ADMINISTRATION

CORPORATE ADMINISTRATION
Dr. Terrence W. LaPier, President
Julie Orloff, Vice President of Compliance and Regulatory
Adrian Rorie, Controller
Theresa Cowan, Corporate Director of Financial Aid
Dominique Werner – Corporate Registrar
Cynthia Abromitis, Academic Dean

CAMPUS ADMINISTRATION
Nicole Warren, B.S.
Full Time
Associate Campus Director
Bachelor of Science, Clayton State University

Orlando Dumas, Sr., PH.D
Full Time
Director of Admissions
Alpha University Baton Rouge, LA
Business Management

Anika Clark
Full Time
Registrar

William Stripling, B.A.
Full Time
Financial Aid Officer
Bachelor of Arts, Georgia Southern University

Jacquelyne Jefferson
Full Time
Director of Career Services
Bachelor of Science, Strayer University 2014

DIAGNOSTIC MEDICAL SONOGRAPHY
Brian Dillmon, BS, RVT, RDMS (AB)
Full Time
Program Director
Bachelor of Science, Ball State University

Dr. Shahnaz Rajpari, MBBS, MCPS, RDMS (AB)(OB)
Part Time
Instructor, General
Fellowship, Thomas Jefferson University
Bachelor of Medicine & Surgery, Karachi University, Pakistan (Equivalent to MD w/evaluation)

**Latina Duckett, B.S., RT(R), RDMS (AB)(OB)**  
Full Time  
Clinical Coordinator  
Bachelor of Science, Georgia Southern University, Grady School of DMS and RX

**Voncell Johnson, RDCS**  
Part Time  
Clinical Coordinator  
Certificate of Completion, Ultrasound Diagnostic School- Cardiac

**Paul Braum, B.S., RVT, RDCS**  
Part Time  
Adjunct Instructor  
Bachelor of Science, University of Pittsburgh, Santa Fe CC

**Nina Madden, B.S., RDMS (AB)**  
Adjunct Instructor  
Bachelor of Science, Valdosta State University  
Diploma DMS, Coosa Valley Technical College

**Nee Barnor, MS, RDMS (AB) (OB)**  
Adjunct Instructor  
Master of Science, King’s College London

**RADIATION THERAPY**  
**Dianna Bolick M.A., CMD, R.T. (R)(T)**  
Interim Program Director  
Master of Arts, Education, University of Iowa  
Bachelor of Science, Radiologic Technology, Mars Hill College

**Cynthia Hill, RT (T)**  
Bachelor of Science, Management- Shorter College 2014  
Certification, Radiation Therapy- Montefiore School of Radiation Therapy 1986

**Tonya Neal-Walker R.T.(T)**  
Part Time  
Instructor  
Bachelor of Science, Public Health, Excelsior College Exp. 12/2014

**GENERAL EDUCATION**  
**Carita Grimes, DOC**  
Part Time-Adjunct, Anatomy & Physiology  
Doctoral Degree, Bachelor of Science, Life University

**Maya Echols, MEd**
Adjunct English Instructor  
Master of Science, Education, Mercy College

**Christian DePaul, BS**  
Adjunct College Algebra, Physics Instructor  
Bachelor of Science, Mathematics, University of Cape Coast

## TUITION & FEES

<table>
<thead>
<tr>
<th>Program</th>
<th>Application Fee</th>
<th>Insurance</th>
<th>Lab Fee</th>
<th>CPR</th>
<th>Safety Badge</th>
<th>Tuition</th>
<th>Books</th>
<th>Background Check &amp; Drug Screening</th>
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* Indicates costs not included in tuition  **Graduation fee is $80.00

### RETAKE COURSE POLICY AND FEES:

- Each Course failed will have a $50 Retake Fee assessed to the student’s ledger card
- If a failed course is not offered to retake in the next semester the student will be dropped and re-entered at the appropriate time to retake the course
- Retake fee is assessed when the student is scheduled and starts repeating the failed course
- For the semester credit programs the repeat course can be counted in the credits attempted in the semester for one repeat only (i.e.… the student has two attempts to pass a course)
- For clock hour programs the hours in the repeated course can only be counted for one repeat (i.e.… the student has two attempts to pass a course)
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.

<table>
<thead>
<tr>
<th>Start Calendar</th>
<th>Start</th>
<th>Anticipated End Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Diagnostic Medical Sonography</strong> Day</td>
<td>5/13/13</td>
<td>9/20/14 General</td>
</tr>
<tr>
<td></td>
<td>5/13/13</td>
<td>9//20/14 Cardiac</td>
</tr>
<tr>
<td></td>
<td>8/12/13</td>
<td>12/19/14 General</td>
</tr>
<tr>
<td></td>
<td>8/12/13</td>
<td>12/19/14 Cardiac</td>
</tr>
<tr>
<td></td>
<td>12/2/13</td>
<td>8/02/14 General</td>
</tr>
<tr>
<td></td>
<td>12/2/13</td>
<td>8/02/14 Cardiac</td>
</tr>
<tr>
<td><strong>Diagnostic Medical Sonography</strong> Day</td>
<td>4/14/14</td>
<td>11/9/15 General</td>
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<tr>
<td></td>
<td>4/14/14</td>
<td>11/9/15 Cardiac</td>
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<tr>
<td><strong>Radiation Therapy</strong> Day/Evening</td>
<td>7/22/13</td>
<td>3/13/15</td>
</tr>
<tr>
<td><strong>EMR</strong> Day/Evening</td>
<td>5/6/14 proj.</td>
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<tr>
<td><strong>EMR</strong> Day/Evening</td>
<td>8/11/14 proj.</td>
<td>5/25/15</td>
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SCHEDULED BREAKS

<table>
<thead>
<tr>
<th>Scheduled Breaks:</th>
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<tbody>
<tr>
<td>Spring 2014: 04/7/2014 - 04/11/2014</td>
</tr>
<tr>
<td>Summer 2014: 06/30/2014 – 07/04/2013</td>
</tr>
<tr>
<td>Winter 2014: 12/22/2014 – 01/02/2015</td>
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<tr>
<td>Spring 2015: 04/06/2015 - 04/10/2015</td>
</tr>
<tr>
<td>Summer 2015: 06/29/2015 – 07/03/2015</td>
</tr>
<tr>
<td>Winter 2015: 12/21/2015 – 01/01/2016</td>
</tr>
</tbody>
</table>

SCHOOL CLOSINGS
Cambridge Institute does not offer classes on specific holidays. Administrative Offices are open on specific holidays. All hours of classes are scheduled around the holidays and vacation breaks. Holiday observances include:
New Year's Day  
Martin Luther King, Jr.'s Birthday  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Columbus Day  
Thanksgiving Day and day after  
Christmas Day  

Classes will not be scheduled on holidays that are observed by the hospitals or clinics where the student has class or clinical training. Students of Radiation Therapy are not permitted to attend clinic during school closings.

**INCLEMENT WEATHER POLICY**
For the didactic and clinical course of your program, Cambridge Institute of Allied Health & Technology follows the Atlanta Public School System closings. Students should refer to local radio or television stations for report of school closings. If the school is closed students assigned to clinical rotation will not report to their site. Student is expected to extend professional courtesy of communicating their absence to their clinical site.

**Page 9 of the Catalog – Accreditation**

**Radiation Therapy Program**

Effective May 5, 2014, the Radiation Therapy program voluntarily withdrew their programmatic accreditation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program will now fall under the institutional accreditation grant with the Accrediting Bureau of Health Education Schools (ABHES).

*The Computed Tomography Review does not fall under the grant of accreditation for the Accrediting Bureau of Health Education Schools (ABHES).*
Proof of High School Graduation
The requirements of High School Graduation (POG) consist of one of the following:

- Diploma from high school
- GED
- Official college transcript confirming associate, bachelor’s or master’s degree
- Evaluated and translated Foreign High School

Electronic Medical Records Management
900 Clock Hours
Diploma Program
37.5 Weeks
Method of Delivery: Residential

Program Objective: In a residential setting, the Electronic Medical Records Management program aims to provide an interactive, robust educational program that prepares graduates for entry level positions in the electronic medical records division of medical facilities.

Program Description: This course is designed to prepare students to perform all of the tasks required of a Electronic Medical Records Manager. This is accomplished in a residential setting through theory courses designed to prepare students with the knowledge and skill needed to perform EHR 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
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC100</td>
<td>Health Science Core Fundamentals I</td>
<td>45</td>
</tr>
<tr>
<td>HSC120</td>
<td>Anatomy &amp; Physiology I with Lab</td>
<td>60</td>
</tr>
<tr>
<td>HSC130</td>
<td>Anatomy &amp; Physiology II &amp; Pathophysiology</td>
<td>75</td>
</tr>
<tr>
<td>HSC140</td>
<td>Medical Terminology</td>
<td>45</td>
</tr>
<tr>
<td>HSC101</td>
<td>Health Science Core Fundamentals II</td>
<td>45</td>
</tr>
<tr>
<td>MCB110</td>
<td>Electronic Medical Office Procedures</td>
<td>75</td>
</tr>
<tr>
<td>COM100</td>
<td>Computer Applications</td>
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<tr>
<td>COM120</td>
<td>Computerized Practice Management</td>
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<tr>
<td>MCB120</td>
<td>CPT 4</td>
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</tr>
<tr>
<td>MCB140</td>
<td>ICD 9/HCPCS</td>
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<tr>
<td>MCB180</td>
<td>ICD10</td>
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<tr>
<td>MCB200</td>
<td>Medicare &amp; Medicaid</td>
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<tr>
<td>EMR120</td>
<td>Records Management</td>
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</tr>
<tr>
<td>EMR140</td>
<td>Electronic Medical Records I</td>
<td>75</td>
</tr>
<tr>
<td>EMR150</td>
<td>Electronic Medical Records II</td>
<td>75</td>
</tr>
<tr>
<td>HSC160</td>
<td>Professional Development and Career Preparation</td>
<td>15</td>
</tr>
</tbody>
</table>

**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 with 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.

**HSC 101 Health Science Core Fundamentals II**

*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, new healthcare regulation, and basic math and science.

**MCB110 Electronic Medical Office Procedures**

*75 Clock Hours*

This course is a foundational and critical structure in the development of medical office professionals, and health information technicians. Emphasis in this course is placed upon the medical office tasks, customer service, limiting liability and the relationship of these tasks to revenue collection.

**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 a 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 Medicare & Medicaid
30 Clock Hours
This course provides students with an understanding of the publicly financed health insurance system in our country that impacts virtually all aspects of 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 Records Management Systems
60 Clock Hours
Students develop skill and knowledge of records management techniques, procedures and methodology for medical offices. Students will be able to create, develop, document and archive records using common systems and codifications.

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.

Phlebotomy Technician
Diploma program 10 weeks/220 clock hours
Method of Delivery: Residential

PROGRAM OBJECTIVE
The program objective is to provide students with career training for employment as basic Phlebotomists in a physician’s office, hospital, outpatient center, laboratory, or other healthcare facility. Phlebotomy procedures are practiced on a training arm. The national Phlebotomy Technician certification examination through NCCT may be taken (not required by the state) when the applicable number of venipuncture’s and capillary sticks have been obtained and documented by an employer.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC 101</td>
<td>Health Care &amp; Body Systems</td>
<td>100</td>
</tr>
<tr>
<td>PH 101</td>
<td>Phlebotomy</td>
<td>120</td>
</tr>
</tbody>
</table>

HC101 Heath Core and Body Systems 5 weeks/100 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, HIV/AIDS, Domestic Violence and OSHA are also included.
Prerequisites: None

PH101 Phlebotomy 6 weeks/120 clock hours
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

**Prerequisites:** None

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**Advanced Medical Assistant – Imaging Specialist Diploma Program**

**Method of Delivery:** Residential

**54 weeks/ 1440 clock hours/70.5 Semester Credits**

**Program Objective**

The program objective is to provide students with career training for employment as a Medical Assistant with additional skills sets in imaging, specifically Basic X Ray. More and more medical offices desire to hire medical assistants who possess diverse skill sets. Graduates of the program who choose to take the BXMO may do so, and if the successfully pass this program, they may perform limited x rays in multiple healthcare settings.(under their BXMO licenses). Other settings in which an Advanced Medical Assistant and Imaging Specialist can seek employment include physician’s offices, outpatient medical facilities, hospital, clinics, and other related health care setting. Specific course objectives relate to administrative procedures that include use of computerized practice management software, medical billing, and insurance codes, office supplies, collections, correspondence, knowledge and appointment scheduling.

Course objectives relative to clinical procedures include: anatomy & physiology, medication administration, injections, EKG, assisting with minor surgical procedures, phlebotomy and lab procedures in a physician’s office, outpatient medical facility, hospital and other related healthcare settings. Student must complete a 140 hour externship in an ambulatory care medical facility. Students are required to present a negative TB report from a doctor before attending clinical externship. Phlebotomy procedures are practiced on training arms and injections practiced on manikins, and once student demonstrates skill proficiency, skills are performed on humans. Evening students are encouraged to attend their 160 clock-hour externship during the day when most doctors’ offices are available. Program graduates are eligible to take the following credentialing examinations: Registered Medical Assistant (RMA) through the American Medical Technologists (AMT) or Certified Medial Assistant exam (CMA through the American Association of Medical Assistants. The National Certification for Phlebotomy Technician examination may be taken (not required by the state) when the applicable number of venipuncture’s and capillary sticks have been obtained and documented by an employer. Students may also sit for the BXMO exam with the state of Florida, A criminal record may keep a student from obtaining a license or certification. A criminal record may affect the student’s ability to gain employment in the field of training.
## PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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<tr>
<td>HC101</td>
<td>Health Care and Body Systems</td>
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<tr>
<td>XR101</td>
<td>Basics of Radiation Protection Principles and Practice</td>
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<tr>
<td>XR102</td>
<td>PACS (Picture Archiving Communication System) Processing</td>
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<td>XR103</td>
<td>Term &amp; Position for Chest &amp; Upper Extremities; Basics of Radiographic Principles</td>
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<td>Term &amp; Positioning for Abdomen &amp; Lower Extremities; Radiation Safety</td>
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<td>Anatomy &amp; Positioning of Spine and Skull</td>
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<td>XR106</td>
<td>Radiology – Imaging Specialties</td>
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<td>XR107</td>
<td>Pathology</td>
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<td>XR108</td>
<td>BXMO Review</td>
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<td>Anatomy &amp; Physiology</td>
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</tr>
<tr>
<td>MA105</td>
<td>Pharmacology &amp; Medication Administration</td>
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<tr>
<td>PH101</td>
<td>Phlebotomy</td>
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<td>100</td>
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<tr>
<td>MA106</td>
<td>Clinical Procedures for Medical Assisting</td>
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<td>MA107</td>
<td>Medical Assisting Externship</td>
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<td><strong>Total</strong></td>
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</table>

## COURSE DESCRIPTION

**XR101 Basic Radiographic and Principals** 120 Residential hours/ 8 Semester Credits
This course instructs students in basic radiographic exposure, principles of radiation projection, patient and self-protection, and patient care and management.
Prerequisites: None

**XR102 PACS (Picture Archiving Communication System)/Processing** 80 Residential hours/ 5 Semester Credits
This course includes image receptors, x-ray darkroom, film critique, standards of professionalism and ethics. Emphasis in this course is placed on PACS (Picture Archiving and Communications Systems)
Prerequisites: None

**XR103 Terminology & Positioning for Chest & Upper Body** 120 Residential hours/ 7 Semester Credits
This course includes radiological and positioning terminology for the chest and upper extremities, and includes anatomy of the chest, limbs, thorax, ribs and sternum.
Prerequisites: None

**XR104 Terminology & Positioning for Abdomen & Lower Body** 120 Residential hours/ 7 Semester Credits
This course includes radiological and positioning terminology for the abdomen and lower extremities.  
Prerequisites: None

XR105 Anatomy & Positioning of the’  
Spine & Skull  
This course includes radiological and positioning terminology for the spine and skull segments.  
Prerequisites: None

XR106 Radiology – Imaging Specialist  
This course includes radiological and positioning terminology for additional diagnostic procedures such as pediatrics, geriatrics and various modalities.  
Prerequisites: None

XR107 Pathology  
An overview of the disease process, common diseases, and their appearance on medical images.  
Radiographic pathology is the study of disease processes visualized radiographically. The purpose of this course is to provide the student with a basic working knowledge of pathology as it pertains to diagnostic medical radiography. This course presents those pathologic conditions that are most commonly encountered in radiography and the medical terminology associated with those pathologic conditions.  
Prerequisites: None

XR108 BXMO Review  
Provides a comprehensive review of limited radiography in preparation for the ARRT administered state examination.  
Prerequisites: None

C101 Heath Core and Body Systems  
This course includes health care delivery system, 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 concepts. In addition, students receive instruction and certification in HIV/AIDS, Domestic Violence, and OSHA. Students in this course become familiar with Basic X Ray machine operations.  
Prerequisites: None

MA101 Medical Office Process  
This course is designed to introduce the student to the Medical office environment and responsibilities of the Medical Assistant. Included are safety, office design, communication, personal characteristics, and professionalism. Computer entry of data and appointments will be introduced.  
Prerequisites: None

MA102 Financial & Insurance Office Process  
In an online and on campus mode of delivery, this course is designed to introduce the student to the patient’s medical record. Included is knowledge of insurance, preparing claims, billing,
coding, basic bookkeeping, and accounting. Transcription and documentation are introduced. Computer software is introduced and used in the computer lab.

Prerequisites: None

MA103 Anatomy & Physiology 80 Residential Hours/4 Semester Credits
This course includes fundamental anatomy and physiology of the human body. The student is introduced to selected body systems as well as common diseases related to each. Included are nervous, senses, skin, skeletal, muscular, and immune system.

Prerequisites: None

MA104 Electrocardiography 80 Residential hours/3 Semester Credits
This course is designed to teach the student how to perform a 12-lead Electrocardiogram. Included are basic anatomy and electrophysiology of the heart. The student will be able to identify sinus rhythms as well as life-threatening dysrhythmias. Lab included.

Prerequisites: None

MA105 Pharmacology/ Medication Administration 80 Residential hours/ 3.5 Semester Credits
This introduces the student to basic pharmacology and medication administration. Included are drug classifications, calculations, abbreviations, and safety. The student is instructed in preparation and administration of medications including injections.

Prerequisites: None

PH101 Phlebotomy 100 Residential/ 5 Semester Credits
This course includes an introduction to phlebotomy, equipment, safety, and specimen collection techniques. The student receives instruction in anatomy, infection control, special procedures and documenting competency skills.

Prerequisites: None

MA106 Clinical Procedures for Medical Assisting 120 Residential/4 Semester Credits
This course instructs the students in the following clinical duties and responsibilities clinical duty preparation, medical database, exam preparation and related clinical procedures, laboratory & specimen collection, diagnostic tests and procedures, minor surgical procedures, acute illness, accidents, and emergencies.

Prerequisites: None

MA107 Medical Assisting Externship 160 externship hours/3.5 Semester Credits
Required classes: All theory and lab classes
The medical assistant externship will be completed in a physician’s office, outpatient medical facility, hospital, or other relative healthcare setting.

Prerequisites: None
Radiologic Technology – Associate of Science

2595 Total Hours
96 Credits
90 Weeks
Credential Awarded: Associate in Science
Type of Instructional Delivery: Residential/Distance Delivery

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 clinical competency requirements have been developed in accordance with ARRT (American Registry of Radiologic Technologists) guidelines.

Radiologic Technology Program Outline:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HSC 1000</td>
<td>Introduction to Health Science</td>
<td>3</td>
<td>45</td>
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<tr>
<td>SPC 1016</td>
<td>Fundamentals of Speech</td>
<td>3</td>
<td>45</td>
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<tr>
<td>MEA 1239</td>
<td>Medical Terminology</td>
<td>2</td>
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<tr>
<td>BSC 1085</td>
<td>Anatomy &amp; Physiology I</td>
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<td>Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BSC 1086</td>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>BSC 1086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
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<td>MAC1105</td>
<td>College Algebra</td>
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<tr>
<td>ENC 1101</td>
<td>English Composition</td>
<td>3</td>
<td>45</td>
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<tr>
<td>PSY 1012</td>
<td>Introduction to Psychology</td>
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<td>RTE 1202/1202L</td>
<td>Radiographic Procedures I</td>
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<td>RTE 1000</td>
<td>Introduction to Radiation Safety</td>
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<tr>
<td>RTE 1025</td>
<td>Principles of Image Production I</td>
<td>2</td>
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<td>RTE 1030</td>
<td>Radiographic Physics</td>
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<td>Radiographic Procedures II</td>
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<td>RTE 1204/1204L</td>
<td>Radiographic Procedures III</td>
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<td>RTE 1205/1205L</td>
<td>Radiographic Procedures IV</td>
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<td>RTE 1206/1206L</td>
<td>Radiographic Procedures V</td>
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<td>CTS 1050</td>
<td>Introduction to Computers</td>
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<td>RTE 2500</td>
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<td>RTE 1270</td>
<td>Clinical I</td>
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<td>RTE 1280</td>
<td>Clinical II</td>
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<tr>
<td>RTE 2010</td>
<td>Clinical IV</td>
<td>8</td>
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</table>
RTE 2020   Clinical V      8               360
Totals:      96          2595

Course Descriptions:

**HSC 1000 - Introduction to Health Science**                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, radiologic equipment, radiation protection, and patient care techniques
Prerequisite: RTE 1206 & 1206L

**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

**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

**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.
Prerequisite: None

**BSC 1085 L – Anatomy & Physiology I Lab**          1 Credit 30 clock hours
In an online delivery 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.
Prerequisite: 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:** BSC1085

**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

**MAC 1105 – College Algebra**  
3 Credits 45 clock hours

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

**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. Students will review readings for writing to aid in essay preparation and completion.

**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

**RTE 1202 - Radiographic Procedures I**  
4 Credits 75 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:** RTE 1202 & RTE 1202L

**RTE 1000 – Introduction to Radiation Safety**  
1 Credit  15 clock hours  
Content is designed to present principles of radiation protection, including the responsibility of the radiographer for patient, personnel and the general public. Students will be provided with 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:** None

**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. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system, quality assurance and maintenance are presented.  
**Prerequisites:** MAC 1105, RTE 1030

**RTE 1203 - Radiographic Procedures II , RTE 1203L Lab**  
4 Credits  75 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 the humerus and shoulder, lower extremity, and the hip and pelvis. Film critique covering the elements of diagnostic radiographs is emphasized. Also included are the precautions needed when using mobile or surgical equipment. Students will master practical experience in positioning patients, exercising independent judgment, creativity, problem solving skills, and knowledge of technical factors in the clinical laboratory. Students will learn the synopsis of radiation protection and exposure. Students work in teams, role-playing patient and technologist and using positioning aids available to complete exams being simulated. 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 1202 & RTE 1202L, BSC 1085 & BSC 1085L

**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:** MAC 1105; BSC 1085 & 1085L; BSC 1086 & 1086L
RTE 1204 - Radiographic Procedures III  
3 Credits  75 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 spine radiography. The students will learn radiographic positioning and procedures for the axial skeleton including the spine and bony thorax. 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 patient and technologist. 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: RTE1203 & RTE1203L

RTE 1205 - Radiographic Procedures IV  
3 Credits  75 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, radiographic positioning and procedures of the esophagus, stomach, small and large intestine, gallbladder, kidneys, ureters, bladder and fluoroscopy examinations. Film critique covering the elements of diagnostic radiographs is emphasized. 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 patient and technologist. 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: MAC 1105, RTE 1030

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

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.  
Prerequisite: RTE 1206 & RTE 1206L

RTE 2015 – Radiographic Biology and Protection  
2 Credits  30 clock hours
This course is designed to provide students with 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:** RTE 1000

**RTE 1206 - Radiographic Procedures V**  
RTE 1206L Lab  
3 Credits  
60 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, radiographic positioning and procedures of the skull and facial structures. Film critique covering the elements of diagnostic radiographs is emphasized. 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 patient and technologist.

**Prerequisites:**

**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:** RTE1025

**RTE 1270 - Clinical**  
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 & 1085L, RTE 1202 & 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 area of abdomen, chest and upper extremity.

**Prerequisites:** RTE 1270, RTE 1030,BSC1086,RTE 1203

**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 of abdomen, chest and upper extremity.

**Prerequisites:** RTE 1204 & 1204L,RTE 1280, RTE 1025,BSC 1086 &1086L
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 and elective competencies in the area of abdomen, chest and upper extremity.

Prerequisites: RTE 1205 & 1205L, RTE 2005, RTE 1026, BSC 1086 & 1086L

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 area of abdomen, chest and upper extremity.

Prerequisite: RTE 1206 & 1206L, RTE 2010, RTE 2015, BSC 1086 & 1086L

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Independent Study
Students wishing to take a course by independent study must contact the instructor of the course for permission and submit an independent study contract for review and approval. The instructor specifies the requirements to be completed by the student including tests, periodic class attendance, term papers, etc.

Not all courses at the institution may be taken by independent study. The respective institution has jurisdiction in the determination of which courses may be taken in this manner. One independent study course will be accepted during the program enrollment period.

The regular grading system applies to all independent study students. Grades earned by independent study have the same status as those acquired through regular class attendance. Students taking a course by independent study must register for the specific course section in the regular manner.