

CAMBRIDGE
INSTITUTE OF ALLIED HEALTH & TECHNOLOGY



**INSTITUTIONAL CATALOG
ADDENDUM
Altamonte Springs Campus
8/24/2016**

FACULTY & ADMINISTRATION:

CORPORATE ADMINISTRATION

Dr. Terrence W. LaPier, Ph.D. - President

David Colozzi-Chief Operating Officer

Julie Orloff, M.Ed., CMA, RMA, CPC – Vice President of Compliance & Regulatory

Laura Selvey – Corporate Director of Financial Aid

Dominique Werner – Corporate Registrar

Adrian Rorie, BBM – Controller

CAMPUS ADMINISTRATION

Dr. Vicente Quinones - Campus Director – Full Time

Gordon Hunt – Director of Admissions – Full Time

Silvana Junike - Financial Aid Manager – Full time

Kristie McCarthy – Registrar – Full Time

Theresa Mantovani - Career Services Director – Full Time

Heather Arrington - Librarian

EDUCATION

Dr. Jennifer L. Norton RT(R), DOM – Full Time

Niagara County Community College

Sanborn, New York

Florida College of Integrative Medicine

Orlando, Florida

Medical Assistant Program Director

Yolande Bain, LPN – adjunct

Valencia Community College, Orlando FL.

AS General Education

PN, Lincoln Technical, Orlando FL.

Nursing Assistant Clinical Instructor

Carmen Brown, RN, BSN - adjunct

Central Michigan University, Michigan

Medgar Evers College, New York

Nursing Assistant Instructor

Marsha Pearce, LPN – Full Time

Seminole Community College

Sanford, Florida

Patient Care Technician Instructor

Stephanie Bain, BSN, RN-adjunct

Jacksonville University, FL

Lake Sumter Community College, FL

Practical Nursing Instructor

Rosalie Villecco, BSN, RN, CARN – Full Time
Daytona State College – Daytona Beach
University of Central Florida - Orlando
Program Director, Practical Nursing

Duane Carr, RN - adjunct
Nursing – Valencia Community College – Orlando, FL
Phlebotomy Instructor

Angelita Davis, CPT - adjunct
Central Florida Regional Hospital, Sanford FL.
Phlebotomy Instructor

Fiona Mackay, RN, MSN - adjunct
Chamberlain College of Nursing, Online
Practical Nursing Instructor

Mohammad Hassan Khan, NP - adjunct
FIU – Master of Science Nursing—Miami, FL
FIU – Bachelors of Science Nursing – Miami, FL
Practical Nursing Instructor

Skye Roberts, RN, BSN - Fulltime
Bethune-Cookman University—Daytona Beach, FL
Practical Nursing Clinical Coordinator

Samantha Paramesvaran, BSN, MSN - adjunct
Johns Hopkins University—Baltimore, MD
University of Central Florida—Orlando, FL
Practical Nursing Instructor

Megan Crane, RN, MSN – adjunct
Masters – University of Central Florida, Orlando
BSN – University of Florida, Gainesville
Practical Nursing Instructor

Caron Drake, BSN, RN - adjunct
Bachelors-Nursing-Union College-Lincoln, Nebraska
Practical Nursing Instructor

Laura Dana, ASN, RN, MSN - Program Director - Fulltime
MSN – Walden University
BSN – University of Central Florida
ASN – Seminole State College

Laura Ann Steward, MSN, RN- adjunct
MSN-Florida Southern College, FL
ASN-East Arkansas Community College, AR

Robin Hobbs, RN – adjunct
AS – Excelsior College, Albany NY

Ashanti Johnson, MSN, RN- adjunct
MSN- University of Central Florida
BSN- University of Central Florida

Judeline Docteur, MSN, RN –adjunct
MSN-University of South Florida
BSN- University of South Florida

Betty Ann Hodge, MSN, RN – adjunct
MSN – University of Central Florida
BSN – University of Central Florida
AAS – Manhattan Community College, NY

General Education Instructors

Sarah E Neel, MS-adjunct

MS Biotechnology University of Central Florida
BS Biology Georgia Institute of Technology

Theresa Madison, PhD adjunct
Barry University – Miami Florida – Leadership Education and Counseling
University of Georgia – Georgia – Masters in Social Work
Georgia State – Georgia - Bachelors in Social Work
Clayton College, Ga – AS in Psychology
Vocational Technical Center – Orlando – Medical Assistant – Diploma

Colette Purcell, MBA adjunct
Nova Southeastern University, South Florida – Masters in Business Administration
Atlantic Union College – South Lancaster, Mass – Bachelors in computer Information Systems

Ursula Scott, PhD adjunct
Capella University – Online – PhD in Higher Education
Nova Southeastern University – online – Masters in English
South Carolina State, Orangeburg SC – BA in Professional English

Avner Stein, MBA

University of South Florida – Tampa, FL – MBA

University of Florida – Gainesville, FL – Bachelors in Computer, Information Science

ACADEMIC SCHEDULE

The following dates are potential start dates for each program of study and the expected completion date. These dates are subject to change, according to enrollment numbers and changes in a student's progression through the program.

PROGRAM START CALENDAR			
PROGRAM	SHIFT	START DATE	ANTICIPATED END DATE
Patient Care Technician	Day		
		7/28/2016	4/27/2017
		9/6/2016	6/1/2017
		10/4/2016	6/30/2017
		10/19/2016	7/21/2017
		11/15/2016	8/18/2017
		12/8/2016	9/11/2017
Nursing Assistant	Day		
		8/9/2016	9/14/2016
		9/19/2016	10/24/2016
		10/25/2016	11/30/2016
		12/5/2016	1/24/2017
Phlebotomy	Day		
		8/24/2016	11/9/2016
		11/14/2016	1/24/2016
Practical Nursing	Day		
		8/1/2016	9/22/2017
		11/7/2016	12/22/2017
Practical Nursing	Eve		
		10/17/2016	4/9/2018
Associate of Science in Nursing	Day		
		8/29/2016	8/31/2018
Associate of Science in Radiologic Sciences	Day	1/9/2017	12/21/2018
RN to BSN	Day	1/9/2017	5/4/2018
Medical Billing and Coding (online)	Day	1/9/2017	

Medical Assistant	Day		
		8/2/2016	7/28/2017
		8/29/2016	8/8/2017
		10/3/2016	9/29/2017
		11/1/2016	10/25/2017
		11/30/2016	11/17/2017

Scheduled Breaks:
Spring 2016: March 21-25
Summer 2016: July 4-8
Winter 2016: December 19-30 January 2-6

Holiday Schedule

Students do not attend class on the following holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day (Observed)

Labor Day

Veterans Day

Thanksgiving Day & day after Thanksgiving Day

Christmas Eve & Christmas Day

Hours of Operation

Monday thru Friday 8:30am – 10:00pm

Tuition

Program	Application Fee	Tuition	Other Fees not in Tuition
Medical Assistant	\$50.00**	\$14,000.00	\$30.00 Grad Fee
AS in Nursing	\$50.00**	\$46,750.00	\$30.00 Grad Fee
Phlebotomy	\$50.00**	\$1,916.00	N/A
Practical Nursing	\$50.00**	\$21,825.00	\$30.00 Grad Fee
Nursing Assistant	\$50.00**	\$1,056.00	N/A
Patient Care Technician	\$50.00**	\$11,840.00	\$30.00 Grad Fee
As in Radiologic Science	\$50.00	\$38,059.00	\$30.00 Grad Fee
RN to BSN	\$50.00	\$28,000.00	\$30.00 Grad Fee
Medical Billing and Coding (online)	\$50.00	\$14,300.00	\$30.00 Grad Fee

The above tuition prices include the cost of textbooks, one set of scrubs & lab fees.

**** Indicated all application fees are Non Refundable**

Insert to the Catalog Withdrawal Policy – Page 9

Withdrawal Policy

Official Withdrawal:

A student who wishes to officially withdraw must notify the office of the Registrar via email, certified mail or in person.

Unofficial Withdrawal:

Credit Hour Programs: If a student misses eight (8) consecutive scheduled classes, the student will be automatically terminated without the opportunity to appeal.

Clock Hour Programs: If a student misses five (5) consecutive scheduled classes, the student will be automatically terminated without the opportunity to appeal.

Students attending only online classes: If a student does not submit any coursework for 14 consecutive calendar days, the student will be automatically terminated without the opportunity to appeal.

Insert to the Catalog Refund Policy – Page 11

REFUND POLICY

Students withdrawing from the Institute must comply with the policies and procedures as defined in the catalog. Students will be responsible for all tuition & fees for each semester they are presently attending in addition to any prior account balance. Cambridge Institute charges students tuition and fees by semester. All books, equipment, supplies uniforms and other miscellaneous items are included in tuition and non-refundable. A detailed schedule of fees and charges associated with the programs offered are included in the catalog. Tuition retained is calculated as shown below:

- Withdrawing at any time during the first week of the semester- 90% refund of tuition only.
- Withdrawing at any time after the first week but within the first 3 weeks of the semester- 85% refund of tuition only
- Withdrawing at any time after the first 3 weeks but within the first quarter of the semester- 75% refund of tuition only.
- Withdrawing at any time during the second quarter of the semester- 50% refund of tuition only.
- Withdrawing at any time during the third quarter of the semester- 10% refund of tuition only.
- Withdrawing at any time during the last quarter of the semester- no refund of tuition.

RETURN OF TITLE IV FUNDS POLICY

Federal Law specifies how the school must determine the amount of FSA program assistance that a student earns if the student withdraws. The law requires that, when withdrawing during a payment period or period of enrollment, the amount of Student Financial Aid program assistance is earned up to that point is determined by a specific formula. Cambridge Institute defines a payment period by a semester. If a student received (or the school received on the students behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination that a student has withdrawn and returns will be made according to Federal Guidelines.

The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completed 30% of the payment period or period of enrollment, he/she earns 30% of the assistance originally scheduled to be received. Once a student completes more than 60% of the payment period or period of enrollment, all of the assistance is earned.

If a student received excess funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The institutional charges multiplied by the unearned percentage of the funds,
- Or the entire amount of the excess funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount.

Any loan funds that a student must return, the student (or the student's parent for a PLUS loan) repays in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.

If a student is responsible for returning grant funds, he/she does not have to return the full amount. The law provides that a student is not required to return 50% of the grant assistance received. Any amount that a student has to return is a grant overpayment, and the student must make arrangements with the school, or the Department of Education to return the funds. Failure to return any funds due will result in loss of further Title IV eligibility.

The order of repaying funds being returned is as follows:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Direct PLUS Loan
6. Pell Grant
7. FSEOG

Update to SAP Policy Page 13 of the Catalog

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

According to federal regulations, students participating in the federal financial aid program at Cambridge Institute must meet our Standards of Satisfactory Academic Progress (SAP). The SAP calculation uses cumulative credit/hour totals.

Definition and Purpose of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is measured in both qualitative and quantitative components. SAP is defined as a method of determining student eligibility for assistance under a Title IV, HEA program, and applies reasonable standards for measuring whether an otherwise eligible student is maintaining satisfactory progress in his or her educational program.

There are three standards that are used to measure academic progress for financial aid purposes:
Standard 1-Qualitative: Cumulative grade point average (GPA) is at or above 2.0 for all students with the exception of Nursing, which requires a cumulative grade point average (GPA) at or above 2.8.

Standard 2-Quantitative (Pace of Progression): Cumulative completion rate is at or above 67%
Students must successfully complete at least 67% of their cumulative attempted credit/clock hours to stay on pace with the Maximum Time Frame requirements. Anytime a student withdraws, fails, and/or repeats a class, it is counted as attempted but not completed for this measurement. For example, if a student has attempted 24 cumulative credit hours, but only completed 12 cumulative credit hours, this equates to a 50% completion rate.

Standard 3-Maximum Timeframe: Credits/clock hours completed and/or attempted does not exceed 150% of the credits/clock hours required to complete the program
Financial aid recipients are required to complete their program within 150% of the published length of the program as

measured by the cumulative number of credit/clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.) Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 150 percent of the length of the program, even when the student has not yet reached 150 percent.

Course incompletes (I), Withdrawals (W/WF) and Repetitions

Grades including Incomplete (I), Fail (F), and Withdrawn (W/WF) are defined as unsuccessful completion. Accordingly, these courses count as the applicable credits/hours attempted and count as zero credits/hours earned in the SAP calculation. The grade of “F” additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of I and W/WF are not counted when the qualitative SAP standard is assessed. Grades of I and W/WF do not carry any quality points. Students who have a grade of incomplete that results in an unsatisfactory standing, may have their SAP status recalculated when they subsequently complete the course requirements those grades are later reported. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid so long as all other eligibility criteria are met. The grade earned in a repeated course will be substituted for the original grade, if higher, in computing the grade point average for SAP.

Transfer Credits

Transfer credits that count toward the student’s current program are counted as both attempted and completed hours in the quantitative measures.

The SAP Review

A review of SAP requires that both the qualitative and quantitative measures be reviewed.

- We will count all credits/clock hours that appear on a student’s transcript as cumulative hours attempted and/or completed.
- If a student is enrolled in a credit granting program, we will calculate all standards at the end of each term.
- If a student is enrolled in a clock hour program, we will calculate all standards at the time he/she successfully completes the required hours in a payment period.

Notification

Students are notified via email when they have not met SAP requirements. The student is then required to meet with the Registrar and Program Official to discuss requirements for meeting SAP.

SAP Violations

If a satisfactory progress check shows that a student does not have the required GPA or is not maintaining the required pace, the following actions will occur:

- First violation: Student to be placed on SAP Warning status until the next check. During this time, the student will be eligible for aid. If the student is meeting SAP standards at the next

checkpoint, the student will return to good standing.

- **Second consecutive violation:** At this time, the student will be placed on SAP Termination and will not be eligible for aid unless they successfully appeal. If appeal is successful, student will be placed on SAP Probation status until the next checkpoint.

SAP Termination- Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) that do not appeal, will not be eligible to receive aid, but may maintain enrollment. Student will be required to pay for their own classes until they have earned the minimum required GPA and/or completion rate. Students will not be reimbursed for courses taken while ineligible for aid. Eligibility will be regained once a student is found to be meeting both the Quantitative and Qualitative SAP standards, but while not exceeding the Maximum Time Frame.

Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) may, in certain cases, appeal their suspension of eligibility. Circumstances that may be considered for this special review (appeal) include: illness of student and/or immediate family member (mother, father, sister, brother, spouse), death of immediate family member and relocation due to military duty or employment. If there are extenuating circumstances that caused the student to fail SAP, the student may file an appeal. A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for one payment period. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under an approved improvement plan by the end of the Probationary Period. By the end of that term/payment period, your academic credentials must meet SAP standards. Appeals are not retroactive.

Procedure for SAP Appeal

Appeals are to be submitted to the Registrar's office. The Registrar will provide the appeal to the Academic Affairs Committee for a final decision. In order to appeal the decision on this basis; the following procedures must be used:

1. Complete SAP Appeals Form.
2. Type an appeal letter, or print legibly. Make sure to include a detailed explanation of the circumstances that occurred.
3. Provide documentation from a third party to support the appeal.
4. Be sure that the circumstances referenced apply to the term/payment period for which the student is claiming mitigating circumstances.
5. Once your appeal has been reviewed the student will be notified of the result by email. Decisions will be provided to students within one week of the receipt of appeal (excluding weekends & holidays).

Update to the Catalog Page 27 Drug and Alcohol Policy

DRUG FREE CAMPUS AND WORKPLACE POLICY

Cambridge Institute of Allied Health and technology is committed to providing a drug-free campus and workplace environment. As an institution of higher education, the College recognizes the need to establish a drug and alcohol awareness program to educate faculty, staff and students about the dangers of drug and alcohol abuse. This policy is established as required by the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

DRUG FREE AWARENESS PROGRAM

All employees and students are informed that the college has established a Drug Free Awareness Program informing students and employees via institutional catalog and posted flyers on campus about:

- Our policy of maintaining a drug-free school;
- Any available drug counseling, rehabilitation, and student assistance programs; and
- The penalties that may be imposed upon students for drug violations occurring on campus property, as defined in the sanctions section below.
- Available referral to drug counseling and rehabilitation for employees can be obtained through United Way and students may contact the United Way for counseling and rehabilitation at 211 or www.211.org. A list of resources is also available in Appendix V.

POSSESSION, SALE AND/OR CONSUMPTION OF NON-PRESCRIPTION AND ILLEGAL DRUGS

No student may be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. (Federal law requires that students be informed that Federal and State laws prohibit possession and/or use of illicit drugs. Cambridge Institute complies with Federal and State laws regarding illicit drugs. The campus reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not limited to classroom and/or vehicle inspection, canine drug scan or drug screening in cases of strong suspicion of drug use. (Refusal to submit to these measures at time of request may be viewed as strong evidence, which may result in suspension.)

Cambridge Institute has a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol on School property, or as part of any School activity. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary actions. Consequences for inappropriate behavior can be severe, up to and including dismissal from the college. If any individual is apprehended for violating any alcohol or other drug related law while at a college location or activity, the college will fully cooperate with federal and state law enforcement agencies. The college abides by federal Drug-Free Workplace and Drug-Free Schools and Communities Act regulations regardless of individual state legalization.

SANCTIONS

The following are prohibited under the Code of Conduct applicable to students:

- Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.
- Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and Cambridge College regulation.

The sanctions listed below may be imposed upon any covered person found to have violated the Code of Conduct. The listing of the sanctions should not be construed to imply that covered persons are entitled to progressive discipline.

The sanctions may be used in any order and/or combination that Cambridge Institute deems appropriate for the conduct in question.

- a. Warning - A verbal or written notice that the respondent is in violation of or has violated Cambridge Institute regulations.
- b. Probation - A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent is found to be violating any Cambridge Institute regulation(s) during the probationary period.
- c. Cambridge Institute Suspension – temporary separation of the respondent from all Cambridge Institute locations.
- d. Cambridge Institute Expulsion - Permanent separation of the respondent from all Cambridge Institute locations.

Faculty and Staff

Faculty and Staff of the institution are prohibited from:

- Performing school business under the influence of a controlled substance.
- Possession, use, sale of a controlled substance.
- Furnishing a controlled substance to a minor.

Sanctions for these violations could lead up to termination of employment. These sanctions are in addition to any criminal sanctions that may be imposed.

STATE STATUTES

The State Statutes that govern sale and consumption of alcoholic beverages for both Florida and Georgia are listed in Appendix IV.

DESCRIPTION OF HEALTH RISKS

The following are descriptions of dangerous drugs:

Drugs and/or alcohol use contribute to (Nature 2010; 468:475):

- 33% of all suicides
- 33% of all fatal motor vehicle accidents
- 50% of all homicides

Alcohol is a potentially addictive drug of significant physical and psychological consequence. Alcohol is a central nervous system depressant that affects all neurological functions. At relatively low levels it affects one's judgment and decision-making, and at higher levels it impairs the functioning of one's vital organs and can result in a coma or death. Alcohol is an irritant to the gastrointestinal tract and moderate overindulgence ordinarily results in nausea, vomiting, and diarrhea. In addition to these significant physical consequences, there are a number of less obvious consequences to alcohol use. For example, the effects of alcohol on sleep have been well documented. Consuming several drinks before bedtime has been found to decrease the amount of REM (rapid eye movement) or dreaming sleep. The consequences of being deprived of REM sleep are impaired concentration and memory, as well as anxiety, tiredness, and irritability. Additionally, research has demonstrated that alcohol tends to decrease fear and increase the likelihood that an individual will accept risks. This lack of inhibition and judgment is a major contributor to the extraordinarily high percentage of serious accidents and accidental deaths related to alcohol use. Prolonged and excessive use of alcohol usually causes progressively more serious erosion of the gastrointestinal tract lining ranging from gastritis to ulcers and hemorrhage. Damage to the pancreas is frequent among those who have used alcohol. Interestingly, while 10% of the adult population is estimated to be addicted to beverage alcohol, (i.e., they are alcoholics), this 10% of the population comprises 35% of those hospital in-patients who receive major surgery in any given year. Alcoholism is the third major killer in the United States, second to heart disease and cancer, and acute alcohol intoxication is the second leading cause of death by poisoning.

Marijuana (Cannabis) (nicotina glauca) is an illegal drug that impairs memory, perception, judgment, and hand-eye coordination skills. The tar content in cannabis smoke is at least 50% higher than that of tobacco and thus smokers run the added risk of lung cancer, chronic bronchitis, and other lung diseases. Recently, the medical community has diagnosed the existence of an AA motivational syndrome that affects moderate to chronic users and includes symptoms of loss of energy, motivation, effectiveness, concentration, ability to carry out long-term plans, and performance in school and work.

LSD (Lysergic Acid Diethylamide) is a semi-synthetic drug regarded as a hallucinogenic. Short-term effects of this drug are generally felt within an hour of consumption and may last from two to 12 hours. Physiologically the user experiences increased blood pressure, rise in body temperature, dilated pupils, rapid heartbeat, muscular weakness, trembling, nausea, chills,

numbness, loss of interest in food, and hyperventilation. Fine motor skills and coordination are usually impaired, as are perception, thought, mood, and psychological processes. Long-term effects may include flashbacks, weeks and even months after taking the drug, mental illness, prolonged depression, anxiety, psychological dependence, and suicidal thoughts.

PCP (Phencyclidine Hydrochloride) is a white crystalline powder that was originally used as a local anesthetic, but due to extreme side effects, was discontinued in 1967. In humans, PCP is a difficult drug to classify in that reactions may vary from stupor to euphoria and resemble the effects of a stimulant, depressant, anesthetic, or hallucinogen. Short-term effects include hyperventilation, increase in blood pressure and pulse rate, flushing and profuse sweating, general numbness of the extremities, and muscular in coordination. At higher doses it causes nausea, vomiting, blurred vision, loss of balance, and disorientation. It produces profound alteration of sensation, mood and consciousness, and can cause psychotic states in many ways indistinguishable from schizophrenia. Large doses have been known to cause convulsions, permanent brain damage, and coma.

Psilocybin is a hallucinogenic drug occurring naturally in about 20 species of Mexican mushrooms and is also produced synthetically. It is a white powder made of fine crystals and distributed in tablet, capsule, or liquid form. Shortly after taking psilocybin, a user may experience increased blood pressure, rapid heartbeat, and an increase in body temperature, dry mouth, dilated pupils, and some degree of agitation or excitement. This is followed by a decrease in the ability to concentrate or stay in touch with reality. (Hallucinations, as well as altered perceptions of time and space, may occur.) The effects are usually shorter lasting than those of LSD, yet the dangers are very similar.

Cocaine is a naturally occurring stimulant drug which is extracted from the leaves of the cocoa plant. Cocaine is sold as a white translucent crystalline powder frequently cut to about half its strength by a variety of other ingredients including sugars and cleaning powders. It is one of the most powerfully addictive drugs in use today. Short-term effects of cocaine include constricted peripheral blood vessels, dilated pupils, increased heart rate and blood pressure. It also causes appetite suppression, pain indifference, possible vomiting, visual, auditory, and tactile hallucinations, and occasionally paranoia. Long-term effects include nasal congestion, collapse of nasal septum, restlessness, irritability, anxiety, and depression. Overdoses or chronic use may result in toxicity which includes symptoms of seizures followed by respiratory arrest, coma, cardiac arrest, and/or death.

Cocaine Free-Base or Crack is the result of converting street cocaine to a pure base by removing the hydrochloric salt in many of the “cutting” agents. The end result is not water soluble, and therefore, must be smoked. It is much more dangerous than cocaine because it reaches the brain in seconds, and the intensified dose results in a sudden and intense physical reaction. This response lasts a few minutes and is followed by deep depression, loss of appetite, difficulty in sleeping, feeling revulsion for self, and worries and obsessions about getting more crack. Consequently, users often increase the dose and frequency of use resulting in severe addiction that includes physical debilitation and financial ruin. Physiologically, seizures followed by respiratory arrest and coma or cardiac arrest and death may accompany long-term use.

Amphetamines are central nervous system stimulants that were once used medically to treat a variety of symptoms including depression and obesity. They may be taken orally, sniffed, or injected into the veins. Short-term effects disappear within a few hours and include reduction of appetite, increased breathing and heart rate, raised blood pressure, dilation of pupils, dry mouth, fever, sweating, headache, blurred vision and dizziness. Higher doses may cause flushing, rapid and irregular heartbeat, tremor, loss of coordination, and collapse. Death has occurred from ruptured blood vessels in the brain, heart failure, and very high fever. Psychological effects include increased alertness, postponement of fatigue, a false feeling of well-being, restlessness, excitability, and a feeling of power. Long-term effects include drug dependence and the risk of drug induced psychosis. Withdrawal includes extreme fatigue, irritability, strong hunger, and deep depression that may lead to suicide.

Opioids are substances that act on opioid receptors to produce morphine-like effects. Opioids are most often used medically to relieve pain. Opioids include *opiates*, an older term that refers to such drugs derived from *opium*, including morphine itself. Other opioids are semi-synthetic and synthetic drugs such as hydrocodone, oxycodone and fentanyl; antagonist drugs such as naloxone and endogenous peptides such as the endorphins. Accidental overdose or concurrent use with other depressant drugs commonly results in death from respiratory depression. Because of opioid drugs' reputation for addiction and fatal overdose, most are highly controlled substances. Illicit production, smuggling, and addiction to opioids prompted treaties, laws and policing which have realized limited success. In 2013 between 28 and 38 million people used opioids illicitly (0.6% to 0.8% of the global population between the ages of 15 and 65). In 2011 an estimated 4 million people in the United States used opioids recreationally or were dependent on them. Current increased rates of recreational use and addiction are attributed to over-prescription of opioid medications and inexpensive illicit heroin.

DRUG AND ALCOHOL COUNSELING

More information about alcohol and drugs and the risks they pose to health is available from the Campus Director at each campus. Outside counseling services and support groups are available. See page 78 of our catalog for a list of resources. Hyperlinks are provided for easy access. On most sites you can enter your Zip Code for centers closest to you. A comprehensive list of resources are available in Appendix V.

PARENT NOTIFICATION FOR DRUG AND ALCOHOL VIOLATIONS

In accordance with the Higher Education Amendments of 1998 to the Family Educational Rights and Privacy Act (FERPA) of 1974, Cambridge Institute has the right to notify the parent or legal guardian of a student who is under the age of 21 when the student has been found guilty through disciplinary channels of violating any Cambridge Institute rule regarding alcohol or illegal drugs. Cambridge Institute also reserves the right to notify parents at any time regarding matters of student discipline.

STATE STATUTES (DRUG AND ALCOHOL)

FLORIDA STATE STATUES
Title XXXIV
ALCOHOLIC BEVERAGES AND TOBACCO
Chapter 562
BEVERAGE LAW: ENFORCEMENT

CHAPTER 562

BEVERAGE LAW: ENFORCEMENT

- 562.01 Possession of untaxed beverages.
- 562.02 Possession of beverage not permitted to be sold under license.
- 562.025 Possession of beverages as food ingredients.
- 562.03 Storage on licensed premises.
- 562.06 Sale only on licensed premises.
- 562.061 Misrepresentation of beverages sold on licensed premises.
- 562.07 Illegal transportation of beverages.
- 562.11 Selling, giving, or serving alcoholic beverages to person under age 21; providing a proper name; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21; penalties.
- 562.111 Possession of alcoholic beverages by persons under age 21 prohibited.
- 562.12 Beverages sold with improper license, or without license or registration, or held with intent to sell prohibited.
- 562.121 Operating bottle club without license prohibited.
- 562.13 Employment of minors or certain other persons by certain vendors prohibited; exceptions.
- 562.131 Solicitation for sale of alcoholic beverage prohibited; penalty.
- 562.14 Regulating the time for sale of alcoholic and intoxicating beverages; prohibiting use of licensed premises.
- 562.15 Unlawful possession; unpaid taxes.
- 562.16 Possession of beverages upon which tax is unpaid.
- 562.165 Production of beer or wine for personal or family use; exemption.
- 562.17 Collection of unpaid beverage taxes.
- 562.18 Possession of beverage upon which federal tax unpaid.
- 562.20 Monthly reports by common and other carriers of beverages required.
- 562.23 Conspiracy to violate Beverage Law; penalty.
- 562.24 Administration of oaths by director or authorized employees.
- 562.25 State bonded warehouses.
- 562.26 Delivering beverage on which tax unpaid.
- 562.27 Seizure and forfeiture.
- 562.28 Possession of beverages in fraud of Beverage Law.
- 562.29 Raw materials and personal property; seizure and forfeiture.
- 562.30 Possession of beverage prima facie evidence; exception.
- 562.31 Possession of raw materials prima facie evidence; exception.

- 562.32 Moving or concealing beverage with intent to defraud state of tax; penalty.
- 562.33 Beverage and personal property; seizure and forfeiture.
- 562.34 Containers; seizure and forfeiture.
- 562.35 Conveyance; seizure and forfeiture.
- 562.36 Beverage on conveyance prima facie evidence; proviso.
- 562.38 Report of seizures.
- 562.408 Exercise of police power.
- 562.41 Searches; penalty.
- 562.42 Destruction of forfeited property.
- 562.44 Donation of forfeited beverages or raw materials to state institutions; sale of forfeited beverages.
- 562.45 Penalties for violating Beverage Law; local ordinances; prohibiting regulation of certain activities or business transactions; requiring nondiscriminatory treatment; providing exceptions.
- 562.451 Moonshine whiskey; ownership, possession, or control prohibited; penalties; rule of evidence.
- 562.452 Curb service of intoxicating liquor prohibited.
- 562.45 Curb drinking of intoxicating liquor prohibited.
- 562.45 Vendors to be closed in time of riot.
- 562.455 Adulterating liquor; penalty.
- 562.46 Legal remedies not impaired.
- 562.47 Rules of evidence; Beverage Law.
- 562.48 Minors patronizing, visiting, or loitering in a dance hall.
- 562.50 Habitual drunkards; furnishing intoxicants to, after notice.
- 562.51 Retail alcoholic beverage establishments; rights as private enterprise.
- 562.61 Sale, offer for sale, purchase, or use of alcohol vaporizing devices prohibited.

DRUG AND ALCOHOL COUNSELING RESOURCES

Florida

In Florida, the Substance Abuse and Mental Health (SAMH) Program, within the Florida Department of Children and Families (DCF), is the single state authority on substance abuse and mental health as designated by the federal Substance Abuse and Mental Health Services Administration.

The Florida Department of Health partners with DCF in seeking to prevent and reduce substance abuse and its negative effects on health. Providing this website (www.floridahealth.gov) is one of many ways we hope to educate the public and health care providers.

TREATMENT AND REFERRAL SERVICES

The U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration's (SAMHSA) National Drug and Alcohol Treatment Referral Service

provides free and confidential information in English and Spanish for individuals and family members facing substance abuse and mental health issues. 24 hours a day, 7 days a week.

SAMHSA's Toll-Free Treatment Referral Helpline: 1-800-662-HELP (4357)
Online Treatment Facility Locator located on www.floridahealth.gov.

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Associate of Science in Radiologic Technology

2640 Hours

99 Credits

90 Weeks

Credential Awarded: Associate of Science Degree

Type of Instructional Delivery: Residential

PROGRAM DESCRIPTION

The program is 90 weeks in length. The program is designed to provide a well-planned didactic and clinical education experience to enable students to become competent, entry-level professionals upon graduation.

The curriculum has been developed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT). The clinical competency requirements have been developed in accordance with ARRT (American Registry of Radiologic Technologists) guidelines.

During the first semester of the program, students attend classes and receive laboratory instruction. Beginning with the second semester of the program, students begin clinical externships. During their first year of training, clinical externships will be assigned two days per week. During the second year of training, clinical externships will be assigned three days per week. Clinical hours range weekdays from 7:00 am to 11:00 pm. Clinical sites are within a 100 mile radius from the campus.

Note: BCLS Training will be provided to students prior to the first clinical rotation.

Radiologic Technology Curriculum Includes:

Course #	Course Title	Credits	Hours
CTS 1050	Introduction to Computers	3	45
ENC 1101	English Composition	3	45
HSC 1000	Introduction to Health Science	3	45
MAC 1105	College Algebra	3	45
MEA 1239	Medical Terminology	2	30
PSY 1012	Introduction to Psychology	3	45
SPC 1016	Fundamentals of Speech	3	45
BSC 1085	Anatomy & Physiology I	3	45
BSC 1085L	Anatomy & Physiology I Lab	1	30
BSC 1086	Anatomy & Physiology II	3	45

BSC 1086L	Anatomy & Physiology II Lab	1	30
RTE 1025	Principles of Image Production I	2	30
RTE 1026	Principles of Image Production II	2	30
RTE 1030	Radiographic Physics	4	60
RTE 1202	Radiographic Procedures I	3	45
RTE 1202L	Radiographic Procedures I Lab	1	30
RTE 1203	Radiographic Procedures II	3	45
RTE 1203L	Radiographic Procedures II Lab	1	30
RTE 1204	Radiographic Procedures III	2	30
RTE 1204L	Radiographic Procedures III Lab	1	30
RTE 1205	Radiographic Procedures IV	2	30
RTE 1205L	Radiographic Procedures IV Lab	1	30
RTE 1206	Radiographic Procedures V	2	30
RTE 1206L	Radiographic Procedures V Lab	1	30
RTE 2015	Radiographic Biology and Protection	3	45
RTE 2025	Cross Sectional Anatomy/ Advanced Modalities	3	45
RTE 1270	Clinical I	5	240
RTE 1280	Clinical II	5	240
RTE 2005	Clinical III	8	360
RTE 2010	Clinical IV	8	360
RTE 2020	Clinical V	8	360
RTE 2500	Senior Registry Review	3	45
RTE 1201	Introduction to Radiologic Sciences	3	45
Total		99	2640

Course Descriptions:

CTS 1050 - Introduction to Computers 3 Credits 45 clock hours
Students will learn the basic operation of Microsoft Word, Excel, and PowerPoint. Student will learn proper techniques for business letter writing and resume writing. Prerequisites: None

ENC 1101 - English Composition 3 Credits 45 clock hours
Students will learn grammar, punctuation and usage skills that are useful in everyday language. The goals of effective writing will be covered as well as essay preparation. Students will take several mastery and editing tests as part of the course. Prerequisites: None

HSC 1000 - Introduction to Health Science 3 Credits 45 clock hours
Students will examine the following topics: The healthcare professions and teams, interactions between and reactions of patients in altered physical &/or mental states including gerontology and diverse cultures, professionalism and professional organizations, vital signs, OSHA standards, asepsis and isolation techniques including universal precautions, ethics and legal concerns of the healthcare provider, lifting/moving/body mechanics, patient and environmental emergency assessment and response, and Basic Cardiac Life Support (BCLS). The student will possess the aptitude to comprehend and use information in both written and oral formats. Prerequisites: None

MAC 1105 - College Algebra 3 Credits 45 clock hour
Students in this course will explore college algebra through a detailed examination of practical applications. Students will calculate algebraic problems with linear equations, exponents, polynomials, factors, and rational expressions. Student will solve problems using graphs, slopes, inequalities, linear equations, roots, radicals and quadratic equations. Prerequisites: None

MEA 1239 - Medical Terminology 2 Credits 30 clock hours
This course will provide students with instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included. Prerequisites: None

PSY 1012 - Introduction to Psychology 3 Credits 45 clock hours
In this course, students learn basic principles of human behavior. Challenges, responsibilities, problems and satisfactions of being a health care provider are discussed. Theories of human behavior and personality development are included. Prerequisites: None

SPC 1016 - Fundamentals of Speech 3 Credits 45 clock hours
Students will learn the foundations of communications including public presentations and interviewing skills Prerequisites: None

BSC 1085 - Anatomy & Physiology I 3 Credits 45 clock hours
Students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system. Prerequisites: None

BSC 1085L - Anatomy & Physiology I Lab 1Credit 30 clock hours
Students in this course will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Anatomy and Physiology I will focus on the cells, cell metabolism, tissues and membranes, integumentary system and body temperature, skeletal system, muscular system, nervous system tissue and brain, nervous system spinal cord & peripheral nerves, autonomic nervous system and endocrine system. Prerequisites: None

BSC 1086 - Anatomy & Physiology II 3 Credits 45 clock hours
This course is a continuation of BSC 1085 lecture. Students will continue to will explore the human body as a whole, its levels or organization, the terms used in describing body structure and directional terms, homeostatic mechanisms, the relationship of structure and function and how they relate to each other and homeostasis as directed by each body system involved. Prerequisites: BSC 1085

BSC 1086L Anatomy & Physiology II Lab 1 Credit 30 clock hours
Students will explore the structure and function of tissues and organs in a laboratory setting. This will include visiting the office of the Medical Examiner, Video web cast of dissections and autopsies. Prerequisites: BSC 1085, BSC 1085L & MEA 1239

RTE 1025 - Principles of Image Production I 2 Credits 30 clock hours
This course is about the knowledge of the factors that govern and influence the production of radiographic images. Content establishes a knowledge base in radiographic and mobile equipment requirements and design. Content imparts an understanding of the components, principles and operation of digital imaging systems. Prerequisites: BSC 1086, BSC 1086L, RTE 1030, RTE 1203L, RTE1203

RTE 1026 - Principles of Image Production II 2 Credits 30 Clock Hours
This course continues with the knowledge of the factors that govern and influence the production of radiographic images. Image-intensified and digital fluoroscopy will be discussed. Image quality and the technical factors that affect it will be covered in this course. Content provides a basis for analyzing radiographic images. Included are the 28 importances of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. Grids and grid applications will be presented as well as the calculations of technique problems. Prerequisites: RTE 1025, RTE 1030, RTE 1204 & RTE 1204L.

RTE 1030 - Radiographic Physics 4 Credits 60 clock hours
Students in this course will receive a working knowledge of radiologic physics as it relates to the field of radiography. This will include the make-up of the Bohr atom, electromagnetic radiation, electricity and magnetism and electromagnetism. They will become familiar with equipment used in medical imaging for general x-rays and their production, as well as for special procedures. The student will understand how the x-ray beam is produced as well as the radiographic image. They will also be introduced to the equipment utilized for film processing and the equipment needed to improve the quality of the x-ray image. Students will learn about the components involved in quality improvement, assessment and assurance regarding all aspects of the radiology department. Equipment quality control is included, as well as tests to evaluate specific components of radiographic imaging systems. Prerequisites: BSC 1085, BSC 1085L & MAC 1105

RTE 1202 - Radiographic Procedures I 3 Credits 45 clock hours
This course will cover the discovery of x-rays and the use of radiation in medicine. The course provides an introduction to radiological science and familiarizes students with the different terms that are used within the profession. Students will learn the anatomic structures and topographic landmarks of the abdomen, chest, and parts of skeletal assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique. Prerequisites: None

RTE 1202L - Radiographic Procedures I Lab

1 Credit 30 clock hours

This course is designed to provide instruction in the proper positioning methods in the laboratory setting to prepare the student to perform these methods competently in the clinical setting. This course will include positioning terminology of abdomen and chest radiography as well as positioning terminology of the upper extremity and lower extremity (foot and ankle). Students will master practical experience in positioning patients, exercising independent judgment, creativity, and problem solving in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique Prerequisites: None

RTE 1203 - Radiographic Procedures II

3 Credits 45 clock hours

This course is designed to expand students' knowledge and understanding of the ARRT Code Ethics. Students will learn the different types of consent and its appropriate use. The course will cover the anatomic structures and topographic landmarks of various parts of the skeletal system assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique. Prerequisites: BSC 1085, BSC 1085L, RTE 1202 & RTE 1202L

RTE 1203L - Radiographic Procedures II Lab

1 Credit 30 clock hours

This course is designed to allow students to conduct simulations on radiographic positions covered in the didactic course. The goal is to make students more competent and confident within the clinical setting. Students will simulate radiographic positions for areas of the skeletal system covered in the didactic course for the semester. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique. Prerequisites: BSC 1085, BSC 1085L, RTE 1202 & RTE 1202L

RTE 1204 - Radiographic Procedures III

2 Credits 30 clock hours

The course will cover the anatomic structures and topographic landmarks of various parts of the skeletal system assigned for the semester. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique. Prerequisites: BCS 1086, BCS 1086L, RTE 1203, RTE 1203L & RTE 1030

RTE 1204L - Radiographic Procedures III Lab

1 Credit 30 clock hours

This course is designed to allow students to conduct simulations on radiographic positions covered in the didactic course. The goal is to make students more competent and confident within the clinical setting. Students will simulate radiographic positions for areas of the skeletal system covered in the didactic course for the semester. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique. 30 Prerequisites: BSC 1086, BSC 1086L, RTE 1203, RTE 1203L & RTE 1030

RTE 1205 - Radiographic Procedures IV

2 Credits 30 clock hours

This course will include positioning terminology and radiographic positioning and procedures for fluoroscopy studies. The course will cover several patient care topics that are important to the profession. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology affects the radiographic image and technique. Pharmacologic terminology, drug classifications, pharmacokinetics, and drugs used in imaging are also studied. It also offers comprehensive coverage of diagnostic contrast agents, along with drug administration procedures, emergency responses to drug reactions, and legal and ethical aspects of medication administration. The theory and practice of basic venipuncture techniques and the administration of diagnostic contrast agents are also practiced and mastered. Prerequisites: BSC 1086, BSC 1086L, RTE1204, RTE 1204L & RTE1025.

RTE 1205L - Radiographic Procedures IV Lab

1 Credit 30 clock hours

This course is designed to provide instructions on proper positioning methods within the laboratory setting so students are prepared to perform these methods competently in the clinical setting. The course will include fluoroscopy studies. Image critique covering the elements of diagnostic radiographs is emphasized. Students will master practical experience in positioning patients, critical thinking, and problem solving in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role- playing patient and technologist. Pathology and disease as they relate to various radiographic procedures are discussed and viewed on radiographs or images viewed on power points. Students will also learn how different pathology affects the radiographic image and technique. Prerequisites: BSC 1086, BSC 1086L, RTE1204, RTE 1204L & RTE1025

RTE 1206 - Radiographic Procedures V

2 Credits 30 clock hours

The course will include positioning terminology, radiographic positioning, and procedures of the skull and facial structures. Students will learn the synopsis of radiation protection and exposure. Students will learn and practice how to communicate effectively with patients regardless of existing barriers. The course also reviews avenues for professional within the profession and continuing education requirements. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology

affects the radiographic image and technique. Prerequisites: RTE 1205, RTE 1205L, RTE1026 & RTE1030

RTE 1206L - Radiographic Procedures V Lab 1 Credit 30 clock hours
This course is designed to allow students to perform simulations on radiographic positions covered in the didactic course. By the end of the course students will be more competent and confident within the clinical setting. Students use an energized x-ray laboratory to master practical experience in positioning patients, exercising independent judgment, critical thinking, and patient care. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing and simulating patient and technologist. Student will learn and practice how to communicate effectively with patients and family members regardless of existing barriers. Pathology and disease as they relate to various radiographic procedures are discussed. Students will also learn how different pathology influences radiographic image and technique. Prerequisites: RTE 1205, RTE 1205L, RTE 1026 & RTE 1030

RTE 2015 - Radiographic Biology and Protection 3 Credits 45 clock hours
The course is designed to educate students on the principles of radiation protection. Students will be lectured on the responsibilities of the radiographer to patients, other personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies are incorporated. The course is also designed to provide students with an overview of the principles of the interaction of radiation to the body systems. Fundamental principles of molecular and cellular responses to radiation will be learned, including acute and chronic effects of radiation. Prerequisites: BSC 1086 & 1086L, RTE 1205&1205L, RTE 1026

RTE 2025 - Cross Sectional Anatomy/Advanced Modalities 3 Credits 45 clock hours
Students will learn sectional anatomy to develop a realistic understanding of 3- dimensional sense of anatomy of the head, neck, thorax, abdomen, and pelvis. Students will acquire basic principles, image appearance and education/certificate for Ultrasound, MRI, Nuclear Medicine/PET, Angiography and Radiation Therapy. Students will also acquire a basic understanding of Computed Tomography. Prerequisites: RTE 1206, RTE 1206L, RTE 1026 & RTE 1030

RTE 1270 – Clinical I 5 Credits 240 clock hours
Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee. Emphasis is placed on the demonstration of proficiency in required and elective competencies in the area of abdomen, chest and upper extremity. Prerequisites: BSC 1085, BSC 1085L, RTE 1202 & RTE 1202L

RTE 1280 - Clinical II

5 Credits 240 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee.

Emphasis is placed on the demonstration of proficiency in required and elective competencies in the content covered in the prior semester. Prerequisites: BSC 1086, BSC 1086L, RTE 1270, RTE 1030, RTE 1203 & RTE 1203L

RTE 2005 - Clinical III

8 Credits 360 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee.

Emphasis is placed on the demonstration of proficiency in required and elective competencies in the area covered in the prior semester. Prerequisites: BSC 1086, BSC1086L, RTE 1204, RTE 1204L, RTE 1280 & RTE 1025 32

RTE 2010 - Clinical IV

8 Credits 360 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee.

Emphasis is placed on the demonstration of proficiency in required in the content covered in the prior semester. Prerequisites: BSC 1086, BSC 1086L, RTE 1205, RTE 1205L, RTE 2005 & RTE 1026

RTE 2020 - Clinical V

8 Credits 360 clock hours

Introduces students to the clinical setting and provides an opportunity for students to observe and participate in radiographic procedures, with emphasis on specific structures. All activities of students are under the supervision of a designated site clinical instructor or designee.

Emphasis is placed on the demonstration of proficiency in required and elective competencies in the prior semester. Prerequisites: BSC 1086, BSC 1086L, RTE 1206, RTE 1206L, RTE 2010 & RTE 2015

RTE 2500 - Senior Registry Review

3 Credits 45 Clock Hours

This Course provides a review of basic knowledge from previous courses and helps the student prepare for national certification examination for radiographers. Topics include: principles of radiographic exposure, radiographic procedures, anatomy, physiology, pathology, terminology, radiographic equipment, radiation protection, and patient care techniques. Prerequisites: RTE 1206, RTE 1206L, RTE 1000, RTE2015 & RTE 1026

RTE 1201 -Introduction to Radiologic Sciences

3 Credits 45 clock hours

Content provides a foundation in ethics and laws related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system.

Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content provides the concepts

of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified Prerequisites: None

Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

Bachelor of Science Degree Program

Method of Delivery – Online

64 weeks- hours may vary

125 semester hours

(77 semesters credits awarded for prior learning and admission requirements*)

720 clock hours

Program Mission

The Registered Nurse to Bachelor of Science in Nursing (RN to BSN) program at Cambridge Institute of Allied Health & Technology is a bridge program designed to enhance the training and education of the licensed registered nurse who has completed an associate degree or diploma registered nurse education program. The program prepares bachelor level nursing graduates to plan, deliver, and manage safe, quality patient care as registered nurses in a variety of settings. The program offers students the opportunity to learn to effectively function as an integral part of the interdisciplinary team in a complex healthcare delivery system. At the completion of the program, graduates who have fulfilled class requirements and demonstrate the student learning outcomes and graduate competencies should have the ability to make successful transition into a professional baccalaureate nursing role in a healthcare setting.

Program Student Learning Outcomes

The RN to BSN graduate will:

1. Practice safe, quality care to patients, including individuals, families, groups, communities, and population across the lifespan and across the continuum of health care environments;
2. Assess the variations, the complexities, and the need for increased use of healthcare resources in providing patient care;
3. Apply leadership knowledge and skills in nursing care and collaboration with health care team;
4. Demonstrate the ability to communicate, collaborate, and use teamwork among healthcare professional;
5. Evaluate research evidence and translate into an evidence-based nursing practice;
6. Promote quality improvement in nursing practice;
7. Apply knowledge and skills in information management and patient care technology; and
8. Examine health care policies, finance, and the regulatory requirements of the profession and nursing practice.

Admission Requirements for the RN to BSN Program

- _Provide documentation of completion of an associate degree or diploma RN education program at an institution recognized by the U.S. Department of Education (foreign diploma must be evaluated as equivalent)
- _Have a current, active RN license with no restrictions in the U.S. or a jurisdiction that is an associate member of the NCSBN
- _Provide official transcript evidencing the successful completion of at least 21 semester/ 32 quarter credits in general education (2.0 or better) to include the following pre-requisite courses:
 - Anatomy and Physiology I and II with labs
 - English Composition
 - Microbiology with lab
 - College Algebra
 - Psychology
 - Introduction to Computer (or pass literacy test)
- _Pay registration fee based on signed arrangement
- _Satisfactory Level II background check
- _Satisfactory Drug Test (10 panel)
- _Complete appropriate documents
- _Submit all required forms by the designated deadlines
- _Complete interview with Director of Nursing
- _Attend online orientation session

Graduation Requirements

The requirements of the Program for graduation are as follows:

- Completion of all program courses with a satisfactory grade of 75% or above
- Completion with an earned grade point average of 2.5 or above
- Tuition accounts satisfied

PROGRAM OUTLINE

Course Code	Course Title	Clock Hours	Semester Hours		
BSC301**	Pathophysiology	45	3		
ENC402**	College Writing	45	3		
MAC310**	Statistics	45	3		
NUR301	Nursing Informatics	45	3		
NUR302	Nursing Research and Evidence-Based Practice	45	3		
NUR311	Health Assessment for the RN	45	3		
NUR312	Professional Issues in Nursing	45	3		
NUR313	Health Care Delivery Systems	45	3		
NUR411	Population-Based Nursing	45	3		
NUR412	Gerontology	45	3		
NUR413	Health Promotion in Nursing	45	3		
NUR430	Cultural Issues in Nursing	45	3		
NUR431	Leadership and Management in Nursing	45	3		
NUR432	Nursing Capstone	45	3		

PHI401**	Critical Thinking	45	3
PSY401**	Abnormal Psychology	45	3
SUBTOTAL		720	48

* Credits Awarded for Prior Learning and Admission Requirements --- 77
TOTAL 125

* 77 semester credits will be awarded for satisfactory completion of a state Board of Nursing associate or diploma level registered nurse education program, for unrestricted state licensure as a registered nurse, and for demonstration of admission requirement of successful completion of 21 semester credits (or equivalent) of general education courses and required pre-requisite courses.

** General education courses

Course Descriptions

BSC301 Pathophysiology 3 Credits 45 Clock Hours

In an online delivery, this course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, and health promotion and disease prevention.

Prerequisites: None

ENC402 College Writing 3 Credits 45 Clock Hours

In an online delivery, this course equips developing writers with the critical thinking skills they need to interpret and analyze information and express their ideas clearly and logically in writing.

Prerequisites: None

MAC310 Statistics 3 Credits 45 Clock Hours

In an online delivery, this course provides the essentials of statistics with new and interesting data sets, examples, and exercises in statistics. The course fosters personal growth of students through critical thinking, use of technology, collaborative work, and development of communication skills. The course incorporates the latest and best methods used by professional statisticians.

Prerequisites: None

NUR301 Nursing Informatics 3 Credits 45 Clock Hours

In an online delivery, this course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety.

Prerequisites: None

NUR302 Nursing Research and Evidence-Based Practice

3 Credits 45 Clock Hours

In an online delivery, this course focuses on developing the professional nurse to be a leader in providing high-quality, evidence-based, patient-centered care in a complex health care system. Building on the RN's skills and experience, the program integrates professional development, critical thinking, quality improvement, safety, ethics, and inter-professional leadership skills.

Prerequisites: None

NUR311 Health Assessment for the RN

3 Credits 45 Clock Hours

In an online delivery, this course provides the RN-BSN student with the opportunity to build on knowledge and skills of performing and documenting a comprehensive health assessment of diverse individuals across the life span. Critical analysis and synthesis of assessment findings will be emphasized to aid in clinical judgment and decision making for patient care.

Prerequisites: None

NUR312 Professional Issues in Nursing

3 Credits 45 Clock Hours

In an online delivery, this course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles

Prerequisites: None

NUR313 Health Care Delivery Systems

3 Credits 45 Clock Hours

In an online delivery, this course provides perspectives on health care delivery past, present, and future. It also addresses the impact of health care issues on health care delivery including the determinants of health to include insurance costs, applications for health professions, and the need of comprehensive planning and its impact on the future. The course will encourage the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today.

Prerequisites: None

NUR411 Population-Based Nursing

3 Credits 45 Clock Hours

In an online delivery, this course focuses on an analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance of health promotion and prevention across the lifespan, vulnerable populations, global health considerations, and nursing role in disaster settings.

Prerequisites: None

NUR412 Gerontology

3 Credits 45 Clock Hours

In an online delivery, this course provides a foundation for nursing practice with older adults across the spectrum of health, illness, and care settings. The more subtle presentation of disease

and the importance of functional and geriatric-specific assessment tools as well as an interdisciplinary approach to care is thoroughly discussed. There is an emphasis in this course on early recognition of the geriatric syndromes, preventing a downward spiral of disability, and facilitating function and quality of life for the older adult. ANA Gerontological Standards of Care, Institute of Medicine (IOM), and QSEN recommendations for improvements in quality and safety provide the framework for this course. Nurses successfully completing this course will be able to incorporate Best Practices for managing pain, falls, delirium, dementia, malnutrition, incontinence, and polypharmacy when caring for older adults.

Prerequisites: None

NUR413 Health Promotion in Nursing 3 Credits 45 Clock Hours

In an online delivery, this course explores the concept of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on the methodology critical to developing a plan of care for clients, students will learn the rationale and techniques for utilizing specific assessment tools, analysis of assessment data, selection of life span appropriate interventions, implementation of interventions, and measurement of resulting outcomes. Content will be focused on cultural diversity, disparity in health care and social determinants that impact the client's plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research will be explored and applied to nursing practice.

Prerequisites: None

NUR430 Cultural Issues in Nursing 3 Credits 45 Clock Hours

In an online delivery, this course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of cultural issues affecting professional nursing practice.

Prerequisites: None

NUR431 Leadership and Management for Nursing 3 Credits 45 Clock Hours

In an online delivery, this course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students will explore teamwork and multidisciplinary collaboration, communication, the change process, and evidence-based practice. This course will cover health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing.

Prerequisites: None

NUR432 Nursing Capstone 3 Credits 45 Clock Hours

In an online delivery, this course is designed for the RN-BSN students at the end of their program of student. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and health care.

Prerequisites: Satisfactory completion of all courses in semesters 1, 2, 3, and semester 4 - session 1

PHI401 Critical Thinking 3 Credits 45 Clock Hours
 In an online delivery, this course guides students in improving critical thinking skills through careful analysis, reasoned inference, and thoughtful evaluation of contemporary culture and ideas.
 Prerequisites: None

PSY401 Abnormal Psychology 3 Credits 45 Clock Hours
 In an online delivery, this course offers students a researched, engaging, and up-to-date explanation of psychopathology, creating a learning experience that provokes thought and increases awareness. This course reflects the ever-changing field of abnormal psychology.
 Prerequisites: None

Medical Billing and Coding

900 Clock Hours

Diploma Program

37.5 Weeks

Method of Delivery: 100% Distant Education

Program Objective: In a Full Distant Education setting, the Medical Billing and Coding program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the medical billing and coding facilities.

Program Description: This course is designed to prepare students to perform all of the tasks required of a Medical Biller and Coder. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform billing and coding processes. The program provides theoretical and laboratory-based training in foundational skills, including medical terminology, anatomy and physiology, pathology, another health sciences, as well as computer sciences. The program builds upon this knowledge base with more advanced and specific processes and procedures in medical coding and billing, computerized practice management, electronic health records and systems management. Students will learn laws and codes of regulation pertaining to healthcare records, privacy, archival requirements and privacy laws.

Program Outline

Course Number	Course Title	Clock Hours
HSC100	Health Science Core Fundamentals I	45
HSC120	Anatomy & Physiology I with Lab	60
HSC130	Anatomy & Physiology II & Pathophysiology	75
HSC140	Medical Terminology	45
MCB100	Introduction to Medical Billing and Coding	45
MCB110	Electronic Medical Office Procedures	60
COM100	Computer Applications	60
COM120	Computerized Practice Management	45
MCB120	CPT 4	60
MCB140	ICD 9/HCPCS	75

MCB180	ICD10	60
MCB200	Medical Insurance	45
EMR140	Electronic Medical Records I	75
EMR150	Electronic Medical Records II	75
HSC160	Professional Development and Career Preparation	15
MCB160	Medical Office Procedures	60
Grand Total		900

Course Descriptions

COM100 Computer Applications 60 Clock Hours

This course is designed to prepare students to become proficient at using Microsoft Office software. Students will be familiar with and know how to use at least 75% of the features and capabilities of Microsoft Office Word & Excel 2010. They will also learn how to effectively utilize PowerPoint and Outlook for creating presentations and managing email.

HSC120 Anatomy & Physiology I with Lab 60 Clock Hours

This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the organization of the body, structure and function, the origins of biomedical sciences, body systems, histology, general terminology and the contextual preface of the language of medicine.

HSC130 Anatomy & Physiology II & Pathophysiology 75 Clock Hours

This course provides a strong foundation in principles of anatomy and physiology for medical professionals. Emphasis in this course is placed upon the structure and function of human physiology and anatomy, as well as special emphasis on the pathology of diseases.

HSC140 Medical Terminology 45 Clock Hours

This course provides instruction in how to decipher useful medical terminology into everyday language. Students analyze and learn prefixes and suffixes, spelling use and correct pronunciation. Medical abbreviations and symbols are included. The student will possess the aptitude to comprehend and use information in both written and oral formats.

The student will possess the ability to demonstrate critical thinking and problem solving appropriate to his/her program of study.

HSC 100 Health Science Core Fundamentals I 45 Clock Hours

This course describes health care delivery system and health occupations communication interpersonal skills, computer literacy, infection control and recognition and response to emergency situations. This course also includes safety and security, ethical and legal issues, employability skills, basic math and science, and wellness and disease concept, CPR, 4 hours of HIV/AIDS education, Domestic Violence and OSHA are also included.

MCB100 Introduction to Medical Billing and Coding 45 Clock Hours
This course introduces the student to medical billing and coding within our health care delivery system. Health occupations, communication, interpersonal skills, and computer literacy will be discussed. This course also includes ethical and legal issues, HIPPA, employability skills, new healthcare regulation, and basic math and science.

MCB160 Medical Office Procedures 75 Clock Hours
This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Biller and Coder. The course is a foundational and critical structure in the development of medical office professionals. Emphasis in this course is placed upon the medical office tasks, customer service, limiting liability and the relationship of these tasks to revenue collection performed through the process of patient care and medical coding and billing.

COM120 Computerized Practice Management 45 Clock Hours
In this course, students develop knowledge of the revenue models for healthcare facilities, their respective cycles, report generation, medical office management software, patient appointment and scheduling management.

MCB120 CPT 4 60 Clock Hours
This course provides students with the knowledge base, and skill to perform CPT-4 coding procedures. In an online environment this course will emphasize the rules and guidelines of the CPT – 4 manual. The course is designed to help the beginner coder learn and understand the concept of coding using the CPT-4 coding manual.

MCB140 ICD-9/HCPCS 75 Clock Hours
This course provides an introduction for beginning coders to develop an understanding of ICD-9-CM characteristics, terminology, and conventions. The focus is to orient the student to the coding requirements of the prospective payment system in order to correctly code disorders to obtain reimbursement from insurance companies. Special emphasis is placed on level II (HCPCS).

MCB180 ICD10 60 Clock Hours
Students will learn the procedures for conducting ICD 10 diagnosis coding and mapping. In an online environment, students will be able to adapt ICD-9 principles, and information to an ICD 10 universe. This course places special emphasis on CM and PCS systems, reimbursement mapping, applied conversion mechanisms, medical record coding, analytics, and interpretation.

MCB200 Medical Insurance 45 Clock Hours
This course provides students with an understanding of the various health insurance systems in our country. Detail information regarding the impact of these various plans as it affects the rest of the American health care system. The history and growth of each program will be explored, with a particular emphasis on political, social, and economic factors that have influenced this development. Students will learn present coding procedures of these programs under law.

EMR120 Medical Office Procedures
Hours

60 Clock

Students develop skill and knowledge of the various medical office procedures to include management techniques, procedures and methodology for medical offices. Students will be able to create, develop, document and perform the various procedures used in the day to day practice of a medical office.

EMR140 Electronic Medical Records I

75 Clock Hours

This course will cover the usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

EMR140 Electronic Medical Records II

75 Clock Hours

This course continues with skills practice of usage and management of health information and the electronic health record (EHR). This course will introduce the students to the use of health information and the electronic health record for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. This course will provide students with a practical understanding of what an electronic health record specialist is and how important they are in the job market today.

HSC 160 Professional Development & Career Preparation

15 Clock Hours

This course is designed to prepare the students for career transition. Students in this course will be able to study career pathways, learn more about certifications, receive introductory information concerning professional societies, and the importance of achieving certifications and credentials. Students in this course learn more about the career pathway in terms of academic opportunities, and develop leadership skills and knowledge in order to learn the creation of value for employers.