder Instructor
Daniel Houck	HVAC/R-MAR Instructor

Contact the Admission Office or Financial Aid Office, Monday-Friday, for information on general institutional issues and/or financial assistance at:

Horn Lake Campus	Ridgeland Campus
Delta Technical College	Delta Technical College
6550 Interstate Blvd.	113 Marketridge Drive
Horn Lake, MS 38637	Ridgeland, MS 39157
(662) 280-1443	(601) 206-5200

Definition of a Clock Hour/Semester Hour

A clock hour is generally defined as 50 minutes of instruction per every 60 minutes. One semester credit hour consists of at least 15 hours of classroom contact, or 30 hours of supervised laboratory/shop instruction or not fewer than 45 hours of externship/internship or work-related experience.

Holiday Schedule 2011

No Classes will be held on the following days:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Good Friday and Monday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving and the day following

2011 Winter Break 12/19/11—12/30/11

2012 Summer Break 7/2/12-7/13/12

Student Services

Students are assisted with life skills, career development, budget, and personal financial planning skills as needed. Each program teaches life skills such as resume writing, professionalism, interview skills, etc., which will prepare students for successful employment. As a vocational school, general development is appropriate to the level of education that DTC provides.

Career Placement

The respective Program Director at DTC can provide assistance to currently enrolled students and graduates. Services of the department include job placement assistance and guidance to students and graduates as they seek employment. This is not a guarantee of employment or a minimum starting wage. No one is authorized by the school to make such guarantees. Students attending DTC are responsible for the recommendation submitted to prospective employers. The student’s academic and attendance records as well as professional characteristics determine the school’s evaluation.

Advising

Advice is available to students through academic and administrative personnel. The faculty and staff at DTC are professional men and women who are willing to devote the necessary time to students who seek individualized assistance. Each instructor is available to help a student resolve academic problems which may prohibit satisfactory progress. The respective Program Director may be consulted with any questions or concerns pertaining to a student's education. If the matter is unresolved or concerns still exist, Director of Education may be contacted.

Parking and Personal Property

Parking is available on the school's premises. The school assumes no responsibility whatsoever for loss or damages to a student's personal property or for any damage to any car, loss by theft of any of its contents in, on, or adjacent to school property. Please park only in designated areas. Do not park in any visitor or reserved areas.

Learning Resource Center

The Learning Resource Center facilities are available to students during regularly scheduled class hours under the supervision of an instructor. Books, periodicals, and reference material are to be used on school property only.

Housing

DTC will assist any student desiring to find housing while attending our school. Our student services department has a list of realtors and landlords.

Make-up Work Policy

A student should immediately contact his/her instructor after an absence to identify any classroom, shop/lab activities, or externship/internship requirements that need to be made up. The instructor will identify make-up assignments and provide guidelines for completion.

Student Conduct and Termination Policy

The school reserves the right to suspend or dismiss, at any time, any student whom it deems "unsatisfactory" for any reason. Students are expected to act with decorum, to obey the regulations of the school, and to pay due respect to its officers, instructors, and other students. "Undesirable conduct", which is inconsistent with general good order whenever it may occur, is held to be sufficient grounds for dismissal. This includes any attempts by a student to present as his/her own work anything they have not honestly performed, or an attempt to pass an exam by improper means. A student is expected to conduct themselves properly outside the school area. Alcohol and drugs will not be permitted and/or used on school property. Persons under the influence of alcohol and/or drugs are subject to immediate dismissal.

The school may dismiss any student who fails to maintain passing grades, engages in improper or unlawful conduct, conducts themselves in such a manner that discredits the school, demonstrates disruptive classroom behavior, or maliciously destroys or damages school property. The student will be held liable for repair or replacement of the damaged property.

Suspension Policy

DTC reserves the right to suspend students for 1-3 days for the following reasons (but not limited to):

1. Inappropriate, undesirable, or unprofessional behavior
2. Threats to staff or students (zero tolerance)
3. Cheating or plagiarizing
4. Non-compliance with school rules or procedures (insubordination)
5. Drug or alcohol usage on school property.

Students will receive zero credit or points for day(s) of suspension and will be counted as absent.

Admission Policies

Admission Requirements

DTC requires all applicants to the school to provide proof of a high school diploma, GED, or documentation of home school completion. Students must be proficient in speaking, writing, reading, and comprehending English.

All Programs:

- A personal interview with an authorized representative of the school.
- Successful completion of an admission test (excluding Journeyman Welder and Cosmetology).
- Completed Health Affidavit/Screening.

Each entrance exam is specific to that program of interest. Prospective students must pass the entrance exam with a score of 70% or more prior to being accepted to DTC. If a prospective student fails the exam with a score below 70%, the prospective student may retake the exam no sooner than 2 weeks later. The entrance exam may be taken twice in a 6-month period of time. If a student takes the exam twice and fails the second time, the student must wait a period of 6-months to retake it. It is recommended that students who fail the exam both times seek out a basic class in math and reading to ensure success on the exam and courses at DTC. A valid driver's license is strongly encouraged.

Dental Assisting:

- Proof of updated immunizations. Students must have the required immunizations prior to week 19 of program. Proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
 - ***Hepatitis B:** Student(s) are offered 3 doses of Hepatitis B vaccine at any local Health Department. The Health Department will bill DTC for the charge of the vaccine. There will be no direct charges for the student to pay at the time of service. Students will need to get their first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases DTC from any incidents that may occur related to the potential or unknown exposure of Hepatitis B. This waiver releases DTC from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.
 - **TB Skin Test:** As a 1-step TB test is only valid for one year, DTC Dental Assisting students must provide proof of a 1-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 1-step TB test. The student is responsible for obtaining this and providing proof to DTC. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.

- Tetanus (Td): Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Satisfactory background check outcome.

HVAC/R-MAR Technician:

- A background check is mandatory for any student participating in the job shadow portion of this program. The student is responsible for the cost of the background check. If there is a felony, the student must provide two letters of recommendation and a 500-word essay. See admission representative for details.

Medical Assisting:

- Proof of updated immunizations. Students must have the required immunizations prior to week 19 of program. Proof must be submitted in the student's file or the student may not be allowed to attend classes until immunization requirements are met.
- *Hepatitis B: Students are offered 3 doses of Hepatitis B vaccine at any local Health Department. The Health Department will bill DTC for the charge of the vaccine. There will be no direct charges for the student to pay at the time of service. Students will need to get the first dose of Hepatitis B vaccine by the ninth week of class. If a student has already had the vaccine, they will need to provide proof of dates the vaccine was given. A vaccine waiver may be signed for personal/health reasons. This waiver releases DTC from any incidents that may occur related to the potential or unknown exposure of Hepatitis B.
- TB Skin Test: As a 2-step TB test is only valid for one year, DTC Medical Assisting students must provide proof of a 2-step TB test that will be valid through their contracted graduation date. If for any reason the contracted graduation date is revised, the student may need to repeat the 2-step TB test. The student is responsible for obtaining this and providing proof to DTC. The student can receive this test at any local Health Department (or facility of the student's choice) at the student's own cost.
- MMR: Students will need to provide proof of at least one MMR (measles, mumps, and rubella) vaccine. If unable to provide proof of at least one vaccine, then the students will need to receive a dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Tetanus (Td): Students must provide proof of an updated, within the last ten years, tetanus. If unable to provide proof in the last ten years, the student will need to receive an updated dose at any local Health Department (or facility of the student's choice) at the student's own cost.
- Satisfactory background check outcome and DCFS CANTS check.

Admission Procedures

Admissions procedures for DTC include:

1. A visit to the school.
2. A personal interview with an authorized representative of the school.
3. Admission testing.
4. Payment of the registration fee must be paid by the first day of class unless otherwise authorized.
Payment of the registration fee secures a student's seat in a class.

Policy for Transfer of Credit

All outside education or previous training an individual has will be evaluated by the Registrar. After such determination, appropriate credit will be granted with the course shortened accordingly. A person may enroll at the school Monday through Friday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m.

Late Admission

Students may be eligible for entrance into new classes in some courses for a period of one week following the start date of class. This decision is at the discretion of the School Director.

Method of Payment

- Option 1: To obtain a personal loan, or pay by cash or check (there is a \$25 fee for checks returned for insufficient funds).
- Option 2: Apply for Financial Aid (Pell Grants, Stafford Loans, etc.)
- Option 3: Obtain outside scholarships and/or grants from state and/or local agencies
- Option 4: Pay with a credit card (we accept MasterCard, VISA, and Discover)

If assistance is needed, please contact the Financial Aid Office and/or Student Accounts at:

Horn Lake Campus	Ridgeland Campus
Delta Technical College	Delta Technical College
6550 Interstate Blvd.	113 Marketridge Drive
Horn Lake, MS 38637	Ridgeland, MS 39157
(662) 280-1443	(601) 206-5200

Administrative Policies

Attendance

DTC assumes that when a student registers for a course, that student accepts responsibility for full participation in all classes, lab activities, and externship/practicum/job shadowing requirements. Students are, therefore, expected to attend all classes.

Absence

Journeyman Welding, HVAC/R-MAR Technician, and Industrial, Commercial and Residential Electrician students must have 90% overall attendance to meet minimum requirements. If the student fails to comply, a meeting with the respective Program Director will follow and the student may be dismissed.

Students must have 90% attendance in Dental Assisting, Medical Assisting, and Medical Coding Specialist at the end of 27 weeks to qualify for externship/practicum. Basic Nursing Assistant students must meet IDPH attendance requirements. Students who are no show/no contact for (five) 5 or more consecutive days may be dismissed from school.

Students in the Cosmetology program will not be allowed to accumulate more than 32.5 hours of make-up time for a day-time student, or 25 hours of make-up time for a night-time student. Once a student has missed more than allotted hours, they will be given a deadline by the program director as to when they must be in compliance. If the

time is not made up by the deadline, and they have accumulated more or missed while on probation; they may be dismissed from the program. During the enrollment contract period, an applicant must maintain a 90% attendance each month in order to complete the program within the contracted length.

School Property

1. Smoking is permitted in designated area.
2. No littering will be tolerated.
3. No rolling bags of any kind will be allowed.

Tardiness

Students are expected to report to class on time and remain in class until the scheduled dismissal time. Three (3) incidences of tardiness or early outs will count as one (1) absence. The student may appeal the determination of his/her tardiness to their instructor. If issue is not resolved, the respective Program Director can be contacted.

Leave of Absence

Students with a military reserve commitment creating a cause for absence from a scheduled program may petition the Director of Education (DOE) for interruption of training/leave of absence (LOA). Any other reasons for leaving the school will be handled on an individual basis and examined by the DOE. Prior to a LOA, students must submit to the DOE a written, signed, and dated LOA request form that includes the reason for their request. The DOE will meet with the respective Program Director and approve/deny the leave. ALL forms must be signed by the student or the LOA will not be valid and the student may be dismissed.

The leave of absence together with any other leaves of absence must not exceed a total of 180 days in a 12-month period. A student returning from leave of absence must resume training at the same point in the academic program that he or she began the leave of absence, except in a clock-hour program. A student's failure to return from leave of absence will result in dismissal from the program.

The following guidelines must apply before a student is eligible for approval of a leave of absence for the Cosmetology department.

1. Must have completed 1st term or a minimum of 240 hours.
2. Must not be on academic probation and be in compliance with scheduled hours.
3. No more than 130 hours are allowed for an LOA during the course of study for day shift students, and 100 hours for night shift students.
4. Must sign and complete a leave of absence request form.

Dress Code

At DTC, students are required to wear the uniform that is issued to them at the start of their individual programs. There may be times when students will be allowed to wear street clothes; this will be authorized by their Directors and/or Instructors. Students should dress in a way that shows respect for not only themselves, but all other students. Students are expected to be clean and well-groomed in their appearance and:

- Students should not wear shirts or tops that show their midriffs. Skirts and shorts must reach fingertip or below.
- Students will wear clothing that does not reveal underwear and inappropriate areas.
- Students should not wear any article of clothing that has a sexually implied message or picture, or depicts drugs, alcohol, weapons, or vulgarity.
- No low cut, see-through shirts are allowed.

- Please wear proper/appropriate under garments.
- HVAC/R-MAR, Welding, and Industrial, Commercial and Residential Electrician students are required to wear appropriate work clothing. Loose-fitting shirts or pants are prohibited for safety reasons. Pants must be worn at the waist level. Only closed-toe shoes are allowed in work areas.

Instructors have the right to enforce this policy and ask that a student change clothes for any of the above reasons. If there are repeated offenses to this policy, a student may be suspended or dismissed from school.

Cell Phone Usage

Cell phone usage (includes texting) will only be allowed *QUIETLY* in the student lounge or outside in your cars. Any student who chooses to violate this rule will be sent home and receive zero credit for that day.

Accident

All accidents must be reported to your instructor immediately following the accident and an accident report completed and signed. Once you leave school property, DTC is no longer responsible for any medical bills which may result from this injury.

If medical treatment is required, the injured party will be referred to the medical facilities below, at which time a drug screening will be administered by the medical facility.

Horn Lake Campus
Baptist Memorial Hospital
7601 Southcrest Parkway
Southaven, MS 38671

Ridgeland Campus
Parkway Family Medicine
100 Business Park Drive #A
Ridgeland, MS 39157

This procedure must be followed. DTC has no billing policies with any other medical facilities. Students that do not pass the drug screen or do not follow this procedure will be liable for their own expenses.

Internet Acceptable Use Policy (IAUP)

DTC recognizes the need for students to have access to the internet using DTC computers. For this reason, the internet has been made available to students for learning purposes.

Students are specifically prohibited from accessing the following sites using DTC computers:

- Gambling sites
- Hate sites
- Pornographic sites
- My Space
- Facebook
- Any site engaging in or encouraging illegal activity

DTC reserves the right to use monitoring software to make sure the company's IAUP is being adhered to by its students. If the student violates this policy, the student may be subject to disciplinary measures, including possible dismissal.

Campus Security Report

Should you need to report criminal actions or other emergencies occurring on campus, please report directly to a school official listed below. Appropriate officials will notify the local law enforcement agency or emergency medical technicians, depending on the seriousness of the incident. DTC does not recognize any off-campus student organizations that would be covered by this act.

The purpose and authority of DTC staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the Police Department. The goal of DTC is to ensure a safe environment for students, staff, faculty, and visitors.

Non-Emergency Phone Numbers:

Horn Lake Campus	Ridgeland Campus
Ralph "Fitz" Fitzgerald, School Director	Fiona Qualls, School Director
(662) 280-1443	(601) 206-5200
Tom Pullin, Director of Education	
(662) 280-1443	

Emergency Phone Number: Calling from a DTC phone, dial 9 then 911; otherwise, dial 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires postsecondary schools across the United States to disclose information about crime on and around their campuses.

DTC will disclose crime statistics based on the following factors:

- Where the crime occurred
- Type of crime committed
- To whom the crime was reported
- When the crime was reported

This report will be updated every October for the previous three years.

Current students and employees will be provided a copy of the annual Campus Security Report by direct mailing through the U.S. Postal service or by internet www.deltatechnicalcollege.com. DTC will provide prospective students and prospective employees a statement of the Campus Security reports availability and a description of its contents. DTC will provide a paper copy of the annual security report, upon request, to a prospective student or prospective employee.

ACCESS: DTC is open year round to the public during the following hours:

Monday through Thursday: 8:00am to 6:00pm

Friday: 8:00am to 5:00pm

Saturday and Sunday: Closed

For security, campus access is limited to students, prospective students, and DTC staff. Guests and maintenance personnel must have identification and permission from a DTC official to enter the campus. DTC reserves the right to ask any visitor, student, staff, or patron to leave the facility following any disruptive behavior. Students and staff are advised to leave the building in a group and to be aware of the surroundings. New students and staff at orientation are advised that they must be responsible for their own security and the security of others.

Alcohol, Tobacco, and other Drugs

DTC recognizes its responsibility to maintain an environment conducive to academic achievement and student professional development. Therefore, students, employees, and all visitors are expected to behave responsibly as part of the academic community, including their behavior in regard to alcohol and controlled substance use. Involvement and/or possession, distribution, use, and/or sale of illegal drugs or alcohol on DTC property will result in disciplinary action up to and including termination of employees or expulsion of students and referral for prosecution.

DTC does not currently offer any drug or alcohol abuse education programs. DTC has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

Phase One Warning of the Dangers of Drug and Alcohol Abuse

Drug and Alcohol Use impairs memory, alertness, and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. Schedule A below specifically details the uses and effects as it relates to alcohol.

Phase Two This Institution has a policy of maintaining a Drug and Alcohol Free Learning Environment

All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in the Institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after conviction.

In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations or any teaching site, or any "off site" location i.e., field trips, luncheons, meetings, etc. where the activities are any way related to the institution.

Horn Lake Campus	Ridgeland Campus
Delta Technical College	Delta Technical College
6550 Interstate Blvd.	113 Marketridge Drive
Horn Lake, MS 38637	Ridgeland, MS 39157
(662) 280-1443	(601) 206-5200

Phase Three Listing of the available Local Drug Counseling, Rehabilitation, and Assistance Programs

Please refer to Schedule B, page 15.

Phase Four Non-compliance with the Terms of the Institution's Drug-Free Workplace Statement

Non-compliance will result in the following action being taken by this institution:

- The student would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, or local health agency or other appropriate agency.
- Community service with one of the above stated agencies.
- Termination of enrollment.

**Schedule A
Alcohol Uses and Effects**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Schedule B
Drug Counseling, Rehabilitation, and Assistance Programs**

Horn Lake Campus	Ridgeland Campus	Ridgeland Campus
Parkwood Behavioral Health Systems	St. Dominic Psychiatric Associates	Pine Grove Behavioral Health
8135 Goodman Road	969 Lakeland Drive	214 Key Drive # 1200
Olive Branch, MS 38654	Jackson, MS 39216	Madison, MS 39110
(901) 521-1400	(601) 200-3090	(601) 858-0503

**Schedule C
Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

21 USC.844(a)

- First Conviction: not more than 1 year imprisonment and fined at least \$1,000 or both.
- Second Conviction: not less than 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$10,000, or both.
- Two or more prior convictions: not less than 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$25,000, or both.

Campus Sex Crimes Prevention Act of 2000

The Victims of Trafficking and Violence Act of 2000 requires postsecondary schools to inform students and employees how to learn the identity of registered sex offenders enrolled.

Students need to follow the procedures detailed below if a sex offense occurs:

Notify the School Director of DTC and the proper law enforcement agencies including the Police Department. It is important that the victim preserve evidence for proof of the criminal offense.

Horn Lake Campus	Ridgeland Campus
Ralph “Fitz” Fitzgerald, School Director	Fiona Qualls, School Director
(662) 280-1443	(601) 206-5200

Tom Pullin, Director of Education	
(662) 280-1443	

DTC does not offer sex offense victims specific services, but will provide information about referral agencies upon request. DTC will provide assistance to sex offense victims by changing their academic schedules or offering a leave of absence.

Please be advised that DTC does not conduct institutional proceedings. Disciplinary sanction will be taken against proven sex offenders. All sexual offenses are reported to the local authorities. If the accused is convicted, DTC will, based upon the crime, suspend the student, require counseling, and/or dismiss the student.

To learn the identity of registered sex offenders on or near school property, visit the Sex Offender database at <http://state.sor.dps.ms.gov>.

Hate Crime

All hate crime data will be reported in a narrative format for the three most recent years. Hate crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as described by the Hate Crimes Statistics Act (28 U.S.C. 534).

Daily Crime Log

All crimes reported on campus, in or on non-campus buildings or property, or on public property within the campus or immediately adjacent to and accessible from the campus, are entered into the Daily Crime Log in a timely manner (Appendix A).

CONTACTING US: For any questions regarding parking regulations, school access, or any other issues involving the school, contact us:

Non-Emergency Phone Numbers:

Horn Lake Campus	Ridgeland Campus
Ralph "Fitz" Fitzgerald, School Director	Fiona Qualls, School Director
(662) 280-1443	(601) 206-5200
Tom Pullin, Director of Education	
(662) 280-1443	

Emergency Phone Number: Calling from a DTC phone, dial 9 then 911; otherwise, dial 911.

Community Service Phone Numbers

Horn Lake Campus	Ridgeland Campus
Police Emergency 911	Police Emergency 911
Dispatch (662) 429-1470	Dispatch (601) 856-2121
Suicide Prevention (800) 477-3422	Suicide Prevention (800) 273-8500
Women's Shelter (662) 342-1432	Women's Shelter (601) 981-9640
Rape Recovery (662) 342-9929	Rape Recovery (801) 467-7273
Center for Substance Abuse (800) 477-3422	Center for Substance Abuse (800) 477-3422

The following provides information required under Public Law, 34 CFR Part 668, Student Assistance General Provisions, and Campus Safety. This is the most current information as of the date this catalog was revised, which is located inside of the cover. This information is updated by October 1st of each year and can be located at the following website: <http://www.deltatechnicalcollege.com/fag.html>. A paper copy is available upon request.

	Horn Lake		
Crime	2008	2009	2010
Murder/Criminal Homicide	0	0	0
Sexual Offense	0	0	0
Aggravated Battery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Hate Crime	0	0	0
Alcohol Arrests	0	0	0
Drug Arrests	0	0	0
Weapons Arrests	0	0	0

Crime statistics for the Ridgeland campus will not be available until October 2012.

Definition of a Module/Outside Work

A module is 9 weeks in length for HVAC/R-MAR Technician, 9 weeks for Medical Assisting, 9 weeks for Dental Assisting, 9 weeks for Medical Coding Specialist, 6 weeks for Industrial, Commercial and Residential, and 5 weeks for Journeyman Welding. Completion of subjects is a completed module.

Per the U.S. Department of Education regulations, one semester hour equals 30 clock hours of instruction. This institution recognizes work outside of class with additional approved “instructional clock hours”, as evidenced by class syllabi. All outside work is consistent with each program’s goals and objectives and policies and procedures relative to the academic program.

Monitoring of Satisfactory Progress

The maximum time frame to complete a student’s training shall not exceed 1.5 times the normal duration of a student’s elected course. Satisfactory progress will officially be checked at mid-module and the end of every module.

Satisfactory Progress Requirements

The purpose of training is to prepare a student for immediate employment in their chosen field upon graduation. Because of this, grading is administered to correlate the student’s level of achievement on classroom tests and lab projects. Students will be furnished with a grade report at the completion of each module, which will reflect his/her current grade point average (GPA).

Satisfactory Progress Definition

At DTC, satisfactory progress is defined by the following criteria:

- A minimum of 70% for each subject/module in all programs.
- If a student’s average falls below 70% at the mid-module, the student will be given a written academic warning and have until the end of the module to comply with the standard. At the end of the module, if

the student has not satisfied the specific requirements and is not making satisfactory progress, the student will be dismissed from the school.

- Acceptable attendance.
- Meeting required classroom and laboratory/shop goals.
- If a student receives an incomplete in any subject, the student will have 10 days to complete all assigned work. A student may be allowed to progress into the next module on a probationary period. An incomplete is defined as any work that is not completed by the end of a module within the given timeline, as assigned by the primary instructor. If the work from the previous module is not completed within 10 days, the student's progress will be deemed unsatisfactory and they will be dismissed from the school.

Academic Warning

If a student's GPA falls below 2.0 in Journeyman Welder at the end of a module he/she will be given an "Academic Warning" and have until the end of the next module to comply with the standard. Students in the Journeyman Welder program must pass their last module. At the end of the module, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student may be dismissed from the school.

If a student's grade falls below 70% at mid-term/module for Medical Assisting, Medical Coding Specialist, Dental Assisting, HVAC/R-MAR, and Industrial, Commercial and Residential Electrician, and below 85% for Cosmetology, the student will be counseled and have until the end of the term/module to comply with the standard. At the end of the term/module, if the student has not satisfied the specific requirements and is not making satisfactory progress, the student may be dismissed from the school.

Any student allowed to continue in the program, who does not meet academic requirements for graduation, may receive a certificate of attendance (transcript up to the date of drop) in place of a diploma.

If the student is not passing at mid-module, the student will be given a written warning that will clearly outline why the student is on "Academic Warning," what is required of the student to be removed from "Academic Warning," and how to make satisfactory progress by the end of the probationary period.

Grade Scale

A- 4.0 - Indicates superior grasp of material, earned through 100% - 90%, excellent performance on all assignments and examinations, and is a very strong indication of career success.

B- 3.0 - Indicates a good level of proficiency, earned through 89% - 80%, is a strong indication of career success.

C- 2.0 - Indicates a satisfactory level of achievement earned through 79% - 70%, to enable successful employment or completion of further course work.

D- 1.0 - Indicates probationary grade and a marginal level of 69% - 60% achievement. Students earning this grade are expected to seek extra help to correct deficiencies. Conferences with the student, instructor, and the respective Program Director will determine the best course of action to take to promote academic success.

F- 0.0 - Indicates an insufficient comprehension of material, to permit promotion, 59% to 0%, to the next module. Students who earn this grade will be placed on academic probation and must consult the Director of Education for further guidance.

Tutoring Policy

DTC will offer tutoring for students according to the following guidelines:

- Tutoring will be offered for a minimum of 1 hour Monday through Friday. Times shall be determined according to individual instructors' schedule.

- Tutoring will be offered for academic reasons as well as skill levels that require improvement (Tutoring is available for students who are at risk of failing, i.e. grade of 70% or below).
- It is the student's responsibility to seek out academic assistance through their instructor, although an instructor may suggest tutoring if they think it would benefit a student.
- A student must have a referral from their instructor.
- If an instructor suggests tutoring to a student and that student refuses, the student must sign a "Waiver of Refusal" which will be placed in their student file.
- It is the student's responsibility to attend a tutoring session at the scheduled time.
- It is the student's responsibility to be prepared when attending a tutoring session.

Appeal Process

A student may appeal the determination of unsatisfactory progress to the respective Program Director based upon extenuating circumstances. In such cases, the School Director may determine that the student is making satisfactory progress towards the certificate or diploma despite the failure to conform within the normal time frame or minimum grade averages.

Graduation Requirements

Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and shop/lab goals will receive a diploma and transcript stating that they have successfully completed the elected course. Students will also be permitted to sit for approved certification exams. Diplomas will not be given to students who have not successfully completed requirements in their elected course. In such a circumstance, only a certificate of attendance (transcript) will be issued.

NOTE: In the event that a diploma and/or transcript is needed, upon written request, the school will furnish a photocopy of the diploma/transcript at no charge. Only those students who have remained in good standing with the school are eligible for this service.

Definition of good standing: Those who meet attendance requirements, satisfy financial obligations to the school, and have a satisfactory completion of classroom and shop/lab requirements.

Minimum Cancellation and Refund Policy-Mississippi (Effective 07/2004) Student Right to Cancel

THE FOLLOWING IS IN COMPLIANCE WITH THE MISSISSIPPI CODE OF 1972 SECTION 75-60-18 REGARDING STUDENT TUITION AND FEE REFUND POLICIES

When refunds are due, they shall be made within thirty (30) days of the last day of attendance, if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on the last date of attendance. In any event, all refunds shall be made within (sixty) 60 days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows: ***(Please note written notice is NOT required for refund; however, those students providing written notice will receive priority <within (thirty) 30 days> with regards to refund.)***

Refunds for classes cancelled by institution:

If tuition and fees are collected in advance of the starting date of a program, and the institution cancels the class, one-hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

Refunds for students who withdraw on or before the first day of class:

If tuition processing fees are collected in advance of the starting date of classes, and the student does not begin classes or withdraws on the first day of classes, no more than one-hundred dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

Refunds for students enrolled prior to visiting the institution:

Students who have not visited the school facility prior to enrollment shall have the opportunity to withdraw without penalties within five (5) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

Refunds for students after instruction has already begun:

Contractual obligations beyond twelve (12) months are prohibited. The refund policies for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes, and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition,
- (ii) After the first ten percent (10%), of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty five percent (25%) of the period of financial obligation, and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty five (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

*A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

*Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

*Deposits or down payments shall become part of the tuition.

*The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.

*A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 5 consecutive school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

*A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the School Director.

*A school shall refund all monies paid to it in any of the following circumstances: a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog; b) the school cancels or discontinues the course of instruction in which the student has enrolled; c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Reinstatement Policy

Any student who withdraws from their respective program must pay off any remaining balance owed to the school prior to any further re-enrollment. Students may re-enroll in any program of their choice (once admission requirements have been met) when balance owed is paid in full. If a student re-enrolls in the same program from which they have withdrawn, they must re-start at the beginning of the program.

Definition of Student Withdrawal: "A student ceases to be enrolled prior to completion of their course of study."

Return of Title IV Funds Policy

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

This policy applies to all students who withdraw, drop out, or are terminated by DTC and receive financial aid from the Title IV funds. The term "Title IV Funds" refers to Federal Pell Grants, Subsidized Federal Stafford Loans, Unsubsidized Federal Stafford Loans, and Federal Parent Loans for Undergraduate Students (PLUS).

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 payment period. Title IV aid is considered 100 percent earned after that point in time.

The percent of Title IV aid earned is calculated as: Number of days completed by the student divided by the number of days in the payment period equal the percent of payment period completed. The total number of calendar days in a payment period and the number of days completed by the student will exclude any scheduled breaks of five days or more.

The percent of payment period completed will be the percentage of Title IV earned by the student. The percentage of Title IV aid unearned will be returned by DTC to the appropriate Title IV program in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS
4. Federal Pell Grant
5. Other grant or loan assistance authorized by Title IV of the HEA

DTC will return the unearned aid within 45 days from the date the school determined the student withdrew. When the amount of unearned aid is greater than the amount returned by DTC from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program as follows:

1. Unsubsidized Federal Stafford Loan*
2. Subsidized Federal Stafford Loan*
3. Federal PLUS*
4. Federal Pell Grant**
5. Other grant or loan assistance by Title IV of the HEA

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

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

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

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

Refund Policy for Students Using Veterans Education Benefits

The school will charge a sum which does not vary more than 10% from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact portion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course (number of hours completed divided by the total number of hours in course plus 10% = refund). Refund will be made within forty (40) days of the change in student status.

Contact the Director of Education for appropriate paperwork to cancel the Enrollment Agreement:

Horn Lake Campus	Ridgeland Campus
Delta Technical College	Delta Technical College
6550 Interstate Blvd	113 Marketridge Drive
Horn Lake, MS 38637	Ridgeland, MS 39167
(662) 280-1443	(601) 206-5200

Notice to Students Section 7 (9) (P.A. 85-1382)

This College is regulated and licensed to operate by the Mississippi Commission on Proprietary School and College Registration, License #C624. You have the right to file a written complaint of violation by this College of any provisions of this law.

The College must, among other things:

- Provide information about the College which is free from misrepresentation, deception of fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the College's current catalog and any addenda for you to read prior to the signing the enrollment agreement.
- Disclose information about the College's graduation, completions, and job placement rates.
- Give you a fully executed copy of your enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject in which you wish to enroll. If the course offered is in a language other than English, the screening must include the language.
- Give you a full refund if you are not accepted or if it cancels or discontinues the course.

- Teach only courses and employ only teachers that are approved by the Mississippi Commission on Proprietary School and College Registration. Provide safe and sanitary facilities, equipment and services necessary to implement the course of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the “Act” to students who withdraw before completion of the course of instruction in which enrolled.

If you believe your rights have been violated, please refer to the school’s Student Complaint/Grievance Procedure Policy.

Student Complaint/Grievance Review Board Procedure

A student of Delta Technical College seeking redress through grievance regarding attendance, academics, or conduct, must first attempt to resolve the matter informally by following the chain of command. The student must first speak with their instructor. If the matter is not resolved at that point, the student can request to meet with the program director. If the issue is still unresolved, the student can request to meet with the Director of Education. Should the issue remain unresolved, the student must submit a written request for a meeting with the Grievance Review Board within 5 (five) working days of the initial documented concern, at the appropriate address:

Horn Lake Campus	Ridgeland Campus
Delta Technical College	Delta Technical College
Attn: Grievance Review Board	Attn: Grievance Review Board
6550 Interstate Blvd	113 Marketridge Drive
Horn Lake, MS 38637	Ridgeland, MS 39157
(662) 280-1443	(601) 206-5200

The request for the meeting must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name of the grievant’s instructor.
4. Current address and phone number of the grievant.
5. Statement of the grievance, including what resolution is being sought, and any supporting documentation.

Upon receiving a written request regarding a grievance, and it has been established that the proper channels have been followed, a meeting with the Grievance Review Board will be scheduled. The Board will meet, discuss the details of the grievance, and recommend action. A final decision will be given in writing by the School Director. Issues remaining unresolved at the institutional level may be directed to:

MS Commission on Proprietary Schools and Colleges
 3825 Ridgewood Road
 Jackson, MS 39211
 (601) 432-6518

*Mississippi State Board of Cosmetology
 3000 Old Canton Road, Suite 112
 P.O. Box 55689, Jackson, MS 39296
 (601) 987-6837

*Tennessee Higher Education Commission
 Parkway Towers Suite 1900
 404 James Robertson Parkway

Nashville, TN 37243
(615) 741-5293

*Ridgeland campus is not currently accredited by Mississippi State Board of Cosmetology or Tennessee Higher Education Commission.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

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

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting an Admissions Representative. Students seeking comparable program information related to tuition, fees, and program length may contact ACCSC at the above address.

FERPA Policy and Procedures

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records.

Under the Family Educational Rights and Privacy Act (FERPA), Delta Technical College is permitted to disclose information from your records to your parents, if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Independent students' education records will not be release unless the student signs a consent form.

Two types of education records:

Directory information available to third parties without prior written consent:

Student Name
Dates of attendance
Attendance Status (enrollment, full time, part time)
Field of study
Degrees, honors, and awards

Non-directory information not available to third parties without prior written consent:

Social security number
Student identification number
Race, ethnicity, gender, and/or nationality
Disciplinary Actions
Attendance (absent or present percentages)
Transcripts, grade reports

Maintained in student's permanent file on site (DTC)

1. Class Registration Form

2. Source and Payment information
3. Completed Enrollment Agreement
4. Copy of high school diploma, transcript, or GED
5. Emergency Information
6. Signed Placement Agreement
7. Signed Rules and Conduct Codes
8. Signed Tool List
9. Leave of Absence Records
10. Attendance Records
11. Placement Information
12. Copy of DTC Diploma
13. Copy of Certifications
14. DTC Transcript
15. ICC Module Transcript (if applicable)
16. Financial Aid Award Documentation
 - o Completed FASFA
 - o Copy of Promissory Note
 - o Verification Documentation
 - o Disbursement Records
 - o Other information that may be relevant to student regarding SFA
17. Documentation of request to review files
18. Proof of physical exam and current immunizations * where applicable
19. Background check * where applicable
20. Evidence of liability insurance * where applicable

FERPA Notification of Rights

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

The right to inspect and review the student's education records within 45 days of when DTC receives a request for access.

Students should submit to the Registrar 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.

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

Students may ask DTC to amend a record by writing the Director of Education, clearly identifying the part of the record the student wants changed, and specifying why it should be changed. If DTC decides not to amend the record as requested, DTC 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.

The right to provide written consent before DTC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. DTC 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 DTC 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 DTC has contracted as its agent to provide a service instead of institutional

employees or officials (such as attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. Upon request, DTC will forward student records to another institution at which the student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The "U.S.A. Patriot Act" effective October 26, 2001, established the following exception relative to the release of information from institutional files:

Ex Parte Orders- DTC can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When DTC makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders- In the following three contexts, an institution can disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order:

Grand Jury Subpoenas-Law Enforcement Subpoenas- For these subpoenas, the court may order DTC not to disclose to anyone the existence or contents of the subpoena of our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency- DTC is permitted to disclose personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety or health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration (BCIS)- DTC may release personally identifiable information of a student who has signed a Form 1-20 and any student attending on a M-1 or J-1 Visa to the BCIS.

Facility/School Equipment

Cosmetology

AMP Foam Volumizer	✓
AMP Root Lift	✓
AMP Shampoo	✓
AMP Shampoo(gallon)	✓
AMP Cond.	✓
AMP Cond.(gal)	✓
AMP Hairspray	✓
BLG- Finishing Spritz	✓
BLG-Gelee	✓
BLG-Gelee liter	✓
BLG- Thermal Active	✓
BLG-Normalizing Sham.	✓
BLG Normalizing Sh.(gal)	✓
BLG-Detangling Solution	✓
BLG-Detangling Sol. (gal.)	✓
BLG-Hydrating Sham.	✓
BLG-Hydrating Sham.(gal)	✓
BLG-Cond. Balm	✓
BLG-Cond. Balm(pro)	✓
ESS Alternate Action Sham	✓
ESS Alternate Action Sham(liter)	✓
ESS So Silver Sham.	✓
ESS So Silver Sham (liter)	✓
VAV Freezing Spray	✓
Sleek Iron Smoother	✓
Sleek Sealing Serum	✓
Sleek Shampoo	✓
Sleek Conditioner	✓
Opticurl hot pink/silver box	✓
Opticolor highlighted hair	✓
Color treated hair Orange box	✓
MATRIX SoColor	✓
Matrix Color Sync	✓
Matrix Sync Activator	✓
Matrix SoLite Developer	✓
Matrix V-Lights Lightener 32 oz.	✓
OPI nail polish	✓
Opi Nail lacquer thinner	✓
Absolute Liquid	✓
Bond Aid	✓
Bondex	✓
Brush Cleaner	✓
Adhesive Mach 5	✓
MAR alcohol 70%	✓
Clean Touch Remover	✓
Olive Shampoo (liter)	✓
Olive Conditioner (liter)	✓

S/E MegaSilk Relaxer mild	✓
MegaSilk Relaxer reg.	✓
MegaSilk Relaxer course	✓
S/E Foam Wrap	✓
S/E Designing Silk Mouse	✓
S/E Defining Mouse	✓
Heat Protectant	✓
Salon Care Foil	✓
Salon Care Developer gal.	✓
Honey & almond Shampoo gal.	✓
Honey & almond cond. gal.	✓
Wild Cherry shampoo gal.	✓
Wild Cherry conditioning gal.	✓
Blue gel 2lb	✓
Yellow gel gal.	✓
Cholesterol 64oz.	✓
Hairspray extra hold Aerosol	✓
Blue perm rods (dz.)	✓
SuperStar Neutralizer Lt.	✓
SuperStar waving lotions inds.	✓
BS cuticle oil	✓
zebra med/course file	✓
course black file	✓
Buffer soft white Polar	✓
CFC curl activator	✓
CFC rearranger	✓
QH Cholesterol	✓
GIGI Sure Clean	✓
C&E Clean-up surface cleaner	✓
Fantasea Waxing Applicators or kits	✓
Fantasea Mini Trash Bin (white)	✓
Fantasea Fingerwaving Lotion	✓
Soft & Style Gloves one size 100ct.	✓
Soft & Style 2" Bobby Pins 100ct	✓
Soft & Style 2" Hair Pin- blk	✓
Soft & Style Duck Bill Clips	✓
Soft & Style Pin curl clips	✓
SNS Super Grip clips	✓
Roberts Dryfast Setting Lotion	✓
SNS 100 Pc Clear Processing Caps	✓
Shampoo Capes 54x36	✓
Cutting Cape 45x54	✓
Gold Magic Black Rubber Bands	✓
Gro State End wraps Jumbo	✓
Bulk Perm Tint 4neutralizer (36/case)	✓
Bulk Perm Normal and 4Neutralizer (36/case)	✓
Protein Lotion Perm Normal	✓
Protein Lotion Perm T&B	✓
Cotton 1200ft. Cellucotton coil	✓

Bleaching Powder 1# Box	✓
Celebrity Debra Manikin	✓
Metal Manikin Holder	✓
Table top manikin Stands	✓
Soft & Style Lilac (12 dz. Bag)	✓
Practice Hands nails	✓
Practice Fingers	✓
Soft & Style Tint bowl black	✓
Wahl Trimmer	✓
Sally's Haircutting Combs	✓
Weaving Combs	✓
420 State Fingerwave Comb	✓
Dual Purpose Lift & Pick Comb	✓
OPI Swiss Implement Soaker	✓
CA Barefeet Soak gal.	✓
CA Barefeet Scrub gal.	✓
CA Creamy Cuticle Remover 2oz.	✓
CA creamy cuticle Remover gal.	✓
Cuticle oil & conditioning 1/2 oz. yellow	✓
Foam File Black-100/80 (bag)	✓
Foam File Black-100/100 Bulk	✓
H&B Lotion Cucumber gal.	✓
Acetone polish remover gal.	✓
Non-Acetone Polish remover gal	✓
Pro &" Orangewood Sticks 12/bag	✓
Pedicure Slippers Foam	✓
Wubbies	✓
Wubbies (case)	✓
Instrinsics 2x2	✓
Beauty Secrets Non Acetone Remover	✓
Cleansing cream 3lb pump	✓
Alm Massage Cream 3lb. W pump	✓
Mud Mask 16oz.	✓
MSTR DRNCH Daily Moisturizer	✓
Genteel Tonic Dry (64oz)	✓
Balance Tonic Water (64oz)	✓
Intrinsic Wipes 4x4	✓
Intrinsic Wax Roll	✓

In addition to the above: 24 styling stations and chairs, 9 shampoo bowls, 12 dryers, 2 facial machines, 3 facial beds, 5 manicure stations, and 2 pedicure stations.

Dental Assisting

E-Ray Processor	✓
Intra-Oral X-Ray machines	✓
Ultrasonic instrument cleaner	✓
Autoclave instrument sterilizer	✓
Dental Operatories (dental chair units)	✓
Composite light curing unit	✓
Amalgam mixer	✓

Plaster Vibrator	✓
Plaster model trimmer	✓
Vacuum former	✓
Material mixing bowls	✓
Dental hand pieces	✓
X-Ray viewing boxes	✓
Dental study/demo models	✓
Dental lathe	✓
Air compressor for operatories	✓
Vacuum suction unit for operatories	✓

HVAC/R-MAR Technician

Gas Furnaces (70%, 80%, & 90%)	✓
Commercial Coders	✓
Electric Furnace	✓
Ice Machine	✓
Condensing Units-R22, R410A	✓
Walk-in Cooler	✓
Recovery Machines	✓
Gas Fired Boiler	✓
Vacuum Pumps	✓
Air Handlers	✓
Digital Micron Gauges	✓
Heat Pumps	✓
Digital Psychrometers	✓
Package Units	✓
Gas Manometers	✓
Geo-thermal Units	✓
Rigid Pipe Cutter/Threader/Reamer	✓
Acetylene Torches	✓
Nitrogen Cylinders & Regulators	✓
Wiring Simulators	✓
Combustible Gas Detector	✓
Digital Manometer	✓
Carbon Monoxide Tester	✓
Digital Charging Scales	✓
Recovery Cylinders	✓
Combustion Analyzer	✓
Sheet Metal Fabrication – Layout Table, Brake, Shear & Pittsburgh Machine	✓

In addition to the above: refrigerant gauges, multimeters, screwdrivers, wrenches, ratchet/sockets, tubing cutters, tubing benders, hammers, vises, swaging/flaring tools, battery powered drills, sheet metal snips, and miscellaneous hand tools.

Industrial, Commercial and Residential Electrician

Amp Meter	✓
Volt Meter	✓
Ohm Meter	✓
½ inch and 1 inch Conduit and Benders	✓
Residential Wiring Simulation Wall	✓
Commercial Wiring Simulation Wall	✓
Industrial Wiring Simulation Wall	✓
Various types of Wiring	✓
Ampacity Charts	✓
Fish Tape	✓
Drill Press	✓
Band Saw	✓
Pipe Vice	✓
Stud Punch	✓
Drag Out Set (1/2 inch to 2 inch)	✓
Hole Saw Set (1/2 inch to 2 inch)	✓
Various Size Auger Bits	✓
Hammer Drill	✓
Various Hand Tools (Drills, Saws etc.)	✓

Medical Assisting

EKG Machine	✓
Examining tables	✓
Dressing supplies	✓
Thermometers (Tympanic, Digital)	✓
Stethoscopes	✓
Hemocult slides	✓
Urine cups	✓
Variety of syringes	✓
Baby scale	✓
Wall mounted blood pressure units	✓
Hemocue	✓
Speculums (plastic)	✓
Computer Lab	✓
Wheelchairs	✓
Venipuncture equipment (tubes, tourniquets, needles)	✓
Ace wraps, triangular bandages, tubular Gauze	✓
Viewing box	✓
Gait belts	✓
Gloves (Sterile, Non-sterile)	✓
Blood pressure cuffs	✓
Glucose meter	✓
Throat swabs	✓
Multistix for UA's	✓
Measuring tapes	✓

Stand up scale	✓
Dolls for practice weights	✓
Capillary tubes	✓
Skeleton model	✓
Phlebotomy arm	✓
Crutches	✓
Anatomy/Vision charts	✓
Mayo tray	✓
Plastic med cups	✓
Torso model	✓
Monolets	✓
Wound cultures	✓
Sterile water	✓

Medical Coding Specialist

Overhead projector	✓
PC Workstations	✓
LaserJet Printer	✓

Journeyman Welder

Miller Maxstar welders	✓
Tig rigs with regulators 2000' #4 welding lead	✓
Tweco stingers/ground clamps	✓
Tweco disconnects 2000' green argon hose	✓
Yellow curtains, rail system and rollers	✓
Hand torches/ regulators	✓
50 ton metal shear	✓
Jet bandsaw	✓
Millermatic 210 Mig machines	✓
Bevel plate stations w/regulators	✓
Miller AC/DC aluminum welder	✓
ASME guided bend test machine	✓
Plasma cutter	✓
Metabo 4" grinders	✓
Rod oven	✓
Mathey Dearman pipe bevellers	✓
SJ Smith copper gas routing	✓
Steel	✓
Stainless Pipe	✓
Carbon Steel Pipe	✓

***COSMETOLOGY**
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
 Tuesday through Friday 8:00 a.m.-3:30 p.m.
 Saturday 8:00 a.m. – 1:00 p.m.

OR

Monday through Friday
 5:00 p.m.-10:00 p.m.
 Unless otherwise indicated

Maximum number of students in an academic classroom is 20 and maximum in a lab setting per instructor is 20.

*Cosmetology is not currently offered at the Ridgeland campus.

Start date	Graduation date
November 7, 2011	February 22, 2013
November 8, 2011	November 9, 2012
January 3, 2012	April 5, 2013
January 3, 2012	January 14, 2013
February 6, 2012	May 10, 2013
February 7, 2012	February 1, 2013
March 5, 2012	June 7, 2013
March 6, 2012	March 1, 2013
April 2, 2012	July 19, 2013
April 3, 2012	March 29, 2013
May 7, 2012	August 23, 2013
May 8, 2012	May 3, 2013
June 4, 2012	September 20, 2013
June 5, 2012	May 31, 2013
August 6, 2012	November 8, 2013
August 7, 2012	August 2, 2013
September 4, 2012	December 6, 2013
September 4, 2012	August 30, 2013
October 1, 2012	January 10, 2014
October 2, 2012	September 27, 2013
November 5, 2012	February 14, 2014
November 6, 2012	November 1, 2013

**Tuition	\$13,053
Registration Fee	\$100
Books	\$169
Lab Fee	\$660
Uniforms	\$113
Kit	\$320
Testing Fee	\$85
Total Cost	\$14,500

EXTRA INSTRUCTIONAL CHARGES FOR COSMETOLOGY: During the enrollment contract period, an applicant must remain in compliance with the current attendance policy. Applicants are allowed to have no more than one week of accumulated absent hours. If the applicant's accumulated absent hours go beyond the current attendance policy's allowable hours, the applicant has two weeks to makeup up required hours to bring the applicant back within compliance. If the applicant's attendance remains out of compliance at the end of the two week period, the applicant will be charged an additional \$12.00 per hour for all clock hours over the current attendance policy allowable absent hours. Compliance on all students will be checked on the 5th and 20th of the month, students out of compliance have two weeks from these dates to makeup hours that will bring them back into compliance. Charges for absent hours will be added to a applicant's account balance. Applicants are required to schedule time to makeup hours and must pay student accounts for hours being made up in advance.

COSMETOLOGY

**50 Weeks Day or 60 Weeks Night/1500 Clock Hours/250 Hours Theory Training/1200 Hours Practical Training/
50 Unassigned Hours**

The Professional Cosmetologist will be trained with entry-level skills relating to hair, nails and skin with an emphasis on hygiene, sanitation, customer relations and salon management. The program provides the Cosmetologist with theory and skills-training in basic haircutting, hairstyling, and hair coloring. In addition to training on related hair services, nail and skin care will be introduced and implemented. After study of the nails you will be able to leave with the confidence in manicuring, pedicuring, and artificial nails. The graduate will be able to perform the basic facial, including but not limited to masks, machine and manual care. He or she will possess a working knowledge of sanitation and disinfection and Mississippi Laws governing our professionalism. Upon meeting graduation requirements of the Cosmetology program, the student is entitled to a Cosmetology diploma.

Additional information: Four complete uniforms will be supplied including scrub pants, scrub top. A smock apron and name badge will also be provided. Students will be able to purchase additional uniforms as desired.

COV 100 Cosmetology Orientation **(7 theory clock hours)**

This course will cover the importance of a healthy body and mind, effective communication skills, and the psychology of human relations as well as communicating for success in the cosmetology industry. Chapter 1 in the Salon Fundamentals textbook

SCI 100 Cosmetology Sciences **(10 theory Clock hours)**

This course consists of the study of Microbiology, sterilization, and sanitation. Chapter 2 in the Salon Fundamentals Pivot Point textbook

SCI 110 Cosmetology Sciences I **(50 practical clock hours)**

This course consists of the practical application of sanitation and safety precautions for cosmetologist. Chapter 2 in the Salon Fundamentals Pivot Point textbook

COV 200 Hair Care **(170 theory clock hours)**

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling. Chapters 7-13 in the Salon Fundamentals Pivot Point textbook.

COV 210 Hair Care I
(700 practical clock hours)

This course consists of the practical application of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning: haircutting; hairstyling.

COV 300 Nail Care
(33 theory clock hours)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Chapter 14 in the Salon Fundamentals Pivot Point textbook.

COV 310 Nail Care
(115 practical hours)

This course consists of the practical application of all the basic nail care services including nail structure and growth, manicuring and pedicuring, and artificial nails. Chapter 14 in the Salon Fundamentals Pivot Point textbook.

COV 400 Skin Care
(21 theory hours)

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Chapter 15 in the Salon Fundamentals Pivot Point textbook.

COV 410 Skin Care
(50 practical hours)

This course consists of the introduction of the practical application of basic skin care services including skin analysis, hair removal, facials, and facial makeup. Chapter 15 in the Salon Fundamentals Pivot Point textbook.

STY 110 Croquignole Curling
(105 practical hours)

This course consists of the application of curling hair using electrical and Marcel irons to form croquignole curls.

LAW 100 MS Rules and Regulations
(13 theory hours)

This course consists of the study the Mississippi State Board of Cosmetology laws, rules and regulations book; which governs the cosmetology industry.

SCI 200 Cosmetology Sciences II
(17 theory hours)

This course consists of the study of anatomy and physiology. Chapter 3 in the Salon Fundamentals Pivot Point textbook.

SCI 300 Cosmetology Sciences III
(29 theory hours)

This course consists of the study of chemistry, and electricity. Chapter 4 and 5 in the Salon Fundamentals Pivot Point textbook.

DENTAL ASSISTING (DA)
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
10:00 a.m.-2:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 30 and 15 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,757
Registration Fee	\$100
Books	\$139
Lab Fee	\$600
Dues	\$30
Background Check	\$24
Testing Fee	\$250
Total Cost	\$13,900

DENTAL ASSISTING

36 Weeks/540 Clock Hours/180 Externship Hours/32.5 Semester Credits/ 255 Outside Additional Clock Hours

The program provides the DA with entry-level theory and limited “hands-on” training in basic and routine clinical and office tasks. A dental assistant is a person who works closely with a dentist, assisting in all dental procedures. The dental assistant enables the dentist to care for many more patients and to produce more dentistry than they could alone. Seating and greeting the patient, taking radiographs, impressions, sterilization, suctioning, passing instruments, lab work, basic 4-handed dentistry, and educating the patient are just a few duties of the assistant. The dental profession continues to grow as a result of the population living longer, as well as advancements in procedures, treatments, prevention, and cosmetic dentistry. This results in more dental services being desired; therefore, an increasing number of dental assistants will be needed to handle the many responsibilities for which they are uniquely trained.

- Course consists of 4 modules
- Each module is 9 weeks in length (total of 36 weeks)
- Classes are Monday-Friday 8:00am-Noon or 1:00pm-5:00pm
- Module 4 consists of an externship program
- Course total of 720 clock hours– 32 semester credits
- There is an average of 255 independent home study hours for this program
- One complete uniform, which includes scrub pant, scrub top, and white lab coat with patch and name badge is included with course

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

DA 100 Principles of Dental Assisting I

60 clock hours/lecture/4 credits/18 additional outside clock hours

This course provides knowledge and understanding of the dental assisting profession, oral health, preventive techniques, and nutrition. The course covers the details of dental history, preparing for patient care, vitals, dental charting, and pharmacology. Students will have an understanding of dental diseases and pathology as well as prevention of dental diseases.

DA 111 Dental Materials and Infection Control

45 clock hours/lecture/3 credits/25 additional outside clock hours

This course provides knowledge and understanding of microbiology, infection control in dentistry, regulations, and guidelines for the dental practice, and occupational health and safety. This course also covers the knowledge of chemical and physical properties of dental materials, their indications for use, and proper manipulation of the materials. The students will have an understanding of emergency management, introduction to the dental office, basic chair side assisting, impression, and laboratory materials.

DA 104 Head & Neck Anatomy and Tooth Morphology

45 clock hours/lecture/3 credits/22 additional outside clock hours

This course provides knowledge and understanding of the oral cavity tooth morphology and head and neck anatomy. The course covers the details of tooth identification and numbering systems. Osteology of the skull, muscles, nerves and arteries of the head and neck are discussed. Students will have an understanding of the formation and development for all primary and permanent teeth.

DA 105 Clinical/Lab Dental Assisting I

30 lab/1 credit/13 additional outside clock hours

This course provides clinical dental assisting training for concepts taught in the DA 100, DA 111 and DA 104 courses. "Hands-On" training is provided and students are expected to demonstrate competency with safety standards, infection control, dental anatomy, oral health, and prevention of dental disease.

Module 2

DA 101 Principles of Dental Assisting II

30 clock hours/lecture/2 credits/30 additional outside clock hours

This course is a continuation of Principles of Dental Assisting I, and provides knowledge and understanding of patient information and assessment and the foundation of clinical dentistry. The course covers the details of the dental office environment, delivering dental care, hand instruments, hand pieces, moisture control, anesthesia, restorative materials, and dental cements.

DA 106 Dental Radiology with Lab

60 lab/2 credits/24 additional outside clock hours

This course provides knowledge and clinical training for dental radiography concepts and techniques in dental radiography. "Hands-On" training is provided and students are expected to demonstrate competency with x-ray equipment and safety, x-ray film processing, intraoral x-rays and extraoral x-rays.

DA 113 Dental Practice Management

45 clock hours/lecture/3 credits/18 additional outside clock hours

This course provides knowledge and understanding of the business of dentistry and the philosophy of the dental practice. This course will cover business and communication management, telecommunication, appointment management on a computer, patient recall, inventory, accounts receivable, marketing the practice, and legal/ethical issues.

DA 107 Clinical/Lab Dental Assisting II

45 lab/1.5 credits/6 additional outside clock hours

This course is a continuation of Clinical Dental Assisting I and provides clinical dental assisting training for concepts taught in the DA 101 and DA 106 course. "Hands-On" training is provided and students are expected to demonstrate competency with patient information, assessment, and the foundation of clinical dentistry as well as radiology.

Module 3

DA 102 Principles of Dental Assisting III

45 clock hours/lecture/3 credits/45 additional outside clock hours

This course is a continuation of Principles of Dental Assisting II and provides knowledge and understanding of dental materials and comprehensive dental care. This course covers removable and fixed prosthodontics, provisional coverage, endodontics, periodontics, and oral surgery.

DA 112 Advanced Chairside Functions

45 clock hours/lecture/3 credits/26 additional outside clock hours

This course provides knowledge and understanding on theory, background, procedures, and expanded functions on the role of the dental assistant. The areas that will be covered are pedodontics, orthodontics, oral pathology, cosmetic dentistry, and bleaching techniques.

DA 108 Clinical/Lab Dental Assisting III

90 lab/3 credits/7 additional outside clock hours

This course is a continuation of Clinical Dental Assisting II and provides clinical dental assisting training for concepts taught in the DA 102 and DA 112 courses. "Hands-On" training is provided and students are expected to demonstrate competency with dental procedures and comprehensive dental care.

Module 4

DA 114 Externship

180 clock hours/externship/4 credits/21 additional outside clock hours

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam and have an overall attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with DTC's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 180 hours at an extern site that has an externship agreement with DTC. DTC currently has externship site agreements in place, and those sites have agreed to host dental assisting students. Externs are not entitled to compensation.

Additional Requirements: Upon successful completion of course work through the 3rd module one complete uniform will be supplied, including scrub pants, scrub top, and lab coat with patch and name badge. Students will be able to purchase additional uniforms as desired. The Hep B Vaccine will also be provided, if needed, beginning in the first term.

HVAC/R-MAR TECHNICIAN
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
6:00 p.m.-10:00 p.m.

The maximum number of students in a typical classroom is 30 and 15 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,830
Registration Fee	\$100
Books	\$110
Lab Fee	\$500
Tools	\$300
Testing Fee	\$60
Total Cost	\$13,900

HVAC/R-MAR TECHNICIAN
36 Weeks/180 Clock Hours/ 30 Semester Credits/200 Additional Outside Clock Hours

The DTC HVAC/R - MAR program consists of four (9) week modules. Each module contains basic subject content for training in the installation, repair and maintenance for the heating, ventilating, air conditioning and refrigeration industry and basic subject content for training in installation and repair for the major appliance industry. Students must successfully complete a module prior to advancing to the next module. Successful completion of a module requires a minimum grade point average of 2.0 (70%), minimum of 90% attendance and successfully completing a comprehensive written/lab final. Successful completion of each module and EPA Section 608 Core, Type I, and Type II certification exams will entitle student to a diploma in HVAC/R diploma and MARC (Major Appliance Repair Certification). Class times are 4 hours daily (8am-noon or 1pm-5pm) each week for the duration of the course. This includes the opportunity for an extensive “hands-on” experience as well as theory, equipment components and operation.

The HVAC/R - MAR program welcomes any person with or without previous electrical, mechanical or construction training or experience, although any previous experience will prove beneficial to that student. The course objective is to provide each student with the basic knowledge and skills as a quality entry level employee in the HVACR and major appliance industries.

Students should be aware that employment in the industry by some employers may require them to possess a clean driving record, submit to a criminal background check, provide a drug screen, relocation, climb ladders, work in attics and crawlspaces, move heavy equipment, work in harsh environments and being available for 24 hour service calls. Each graduate will be responsible for following leads provided to them as well as interviewing for employment.

Some industry related fields include but are not limited to: equipment and duct installers, duct cleaners, service technicians, sheet metal, electrical, facilities maintenance, sales, management, marketing, estimating, inspections and self employment.

Module 1

Gas and Electric Heat Service and Installation

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will cover basic Gas and Electric heating applications including combustion theory, the combustion process, heating efficiencies, ignition systems, different types of furnace configurations, gas properties, gas valves, regulators, sequence of operation, safety precautions when dealing with fossil fuel burning furnaces as well as all electric. It also includes basic maintenance, repair, and troubleshooting techniques along with applied electrical safety and theory of furnace components and controls.

Module 2

Air Conditioning and Heat pump Service and Installation

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will cover electricity applied to comfort cooling systems, testing and identifying electrical components, sizing electrical conductors and over current protection according to NEC. Also theory of heat transfer, Refrigeration cycle, identifying and diagnosing the components of a refrigeration system, Sequence of operation of Air conditioning and various types of Heat pump applications (Air to Air, Geothermal) identifying heat pump components and theory of operation. Students will also practice Refrigerant recovery, recycle, and evacuation techniques as well as refrigerant charging procedures.

Module 3

Air Distribution and Indoor Air Quality (IAQ)

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will consist of students fabricating various sheet metal fittings using the proper calculations and ACCA charts and procedures. Students will also learn the basic principles of Indoor Air quality and the importance of human comfort when dealing with different environments and airborne pollutants. Students will read fan airflow charts, perform duct system pressure test, and identify different types of filters along with the proper application for each. Students will also perform the installation and service of whole house humidifiers, UV filterization lights, Electronic air cleaners, and Identify the effects of each according to use in today's industry.

Module 4

Major Appliance Repair (MAR)

45 clock hours/lecture/ 7.5 credits/135 lab/50 additional outside clock hours

This 9 week module will cover the installation and repair of electric and gas ranges, microwaves, dishwasher, domestic refrigerators, automatic washers, gas and electric dryers, garbage disposals, water heaters, and cook tops. Also basic electricity applied to appliances along with schematic reading procedures, identifying components and electrical symbols, appliance service troubleshooting techniques, Identifying proper operating conditions of appliance according to NEC and Manufacturers Specification.

***INDUSTRIAL, COMMERCIAL AND RESIDENTIAL ELECTRICIAN**
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m.-1:00 p.m.
5:30 p.m.-10:30 p.m.

*Industrial, Commercial, and Residential Electrician is not currently offered at the Ridgeland campus.

Maximum number of students in an academic classroom is 30 and maximum in a lab setting per instructor is 15.

Start date	Graduation date
November 7, 2011	November 2, 2012
January 2, 2012	December 14, 2012
February 13, 2012	February 8, 2013
March 26, 2012	March 22, 2013
May 7, 2012	May 3, 2013
June 18, 2012	June 14, 2013
August 13, 2012	August 9, 2013
September 24, 2012	September 20, 2013

Tuition	\$17,840
Registration Fee	\$100
Books	\$285
Lab Fee	\$375
Total Cost	\$18,600

INDUSTRIAL, COMMERCIAL AND RESIDENTIAL ELECTRICIAN
48 Weeks/1200 Clock Hours/ 60 Semester Credits

The objective of the electrical course is for students to gain entry level employment as an Electrician, Electricians Helper or Electrical Apprentice. The course obtains this through a series of hands-on exercises as well as classroom instruction. The course also teaches field and shop safety.

Module 1

Electrical Theory

150 clock hours/75 lecture/75 lab/7.5 credits

1. OSHA 10 hour construction program.
2. Demonstrate safe working habits in construction.
3. Define voltage and the ways it can be produced.
4. Understand the different types of meters to measure voltage, current, and resistance.
5. Understand the power formula to calculate the amount of power used by a circuit.
6. Define the units of measurements that are used to measure the properties of electricity.

Module 2

Electrical Mathematics

150 clock hours/75 lecture/75 lab/7.5 credits

1. Understanding the history and need for the National Electric Code.

2. Understand the layout of the NEC code book.
3. Navigate the NEC code book for various problem solving applications.
4. Solve various mathematical word problems pertaining to electricity.
5. Understand Trigonometric functions, sines, cosines, and tangents.
6. Understand the functions of algebra and trigonometry.

Module 3

Wiring/Blueprints

150 clock hours/75 lecture/75 lab/7.5 credits

1. Understand how to calculate electrical service requirements for residential and commercial buildings.
2. Identify different box sizes in relationship to different wiring methods.
3. Understand conduit bending methods and calculations.
4. Understand methods and techniques for metering and testing single and three phase power/per the NEC
5. Identify and understand the WYE and DELTA connected three phase electrical service.
6. Understand electrical blueprints and schematics associated with the electrical industry.

Module 4

NEC 2/Lighting

150 clock hours/75 lecture/75 lab/7.5 credits

1. Understand the purpose of the NEC.
2. Explain and understand how to navigate the NEC.
3. Identify and explain different types of lighting and discuss disadvantages and advantages of each, along with the installation process with each different lamp and housing combination.
4. Understand the workings of single pole, double pole, 3-way and 4-way switches as well as safety switches
5. Install and trouble shoot ground fault interrupters
6. Understand the workings of straight blade, twist lock and other various types of receptacles.

Module 5

Load Calculations/Motor Controls

150 clock hours/75 lecture/75 lab/7.5 credits

1. Understand single and three-phase load calculations.
2. Identify and use the correct code for residential kitchen equipment.
3. Identify cable tray and raceway, sizes and types
4. Understand motor contactors and relays, both physically and through blue prints and schematics, for the operation of motors.
5. Understand size requirements for contactors and relays in relationship to motor size and loads.
6. Connect motor controllers in a particular sequence to operate according to NEC regulations.

Module 6

NEC 3/Motor Controls

150 clock hours/75 lecture/75 lab/7.5 credits

1. Explain the NEC requirements.
2. Understand how to navigate the NEC
3. Explain the current devices for electric motors.
4. Understand the power factors of electric motors and understand how to improve on them.
5. Explain how to install non-programmable and programmable motor circuit protectors as well

- as solid state overload relays.
6. Understand adjustable frequency drives in the application of motor controls.

Module 7

Load Calculations/Alarms

150 clock hours/75 lecture/75 lab/7.5 credits

1. Understand circuit breakers and fuses for various electrical loads.
2. Understand the application of tap rules.
3. Explain the operation of automatic and manual switches.
4. Understand different battery types as well as understand how batteries charge and discharge.
5. Understand the application of the NEC in the application of emergency power systems.
6. Explain the basic functions of alarms as well as closed circuit television.

Module 8

NEC 4/HVAC

150 clock hours/75 lecture/75 lab/7.5 credits

1. Explain the NEC requirements.
2. Understand how to navigate the NEC.
3. Explain all major components common to all HVAC systems.
4. Understand and explain the different types of thermostats.
5. Understand HVAC controls and functions.
6. Understand telephone networking and its applications.

JOURNEYMAN WELDER
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m.-1:00 p.m.
5:30 p.m.-10:30 p.m.

The maximum number of students in a typical classroom is 35 and 20 in lab.

Start date	Graduation date
November 21, 2011	June 29, 2012
January 9, 2012	August 17, 2012
February 13, 2012	September 21, 2012
March 19, 2012	October 26, 2012
April 23, 2012	November 30, 2012
May 29, 2012	January 18, 2013
July 16, 2012	February 22, 2013
August 20, 2012	March 29, 2013
September 24, 2012	May 3, 2013
October 29, 2012	June 7, 2013
December 3, 2012	July 26, 2013

Tuition	\$12,074
Registration Fee	\$100
Books	\$146
Metals	\$1,425
Gear	\$155
Total Cost	\$13,900

JOURNEYMAN WELDER
30 Weeks/750 Clock Hours/27 Semester Credits/180 Additional Outside Clock Hours

The course objective of the Journeyman Welder is for students to gain entry level employment in the welding field, as well as making each student a proficient pipe welder using SMAW and TIG processes, as well as teaching MIG & Flux core Welding, while providing skills for pipe welding and manufacturing. The course also teaches field and shop safety, pipe fitting skills, and basic blueprint readings. Certain subjects may be taken out of numerical sequence to accommodate school class scheduling polices. Course subject descriptions are as follows:

Module 1

Properties of Metal

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

The classroom section of this module explains the different weld defects that are associated with various types of weld processes the techniques and tools used in the fabrication of both plate and pipe with attention to welding code standards and the metallurgical properties of various metals and the need to preheat and post heat.

Module 2

Cutting Techniques of Metal

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Proper personal protective equipment relative to Oxyfuel cutting.
2. Set up and use of Oxyfuel cutting techniques.
3. Set up and use of Plasma cutting as well as Arc Gouging Techniques.

Shop time consists of learning to cut and prepare metal plate, fundamental techniques for performing overlap beads and fillet welds in all positions using SMAW (stick) processes with 7018 electrodes, and cleaning and inspecting welds for defects and discontinuities.

Module 3

Production Welding Techniques

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. The use of weld symbols in welding blueprints.
2. The different types of weld joints.
3. The review of drawings and shapes in relation to 3 view drawings.
4. The implementation of GMAW techniques as a cost effective alternative to slower welding processes.
5. The implementation of SMAW techniques as a suitable alternative to stick welding.

Module 4

OSHA/Cranes/Rigging

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. Ten-hour OSHA training session.
2. The different types of knot tying for safe material handling.
3. The importance of proper crane signals as well as knowing proper rigging methods.
4. The importance of knowing weight limitations of cranes as well as rigging equipment.
5. Research paper on the history of welding.

Shop time for this term consists of performing SMAW process in all positions on T-joints, Bevel V-groove welds. 6010 electrodes are used for the root pass and 7018 low hydrogen rods are used for the fill. Teaches MIG processes (hard wire and flux core) on carbon steel on metal thickness from 10 gauge to 1/2", in all positions including 1G, 2F, 2G, 3F and 3G.

Module 5

Metallurgy/Vocabulary

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. The vocabulary and language spoken in regards to fit up and welding of various applications.
2. The understanding of welding machine set up for different applications.
3. SMAW welding applications and machine set up.
4. GTWA welding applications and machine set up.
5. The different metallurgical properties of metals.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

Module 6

Basic Math/Basic Fitting Principals

25 clock hours/lecture/100 lab/4.5 credits/30 additional outside clock hours

1. This includes solving various math problems with fractions and decimals.
2. The math involved in basic pipe fitting.
3. The use of isometric drawings applied to pipe runs of various configurations.
4. Solving various piping runs with the sue of self drawn isometrics, as well as pulling various measurements in order to complete the task.

Shop time combines TIG and SMAW processes on carbon and stainless steel pipe, with the emphasis on techniques for welding stainless and carbon 2G, 5G, and 6G positions.

MEDICAL ASSISTING (MA)
CLASS SCHEDULE, TUITION, AND COURSE DESCRIPTION

Class Times

Monday through Friday
 8:00 a.m. - 12:00 p.m.
 10:00 a.m.-2:00 p.m.
 1:00 p.m. - 5:00 p.m.
 4:00 p.m.-8:00 p.m.
 6:00 p.m.-10:00 p.m.

The maximum number of students in a typical classroom is 30 and 15 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$13,400
Registration Fee	\$100
Books	\$175
Lab Fee	\$100
Certification	\$125
Total Cost	\$13,900

MEDICAL ASSISTING

36 Weeks/540 Clock Hours/180 Hr Externship/34 Semester Credits/255 Additional Outside Clock Hours

Medical Assisting students will be trained in cognitive (knowledge), psychomotor (skills), and affective (behavior) domains to prepare them for entry-level positions normally available in a medical facility such as physicians', chiropractors', or podiatrists' offices and clinics. The program provides the MA with entry-level theory and limited "hands-on" training in basic and routine clinical and office tasks. This will equip the MA with the competencies required to perform in either a clinical or office capacity. The graduate will be able to assist in EKGs, X-ray procedures, first aid, and phlebotomy. He/She will be able to perform clinical procedures, preparing the patient for physical exams, and assisting the physician with other exams. The MA may help the physician with minor surgical procedures and can sterilize and care for instruments. In some venues, the MA is expected to effectively handle administrative office procedures such as keyboarding, billing, coding, scheduling, transcription, insurance claims, and computerized record keeping. The MA possesses a thorough understanding of health-related ethics and other business principles that bear on the practitioner's relationship with the patient. As the medical profession continues to grow as a result of the population living longer and advancements in procedures, treatments, and medications, more patients will require medical services. Therefore, an increasing number of MAs will be needed to handle the many responsibilities for which they are uniquely trained.

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

MED 101 Clinical Procedures I

30 clock hours/ lecture/15 lab/2.5 credits/25 additional outside clock hours

This course includes a survey of medical assisting occupations and their education and certification requirements. The course is designed to furnish the student with both theory and practical applications of medical assisting basics, including infection control; taking a temperature, pulse, respiration, and blood pressure; assisting with medical specialties; visual and auditory acuity; assisting with examinations of the eye and ear; and learning about x-ray procedures and safety precautions relating to the procedures.

MED 121 Anatomy, Physiology & Medical Terminology I

30 clock hours/lecture/15 lab/2.5 credits/31 additional outside clock hours

This course familiarizes the student with human anatomy and physiology and medical terminology. The course covers the tissues and organs that make up the body systems. Body systems, functions, and diseases, including symptoms, diagnostic tests, treatments, and medications are discussed.

COA 104 Computer Keyboarding

30 clock hours/lecture/15 lab/2.5 credits/4 additional outside clock hours

Virtually every career includes keyboarding skills. This is a skill that provides access to critical information. Medical facilities everywhere have expectations that their staff will have the ability to type an average of 30 wpm. In this course, students will learn general keyboarding with timed writings for speed and accuracy. Techniques and meaningful practice are offered in lab sessions.

MED 251 Pharmacology I

30 clock hours/lecture/15 lab/2.5 credits/28 additional outside clock hours

Presentation of the principles of pharmacology relating to the medical assisting profession is at the core of this course. Emphasis is placed on correlation of drug therapy and pathophysiologic conditions, patient education regarding medications, and researching drugs using a drug reference. The course includes the use, action, side effects, contraindications, and routes of administration of drugs most commonly administered in the medical office. It also includes familiarization with the most commonly prescribed drugs, their dosages, how to figure dosages correctly, and drug preparation.

Module 2

MED 102 Clinical Procedures II

30 clock hours/ lecture/15 lab/2.5 credits/33 additional outside clock hours

During these nine weeks, the student will learn how to assist with the physical exam. The student will become proficient in 12-lead EKG hook-ups and troubleshooting. Students will learn to differentiate between normal and abnormal EKGs and will learn to recognize the most commonly occurring major arrhythmias. They will also perform a pulmonary function test, urinalysis, and learn how to assist with minor surgeries. The topic of medication administration will also be covered, as well as assisting with reproductive and urinary specialties.

MED 122 Anatomy, Physiology & Medical Terminology II

30 clock hours/lecture/15 lab/2.5 credits/22 additional outside clock hours

This course familiarizes the student with human anatomy, physiology, and medical terminology. This course covers the tissues and organs that make up each body system. Body systems, functions, and diseases, including symptoms, diagnostic tests, treatments, and medications are discussed.

MED 211 Medical Office Procedures I

30 clock hours/lecture/15 lab/2.5 credits/12 additional outside clock hours

Materials for this course are chosen with the goal of providing a "real life" office simulation experience for the students. Students will feel as though they are a member of a real office environment. Students will learn about

the office environment and patient reception. Simulations are offered in setting up patient files, scheduling patients, and transcribing. In this era of electronic medical records (EMR), the use and importance of it will be discussed as well as HIPAA Compliance with regard to EMRs. All of these are a vital part of an office environment, and students will need to learn that flexibility of job duties is of utmost importance.

MED 252 Pharmacology II

30 clock hours/lecture/15 lab/2.5 credits/28 additional outside clock hours

This will focus on drugs used for specific systems, studying each system separately. Drugs are studied by students becoming familiar with side effects, actions, contraindications, routes of administration, and other factual data about the drugs. There is an emphasis on correctly spelling drug names.

Module 3

MED 203 Clinical Procedures III

30 clock hours/lecture/15 lab/2.5 credits/32 additional outside clock hours

The student will begin to learn about work with the laboratory tasks routinely performed in the medical facility. An introduction into the collecting and handling of specimens for testing, both at a facility and at an outside laboratory, are covered. Microbiological principles will be discussed as well as hematology, including venipuncture. Assisting with the life specialties, physical therapy, and patient education are also covered in this module.

MED 212 Medical Office Procedures II

30 clock hours/lecture/15 lab/2.5 credits/12 additional outside clock hours

This course familiarizes the student with all aspects of the insurance industry relative to the medical office. Fees, billing, collections, and credit as well as financial management in the medical office will be discussed. Insurance coding (CPT and ICD-9 coding), employability skills, resume writing, interview skills, an introduction to medical transcription, proofreading skills, punctuation, and spelling exercises are incorporated into this course. These duties are essential to the success of the medical assistant in the administrative roll.

ENG 110 Communications

30 clock hours/lecture/15 lab/2.5 credits/9 additional outside clock hours

The expectation of DTC students to be professional in every situation is high. Students learn to act as professionals through role play and class interactions and assignments. Students are graded on their classroom participation as a major portion of their grade. Students learn to effectively communicate with each other and apply it to the workplace setting. Each student will be introduced to the importance and practice of effective public speaking.

PSY 101 Psychology/Ethics

30 clock hours/lecture/15 lab/2.5 credits/7 additional outside clock hours

It is imperative that the ambulatory care employee have knowledge of medical law, ethics and bioethics so that the client may be treated with understanding, sensitivity, and compassion. The goal is to provide students with education involving ethical and legal responsibilities so that they may better serve the ambulatory care provider. Law and ethics will be the focus of discussion. The student will have an understanding of the chronic and acutely ill mental health patient. The student will learn about the most common psychiatric disorders and conditions and be familiar with their signs and symptoms, treatments, and the role of the MA with a mental health patient.

Module 4

MED 291 Externship

180 externship hours/4 credits/12 additional outside clock hours

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam and have an

overall attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with DTC's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 180 hours at an extern site that has an externship agreement with DTC. DTC currently has externship site agreements in place, and those sites have agreed to host medical assisting students. Externs are not entitled to compensation.

Additional Requirements: Upon successful completion of all coursework through the 27th week, one complete uniform will be supplied including scrub pants, scrub top, and lab coat with patch and name badge. Students will be able to purchase additional uniforms as desired. Each student will also be provided the Hep B Vaccine, if needed, beginning in the first 9 weeks of class. Students will be asked to provide their own white shoes (clean, with no writing) as well as a watch with a second hand.

MEDICAL CODING SPECIALIST (MC)
CLASS SCHEDULE, TUITION, COURSE DESCRIPTION

Class Times
Monday through Friday
8:00 a.m. - 12:00 p.m.
10:00 a.m.-2:00 p.m.
1:00 p.m. - 5:00 p.m.

The maximum number of students in a typical classroom is 30 and 15 in lab.

Start date	Graduation date
January 3, 2012	September 21, 2012
March 5, 2012	November 21, 2012
May 7, 2012	February 8, 2013
July 23, 2012	April 12, 2013
September 24, 2012	June 14, 2013
November 26, 2012	August 30, 2013

Tuition	\$12,940
Registration Fee	\$100
*Books	\$490
Certification/Dues	\$370
Total Cost	\$13,900

*Medical Coding Specialist classes that start in one year but will test in the following year will have an additional fee of \$300 for the 2nd set of books.

MEDICAL CODING SPECIALIST

36 Weeks/540 Clock Hours/180 Externship Hours/38 Semester Credits/230 Additional Outside Clock Hours

The Medical Coding Specialist student will be trained to perform at a minimum entry level in positions normally available in medical offices, clinics, hospitals, and insurance companies as a part of the health care team. Medical Coding Specialist, Insurance Coder, Claims Specialist, and ICD9/CPT Coder are typical job titles.

Students will be instructed in the analysis of medical records (charts) and the assignment of codes for indexing diagnoses and procedures to provide information for reimbursement purposes. "Coding" means transforming the written or verbal description of diseases, injuries, and procedures into numerical designations.

Students will learn anatomy and medical terminology. Students will also learn about diseases that affect the human body. They will learn etiology, pathology, symptoms, signs, diagnostics and treatment to properly code medical records. Students will become familiar with the content of the medical record in order to locate information to support or provide specificity for accurate coding.

Students will experience a variety of grading methods to ensure and assess proper learning skills and performance. Projects, quizzes, tests, case studies, daily exercises, role-play, workbook pages, and class participation are methods that will be utilized to assess student learning.

Modules 1, 2, and 3 can be taken in any order; however, module 4 will always be taken last by the student.

Module 1

MCS 101 Coding I

60 clock hours/lecture/4 credits/25 additional outside clock hours

This subject introduces the student to Volumes I and II of the ICD-9 manual for diagnostic coding. The student will learn the proper procedures for coding diagnoses, signs and symptoms, drugs, hypertension, and neoplasm tables. An introduction to CPT and HCPCS will also be covered.

MCS 110 ICD-9 Coding and Modifiers

30 clock hours/lecture/2 credits/25 additional outside clock hours

This subject familiarizes the student with human anatomy and medical terminology. Focus for medical coders will be on body systems. Functions of the systems, diseases, diagnostic tests, treatments and medications are covered. Common medical abbreviations will be introduced.

MCS 120 Healthcare Administration and Professional Management

30 clock hours/lecture/2 credits

This course is designed to help the student recognize the important role personal qualities play in the workplace. This course is designed to also help the development of preparing the student for successful employment and promoting personal growth.

MED 121 Anatomy and Medical Terminology by Systems I

60 clock hours/lecture/4 credits/15 additional outside clock hours

This subject familiarizes the student with human anatomy and medical terminology. Focus for medical coders will be on body systems. Functions of the systems, diseases, diagnostic tests, treatments and medications are covered. Common medical abbreviations will be introduced.

Module 2

MCS 102 Coding II

60 clock hours/lecture/4 credits/25 additional outside clock hours

This course introduces the student to the next level of procedural coding which involves the CPT manual and its uses and contents, including Levels I, II & III coding modifiers. This subject introduces students to DRGs and HCPCS billing procedures.

MCS 104 Healthcare Common Procedure Coding System (HCPCS) and Medicine Coding

30 clock hours/lecture/ 2 credits/15 additional outside clock hours

This course introduces the student to rules and regulations of billing in the HCPCS manual. Students will also gain knowledge into basic pharmacology used in the medical coding field. Students will also learn the proper billing techniques for the Medicine section in the Current Procedural Terminology manual.

COA 102 Computer Applications

30 lab/1 credits

Students will learn to use a computerized medical office software program. Included will be how to enter patient demographics, scheduling, posting accounts, printing reports, and working with claims. Keyboarding theory and keyboarding skills necessary for the operation of computers and word processors are covered.

MED 122 Anatomy and Medical Terminology by Systems II

60 clock hours/lecture/4 credits/15 additional outside clock hours

The more complicated systems of the body and additional terminology are covered. Functions of the systems as well as diseases, diagnostic tests, treatments, and medications are covered.

Module 3

MCS 103 Coding III

60 clock hours/lecture/4 credits/25 additional outside clock hours

This subject is a continuation of Medical Coding II covering CPT, HCPCs codes, DRGs, laboratory, pathology, and radiology codes.

MCS 210 Evaluation and Management-Principles and Applications

15 clock hours/lecture/1 credits/15 additional outside clock hours

Students will learn the key factors of evaluation and management code assignment and levels of evaluation and management service. Students will learn to assign evaluation and management codes in this course and identify documentation guidelines.

MCS 240 Health Insurance/Billing and Office Procedures/Management of Health Records

30 clock hours/lecture/30 lab/3 credits/25 additional outside clock hours

The student will learn the billing practices of all major insurance companies, as well as commercial insurance. Students will also understand the proper filing of HCFA and UB92 forms. Emphasis is placed on the administrative skills necessary for the effective management of a medical business office. Students will gain hands-on experience with patient records, management, insurance billing, computerized scheduling, transcription, and employee payroll.

This subject provides a variety of skills related to the management of health records, such as basic knowledge of medical abbreviations, and the law and ethics that surround the management and control of health records.

MED 123 Anatomy and Medical Terminology by Systems III

45 clock hours/lecture/3 credits/15 additional outside clock hours

The more complicated systems of the body and additional terminology are covered. Functions of the systems as well as diseases, diagnostic tests, treatments, and medications are covered.

Module 4

MED 270 Externship

180 clock hours/4 credits/30 additional outside clock hours

In the third module, students will meet with their respective externship coordinator to begin planning their externships. The externship is required for all students and must be completed to be eligible for graduation and to receive their diploma. To qualify for the externship phase of the program, a student must first have met the 2.0 G.P.A. or re-taking a subject, a score of 70% or above on the Comprehensive Class Room Final Exam, and have an over-all attendance of 90% in his or her medical courses. All work is performed under the direct supervision of licensed medical personnel at the site in cooperation with DTC's respective externship coordinator. Externs are not entitled to compensation.

Student will be scheduled for 180 hours at an extern site that has an externship agreement with DTC. DTC currently has externship site agreements in place, and those sites have agreed to host medical coding students. Externs are not entitled to compensation.

Additional Requirements: Upon successful completion of all coursework through the 30th week of classes, DTC will provide uniforms, which will be 3 polo shirts. Students will be able to purchase additional shirts as desired. Students will be asked to provide their own khaki pants (no capris or crop pants). DTC will all pay dues for student membership in the AAPC upon successful completion of the first 30 weeks of class.

CONTINUING EDUCATION POLICY OCCUPATIONAL EXTENSION COURSES

Admission, Registration and Fees

Continuing Education helps meet educational goals that serve both the community and professionals. DTC is committed to meeting the need for ongoing professional development by expanding out offerings in continuing education that will benefit the community and our student population. Admission to continuing education programs is open to adults 18 years and older on a first-come, space available basis unless special admission requirements must be met. (Age requirements for Cosmetology continuing education is 21 years of age.) Payment of registration fees and any additional fees must be made prior to attending class. Course fees are noted with each course listing. Course fees are all inclusive. Methods of payment include check, money order, cash, or credit card. No financial aid is available for these programs.

Continuing education includes any non-credit or nonrefundable credit course, seminar, workshop, training session, or conference/institute, which identifies DTC as the sponsor or co-sponsor.

The courses listed below are offered as continuing education/professional development courses only. Students completing these courses will not receive any credit which can be used toward other certificate or degree programs offered by DTC. The courses, while they may be a dissected piece of the curriculum, are not reviewed by the ACCSC as the full courses are.

Refunds

If a continuing education course is cancelled, a complete refund is made within 5 business days. A 75% refund of occupational extension registration fees is issued upon the request of the student if the student officially withdraws and requests a refund prior to the 10% point in the class. No refund is issued after the 10% point of the class.

Cosmetology Instructor Training Program-Continuing Education

In order to participate in the program, participants would need to meet the following criteria:

1. Must not be less than 21 years of age.
2. Must have a high school diploma or GED.
3. Must score 18 out of 25 points on interview screen with the Director of Cosmetology, or designee.
4. Must be a graduate of an accredited cosmetology school and present an official transcript.
5. Must hold a current, valid Mississippi cosmetology license.
6. Must pass all "mock services" competency checks with satisfactory scores.

In addition to completing the 750 hour Instructor Training program, the following are requirements necessary to satisfy State Board requirements:

1. Two (2) years of experience working in the field as a cosmetologist.
2. 12 Semester hours of College

Note: Enrollment in this program is contingent on the current cosmetology enrollment. Students participating in this program may serve as a teaching assistant to students attending DTC, under the supervision of a licensed cosmetology instructor.

There is no job placement for this program.

Cosmetology Instructor Training Program (COI)

36 Weeks/12 Clock Hours Theory Observation/68 Clock Hours Skill Observation/670 Clock Hours Education Skills

Tuition \$200.00
(books and supplies included)

Total Cost \$200.00

The Cosmetology Instructor Training Program will provide entry-level training to become an instructor in the field of cosmetology. The program gives a licensed cosmetologist the opportunity to expand their professional opportunities in the field by offering the training to educate in related areas of hair, nail, and skin care. The graduate will be able to leave with an understanding of characteristics, dynamics, and diversity of students to be a prepared educator. He or she will possess knowledge of developing a dynamic program of study, teaching in diverse learning styles, and developing and using teaching aids. In addition, the student will be able to use teaching methods to achieve learner results with a comprehension of effective student evaluation and testing methods. Upon meeting graduation requirements of the Cosmetology Instructor program, the student is entitled to a Cosmetology Instructor diploma.

COI 101 Theory Observation

12 clock hours

This course the student will observe licensed cosmetology instructor in a study of theory classroom implementing all master educator skills such as proper use of educational aids for classroom management.

COI 102 Skill Observation

68 clock hours

Observation will be done by the student instructor of mock instruction of hair, skin, and nail services being given by licensed instructor of Cosmetology program to students enrolled in study of cosmetology.

COI 103 The Professional Teacher

50 clock hours

History of teaching and profile of a master educator being an emphasis as well as the personality, characteristics, and technical knowledge.

COI 104 Student Motivation and Learning

31 clock hours

Study of various types of relationships necessary to function as educator and be able to identify basic needs common to learners today.

COI 105 Methods, Management, and Materials

82 clock hours

Developing and using educational aids, teaching skills and presentation techniques. Course will provide comprehensive to control classroom professionalism while keeping a dynamic clinic for industry needs.

COI 106 Testing and Evaluation

5 clock hours

Course will provide an understanding of the purpose of grading and categories of grading. It will also explain the purpose and use of various scales and performance type grading.

LAW 101 MS Rules and Regulations

8 clock hours

The study of Mississippi State Board of Cosmetology laws, rules and regulations; which governs the cosmetology industry.

COI 203 The Professional Teacher

57 clock hours

This course will provide a history of teaching and profile of a master educator being an emphasis as well as the personality, characteristics and technical knowledge. It will also provide an understanding of the steps in the curriculum development process.

COI 204 Student Motivation and Learning

34 clock hours

Study of various types of relationships necessary to function as educator and will be able to identify basic needs common to learners today.

COI 205 Methods, Management and Materials

125 clock hours

Developing and using educational aids, teaching skills and presentation techniques. Course will provide comprehension to control classroom professionalism while keeping a dynamic clinic for industry needs. Identify the specific technical skills needed for entry level practitioners.

COI 206 Testing and Evaluation

30 clock hours

Course will provide an understanding of the purpose of grading and categories of grading. It will also explain the purpose and use of various scales and performance type grading. In addition this course will provide understanding for the importance of facilitating learning for all student regardless of abilities.

COI 303 The Professional Teacher

60 clock hours

This course will provide a history of teaching and profile of a master educator being an emphasis as well as the personality, characteristics and technical knowledge. It will also provide an understanding of the steps in the

curriculum development process. In addition to the above course will provide an understanding of the dynamic clinic for students to achieve habits of success to contribute to their work ethics.

COI 304 Student Motivation and Learning

40 clock hours

Study of various types of relationships necessary to function as educator and will be able to identify basic needs common to learners today. After this course you will know the value and advantages of lesson planning and component of a lesson plan.

COI 305 Methods, Management and Materials

120 clock hours

Developing and using educational aids, teaching skills and presentation techniques. Course will provide comprehension to control classroom professionalism while keeping a dynamic clinic for industry needs. Identify the specific technical skills needed for entry level practitioners. In addition the student will be able to identify components of a powerful presentation and the importance of effective questioning and reinforcement during a lesson.

COI 306 Testing and Evaluation

26 clock hours

Course will provide an understanding of the purpose of grading and categories of grading. It will also explain the purpose and use of various scales and performance type grading. In addition this course will provide understanding for the importance of facilitating learning for all students regardless of abilities.

ACCSC

Accrediting Commission of Career Schools and Colleges

Certificate of Accreditation issued
through Accrediting Commission of Career
Schools and Colleges
2101 Wilson Boulevard, Arlington, Virginia 22201

Mississippi Commission on Proprietary and Junior Colleges
3825 Ridgewood Road
Jackson, MS 39211
(601) 432-6518

Mississippi State Board of Cosmetology
3000 Old Canton Road, Suite 112
P.O. Box 55689, Jackson, MS 39296
(601) 987-6837
Horn Lake Campus

Tennessee Higher Education Commission
Parkway Towers Suite 1900
404 James Robertson Parkway
Nashville, TN 37243
(615) 741-5293
Horn Lake Campus